

## Sample document using the NZLSG Quick Reference Library

I'm trying to achieve two things here:

1. To show you which EndNote reference type to use for each of the (main) NZLSG citations; and
2. To show you what they will look like as footnotes, and as a bibliography

Examples are based on the quick reference guide on the inside cover of the print NZLSG. You can also search the NZLSG Quick Reference Library by those citations (the first one of each category) and/or the rule number.

Note: my in-text citations are probably inaccurate but hopefully you know the protocol for getting those right.

Note also, you will need to add pinpoint references to your footnotes as you go – not shown here.

Note further: I've followed UQ practice and added labels to the records as I created them – helps with sorting your bibliography (if that's what you want to do). UQ's labels are

1. Articles/Books/Reports ; 2. Case Law ; 3. Legislation ; 4. Treaties ; 5. Other Sources.

Note even further: when I looked more closely at the *New Zealand Law Style Guide* I discovered (in Appendix 3) a different approach to labels. You will want to create your own categories based on the material you cite most; number them (in the order you want them to appear in your bibliography); and create a Terms list for them so you can consistently apply the labels as you create the record.

**Reported cases:** use the **NZLSG Citation reference type**; format according to NZLSG as you create the EndNote record; add a label: 2. Case Law. Here are some examples: *Z v Dental Complaints Assessment Committee*;<sup>1</sup> *Fairfax BZ Ltd v C*;<sup>2</sup> *Taylor v New Zealand Poultry Board*;<sup>3</sup> *Boat Park Ltd v Hutchinson*.<sup>4</sup>

**Unreported cases:** use the **NZLSG Citation reference type**; format according to NZLSG as you create the EndNote record; add a label: 2. Case Law. Example: *Pue v R*<sup>5</sup>; *R v Reekie*.<sup>6</sup>

**Statutes:** use the **NZLSG Citation reference type**; format according to NZLSG as you create the EndNote record; add a label: 3. Legislation. Examples: Crimes Act 1961;<sup>7</sup> Counter-Terrorism Act 2008 (UK).<sup>8</sup>

**Bills:** use the **NZLSG Citation reference type**; format according to NZLSG as you create the EndNote record; add a label: 3. Legislation. Example: Business Law Reform Bill 2003.<sup>9</sup>

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<sup>1</sup> *Z v Dental Complaints Assessment Committee* [2008] NZSC 55, [2009] 1 NZLR

<sup>2</sup> *Fairfax New Zealand Ltd v C* [2008] NZCA 39, [2008] 2 NZLR 368

<sup>3</sup> *Taylor v New Zealand Poultry Board* [1984] 1 NZLR 394 (CA)

<sup>4</sup> *Boat Park Ltd v Hutchinson* [1999] 2 NZLR 74 (CA)

<sup>5</sup> *Pue v R* [2005] NZSC 55

<sup>6</sup> *R v Reekie* CA 339/03, 3 August 2004

<sup>7</sup> Crimes Act 1961

<sup>8</sup> Counter-Terrorism Act 2008 (UK)

**Regulations:** use the **NZLSG Citation reference type**; format according to NZLSG as you create the EndNote record; add a label: 3. Legislation. No example yet, sorry.

**Texts** – using the EndNote defaults for formatting; always add a label 1. Articles/Books/Reports.

For a **single author**, use the **Book reference type**, e.g. for citing Burrows' *Statute law in New Zealand*.<sup>10</sup>

For **several authors**, use the **Book reference type**, e.g. for the two Butlers' *The New Zealand Bill of Rights Act*.<sup>11</sup>

For an **edited book**, use the **Edited Book reference type**, for example, *Chitty on Contracts*.<sup>12</sup>

For **essays in books**, use the **Book Section reference type**, for example, Robin Cooke's "Tort and Contract" essay.<sup>13</sup>

For **looseleaf texts**, including online looseleaf texts, use the **Edited Book reference type**, for example *Adams on Criminal Law*<sup>14</sup> or *Gault on Commercial Law*.<sup>15</sup>

For **journal articles**, use the **Journal Article reference type**, for example Watts' unjust enrichment article.<sup>16</sup> The AGLC2 notes have some useful advice on formatting journals which use the year-as-volume.

