Table of Content

**General Information on Grammar and Style**
- p.3

**Primary Sources**
- Cases
  - HK Reported Cases
  - HK Unreported Decisions – Possible Formats
  - Abbreviations Used in Law Reports
  - UK Case Citations
  - English Unreported Citations
- Legislation
  - Hong Kong Legislation
  - UK Legislation
  - Citing Sections etc from Legislation
- International Materials
  - UN Treaty
  - International Cases and Arbitral Decisions
  - UN Materials
  - European Materials

**Secondary Sources**
- Annotated Ordinances
- Bills
- Books
  - Edited Works
  - Chapters in Edited Works
  - Books (or Articles/Other Secondary Sources) Cited within Another Work (for Footnotes References)
  - CD-ROMs that Come with Books
  - Translations
- Conferences
- Dictionaries
- Encyclopaedias
- Government Report
- Government Press Release
- Journal Articles
- Legislative Council Debates
- Loose leaf Services
- Newspaper Articles
- Parliamentary Papers
- Speeches
- Theses
- TV Programmes and News Reports
- UK Command Papers

**Internet Materials**
- Email Message
- Online Databases
- General/Individual Works on the Internet

**Further Reading**
- p.17
This guide outlines citation style for commonly used legal resources. A list of further readings is provided at the end of this guide.

GENERAL INFORMATION ON GRAMMAR AND STYLE:

Footnotes:
Footnotes (citation references inserted at end of relevant page) should be used instead of endnotes (citation references inserted at end of paper or assignment) or in text citations.

Students should footnote all materials referred to or directly quoted from as well as materials that ideas were taken from.

‘See’ references in footnotes:
‘See’- supports idea or argument in text
‘See also’- added information to support idea

Bibliography:
Students should provide a Bibliography at the end of their papers or assignments using the following headings to group references (all materials in alphabetical order within group).

Textbooks/journal articles/government publications
Cases
Legislation
Treaties or international documents

Referencing:
In assignments or papers the first reference should always be provided in full. It is then possible to use the following for further references to the same work.

Ibid: (Latin meaning: ‘in the same place’ for same source cited immediately above). Add relevant page if different from page used in original footnote.

For a reference already cited that does not appear immediately above use Above n (n= footnote number) or Below n (n= footnote number) for parts of the text or footnotes that come after the present footnote.
Quotations:
Substantial quotations should be indented and single-spaced preceded by a semi-colon
- use of quotation marks is optional.
Short quotations placed within the text should have quotation marks or inverted commas.

Quoting judges in text:
Provide judge’s name and abbreviation of their judicial title when quoting their judgments in the text of paper or assignment.

In a footnote provide case reference and then reference to judge and their judicial title in brackets.

PRIMARY SOURCES:
Note materials listed below may be found in online sources. A URL reference is not required for most primary sources as they generally will be sourced from established commercial or free sources and pagination or paragraph referencing will have been provided.

HK Reported cases:
A reported case would be cited as follows:

*Jumbo King Ltd v Faithful Properties Ltd* (1999) 2 HKCFAR 279

*Party names* followed by year and volume reference then abbreviation for set of law reports the case is reported in. Only the first page reference is provided unless the case is being referred to in a footnote. The page or page range being referred to should then be indicated as follows.

*Jumbo King Ltd v Faithful Properties Ltd* (1999) 2 HKCFAR 279, 282
Or
*Jumbo King Ltd v Faithful Properties Ltd* (1999) 2 HKCFAR 279 at 282

If the case has parallel citations the authorised should be referred to when known.

HK Unreported decisions- possible formats:

**HKLII format:**
The main standard medium neutral citations used in HKLII are:

- HKCFA: Court of Final Appeal
- HKCA: Court of Appeal
- HKCFI: Court of First Instance
- HKDC: District Court
- HKFamC: Family Court

*Li Sau Ying v Kincheng Banking Corp & Another* [2002] HKCFI 202
HK Court Citation:
Li Sau Ying v Kincheng Banking Corporation & Another HCA18515/1999
Use Court Identifier (Court level and case type): HCA: (High Court-civil action)
Case Number: 18515/1999
For full listing of Court Level and case types see

Westlaw:

Li Sau Ying v Kincheng Banking Corporation & Another [2002] HKEC 1103

Lexis:

Tsui Chi Hung Tony v Hsin Chong Construction Co Ltd and Others [2006] HKCU 190

Footnotes:
In footnotes for unreported citations use paragraph references enclosed in square brackets.

