BLUEBOOK QUICK REFERENCE MANUAL 21ST EDITION

Indian Legal Research & Academic Writing Edition

{Whitepages}

Indian Institute of Legal Studies, Siliguri



Name: Chandan Sha
Student: Indian Institute of Legal Studies, Siliguri
Course: BBA- LL.B. (Hons.)
ID No.: IILS3117
Email: chandansha367@gmail.com

DISCLAIMER

This Bluebook Quick Reference Manual 21st Edition has been prepared by Chandan Sha solely for educational and academic reference purposes. It is a student-created guide and is not an official or authorised publication of The Bluebook or its publishers.

The materials and citation examples have been compiled and simplified for academic use. No claim of original authorship is made over third-party materials; all applicable rights and credits remain with their respective authors and sources. To know more in detail, check the official Bluebook website.

Table of Contents

1. GENERAL BLUEBOOK RULES 6

1.1 Academic (Whitepages) vs. Practitioner (Bluepages) Standard 6

1.2 Footnote System vs. Inline Citations & Endnotes 6

1.3 Citation Sentences vs. Citation Clauses 6

1.4 Numerals & Numbers Rule in Main Text vs. Footnotes 6

1.5 Pinpoint Citation Principle 7

2. FOOTNOTE & CITATION PLACEMENT RULES 7

2.1 Placement of Footnote Callout Superscripts 7

2.2 First Mention Rule (Full Citation Priority) 7

2.3 Terminal Footnote Punctuation & Integrity 7

3. TYPEFACE, CAPITALISATION & TYPOGRAPHY SYSTEM 7

3.1 Academic Typeface System 7

3.2 Typographic Distinction: Large & Small Caps vs. Only Small Caps 8

3.3 Spacing, Closing Up Abbreviations & En Dash (–) Rules 8

4. CASE LAW CITATIONS — ALL LEVELS OF INDIAN ADJUDICATION 9

4.1 Supreme Court of India (SCC Preferred Reporter) 9

4.2 Supreme Court of India (AIR, SCR & SCALE Series) 9

4.3 High Courts of India (Official ILR, State Reporters & AIR Regional) 9

4.4 District Courts, Sessions Courts & Subordinate Trial Judiciary 10

4.5 Statutory Tribunals (NCLT, NCLAT, NGT, CAT, ITAT, DRT, SAT, CESTAT) 10

4.6 Consumer Disputes Commissions (NCDRC, State & District Consumer Forums) 10

4.7 Human Rights Commissions (NHRC & SHRC Rulings) 10

4.8 Arbitral Awards & Domestic/International Arbitration Proceedings 11

5. CONSTITUTION, STATUTES & REPEALED/REPLACED LEGISLATION 11

5.1 Constitution of India (Articles, Clauses, Schedules, Preamble) 11

5.2 Constitutional Amendments & Amending Acts 12

5.3 Central Statutes (21st Edition INDIA CODE Standard Formula) 12

5.4 State Legislation & State Statutory Codes 12

5.5 Repealed & Replaced Legislation (e.g., IPC vs. BNS, CrPC vs. BNSS, BSA) 12

5.6 Ordinances & Parliamentary Bills 13

6. RULES, REGULATIONS, NOTIFICATIONS & CIRCULARS 13

6.1 Central Rules & Delegated Legislation (Gazette of India) 13

6.2 State Rules & Delegated Legislation (State Gazettes) 14

6.3 Direct Citation of Statutory Rules & Regulations 14

6.4 Regulatory Circulars, Master Directions & Notifications (RBI, SEBI, MCA, ITD) 14

7. GOVERNMENT REPORTS, COMMISSIONS & DEBATES 15

7.1 Law Commission of India Reports 15

7.2 Parliamentary Standing Committees & Ministry Annual Reports 15

7.3 Constituent Assembly Debates (CAD) & Parliamentary Debates (Lok Sabha / Rajya Sabha) 15

7.4 NGO & Human Rights Reports 16

8. BOOKS, EDITED VOLUMES, DICTIONARIES & REFERENCE WORKS 16

8.1 Authored Books (Single, Two & Multiple Authors) 16

8.2 Books by Institutional Authors 16

8.3 Edited Collections & Works in Anthologies 17

8.4 Legal Dictionaries & Reference Works (Black's Law Dictionary) 17

9. JOURNAL & LAW REVIEW ARTICLES 17

9.1 Consecutively Paginated Law Journals (Indian & Foreign) 17

9.2 Non-Consecutively Paginated Journals & Periodicals 18

