



# THOMSON REUTERS

## GUIDE FOR BOOK AUTHORS



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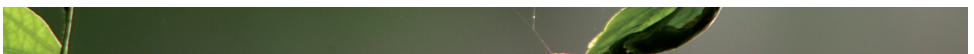
## SUBMISSION CHECKLIST

### MANUSCRIPT FILE FORMAT

- ENTIRE MANUSCRIPT SUBMITTED AT ONE TIME (PAGE 10)
- MS WORD DOCUMENTS (PAGE 10)
- ONE DOCUMENT PER CHAPTER (PAGE 10)
- GRAPHICS SUBMITTED SEPARATELY (PAGE 10)

### MANUSCRIPT CONTENT

- STRUCTURED SIMPLY AND CLEARLY (PAGE 11)
- USES DISCURSIVE OR LEGISLATION ANNOTATION LABELLING STRUCTURE (PAGE 11–13)
- COMPLIANT WITH *NEW ZEALAND LAW STYLE GUIDE* (TEXT, REFERENCES AND CITATIONS) (PAGE 16)



# THE BOOK PROCESS

## CONTACT

Authors have two main contacts at Thomson Reuters: a product development team member who will be involved from the very beginning of the project; and an editor who will take the project through the editing and production part of the project.

If you have any problems, questions or queries at any stage of the project, please don't hesitate to get in touch.

## COMMUNICATION

The editor will establish a production schedule based on the date of manuscript delivery, the size of the manuscript, the desired date of publication, other commitments of the publisher, other commitments of the author, and any other relevant factors.

Authors should advise Thomson Reuters of any other commitments (eg marking periods, overseas trips) that should be taken into account in scheduling production.

Thomson Reuters will regularly keep the author advised of progress, and notify the author of any unexpected delays.

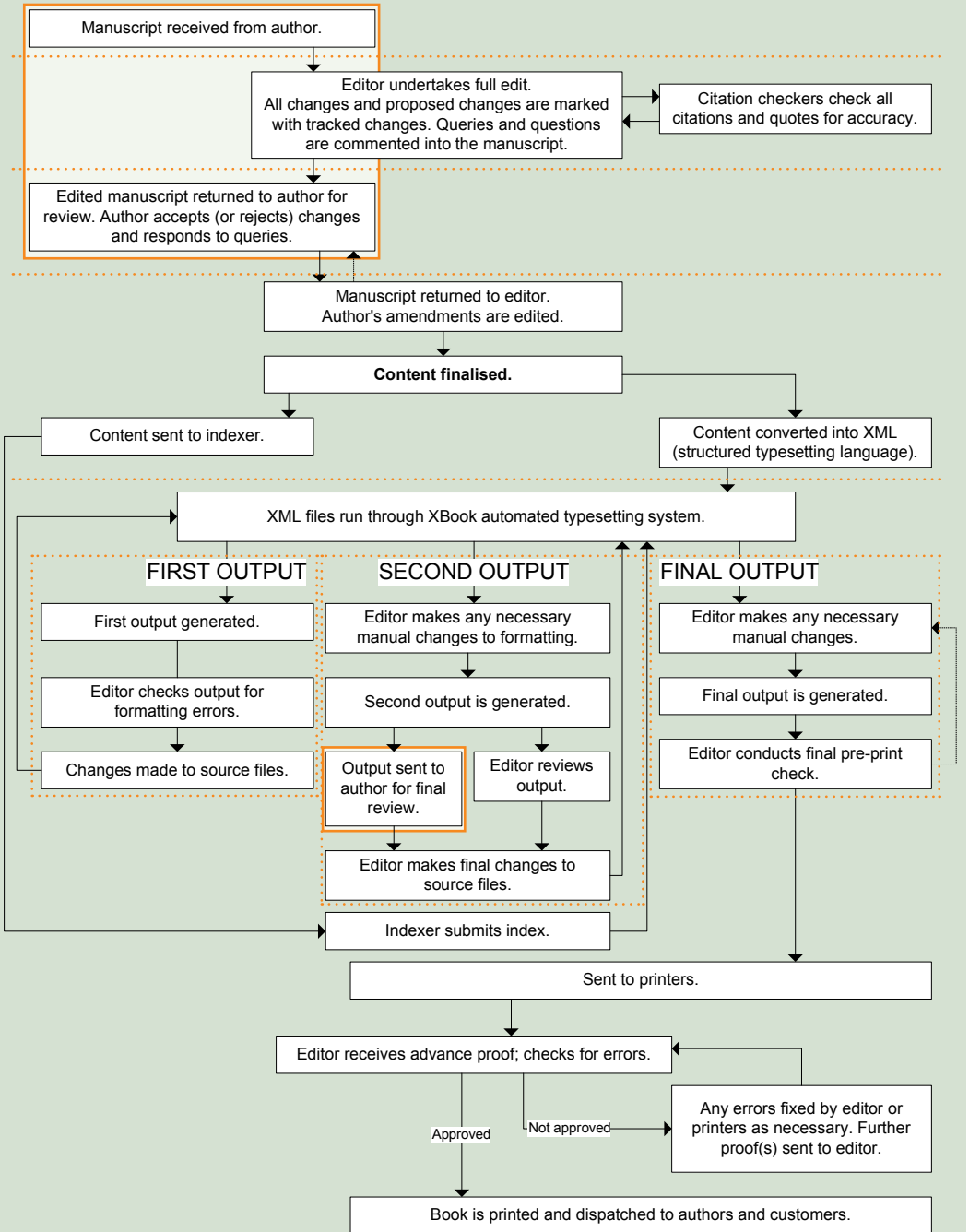
Authors should keep Thomson Reuters apprised of progress and advise if delays arise at any stage of the process.