Li Sau Ying v Kincheng Banking Corporation & Another HCA18515/1999 [10]

Abbreviations used in law reports:
Listed here are relevant abbreviations that appear in Hong Kong and UK judgments.

ACJ    Acting Chief Justice
A-G    Attorney-General
B      Baron of the Exchequer
CIR    Commissioner of Inland Revenue
CB     Chief Baron
CJ     Chief Justice of the Court of Final Appeal
CJHC   Chief Justice of the High Court
CJCP   Chief Justice of the Common Pleas
CJKB   Chief Justice of the King’s Bench
CJQB   Chief Justice of the Queen’s Bench
Judge*  Circuit Judge
DJ     District Judge
HL     House of Lords
J (J)   Justice (s) of the High Court
J (J) A Justice (s) of Court of Appeal
LC     Lord Chancellor
LCJ    Lord Chief Justice
LJ     Lord Justice
Lord*  Lord of Appeal
Master* Master
MR     Master of Rolls
NPJ    Non-Permanent Judge (s) of the Court of Final Appeal:
       Since 1 July 1997
P President of the Family Division
PC Judicial Committee of the Privy Council
PJ Permanent Judge (s) of the Court of Final Appeal:
   Since 1 July 1997
Registrar* Registrar
SC Senior Counsel: Since 1 July 1997
S-J, SJ Secretary of Justice: Since 1 July 1997
V-P, VP (P) Vice-President of the Court of Appeal
V-C Vice-Chancellor

UK Case citations:
As for HK standard format of party names, year, volume, abbreviation for set of law reports and first page reference

*Dudley v Holland* [1965] 1 QB 31

It should be noted that since 2001 Sweet & Maxwell (UK) uses case numbers not page numbers when providing citations to cases and may exclude the volume reference. For example:

*A Local Authority v Z* (2005) HRLR 2
(Case number 2 –page number where it actually is reported is 99 in Volume 6 for 2005)

Earlier UK decisions- Nominate reports:
Cite parallel citation to ER when one exists

For example: (A case from Russell and Mylne):
*Simson v Jones* (1831) 2 Russ. & My. 365; 39 ER 433

Newspaper citations to cases:
Use Times newspaper citation only if no other exists
Party names, *The Times*, date (Day Month Year)

UK Unreported Citations:
For the UK the following are some major medium neutral citations that have been adopted since 2001. Provide party names, [year] court abbreviation and case number (date of delivery)

UKHL United Kingdom House of Lords
UKPC United Kingdom Privy Council
UKSC United Kingdom Supreme Court
EWCA Civ England and Wales Court of Appeal (Civil Division)
EWCA Crim England and Wales Court of Appeal (Criminal Division)
EWHC (Ch) England and Wales High Court (Chancery Division)
EWHC (Pat) England and Wales High Court (Patents Court)
EWHC (QB) England and Wales High Court (Queens Bench)
EWHC (Admin) England and Wales High Court (Administrative Court)
EWHC (Comm) England and Wales High Court (Commercial Court)
EWHC (Fam) England and Wales High Court (Family Division)
For example:
$LTF$ v $LMF$ [2006] EWCA Civ 1179 (17 August 2006)

**Legislation:**

**HK legislation:**

**Principal legislation** is cited as

Citibank (Hong Kong) Limited (Merger) Ordinance Cap 1177  
Or  
Citibank (Hong Kong) Limited (Merger) Ordinance (Cap 1177)

If students are referring to Ordinances before it has received its chapter number the year reference would be useful to put in so it can be located but isn’t officially required.

Citibank (Hong Kong) Limited (Merger) Ordinance 2005

Students should note that if they are referring to the Ordinance as originally passed the chronological number and year should be included.

Citibank (Hong Kong) Limited (Merger) Ordinance (No 5 2005)

**Amendment legislation** includes the year reference

Vocational Training Council (Amendment) Ordinance 2005

**Subsidiary legislation** is generally cited with their year and Chapter number although established ones may only have a title. For example the High Court Rules made under the High Court Ordinance (Cap 4) appear just as ‘Rules of the High Court’. Amendment regulations appear as follows.

