



THOMSON REUTERS

GUIDE FOR UPDATING AUTHORS



THOMSON REUTERS



CONTENTS

FORMAT AND LAYOUT	3
Format.....	3
Layout.....	3
REFERENCES AND CITATIONS	7
Thomson Reuters Style.....	7
In-line Citations	7
Quotes	7
Case Citations.....	7
Other Sources.....	7
Plagiarism	7
GENERAL	8
Numbering.....	8
Cross-references.....	8
Synopses	8
Keeping Content Up To Date.....	8
Sourcing Content	8
THE LOOSELEAF PROCESS	9
THOMSON REUTERS STYLE GUIDE	10
General Rules	10
Cases	12
Legislation.....	15
Secondary Material	15



FORMAT AND LAYOUT

FORMAT

Manuscripts should be as Microsoft Word documents, preferably using the template supplied by your Editor, or alternatively by using the track changes tool in Microsoft Word.

THINGS TO AVOID sending manuscripts as pdfs;
 using unnecessary formatting; or
 using macros or other templates.

LAYOUT

Please set out inserts in the order they would appear in the publication.

Manuscript should be laid out as follows:

<p style="text-align: center;">Title of publication and update number in bold centred</p> <p>Update location in bold</p> <p><i>Update instruction in italics</i></p> <p>Update content</p>
--

Provide sufficient information to allow the correct insertion point to be quickly and accurately identified by the editor.

For example:

Adams on Criminal Law — Sentencing: Update 2 2010

SA7.05

At the end of the second to last paragraph (that ends with R v Leuta), add the following (as part of the same paragraph):

For example, in *R v Rawiri* HC Wellington CRI-2007-032-5294, 14 August 2009, where community-based sentences were imposed for manslaughter arising from a religious cleansing ritual, the Court noted that there was no great need for deterrence, since the case was a unique one and there was no suggestion that a deterrent sentence was required to stop others from acting in the same way in the future.

SA8.04

Delete second paragraph and substitute:

The general principle is well illustrated in cases involving Class A drug dealing. In *R v Chen* [2009] NZCA 445, life imprisonment was imposed where the large scale of the importations and the offender's leading role in them required the imposition of the maximum sentence, even though a worse case could be imagined. In *R v Rhodes* [2009] NZCA 486, where the quantities of methamphetamine were much smaller, the existence of significant aggravating factors meant that his criminality and culpability were beyond question and a sentence of life imprisonment was inevitable.

Where the offending is accompanied by other less serious offending that is part of a connected series requiring a concurrent approach to sentencing, the additional offending may be sufficient to bring it within the worst class of case for the lead offence and justify the imposition of the maximum penalty: see, for example, *R v Chen* (above).

SA32.06A

Police v Davies now reported:

[2009] 3 NZLR 189 (SC)

Capture multiple instructions per location as follows:

SA82.04

Delete last sentence of the first paragraph and substitute:

There is no requirement that a discount must be given, and in determining the allowance to be made for a stringent bail regime, an evaluative assessment of all the circumstances rather than an arithmetic approach is required: *R v Bishop* [2009] NZCA 265; *R v Tamou* [2008] NZCA 88.

Add at the end of the second paragraph:

Similarly, in *R v Bishop* [2009] NZCA 265 and *R v Bidois* [2009] NZCA 426, no discount was given for time spent on restrictive bail conditions where the offenders had breached their conditions of bail.

Set out complicated instructions (for example, substituting a sentence within an existing paragraph, or inserting a new paragraph where there are more than two existing paragraphs under the commentary heading) as follows:

SA80A.05

Delete the third sentence of the second para (“The sentence should not be ... Hill ...”) and substitute:

It is recognised as a sentence carrying a considerable measure of denunciation and deterrence and that it can supplant a short term sentence of imprisonment: *R v Josefa* [2008] NZCA 453, at [41]; *Kent v Department of Internal Affairs* HC Christchurch CRI-2009-409-139, 17 September 2009. However, the Judge should not artificially “tailor” the sentencing exercise to meet the requirement that it is only available in lieu of prison sentences that do not exceed two years: *R v Edwards* [2006] 3 NZLR 180, (2005) 22 CRNZ 309 (CA); *R v Hill* [2008] 2 NZLR 381, (2008) 23 CRNZ 744 (CA) at [35].