## CURRENCY

The authors and the editor will agree upon a date to which the work will be current. This date will be identified in a statement in the preface. For example: "The law is stated as at 1 April 2011." This date will be close enough to the print date that the work will be as up-to-date as possible upon publication, but not so close that new material is still being incorporated right up until the book goes to print.

## TIMING

Many variables will influence the production schedule, including the length of the book, the number of authors involved, other publishing commitments, other author commitments, desired date of publication, etc. The editor will establish a production schedule in consultation with the author/s early on in the process.



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## AUTHOR INVOLVEMENT IN PRODUCTION PROCESS

### SUBMISSION OF MANUSCRIPT

Manuscript should be complete upon submission. There will be only limited opportunities during the production process to revise content, at the discretion of the editor.

For more detail as to the required format of the submitted manuscript, see page 10–14.

Authors are responsible for ensuring all citations are accurate in both content and format prior to submitting the manuscript. For more information on referencing and citations, see page 18.

### REVIEW OF PUBLISHER'S EDIT

Following the publisher's edit, the manuscript will be returned to the author with all proposed changes tracked and any questions from the editor inserted into the manuscript as comments.

The author is expected to review all proposed changes and any associated comments and queries, and accept, reject, revise or respond as appropriate. Any changes not addressed will be assumed to have been accepted. Any questions not answered or requested revisions not made will be returned to the author for action.

This is the **last opportunity for the author to make any non-urgent changes** to the manuscript. Any changes made at this point should be kept to a minimum, as any new material will have to be re-edited.

### FINAL REVIEW OF PDF OUTPUT

This is the author's opportunity to see the manuscript typeset and formatted as it would go to print, bar a number of manual amendments yet to be made. The editor will indicate what manual amendments are outstanding and should be disregarded by the author at this stage.

The author should review the pages and ensure that the content appears accurately and any special features have been output satisfactorily.

**No substantial changes can be made at this point.** Content will only be amended to fix errors and to incorporate URGENT content developments. No new footnotes can be inserted.

The author may be asked to review all cross-references to ensure that cross-references are accurately adjusted to reflect any changes to footnote numbering and/or heading label numbering that have occurred during the editing process.

The manuscript will not be in an electronic format that can be edited by the author, so any amendments should be submitted to the editor via email with clear instructions for insertion, amendment or deletion.

## OTHER PUBLISHING ACTIVITIES

### COVER DESIGN

Cover design will be managed by Thomson Reuters. Many titles will fall within an existing series of books, which will dictate the cover template to be applied.

Authors may be consulted about cover copy (including back cover blurb, author biographies) and may have an opportunity to see the cover prior to publication. Authors may wish to provide feedback and suggestions, but the final decision will be made by the publisher.

### MARKETING

A product-specific marketing plan and associated marketing collateral (flyers, ads, etc) will be developed by the Thomson Reuters marketing team.