9.3 Institutional Journal Self-References (IJLMH, JILI) 18

10. CHAPTERS IN EDITED BOOKS 18

10.1 Chapter in an Edited Collection 18

11. ONLINE & ELECTRONIC SOURCES (WEBSITES & ONLINE DATABASES) 19

11.1 Electronic Legal Databases (SCC OnLine & Manupatra Neutral Citations) 19

11.2 Direct Internet Sources (21st Edition Rule: Dropping "Available at") 19

11.3 Government Portals & Authenticated Online Documents 20

12. INTERNATIONAL LAW MATERIALS 20

12.1 UN Resolutions & Declarations (UNGA / UNSC) 20

12.2 Supranational Court Decisions (ECHR, ICC) 20

13. TREATIES & INTERNATIONAL COURTS 21

13.1 Treaties & International Agreements (UNTS / LNTS / ILM) 21

13.2 International Court of Justice (ICJ) Decisions 21

14. NEWSPAPERS, BLOGS, WORKING PAPERS, THESES & INTERVIEWS 22

14.1 Print & Online Newspaper Articles 22

14.2 Legal Blogs & Web Portals (iPleaders, LiveLaw, Bar & Bench) 22

14.3 Working Papers (SSRN & University Series) 22

14.4 Unpublished Academic Theses & Dissertations 23

14.5 Personal Interviews & Public Speeches 23

15. AUDIO VISUAL & SOCIAL MEDIA CITATIONS 23

15.1 YouTube Videos & Media Portals 24

15.2 Social Media Posts (Instagram, Twitter/X, Facebook) 24

15.3 Television Broadcasts & News Documentaries 24

16. FULL CITATION VS. SHORT CITATION FORMS 25

16.1 First Mention Rule 25

16.2 Contraction Principles for Subsequent Mentions 25

17. INTERNAL CROSS-REFERENCING (ID., SUPRA, HEREINAFTER, INFRA) 25

17.1 Rules & Variations for Id. 25

17.2 Rules for Supra (Permissible vs. Forbidden Authorities) 25

17.3 Establishing and Using Hereinafter 26

17.4 Rules for Infra 26

18. INTRODUCTORY SIGNALS & SIGNAL ORDER 26

18.1 Signal Definitions 26

18.2 21st Edition Flexible Signal Order Rule 26

19. ABBREVIATIONS TABLES 26

19.1 Indian High Courts & Regional Series 27

19.2 Statutory Tribunals & Commissions 27

19.3 Subdivisions & Calendar Months 27

20. PINPOINT CITATIONS & SUBDIVISIONS 27

20.1 Page Pinpoints & Section (§) / Paragraph (¶) Symbols 27

20.2 Page Ranges & En Dash (–) Formatting 28

21. MULTIPLE AUTHORITIES & LEGAL HIERARCHY 28

21.1 Ordering String Citations in Footnotes 28

21.2 Semicolon Separators 28

22. COMMON BLUEBOOK ERRORS TO AVOID 28

22.1 Top 10 Editorial Pitfalls in Indian Legal Manuscripts 28

23. "WHAT ARE YOU CITING?" QUICK FINDER 29

23.1 Instant Topic Index & Cross-Reference Table 29

24. MASTER CITATION FORMULA TABLE (21ST EDITION) 30

24.1 Quick Reference Standard Patterns 30

25. QUOTATIONS, INDENTATION & SPACING RULES 30

25.1 Run-In Quotations (< 50 words) 30

25.2 Block Quotations (50+ words Standard / 100+ words HPNLU Variation) 30

25.3 Manuscript Formatting (Font, Line Spacing, Margins) 31

26. MICROSOFT WORD & MAC KEYBOARD SHORTCUTS FOR LEGAL EDITING 31

26.1 Typography & Citation Shortcuts 31

26.2 Paragraph & Spacing Shortcuts 31

26.3 Advanced Find & Replace Macros for Footnote Formatting 31

27. FORMATTING & TYPOGRAPHY CHEAT SHEET 32

27.1 Section-by-Section Manuscript Layout Guide 32

MANUSCRIPT FORMATTING & TYPOGRAPHY CHEAT SHEET 32

28. ONE MINUTE FINAL CITATION CHECKLIST 32

28.1 Post-Drafting Pre-Submission Verification Checklist 32

1. GENERAL BLUEBOOK RULES

1.1 Academic (Whitepages) vs. Practitioner (Bluepages) Standard

- **Whitepages Standard**: Academic legal scholarship (law review articles, dissertations, journal submissions, and moot court memorials) strictly follows the Whitepages system (Rules 1–21). It uses the full typographic system, including **LARGE & SMALL CAPITALS**[1] for book authors/titles, journal names, codes, and constitutions.