After the existing third para, (“Home detention may ... in prison.”) insert new paragraph as follows:

There will be cases where though a sentence of home detention is available, the sentencing purposes of denunciation and deterrence can be met by nothing less than a sentence of imprisonment: see, for example, *Connolly v R* [2010] NZCA 129 (police officer abusing power and authority for private purposes).

Add at the end of the existing fifth para (“An offender who is unlawfully in New Zealand... Ondra...”):

The observations in *Ondra* were held to be equally applicable to immigration fraud cases in *R v Vhavha* [2009] NZCA 588. The majority considered home detention would be available only in “rare and exceptional cases”, although Young P thought that the decision was more open-ended and that the principle of the least restrictive outcome was the primary consideration.

REFERENCES AND CITATIONS

THOMSON REUTERS STYLE

All references and citations should conform to the *Thomson Reuters Style Guide*. This is consistent with the *New Zealand Law Style Guide* with a couple of exceptions for technology reasons.

The *Thomson Reuters Style Guide* has been reproduced at page 10 of this Author Guide.

IN-LINE CITATIONS

Looseleaf products do not use footnotes. Citations should appear within the text.

QUOTES

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

In the event that the Editor is unable to find a case you have quoted from, please be prepared to provide them with a copy of the case upon request.

CASE CITATIONS

When citing cases, please ensure you follow the *Thomson Reuters Style Guide*.

OTHER SOURCES

If another source is referenced, please provide detailed bibliographic information about the source (as per the *New Zealand Law Style Guide*), and if requested, please provide a copy of the source material to your Editor.

PLAGIARISM

Thomson Reuters takes copyright law very seriously. In order to avoid claims of plagiarism, all author material which is not the author's original work must be fully and correctly attributed to the original source.

GENERAL

NUMBERING

Please avoid renumbering existing commentary paragraphs as this invalidates indexes to the product. If you wish to insert new paragraphs between existing paragraphs, please use letters instead: for example, to insert a new paragraph between YJ12.2.1 and YJ12.2.2, the new paragraph should be numbered YJ12.2.1A.

CROSS-REFERENCES

Authors are responsible for adding, reviewing and updating cross-references regularly.

SYNOPSSES

Synopses are brief summaries rewording the content of a section. They should only be used where the legislation needs clarification.