Authors are welcome to propose unique marketing opportunities they may have access to (eg flyers/order forms handed out at lectures, speaking at upcoming events on relevant subjects) and Thomson Reuters will, where possible, work with the author to utilise any such opportunities.

# MANUSCRIPT FORMAT AND LAYOUT

## SUBMISSION

Manuscripts should be submitted as Microsoft Word documents. Each chapter should be contained in a separate Word document.

The entire manuscript should be submitted at one time, rather than chapter by chapter as they are completed. Where there are multiple authors, each author should submit all of the manuscript parts they are responsible for together, not piece by piece as it is completed.

## STYLE GUIDE

Manuscripts must be compliant with the *New Zealand Law Style Guide* (see page 16).

## GRAPHICS

If the manuscript includes images of any kind, they should be submitted as separate graphics files, *not* pasted into the Word files. A label and heading for the graphic should be inserted into the manuscript, and the associated graphics file should be named to match, so it is clear where each graphic is to be inserted later.

Electronic image files must be:

- a minimum of 300 dpi in resolution;
- in black and white or greyscale;
- preferably in .tif format, otherwise .jpg or .eps.

If you have difficulties supplying high-quality digital reproductions, original hardcopy graphics may be submitted to Thomson Reuters, who can arrange for a high quality scan to be made of the image before returning the original to the author.

If you have any queries about graphics, please discuss with the editor at the earliest opportunity.

## LAYOUT AND TYPESETTING

Manuscripts will be typeset prior to print, using our automated XBook processor. Pre-determined style sheets determine how content will appear on the page, so draft manuscripts need not resemble the final product.

Manuscripts should be formatted simply and clearly, so heading levels, broken-out quotes and other structural features can be easily identified.

Manuscripts should conform to either the discursive or legislation annotation structure, if possible. (These manuscript styles are explained in more detail below.) Manuscripts should use numbering and headings structured as per the relevant example below. If your manuscript differs from the structures below, we can discuss what other options may be available. Please raise it with Thomson Reuters as soon as you are aware of any departure from the standard structures below.

Please avoid using automatic numbering in your Word document, as errors and inconsistencies are often inadvertently introduced. It is safer and much more reliable to do all heading numbering manually.

### SUBMIT A SAMPLE

Authors are encouraged to submit a sample of their manuscript prior to completion to ensure structure, format and layout are consistent with the above guidelines and compatible with Thomson Reuters production systems.

### LEGISLATION ANNOTATION

Legislation annotation manuscripts are made up of commentary written to be inserted throughout a piece or pieces of legislation. Three heading levels are used.

Level 1 headings use numbering comprised of a two letter abbreviation based on the legislation being annotated, followed by the number of the section that particular commentary relates to, followed by a period and then a two-digit number, beginning at 01 for the first annotation to that section.

eg        Commentary written to annotate section 45 of the Evidence Act 2006 is numbered: EV45.01.

Level 2 headings are numbered using arabic numerals. Level 3 headings are labelled using alpha characters.

### Cross-references, Synopses and History Notes

Legislation annotation products may include legislative cross-references, synopses and history notes.

Synopses are plain English summaries of the section or regulation.

Cross references are

- words in the section that are defined in other sections;
- words relevant to the section defined in other legislation;
- sections or other legislation referred to in the section;
- other sections relevant to the section.

History notes detail the legislative history of the section or regulation.

Authors who wish to include legislative cross-references and synopses should include them as part of the manuscript. Authors DO NOT need to submit history notes – history notes will be provided by Thomson Reuters.



## Legislation Annotation Sample

**Synopsis**

Nam molestie, ligula auctor, turpis velit ultricies urna, at facilisis nunc nunc in odio. Nulla dictum quam scelerisque neque vestibulum accumsan. Nam ultrices pretium euismod.

**Cross References**

s 2 “scelerisque”, “auctor”, “facilisis nunc”

Laorerit Lan et Lore Act 2011

    s 17 phasellus sollicitudin erat

    s 96 ligula auctor

**EV45.01           Level 1 heading**

Vullamet wis ero dit, si eummy nullam do eugait ipit iriuscilit inis do odit vullan hendit aci blan velisi blandignis adionsectet dolore ea feum augiam aliquam do conum num non essi bla am nostissi

**(1)           Level 2 heading**

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“Phasellus sollicitudin erat volutpat nisl lacinia vulputate. Vivamus a dapibus nulla. Nulla nec magna tellus. Nam molestie, ligula auctor, turpis velit ultricies urna, at facilisis nunc nunc in odio. Nulla dictum quam scelerisque neque vestibulum accumsan. Nam ultrices pretium euismod.”