- **Bluepages Standard**: The Bluepages (Rules B1–B21) are reserved exclusively for practitioner court filings, briefs, and legal memoranda. In Bluepages format, small capitals are replaced with ordinary roman, italics, or underlining.

1.2 Footnote System vs. Inline Citations & Endnotes

- In academic legal writing under the Bluebook Whitepages format, all citations, legal authorities, and cross-references must be placed in **footnotes** at the bottom of the page.
- Inline citations (such as APA author-date parentheticals) and endnotes are strictly prohibited in Bluebook academic manuscripts.

1.3 Citation Sentences vs. Citation Clauses

- **Citation Sentence**: A standalone citation sentence follows a textual assertion. It begins with a capital letter and ends with a period/full stop. Multiple citations within a single citation sentence are separated by semicolons (;).
- **Citation Clause**: Integrated directly into a textual sentence when the citation relates only to a specific part of that sentence, separated from the surrounding text by commas.

1.4 Numerals & Numbers Rule in Main Text vs. Footnotes

- **Main Text**: Spell out numbers from zero to ninety-nine in words (zero, fifteen, ninety-nine). Use numerical figures (100, 1,500) for numbers 100 and above.
- **Footnotes**: Always use numerical figures for volume numbers, page numbers, section (§) numbers, paragraph (¶) numbers, dates, and footnote callouts.

[1] **LARGE & SMALL CAPITALS**: Select text + Ctrl + Shift + K (Windows) / Cmd + Shift + K (Mac). (If it doesn't happen, then select text, go to the Font options (Change Case /Aa), then click Capitalised Each Word.)

1.5 Pinpoint Citation Principle

- Every footnote citing a specific proposition, factual claim, or judicial ratio must include the exact **pinpoint page or paragraph number** where the proposition appears, rather than referencing only the starting page of the judgment or article.
- **EXAMPLE**: *HDFC Bank Ltd. v. J.J. Chitragar*, (2020) 3 CPJ **45, 48** (NC).

2. FOOTNOTE & CITATION PLACEMENT RULES

2.1 Placement of Footnote Callout Superscripts

- Footnote callout numbers in the body text must appear as superscript figures placed **outside** punctuation marks (such as periods, commas, and closing quotation marks).

2.2 First Mention Rule (Full Citation Priority)

- The first time an authority is cited in a paper, it must be given in its complete **full citation form**. Short forms (*Id.*, *supra*, case short forms) are permitted only on subsequent mentions.

2.3 Terminal Footnote Punctuation & Integrity

- Every single footnote must end with a **full stop/period (.)**, regardless of whether it contains a full citation, a short form, or an explanatory parenthetical note.

3. TYPEFACE, CAPITALISATION & TYPOGRAPHY SYSTEM

3.1 Academic Typeface System

Academic Bluebook (Whitepages) mandates three distinct typefaces:

Typeface	Scope & Usage	Examples
Italics	Case names (including the *v.*), article titles, book chapter titles, web page titles, introductory signals (*see*, *cf.*), internal cross-references (*id.*, *supra*, *infra*,	*K.S. Puttaswamy v. Union of India. Upendra Baxi, The Little Done...Id.* at 35 / *see also*

	hereinafter), and explanatory parentheticals.	
LARGE & SMALL CAPITALS	Book authors, book titles, journal/periodical names, names of constitutions, statutory codes (INDIA CODE), legal dictionaries, and institutional authors.	M.P. JAIN, INDIAN CONSTITUTIONAL LAW9 J. INDIAN L. INST. 323 INDIA CONST. art. 21
Ordinary Roman	Article authors, volume numbers, reporter abbreviations (SCC, AIR, DLT), page numbers, section/paragraph symbols (§ / ¶), dates, parentheticals, and country abbreviations.	Upendra Baxi (2017) 10 SCC 1§ 149 / ¶ 21