Electronic Transactions Ordinance (Amendment of Schedule) Order 2006

**Basic Law:**

Cited by name and article number

Basic Law Art 158

For Bibliographies cite in full as

The Basic Law of the Hong Kong Special Administrative Region of the People’s Republic of China
UK Legislation:
It is similar for recent UK legislation although the year is added. Major Principal Legislation would appear as

Clean Air Act 1993
Or
Clean Air Act 1993 (c 11)

Regulations may be cited just by number or just by title or include year as well. For example:

The Cross Border Insolvency Regulations 2006 No 1030
Or
The Cross Border Insolvency Regulations 2006

Citing sections etc. from legislation:
All references are to sections, subsections or paragraphs, parts and divisions and these may be abbreviated in footnotes as follows:¹

Section s
Sections ss
Subsection sub-s
Subsections sub-ss
Paragraph para
Paragraphs paras
Subparagraph subpara
Subparagraphs subparas
Part pt
Division div

Legislation may also contain schedules. The references are abbreviated as follows

Schedule sch
Schedules schs

Rule r
Order O

Documents/ Agreements/Treaties relevant to Hong Kong’s development:
These should be cited by name and date of implementation

The Sino-British Joint Declaration (19 December 1984)

¹ Students should note though that when they referring to legislation in the text of their assignments etc., they should write the reference in full e.g. ‘section’, ‘part’ etc.
International materials:

UN Treaty:
Treaty name, date, treaty series citation, page ref (Date of entry into force)

UN Framework Convention on Climate Change 1771 UNTS 165 (9 May 1992)

International cases and arbitral decisions:
Case name, (parties names), phase of proceedings /advisory opinion [year] Report series or publication name, starting page

Case concerning the Barcelona Traction, Light and Power Company (Belgium v Spain) [1970] ICJ Rep 44

International Law Reports Series:
Malone v Metropolitan Police Commissioner (No.2) 74 ILR 304

UN materials:
Include following where applicable
Author/title, resolution number official record, session number, subdivision UN Document number, year


European Materials:

Official Journal of the European Communities:
Official Journal of the European Union (2004 on)
Pre 1974: indicate citation to special edition of the Official Journal of the European Communities (OJ spec Ed)

Post 1974: Reference should include Official Journal of the European Communities/Union (OJ) all series citation (L – legislation C- information and notices)


European Court Reports:
Case no, name of the parties, year, ECR, page no (preceded by numerical I for cases before Court of Justice or II for cases before the Court of First Instance)

SECONDARY SOURCES:
Note materials listed below may be found in online sources. Only include a URL if the format of the material does not provide pagination (generally formats for reputable materials will be MS word or PDF with pagination)

**Annotated Ordinances:**
(Print and online versions are cited using the same method)

Publisher Series Title Ordinance name date (add paragraph number and paragraph title if citing in a footnote)

LexisNexis Butterworths *The Annotated Ordinances of Hong Kong* Copyright Ordinance (Cap 528) 2011

LexisNexis Butterworths *The Annotated Ordinances of Hong Kong* Copyright Ordinance (Cap 528) 2011 [14.04] Any agreement to the contrary

**Bills** are generally not italicised and the year should be added to aid identification.
E.g.:
Aviation Security (Amendment) Bill 2005
(Add jurisdiction as well if discussing a number of legislative details from different jurisdictions)

**Books:**
Authors name (Surname and first name or Surname and initial), *Book title*, (edition no if 2nd or later edition) place of publication (may not be included at lecturer’s preference), publisher, year of publication (these may be enclosed in parentheses). Details should be the same for printed or e-book versions if used. Note: if there are more than two authors include the first only and then include ‘et al’ indicating there are more authors not cited by name.

For a Bibliography:
Brewer, John *The Law and Practice of Hong Kong Private Companies* Hong Kong, Sweet & Maxwell Asia 2005
Or
Brewer, John *The Law and Practice of Hong Kong Private Companies* (Sweet & Maxwell Asia 2005)

Subsequent editions example:
Brewer, John *The Law and Practice of Hong Kong Companies* (2nd ed) Hong Kong, Sweet & Maxwell/ Thomson Reuters 2009

For a footnote:
Brewer, John *The Law and Practice of Hong Kong Private Companies* Hong Kong, Sweet & Maxwell Asia 2005, 44
Or
Brewer, John *The Law and Practice of Hong Kong Private Companies* Hong Kong, Sweet & Maxwell Asia 2005 at 44
Two Authors:
Davis, Nigel and Mitchell, Melanie *Hong Kong Listed Companies : Law & Practice* Hong Kong, CCH Hong Kong 2012

More Than Two Authors:

Corporate or Institutional Author:
Hong Kong Bar Association *Code of Conduct of the Bar of the Hong Kong Special Administrative Region* Hong Kong, Bar Council, Hong Kong Bar Association 2009