Fusce placerat, eros a consectetur fringilla, leo diam varius elit, eu vulputate elit turpis ut diam. Fusce at suscipit mauris. Duis nec egestas ligula.

- Nulla facilisi. Nulla facilisi.
- Duis accumsan gravida purus, nec lobortis risus tincidunt in.

Fusce placerat, eros a consectetur fringilla, leo diam varius elit, eu vulputate elit turpis ut diam. Fusce at suscipit mauris.

**(2)           Level 2 heading**

Nulla accumsan, mi non luctus congue, augue turpis imperdiet magna, at pretium arcu urna in neque. Phasellus convallis risus vitae mi scelerisque porta. Integer in tristique augue.

**(a)           Level 3 heading**

Phasellus sollicitudin erat volutpat nisl lacinia vulputate. Vivamus a dapibus nulla. Nulla nec magna eros a consectetur fringilla, leo diam varius elit, eu vulputate elit turpis ut diam.

## DISCURSIVE TEXTS

Treatises and other discursive manuscripts use four heading levels (groups).

Level 1 headings use numbering comprised of the chapter number followed by a period and then a numeral indicating the sequence.

eg Chapter 25 of a book would have level 1 headings numbered:

- 25.1 Introduction
- 25.2 Deemed regulations
- 25.3 History and use of delegated legislation

Level 2 headings repeat the level 1 heading and then add a period and a sequential numeral.

eg 25.3 would have level 2 headings numbered:

- 25.3.1 Early history and use
- 25.3.2 Recent history and use
- 25.3.3 Justification of delegated legislation

Level 3 headings are numbered using arabic numerals. Level 4 headings are labelled using alpha characters.

## Discursive Text Sample

## Chapter 45

### Conflicts of Interest

Vullamet wis ero dit, si eummy nullam do eugait ipit iriuscilit inis do odit vullan hendit aci blan velisi blandignis adionsectet dolore faccummy nonulput at.

#### 45.1 Level 1 heading

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##### 45.1.1 Level 2 heading

Laorerit lan et lore vel etum dolorper sitis, quismod olortie tate feugiamet ut la commolore ming eum irit alit praassis adit qui blaore consenim estisissit, consenim vendipis umsandre facil dit aliquat.

##### (1) Level 3 heading

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“Phasellus sollicitudin erat volutpat nisl lacinia vulputate. Vivamus a dapibus nulla. Nulla nec magna tellus. Nam molestie, ligula auctor, turpis velit ultricies urna, at facilisis nunc nunc in odio. Nulla dictum quam scelerisque neque vestibulum accumsan. Nam ultrices pretium euismod.”

Fusce placerat, eros a consectetur fringilla, leo diam varius elit, eu vulputate elit turpis ut diam. Fusce at suscipit mauris. Ut convallis, augue a vulputate lacinia, nulla turpis tristique nibh, hendrerit tincidunt nisl lorem et ipsum.

- Duis nec egestas ligula.
- Nulla facilisi. Nulla facilisi.
- Duis accumsan gravida purus, nec lobortis risus tincidunt in.

##### (a) Level 4 heading

Ing eliqui tio odo estrud exeratetue dolore modolorper ad mincing ea feu faccum dunt wisim exer si tatinibh erilit praesequi ea con exero commy nit wissism odor il irilit nullaortie conulpute te dolessi.

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1 Laorerit lan et lore vel etum dolorper sitis, quismod.

# STYLE GUIDE

## NEW ZEALAND LAW STYLE GUIDE

Thomson Reuters style is to apply the *New Zealand Law Style Guide* wherever possible.

The *New Zealand Law Style Guide* is available online at [www.lawfoundation.org.nz/style-guide/index.html](http://www.lawfoundation.org.nz/style-guide/index.html). Printed versions may be purchased from Thomson Reuters.