3.2 Typographic Distinction: Large & Small Caps vs. Only Small Caps

- **Large & Small Caps**: The first letter of each major word is set as a **Large Capital** (full uppercase height), while the remaining letters are set as **Small Capitals** (uppercase letter shapes reduced to lowercase height).
- **Only Small Caps**: Standard Bluebook Whitepages rules **never** use uniform small caps without initial Large Capitals for titles or authors. Always type in Title Case before applying Small Caps formatting in MS Word (Ctrl + Shift + K on Windows, Cmd + Shift + K on Mac). But sometimes in the rules for citation they mention **Small Caps** instead of **Large & Small Caps**

3.3 Spacing, Closing Up Abbreviations & En Dash (–) Rules

- **Closing Up Capital Abbreviations**: Close up adjacent single capital letters without spaces (SCC, AIR, ILR, ICJ, U.N.T.S.). Insert a space when an abbreviation contains a multi-letter word or number (S. Ct., F. Supp., J. INDIAN L. INST.).
- **En Dash (–) Usage**: Use an en dash (–) without surrounding spaces for page ranges, section spans, and year spans (330–32, §§ 149–151). Retain the last two digits (1100–05, not 1100–1105).

- **Non-Breaking Space**: Insert a non-breaking space between section (§) or paragraph (¶) symbols and their corresponding numbers (§ 149, ¶ 21).

4. CASE LAW CITATIONS — ALL LEVELS OF INDIAN ADJUDICATION

4.1 Supreme Court of India (SCC Preferred Reporter)

RULE: Supreme Court Cases (SCC) is the preferred authorized reporter for the Supreme Court of India. Place the year of the reporter in round brackets () prior to the volume number.
FORMULA: <*Case Name*>, (<Year>) <Vol> SCC <First Page>, <Pinpoint> (<Country Abbr.>).
EXAMPLE: *K.S. Puttaswamy v. Union of India*, (2017) 10 SCC 1, 35.
SHORT FORM: *Puttaswamy*, (2017) 10 SCC at 37 / *Id.* at 39.
COMMON MISTAKE: Putting the year in square brackets [] or placing it after the reporter name.

4.2 Supreme Court of India (AIR, SCR & SCALE Series)

RULE: All India Reporter (AIR) places the publication year immediately after the reporter abbreviation without round brackets. Supreme Court Reports (SCR) is the official reporter.
FORMULA (AIR): <*Case Name*>, AIR <Year> SC <First Page>, ¶ <Paragraph>.
FORMULA (SCR): <*Case Name*>, (<Year>) <Vol> SCR <First Page>.
EXAMPLE (AIR): *Kesavananda Bharati v. State of Kerala*, AIR 1973 SC 1461, ¶ 21.
SHORT FORM: *Kesavananda Bharati*, AIR 1973 SC at 1510.
COMMON MISTAKE: Putting round brackets around the AIR publication year.

4.3 High Courts of India (Official ILR, State Reporters & AIR Regional)

RULE: Cite High Court decisions to the official state reporter (e.g., Delhi Law Times DLT, Bombay Cases Reporter BCR, Indian Law Reports ILR) or regional AIR series. Indicate the specific High Court abbreviation in parenthetical.
FORMULA: <*Case Name*>, (<Year>) <Vol> <Reporter> <First Page>, <Pinpoint> (<Court Abbr.>).
EXAMPLE: *Naz Foundation v. Govt. of NCT of Delhi*, (2009) 160 DLT 277, 290 (Del.).
SHORT FORM: *Naz Foundation*, (2009) 160 DLT at 292.
COMMON MISTAKE: Omitting the jurisdiction parenthetical (Del.) or (Bom.).