**Edited works:**
Editors name (ed), *Book title*, place of publication (may not be included at lecturer’s preference), publisher, year of publication (these may be enclosed in parentheses)

Antons, Christoph (ed) *Law and Development in East and Southeast Asia* New York, RoutledgeCurzon 2003

**Chapters in edited works:**
Author of chapter, ‘Title of chapter’, author or editor of book, *Book title*, place of publication (may not be included at lecturer's preference), publisher, year of publication (these may be enclosed in parentheses)


**Books (or articles/other secondary sources) cited within another work (for footnote references):**
Details of both the cited work and the work it is cited in needs to be provided

Lord Millet ‘Proprietary Restitution’ in *The Common Law Lecture Series* Hong Kong, The University of Hong Kong Faculty of Law 2005, 57 cited in Yeung, Clemence *The Law of Unjust Enrichment in Hong Kong* Hong Kong, LexisNexis 2008, 76

**CD-ROMs that come with books:**
Author, (year) *Title*, [CD-ROM] Place of publication, publisher, year, (CD version indication of content if available)

Brewer, John *The Law and Practice of Hong Kong Private Companies* [CD-ROM] Hong Kong, Sweet & Maxwell Asia 2005 (CD version containing precedents)
Translations:
Author, *Title* (details, name of translator, ‘original title of work’, place of publication, publisher, and translation year edition and original edition year if relevant)

Shang, Yang *The Book of Lord Shang; A classic of the Chinese school of law*

Conferences:
Author, *Title of paper*, conference details, date

Amador, Raquel *International Refugee Law* Refugee Law Conference Centre for Comparative and Public Law Faculty of Law Hong Kong University 21 February 2004

Dictionaries:  (are cited in a similar format to textbooks)
*Dictionary name*, place of publication, publisher, year of publication (add page reference in footnotes if citing a definition from a print dictionary. If using an online version include the identifier provided)

*Hong Kong Legal Dictionary* Hong Kong, LexisNexis/Butterworths 2004

The following is an example of citing the definition of ‘Extradition’ in a footnote in print and online from Lexis

*Hong Kong English-Chinese Legal Dictionary* LexisNexis/Butterworths 2005 at 728

*Hong Kong Bilingual Legal Dictionary* Lexis [E00689] (online)

Encyclopaedias:
Publisher, *Encyclopaedia title*, edition number if 2nd edition or later edition, volume (if relevant), date of publication or date of retrieval if using electronic format and no date can be verified, title number, name of title, paragraph number, name of paragraph, page number(s) if using print version.

Halsbury’s Laws of Hong Kong
Print citation example:
LexisNexis/Butterworths *Halsbury’s Laws of Hong Kong*, 2nd ed., Volume 12 2012, [90], Civil Procedure : District Court, [90.2045], Extension of time by consent, 290

Online citation example:
LexisNexis/Butterworths *Halsbury’s Laws of Hong Kong*, [online] dated 24 May 2012 , [90], Civil Procedure : District Court, [90.2045], Extension of time by consent

Atkin’s Court Forms Hong Kong
Print citation example:
LexisNexis/Butterworths *Atkin’s Court Forms Hong Kong*, Volume 3, VI Personal Injuries, Forms, Particulars/Statement of Claim, Claims Against Occupiers, VI [1082] Form 82 Particulars of Claim: Dangerous Premises, VI 1007
Government Press Release:

Author (if identified) Title of press release, department country date
Trade Descriptions (Unfair Trade Practices) (Amendment) Ordinance 2012 Takes Effect Today Information Services Department Hong Kong 19 July 2013 (online version) http://www.info.gov.hk/gia/general/201307/19/P201307190743.htm

Journal articles:
Authors name (Surname and first name or Surname and initial), title of article, year of journal, volume, (issue) if noted, Title of Journal (may be abbreviated depending on lecturer’s preference), page
(Example below is for a Bibliography—for footnotes add page details as per books above)


Or


Legislative Council debates:
Jurisdiction, Legislative Council Official Record of Proceedings, full date of debate, page(s), (Full name of speaker)

Hong Kong Legislative Council Official Record of Proceedings, Wednesday 5 January 2005, 3014-3017 (Ms Emily Lau)

Loose leaf services:
Publisher title Vol Chapter and chapter title (if relevant) Title of paragraph, paragraph number (same details provided if an online version is used)

LexisNexis/Butterworths Securities Law: Hong Kong and the Peoples Republic of China Vol 1 Chapter 1 Regulatory Authorities Functions of the SFC [53]