For **internet materials**, use the **Web Page reference type** (or the **Electronic Source reference type**, if that's what you've got), for example, that weird example that has something to do with elephants.<sup>17</sup> And if that doesn't work, use the **NZLSG Citation reference type** and supply your own formatting. Add a label that best reflects the content.

For **international cases** and **treaties**, use the **NZLSG Citation reference type**; add an appropriate label. No example yet, sorry.

That's pretty much it for the EndNote quick reference library examples. The footnotes and the bibliography have been creating themselves as I type, all of which is described very nicely in the University of Queensland's guide to using the Australian Guide to Legal Citation with EndNote.

Because I applied labels to the EndNote records as I created them (again, it's all in the University of Queensland's guide – modify the UQ practice to suit the NZLSG Appendix 3 rules), the bibliography

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<sup>9</sup> Business Law Reform Bill 2003 (56-2)

<sup>10</sup> JF Burrows *Statute law in New Zealand* (3rd ed, LexisNexis, Wellington, 2003).

<sup>11</sup> Andrew Butler and Petra Butler *The New Zealand Bill of Rights Act: A Commentary* (LexisNexis, Wellington, 2005).

<sup>12</sup> HG Beale (ed) *Chitty on Contracts* (29th ed, Sweet & Maxwell, London, 2004).

<sup>13</sup> Robin Cooke "Tort and Contract" in PD Finn (ed) *Essays on Contract* (Law Book Company, Sydney, 1987).

<sup>14</sup> Bruce Robertson (ed) *Adams on Criminal Law* (looseleaf ed, Brookers).

<sup>15</sup> Thomas Gault (ed) *Gault on Commercial Law* (online looseleaf ed, Brookers).

<sup>16</sup> Peter Watts "Birks' Unjust Enrichment" (2005) 121 LQR 163.

<sup>17</sup> Dean Knight "Parliament and the Bill of Rights - a blase attitude?" (2009) LAWS179 Elephants and the Law <www.laws179.co.nz>

has sorted itself into a section for articles, books and reports; then a section for case law; then a section for legislation; then treaties (not that I have any yet); then other sources. So all I need to do is insert the headings for those (according to the guide) and it should look pretty good... It does!

## **Articles/Books/Reports**

*Beale, HG (ed), Chitty on Contracts, (29th ed, Sweet & Maxwell, London, 2004).*

*Burrows, JF Statute law in New Zealand (3rd ed, LexisNexis, Wellington, 2003).*

*Butler, Andrew and Butler, Petra The New Zealand Bill of Rights Act: A Commentary (LexisNexis, Wellington, 2005).*

*Cooke, Robin "Tort and Contract" in PD Finn (ed) Essays on Contract, (Law Book Company, Sydney, 1987).*

*Gault, Thomas (ed), Gault on Commercial Law, (online looseleaf ed, Brookers).*

*Knight, Dean "Parliament and the Bill of Rights - a blase attitude?" (2009) LAWS179 Elephants and the Law <[www.laws179.co.nz](http://www.laws179.co.nz)>*

*Robertson, Bruce (ed), Adams on Criminal Law, (looseleaf ed, Brookers).*

*Watts, Peter "Birks' Unjust Enrichment" (2005) 121 LQR 163.*

## **Case law**

*Boat Park Ltd v Hutchinson [1999] 2 NZLR 74 (CA)*

*Fairfax New Zealand Ltd v C [2008] NZCA 39, [2008] 2 NZLR 368*

*Pue v R [2005] NZSC 55*

*R v Reekie CA 339/03, 3 August 2004*

*Taylor v New Zealand Poultry Board [1984] 1 NZLR 394 (CA)*

*Z v Dental Complaints Assessment Committee [2008] NZSC 55, [2009] 1 NZLR*

## **Legislation**

*Business Law Reform Bill 2003 (56-2)*

*Counter-Terrorism Act 2008 (UK)*

*Crimes Act 1961*