4.4 District Courts, Sessions Courts & Subordinate Trial Judiciary

RULE: Cite subordinate court judgments by case name, case/suit/session number, paragraph number, court name with district/city, and exact date.
FORMULA: <*Case Name*>, <Case/Session No.>, ¶ <Paragraph> (<Court & City>, <Exact Date>).
EXAMPLE: *State v. Ram Singh*, Session Case No. 45/2013, ¶ 12 (Sessions Court, Saket, New Delhi, Sept. 10, 2013).
SHORT FORM: *Ram Singh*, Session Case No. 45/2013, ¶ 15.
COMMON MISTAKE: Citing lower court rulings without specifying the court level or district location.

4.5 Statutory Tribunals (NCLT, NCLAT, NGT, CAT, ITAT, DRT, SAT, CESTAT)

RULE: Cite tribunals by case name, designated reporter (CompCas, SCL, ITR) or neutral database identifier, and tribunal abbreviation in parentheses.
FORMULA: <*Case Name*>, (<Year>) <Vol> <Reporter> <First Page> (<Tribunal Abbr.>).
EXAMPLE: *Tata Steel Ltd. v. Liberty House Grp.*, (2019) 152 SCL 459 (NCLAT).
SHORT FORM: *Tata Steel Ltd.*, (2019) 152 SCL at 462.
COMMON MISTAKE: Leaving out the tribunal abbreviation in parenthetical.

4.6 Consumer Disputes Commissions (NCDRC, State & District Consumer Forums)

RULE: Cite Consumer Protection Judgments (CPJ) or Consumer Protection Reporter (CPR); indicate National Commission (NC) or State Commission (SC) in parenthetical.
FORMULA: <*Case Name*>, (<Year>) <Vol> CPJ <First Page>, <Pinpoint> (<NC/SC Abbr.>).
EXAMPLE: *HDFC Bank Ltd. v. J.J. Chitragar*, (2020) 3 CPJ 45, 48 (NC).
SHORT FORM: *HDFC Bank*, (2020) 3 CPJ at 50.
COMMON MISTAKE: Confusing State Commission decisions with National Commission decisions.

4.7 Human Rights Commissions (NHRC & SHRC Rulings)

RULE: Cite human rights commission reports or rulings by institutional author in SMALL CAPS, case/file number, title/subject, and date.

FORMULA: <COMMISSION NAME IN SMALL CAPS>, <Case / File No.>, <*Title/Subject*> (<Date>).

EXAMPLE: NATIONAL HUMAN RIGHTS COMMISSION, ANNUAL REPORT 2017–2018 25 (2019).

SHORT FORM: NATIONAL HUMAN RIGHTS COMMISSION, *supra* note 14, at 28.

COMMON MISTAKE: Italicising institutional commission names.

4.8 Arbitral Awards & Domestic/International Arbitration Proceedings

RULE: Cite arbitral awards by party names, tribunal designation, case/award number, and exact date.

FORMULA: <*Claimant*> *v.* <*Respondent*>, Arbitral Award, Case No. <No.>, ¶ <Pinpoint> (<Institution>, <Date>).

EXAMPLE: *White Industries Australia Ltd. v. Republic of India*, UNCITRAL Final Award, ¶ 5.2 (Nov. 30, 2011).

SHORT FORM: *White Industries*, UNCITRAL Final Award, ¶ 5.5.

COMMON MISTAKE: Omitting governing institutional rules (e.g., UNCITRAL, SIAC, MCIA).

5. CONSTITUTION, STATUTES & REPEALED/REPLACED LEGISLATION

5.1 Constitution of India (Articles, Clauses, Schedules, Preamble)

RULE: Cite the Constitution of India in **LARGE & SMALL CAPITALS** using standard subdivisions (art., cl., sub-cl., sch., pmbl.). Do not include a date unless citing a provision since amended or repealed.

FORMULA: INDIA CONST. art. <Article>, cl. <Clause>.

EXAMPLE 1: INDIA CONST. art. 21.

EXAMPLE 2: INDIA CONST. art. 19, cl. (1), sub-cl. (a).

SHORT FORM: INDIA CONST. art. 19, cl. 1(a) *(Constitutional provisions do not use supra)*.

COMMON MISTAKE: Writing "Article" in full, italicising INDIA CONST., or using inline dates for active provisions.