Newspaper articles:
Author (Surname and first name or Surname and initial), Title, Newspaper, Place of publication, Date, page (or ‘online version’ if using online sources)

Chen, George Google chairman warns Beijing not to curb freedoms South China Morning Post 5 November 2013 A1

Chen, George Google chairman warns Beijing not to curb freedoms South China Morning Post 5 November 2013 (online version)
Parliamentary Papers:
Corporate Author, Title, House, paper number, Session number, (year)


Speeches:
Speaker (Surname and first name or Surname and initial), Title, location of speech, date

Hannum, Hurst Turbans, Trade and Terrorism: Are Human Rights the Answer Speech given as Sir Y K Pao Chair in Public Law Inaugural Lecture at Hong Kong University on 24 March 2006

Theses:
Author (Surname and first name or Surname and initial), Title, Level of Theses, Institution, year


TV Programmes and News Reports:
TV Programmes:
Broadcaster Title of programme Name of Program Date

TVB Pearl, Criminal Flaws, The Pearl Report, 25 June 2012

News Reports:
Broadcaster, Presenter (if known), Title of programme , Date

TVB Pearl, Etienne Lamy-Smith, Kids Ocean Day Hong Kong 2012, 9 November 2012

UK Command papers:
Author, Title, Command paper series number, (Year)

Internet materials:

Email Message:
Author (Surname and first name or Surname and initial), email address, subject line from posting, date

Online databases:
Online database name, Publication or filename source [online], date of retrieval, Author if known, Title, date if known

LexisNexis, Forbes- Asia/Pacific Stories, [online] retrieved 26/08/06 Tanzer, Andrew How Taiwan is invading China, 8April 1996

Students should note that published works should be cited using details of the published version. Only use Internet citation format for materials generally only available on the Internet eg an Online Journal

Author(s) (Surname and first name or Surname and initial), Title (year) volume (issue) Journal Title, URL (date of access)


General/individual works on the Internet:
Author (Surname and first name or Surname and initial if a person) (year) Title of document URL (date of access)

### Further Reading:

#### Citation Style Guides:

<table>
<thead>
<tr>
<th>Title</th>
<th>Edition</th>
<th>Publisher</th>
<th>Year</th>
<th>Call Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALWD Guide to Legal Citation</td>
<td>5th</td>
<td>NY, Aspen</td>
<td>2014</td>
<td>KF245.A45 2014 (6th ed on order)</td>
</tr>
<tr>
<td>Bachner, B <em>A Legal Style Guide for Hong Kong</em></td>
<td></td>
<td>Hong Kong, School of Law City University of Hong Kong</td>
<td>1999</td>
<td>K15.C326 no.2</td>
</tr>
<tr>
<td>Canadian Guide to Uniform Legal Citation</td>
<td>9th</td>
<td>Toronto, Carswell</td>
<td>2018</td>
<td>KE259.C35 2018</td>
</tr>
<tr>
<td>Citation Formats Committee of the AALL <em>Universal Citation Guide</em></td>
<td>3rd</td>
<td>Buffalo, Hein</td>
<td>2014</td>
<td>KF245.U54 2014</td>
</tr>
<tr>
<td>Martin, P <em>Introduction to Basic Legal Citation: LII 2010 Ed</em></td>
<td></td>
<td>NY, Legal Information Institute Cornell Law School</td>
<td>2010</td>
<td><a href="http://www.law.cornell.edu/citation/">http://www.law.cornell.edu/citation/</a></td>
</tr>
</tbody>
</table>


Teply, Larry L *Legal Citation in a Nutshell* (2nd ed) St. Paul, MN : West Academic Publishing 2016 (Call No.: KF245 .T47 2016)

罗伟著 法律文献引证注释规范(建议稿)(第2版) 北京市：北京大学出版社, 2013 (Call No.: KNQ47.L862 2013)

The Oxford Standard for Citation of Legal Authorities
http://www.law.ox.ac.uk/publications/oscola.php

The Oxford Standard for Citation of Legal Authorities (International law materials section)
https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_2006_citing_international_law.pdf

Citation abbreviation guides:

Cardiff University Law School: http://www.legalabbrevs.cardiff.ac.uk

Kavass, I and Prince, M (eds) World Dictionary of Legal Abbreviations Buffalo NY, Hein (loose-leaf 1991-) (Call No.: K89.K38)


Raistrick, D Index to Legal Citations and Abbreviations (4th ed) London, Thomson/Sweet & Maxwell 2013 (Call No.: K89.R35 2013)

December 2019 (version 24)