It is expected that all manuscripts submitted for publication will adhere to the *New Zealand Law Style Guide*, unless it has previously been agreed otherwise.

## GENERAL RULES: MAIN TEXT

In particular, please refer to chapter 1 of the *New Zealand Law Style Guide* for details on the following general style matters:

- 1.1 PROSE
  - 1.1.1 Language
    - (a) appropriate language
    - (b) spelling
    - (c) Māori
    - (d) Latin and French in common usage
    - (e) Foreign language words or phrases
  - 1.1.2 Punctuation
  - 1.1.3 Italics
  - 1.1.4 Emphasis
  - 1.1.5 Capital letters
  - 1.1.6 Naming parliamentarians, courts and judges
  - 1.1.7 Abbreviations
    - (a) Common phrases
    - (b) Reference tags
    - (c) Country names
    - (d) Acronyms and initialisms
    - (e) Legislative abbreviations
    - (f) Company abbreviations
- 1.2 Format
  - 1.2.1 Numbered and bulleted lists
  - 1.2.2 Quotations
    - (a) Style
    - (b) General rules
  - 1.2.3 Numbers and dates

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## CROSS-REFERENCES

The editor will endeavour to update cross-references where possible, but the author may be asked to review all cross-references at the PDF output check stage to ensure that cross-references are accurately adjusted to reflect any changes to footnote numbering and/or heading label numbering that have occurred during the editing process.

Wherever possible, footnotes should be self-contained. Cross-references to earlier footnotes should be kept to a minimum.

## PLAGIARISM

Thomson Reuters takes copyright law very seriously. All author material which is not the author's original work must be fully and correctly attributed to the original source.

## COPYRIGHT

Where the author wishes to reproduce any copyright material, the author must make Thomson Reuters aware of this intention as early as possible and, if requested, assist the editor in obtaining permission to reproduce the copyright material.

## QUOTES

Please quote accurately and acknowledge the source of all quotes. When quoting from a judgment, please remember to cite the paragraph number wherever possible. Where paragraph numbers are not available, please cite the page number.

# REFERENCES AND CITATIONS

A quick guide to common citation and reference styles is included here. For a more thorough guide, refer to the *New Zealand Law Style Guide* (NZLSG), which is available online at [www.lawfoundation.org.nz/style-guide/index.html](http://www.lawfoundation.org.nz/style-guide/index.html) or printed versions may be purchased from Thomson Reuters.

## REFERENCING CASES

Where referencing a case, the full case citation should be included in a footnote. The table of cases is generated automatically, so full citation information (case name and case citation) is required at every instance in order for the case to appear in the table.

Please ensure you follow the *New Zealand Law Style Guide*.

### REPORTED CASES (SEE 3.2 NZLSG)

Neutral citation: *Fairfax New Zealand Ltd v C* [2008] NZCA 39, [2008] 2 NZLR 368 at [29].

No neutral citation: *Taylor v New Zealand Poultry Board* [1984] 1 NZLR 394 (CA) at 398.

### UNREPORTED CASES (SEE 3.3–3.5 NZLSG)

Neutral citation: *Attorney-General v X* [2007] NZCA 388 at [70].

No neutral citation: *R v Reekie* CA339/03, 3 August 2004 at [35]; *R v Tuhou* HC Napier CRI-2007-020-2820, 11 September 2008 at [13].

## REFERENCING LEGISLATION

### STATUTES (SEE 4.1 NZLSG)

Crimes Act 1961, s 347.

Counter-Terrorism Act 2008 (UK), s 92.

### REGULATIONS (SEE 4.3 NZLSG)

Costs in Criminal Cases Regulations 1987, reg 2(1).

Court of Appeal (Civil) Rules 2005, r 14.

## REFERENCING ARTICLES, TEXTS AND OTHER SOURCES

If another source is referenced, please provide detailed bibliographic information about the source (as per the *New Zealand Law Style Guide*).

### TEXTS (SEE 6.1 NZLSG)

JF Burrows *Statute Law in New Zealand* (3rd ed, LexisNexis, Wellington, 2003) at 98.

HG Beale (ed) *Chitty on Contracts* (29th ed, Sweet & Maxwell, London, 2004) vol 2 at [38-033].