5.2 Constitutional Amendments & Amending Acts

RULE: Cite constitutional amendments by amendment number and year, or as amending Acts.
FORMULA: The Constitution (<Amendment No. in Words> Amendment) Act, <Year>, § <Section> OR INDIA CONST. amend. <Roman No.>, § <Section> (<Year>).
EXAMPLE: INDIA CONST. amend. XLII, § 2 (1976).
SHORT FORM: Ninety-First Amendment Act, § 5(b) / INDIA CONST. amend. XLII, § 2.
COMMON MISTAKE: Using numerical digits (e.g., 91st Amendment) instead of words/Roman numerals.

5.3 Central Statutes (21st Edition INDIA CODE Standard Formula)

RULE: Under the **21st Edition**, cite an Indian central statute by its short title, official Act number and year, and the **INDIA CODE** in **LARGE & SMALL CAPITALS**.
FORMULA: <Short Title of Act>, No. <Act No.> of <Year>, INDIA CODE (<Year>), § <Section>.
EXAMPLE: The Companies Act, No. 18 of 2013, INDIA CODE (2013), § 149.
SHORT FORM: Companies Act, § 149(4) / *Id.* § 149(6).
COMMON MISTAKE: Using "Acts of Parliament" (the 20th Edition formula) when 21st Edition is specified.

5.4 State Legislation & State Statutory Codes

RULE: Cite state statutes by short title, Act number, year, and the relevant State Code in **SMALL CAPS**.
FORMULA: <Short Title>, No. <Act No.> of <Year>, <STATE> CODE (<Year>), § <Section>.
EXAMPLE: The Maharashtra Rent Control Act, No. 18 of 2000, MAHARASHTRA CODE (2000).
SHORT FORM: Maharashtra Rent Control Act, § 5.
COMMON MISTAKE: Omitting the State Code identifier in Small Caps.

5.5 Repealed & Replaced Legislation (e.g., IPC vs. BNS, CrPC vs. BNSS, BSA)

RULE: When citing a repealed statute in relation to new legislation (such as IPC vs. BNS), cite the repealed Act followed by an italicised parenthetical repealed by pointing to the new Act.

FORMULA: <Short Title of Repealed Act>, § <Section>, Act No. <No.> of <Year> (India), *repealed by* <Short Title of New Act>, Act No. <No.> of <Year> (India).

EXAMPLE: Indian Penal Code, § 300, Act No. 45 of 1860 (India), *repealed by* Bharatiya Nyaya Sanhita, Act No. 45 of 2023 (India).

SHORT FORM: Indian Penal Code, § 300 / BNS, § 101.

COMMON MISTAKE: Citing repealed statutes as currently active without noting their replacement.

5.6 Ordinances & Parliamentary Bills

RULE: Cite ordinances by title, year, section, and exact promulgation date. Cite Bills by title, year, Bill number, house, section, and date.

FORMULA (Ordinance): <Title>, <Year>, § <Section> (<Promulgation Date>).

FORMULA (Bill): <Title>, <Year>, Bill No. <Number> of <Year>, § <Section> (<Date>).

EXAMPLE (Bill): The Right to Information (Amendment) Bill, 2013, Bill No. 112 of 2013, § 3 (Aug. 5, 2013).

SHORT FORM: RTI (Amendment) Bill, § 3.

COMMON MISTAKE: Omitting the official Bill number or exact date.

6. RULES, REGULATIONS, NOTIFICATIONS & CIRCULARS

6.1 Central Rules & Delegated Legislation (Gazette of India)

RULE: The Official Gazette of India is the primary source for central delegated legislation. Cite by title, year, and Gazette reference (Part & Section).

FORMULA: <Title of Rules>, <Year>, GAZETTE OF INDIA, pt. <Part> sec. <Section> (<Notification Date>).

EXAMPLE: The Companies (Incorporation) Rules, 2014, GAZETTE OF INDIA, pt. II sec. 3(i) (Mar. 31, 2014).

SHORT FORM: Companies Incorporation Rules, Rule 3.

COMMON MISTAKE: Leaving out the Gazette Part and Section details.

