



STYLE GUIDE

2021-22

THE NLSBLR STYLE GUIDE

This guide seeks to provide a standard of uniformization vis-à-vis articles published in individual issues of the *NLS Business Law Review* and to serve as a precedent style guide for future volumes of the journal. All authors and line-editors are requested to follow this guide whilst preparing their manuscripts and line-editing respectively.

I. GENERAL TIPS AND GUIDANCE

1. Authors are requested to adhere to the British spelling convention as set out in the latest edition of the *Oxford English Dictionary*.
2. Please spell out all acronyms, abbreviations, and short forms on the first reference in the parentheses in bold and using single quotation marks. Thereafter, use the acronym or abbreviation or short form in all instances afterwards, but not in bold. Do not use the term ‘hereinafter’ within the parentheses.

A few examples –

- (i) First instance for the use of an acronym: United Kingdom (**‘U.K.’**).
 - (ii) First instance for the use of a short form: The Companies Act, 2013 (**‘the Act’**).
 - (iii) First instance for the use of a short form in relation to case law: *Vidya Drolia v. Durga Trading Corporation* (**‘Vidya Drolia’**).
3. Please italicise the names of cases, publications, books, journals, emphasised words, and non-English words (including legal Latin words/phrases).

A few examples:

- (i) Cases: *Amazon.com NV Investment Holdings LLC v. Future Retail Ltd.*
- (ii) Books/Publications: The *Oxford Handbook of Corporate Law and Governance*.
- (iii) Journals: The *National Law School Business Law Review*.
- (iv) Emphasised words in a sentence: ‘This handbook offers a *comparative* and *functional* overview of corporate law and governance.’
- (v) Non-English Words: *prima facie*, *locus standi*, etc.

II. GUIDANCE ON PUNCTUATION

1. Please use the Oxford comma for three or more elements.

For example: Use ‘India, South Africa, and Russia’ and not ‘India, South Africa and Russia’.

2. Guidance on quotation marks:
 - (i) For terms that are to be highlighted for use in a specific manner, please use single quotation marks.
 - (ii) For extracts, please use double quotation marks. The extract is to be italicised. Any extract that is longer than fifty words is to be in a fresh paragraph and indented by 1 inch (or 2.54 cm) from both sides of the margin.
3. Please use hyphens (-) to separate compound words or words with suffixes/prefixes. Use the em dash (—) in order to make a strong break in sentence structure.
For example:
 - (i) Long-term solution (hyphenated compound word).
 - (ii) The Supreme Court considered the case at inordinate length — only to uphold the NCLAT’s decision and reasoning.
4. Guidance on ellipses:
 - (i) Please use ellipses with only three dots in order to signify an omission.
For example:
‘The Prime Minister stated that, “India would promote foreign investment...and also cater to the needs of local businesses...and labour”.’
 - (ii) Please refrain from using ellipses at the end of a quotation.
5. Superscript reference marks for footnotes in the text must appear *after* the punctuation and not before it.

III. GUIDANCE ON THE USE OF NUMBERS

1. Please write numbers between one and ninety-nine along with multiples of ten in words.
For example:
 - (i) Two people.
 - (ii) Three million shares.
 - (iii) Twenty-seven directors.
2. Please use numbers for percentages, followed by the % symbol.
For example: “72% of the interest had been paid.”
3. Dates are to be written as: 9th September, 2021.
4. Please use numbers for measurements (e.g., 27 km) and monetary amounts (e.g., \$500).
5. In case of decimal values, please use numbers as opposed to words.

6. In case of statutory provisions (such as sections of a legislation) or paragraph number in a judgement, use numbers as opposed to words (e.g., Section 43 of the Companies Act, 2013; para 42 of the Supreme Court’s decision in *Vidya Drolia*).
7. When referencing to points made in the main text, use numbers as opposed to words (e.g., “Points 1 to 7 of my arguments in the previous section illustrate the fallacy in the NCLAT’s reasoning”).

IV. GUIDANCE ON FORMATTING

1. The font for the main text is to be Times New Roman, font size 12, and 1.5 line spacing.
2. The font for the footnotes is to be Times New Roman, font size 10, and single line spacing.
3. Please provide a short space before the actual sentence when beginning a new paragraph.

V. GUIDANCE ON THE USE OF HEADINGS

Authors are advised to use different levels of headings so as to endow their articles with a coherent structure. In usual circumstances, please restrict headings to just three levels. In special cases, and if the article so warrants, a fourth level may be used. The format for headings is as follows:

I. HEADING 1 (BOLD, SMALL CAPITALS, CENTRE ALIGNMENT, TIMES NEW ROMAN, FONT SIZE 12)

A. Heading 2 (Bold, Centre Alignment, Times New Roman, Font Size 12)

1. Heading 3 (Bold, Italicised, Centre Alignment, Times New Roman, Font Size 12)

1. Heading 4 (Italicised, Left Alignment, Times New Roman, Font Size 12)

VI. GUIDANCE ON REFERENCING AND CITATIONS

1. The NLSBLR adheres strictly to the latest edition of the [Oxford University Standard for the Citation of Legal Authorities](#) (‘OSCOLA’) for all referencing and citation purposes. Please go through the OSCOLA guide scrupulously so as to ensure strict adherence.
2. For referencing international legal instruments, please use the latest edition of the [OSCOLA International](#) standard.

3. Please use pin citations in references as far as possible (e.g., page number of a book, paragraph number in a court decision, etc.).
4. For Indian cases, please use the Supreme Court Cases ('SCC') citations as far as possible.