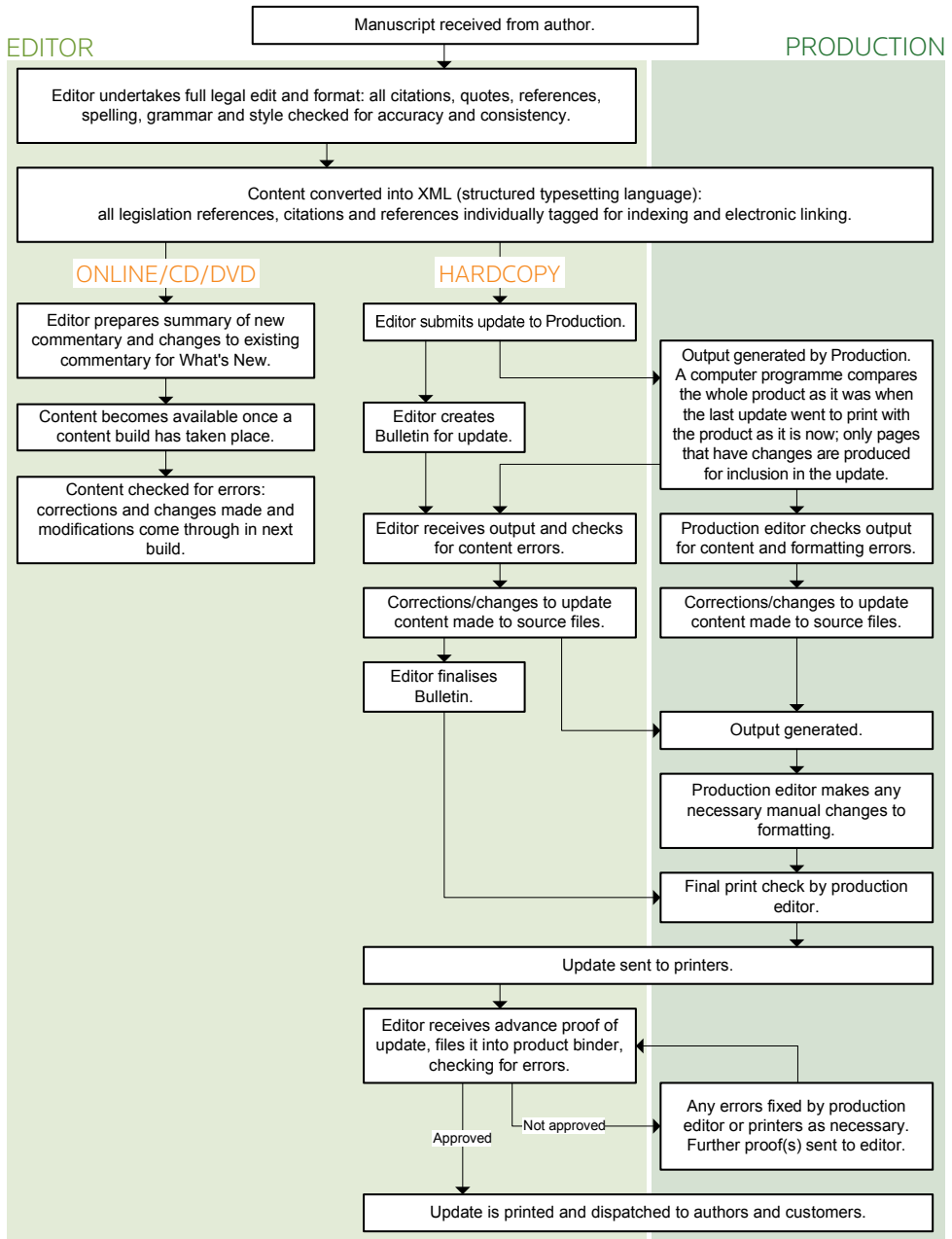
KEEPING CONTENT UP TO DATE

When adding new commentary, review existing commentary to ensure consistency with published material. Please endeavour to remove any irrelevant or outdated content with each update you do. Your focus should be quality of content, not quantity.

SOURCING CONTENT

It is important that authors keep abreast of the legislative and judicial developments relevant to their commentary. While editors endeavour to provide authors with appropriate information and cases, it is important that they are not relied upon as the sole source of material for the purposes of writing commentary.

THE LOOSELEAF PROCESS



THOMSON REUTERS STYLE GUIDE

Thomson Reuters style is to apply the *New Zealand Law Style Guide* (NZLSG) wherever possible. The *New Zealand Law Style Guide* is available online at www.lawfoundation.org.nz/style-guide/index.html or may be purchased from Thomson Reuters.

The following text highlights important style decisions (particularly those that are a departure from former house style) and sets out where Thomson Reuters style differs from the *New Zealand Law Style Guide*.

GUIDELINES AND EXCEPTIONS

GENERAL RULES

FOREIGN LANGUAGE WORDS OR PHRASES (SEE 1.1.1(E) NZLSG)

For looseleaf, translation should be included in brackets following the foreign words/phrase, rather than in a footnote.

CAPITAL LETTERS (SEE 1.1.5 NZLSG)

Capitalise nouns when they are being used as proper nouns, ie to refer to a specific person or organisation, but not when being used as common nouns.