### CHAPTERS AND ESSAYS IN BOOKS (SEE 6.2 NZLSG)

Robin Cooke "Tort and Contract" in PD Finn (ed) *Essays on Contract* (Law Book Company, Sydney, 1987) 222 at 229.

### JOURNAL ARTICLES (SEE 6.4 NZLSG)

Peter Watts "Birks' Unjust Enrichment" (2005) 121 LQR 163 at 165.

Jessica Palmer "Dealing with the Emerging Popularity of Sham Trusts" [2007] NZ Law Review 81.

### INTERNET MATERIALS (SEE 7.1 NZLSG)

Dean Knight "Parliament and the Bill of Rights" (2009) LAWS179 Elephants and the Law <[www.laws179.co.nz](http://www.laws179.co.nz)>.

## ADDITIONAL STYLE MATTERS

The following sets out some style clarifications additional to the *New Zealand Law Style Guide*.

### REPORT SERIES (SEE 3.2.5 NZLSG)

Where a decision is reported in two unofficial subject-specific report series, preference should be given to report series published by Thomson Reuters. The following report series are published by Thomson Reuters:

Criminal Reports of New Zealand.....	CRNZ
Employment Reports of New Zealand.....	ERNZ
Environmental Law Reports of New Zealand.....	ELRNZ
Family Reports of New Zealand.....	FRNZ
Human Rights Reports of New Zealand.....	HRNZ
Procedure Reports of New Zealand.....	PRNZ
Trade and Competition Law Reports.....	TCLR

## REFERENCES AND CITATIONS

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Eg *Attorney-General v Prince* is reported in NZLR, FRNZ and NZFLR. The rule at 3.2.10 states that citations should provide for, at most, only two report series. The Thomson Reuters–published FRNZ is given preference over NZFLR:

*Attorney-General v Prince* [1998] 1 NZLR 262, (1997) 16 FRNZ 258 (CA).

### PARALLEL CITATIONS (SEE 3.2.10 NZLSG)

Where a case is reported in multiple report series, citations should be provided for, at most, two report series. (Where pinpoint citations are required, they must be provided for ALL citations.)

Multiple citations should be separated by a comma, not a semi-colon.

Eg *Bradbury v Westpac Banking Corp* [2009] NZCA 234, [2009] 3 NZLR 400, (2009) 19 PRNZ 385.

### UNREPORTED CASES — FILE NUMBER CITATION (SEE 3.5.2 NZLSG)

Use the following court abbreviations when citing cases without media neutral citations:

Broadcasting Standards Authority .....	BSA
Eg <i>TVNZ v Walden</i> BSA Decision 2006-061, 19 September 2006.	
Catch History Review Committee.....	CHRT
Eg <i>MacDonald v Chief Executive of the Ministry of Fisheries</i> CHRT Appeal 2010/05, 26 September 2005.	
Copyright Tribunal.....	COP
Eg <i>Trustpower Ltd v NZ Press Assoc</i> COP14, 27 July 2005.	
Department of Building and Housing.....	DBH
Eg <i>The change of use of a high-rise apartment building at 18 Turner Street and 17–19 Waverley Street, Auckland City</i> DBH Determination 2009/98, 15 November 2009.	
Deportation Review Tribunal.....	DRT
Eg <i>Khadar v Minister of Immigration</i> DRT019/08 Decision 19/2009, 29 June 2009.	
Disputes Tribunal .....	DT
Eg <i>E v S</i> DT Nelson CIV-2009-42-488, 3 February 2010.	
District Court .....	DC
Eg <i>Ministry of Fisheries v Leigh</i> DC Nelson CIV-2005-042-2259, 21 September 2006.	
Domain Name Commission Dispute Resolution Service.....	DRS
Eg <i>A1 Radiator &amp; Air Conditioning Specialists Ltd v Registry Web</i> DRS Decision 338, 28 November 2008	
Employment Relations Authority .....	ERA
Eg <i>Atley v Southland District Health Board</i> ERA Christchurch CA153/09, 10 September 2009.	