- Eg The High Court noted that a court should be cautious about interfering in political matters. In general, the courts respect the separation of powers.
- Eg The Court of Appeal held that the Judge had misunderstood the discretion afforded to judges in this area. Accordingly, the Court set aside the judgment.

NUMBERS AND DATES (SEE 1.2.3 NZLSG)

Use words for numbers under 10 and where a number begins a sentence. Use numerals for numbers 10 and greater. No exception to this rule for time or measurements.

Old style 6 months; 3 kilometres; 7-year-old child

New style six months; three kilometres; seven-year-old child

Percentages should be expressed as “per cent”, NOT “percent” or “%” (except in tables, where “%” should be used).

Old style 6 percent; 39 percent

New style six per cent; 39 per cent

GENERAL RULES OF FOOTNOTES AND CITATIONS – PINPOINTS (SEE 2.1 NZLSG)

Footnotes must not be used in looseleaf content. Where a reference is required, an inline citation may be used.

Do not use “p” or “pp” before references to page numbers.

Old style *Re Olivier (deceased)* [1968] NZLR 168 (SC), at p 168

New style *Re Olivier (deceased)* [1968] NZLR 168 (SC) at 168

Do not use “para” before references to paragraph numbers. Paragraph numbers should be enclosed in square brackets.

Old style *R v Wanhalla* [2007] 2 NZLR 573 (CA), at para 153.

New style *R v Wanhalla* [2007] 2 NZLR 573 (CA) at [153].

Square brackets should also be used when providing pinpoints to looseleaf products.

Eg Bruce Robertson (ed) *Adams on Criminal Law* (looseleaf ed, Brookers) at [CA169.02].

CASES

3.2.5 REPORT SERIES

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

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).

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

3.2.10 PARALLEL CITATIONS

Where a case is reported in multiple report series, citations should be provided for, at most, two report series.

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.

3.2.11 CASE HISTORY

For technology reasons, every time a different judgment is cited the citation must be included in full, including the case name, even where the case name is unchanged or the parties names merely reversed.

Eg *Foodstuffs (Auckland) Ltd v Commerce Commission* [2002] 1 NZLR 353 (CA); rev'd *Foodstuffs (Auckland) Ltd v Commerce Commission* [2002] UKPC 125, [2004] 1 NZLR 145.

NOT *Foodstuffs (Auckland) Ltd v Commerce Commission* [2002] 1 NZLR 353 (CA); rev'd [2002] UKPC 25, [2004] 1 NZLR 145.

3.5.2 UNREPORTED CASES — FILE NUMBER CITATION

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 & 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</i> FC Hastings 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 V T 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.....	SAAA
Eg <i>An appeal against a decision of the Chief Executive, Ministry of Social Development</i> [2010] NZSAAA 5 (16 June 2010)	
Taxation Review Authority.....	TRA
Eg <i>TRA No 003/08</i> 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	

LEGISLATION

STATUTES (SEE 4.1.1(C) NZLSG)

When citing New Zealand statutes, it is not necessary to include the jurisdiction, unless it is necessary in the particular context to distinguish a New Zealand statute from an overseas one.

REFERENCE (SEE 4.1.1(D) NZLSG)

When placing the reference at the start of the citation, the reference should be followed by “of the”.

Eg The Court cited s 36 of the Commerce Act 1986 ...

When placing the reference at the end of the citation, it should be preceded by a comma.

Eg Crimes Act 1961, s 59.

SECONDARY MATERIAL

6.3 LOOSELEAF TEXTS

References to both hardcopy and online looseleaf products require pinpoint citations to the paragraph number where appropriate.

Eg Bruce Robertson (ed) *Adams on Criminal Law* (looseleaf ed, Brookers) at [CA169.02].

Eg Bruce Robertson (ed) *Adams on Criminal Law* (online ed, Brookers) at [CA169.02].

6.3.2 LOOSELEAF EDITOR/AUTHOR

When citing looseleaf products, it is optional to include the editor/author. For example, it may be particularly undesirable to include the editor/author where the editor/author team is lengthy.