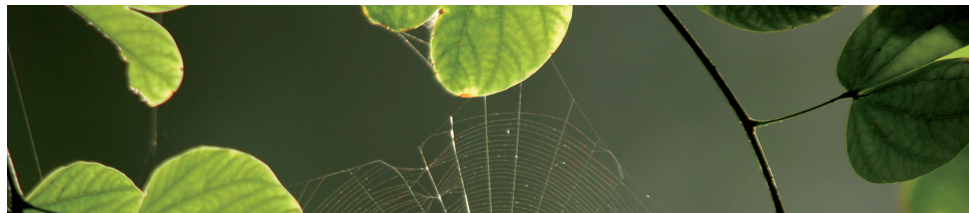


Employment Court.....	EmpC
Eg <i>Te Amo v Becon Ltd</i>	EmpC Christchurch CC17/09, 4 November 2009.
Environment Court.....	EnvC
Eg <i>Clutha District Council v Otago Regional Council</i>	EnvC C133/09, 24 December 2009.
Family Court .....	FC
Eg <i>N v C FC Hastings</i>	FAM-2005-020-329, 28 September 2006.
Film and Literature Board of Review.....	FLBR
Eg <i>Film and Literature Board of Review v Kane</i>	FLBR 2/99, 6 July 1999.
Health Practitioners Disciplinary Tribunal .....	HPDT
Eg <i>Re Vatsyayann</i>	HPDT 218/Med08/96P, 28 April 2009.
High Court.....	HC
Eg <i>R v Tuhou</i>	HC Napier CRI-2007-020-2820, 11 September 2008.
Human Rights Review Tribunal .....	HRRT
Eg <i>Coates v Koller</i>	HRRT67/07 Decision 32/09, 7 December 2009.
Intellectual Property Office .....	IPO
Eg <i>Adir et Compagnie's Application</i>	IPO Commissioner's Decision P05/1990, 8 March 1990.
Land Valuation Tribunal .....	LVT
Eg <i>Taheke Paengaroa Trust v Western Bay of Plenty District Council</i>	LVT LVP2/2005, 20 May 2008.
Legal Aid Review Panel .....	LARP
Eg <i>LARP No 121/08</i>	29 February 2008.
Liquor Licensing Authority .....	LLA
Eg <i>Kennedy v VT Stellar Enterprises Ltd</i>	LLA 277/2009, 20 March 2009.
Mental Health Review Tribunal.....	MHRT
Eg <i>Re L</i>	MHRT09/008, 22 April 2009.
Patent Office.....	PO
Eg <i>P T Indofood Sukses Makmur v Unico Trading Pte Ltd</i>	PO T51/2001; Trade Mark 232803, 26 November 2001.
Planning Tribunal.....	PT
Eg <i>Lind v Dunedin City Council</i>	PT Decision W123/96, 4 September 1996.
Social Security Appeal Authority .....	SSAA
Eg <i>Re SSA117/07</i>	SSAA Decision 40/2008 SSA117/07, 20 June 2008.
Student Allowance Appeal Authority.....	SAA
Eg <i>In Re CB</i>	SAA016/07, 23 October 2008.

## REFERENCES AND CITATIONS

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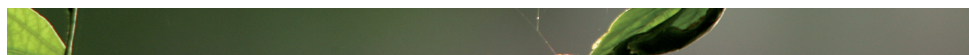
Taxation Review Authority .....	TRA
Eg     TRA No 003/08 Decision 3/2010, 27 January 2010.	
Tenancy Tribunal .....	TT
Eg <i>Housing New Zealand v G</i> TT37/92, 9 March 1992.	
Victims' Special Claims Tribunal.....	VSC
Eg <i>M v M</i> VSC003/08, 3 June 2009.	
Weathertight Homes Resolution Service.....	WHRS
Eg <i>Gray v Lay</i> WHRS Claim 27, 11 March 2005.	
Weathertight Homes Tribunal .....	WHT
Eg <i>Holland v Auckland City Council</i> WHT TRI-2009-100-8, 19 March 2010.	



# FURTHER INFORMATION

For more information on style-related issues, please refer to the *New Zealand Law Style Guide*, available in hardcopy from Thomson Reuters (0800 10 60 60 or <https://www.thomsonreuters.co.nz/catalogue>) or online from the New Zealand Law Foundation (at <http://www.lawfoundation.org.nz/style-guide/index.html>).

For more information on anything mentioned in this guide, or if you have any other queries, please don't hesitate to contact your product development contact or editor at Thomson Reuters, either directly or via 0800 10 60 60 or [service@thomsonreuters.co.nz](mailto:service@thomsonreuters.co.nz).





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