6.2 State Rules & Delegated Legislation (State Gazettes)

RULE: Cite state delegated legislation to the official Gazette of the respective State Government.
FORMULA: <Title of State Rules>, <Year>, <State> GAZETTE, pt. <Part>, Rule <No.> (<Date>).
EXAMPLE: Bihar Prohibition of Child Marriage Rules, 2010, BIHAR GAZETTE, pt. IV, Rule 3 (2010).
SHORT FORM: Bihar Child Marriage Rules, Rule 3.
COMMON MISTAKE: Citing state rules as central rules.

6.3 Direct Citation of Statutory Rules & Regulations

RULE: When citing rules or regulations directly, give the title, year, and rule/regulation number.
FORMULA: <Rule/Regulation Title>, <Year>, Rule/Reg. <No.>.
EXAMPLE: SEBI (Issue and Listing of Non-Convertible Securities) Regulations, 2021, Reg. 6.
SHORT FORM: SEBI Non-Convertible Securities Regulations, Reg. 6.
COMMON MISTAKE: Capitalising "Rule" or "Reg." in Small Caps.

6.4 Regulatory Circulars, Master Directions & Notifications (RBI, SEBI, MCA, ITD)

RULE: Cite official notifications, master circulars, and directions by issuing authority in Ordinary Roman, title, reference number, and date.
FORMULA: <Issuing Authority>, <Title / Circular Name>, <Ref. No.> (Issued/Notified on <Date>).
EXAMPLE 1 (SEBI): Securities and Exchange Board of India, Master Circular for Depositories, SEBI/HO/MRD/DP/CIR/P/118 (Issued on Oct. 25, 2019).
EXAMPLE 2 (RBI): Reserve Bank of India, Guidelines for Licensing of "Payments Banks," (Issued on Nov. 27, 2014).
EXAMPLE 3 (Ministry): Ministry of Finance, S.O. 387(E) (Notified on Jan. 27, 2020).
SHORT FORM: SEBI Master Circular, SEBI/HO/MRD/DP/CIR/P/118 / Ministry of Finance, S.O. 387(E).
COMMON MISTAKE: Setting issuing authority names in Small Caps.

7. GOVERNMENT REPORTS, COMMISSIONS & DEBATES

7.1 Law Commission of India Reports

RULE: The institutional author name must be set in **LARGE & SMALL CAPITALS**.
FORMULA: LAW COMM'N OF INDIA, REPORT NO. <NO.>: <TITLE OF REPORT> <Pinpoint> (<Year>).
EXAMPLE: LAW COMM'N OF INDIA, Report No. 277: Wrongful Prosecution 14 (Aug. 2018).
SHORT FORM: LAW COMM'N OF INDIA, *supra* note 12, at 16.
COMMON MISTAKE: Failing to set institutional author name in Small Caps.

7.2 Parliamentary Standing Committees & Ministry Annual Reports

RULE: Ministry/Department or Committee name in **SMALL CAPS**, report title in **SMALL CAPS**, pinpoint, and session year.
FORMULA: <MINISTRY/COMMITTEE IN SMALL CAPS>, <REPORT TITLE IN SMALL CAPS> <Pinpoint> (<Session Year>).
EXAMPLE 1: MINISTRY OF LABOUR & EMP'., GOV'T OF IND., ANNUAL REPORT 25 (2018–19).
EXAMPLE 2: MEITY, REPORT OF COMMITTEE - A 28 (2021).
SHORT FORM: MINISTRY OF LABOUR & EMP'., *supra* note 8, at 28.
COMMON MISTAKE: Writing session years as single years instead of 2018–19.

7.3 Constituent Assembly Debates (CAD) & Parliamentary Debates (Lok Sabha / Rajya Sabha)

RULE: For CAD, give volume in Roman numerals, CONSTITUENT ASSEMBLY DEBATES in SMALL CAPS, and page number. For Parliamentary Debates, use Indian Parl. Deb., Lok Sabha tenure, session, date, and member remarks.
FORMULA (CAD): <Volume> CONSTITUENT ASSEMBLY DEBATES <Page> (<Date/Reprint>).
FORMULA (Debates): Indian Parl. Deb., Lok Sabha No. <No.>, Session <Session> (<Date>) (remarks of <Member>).
EXAMPLE (Debates): Indian Parl. Deb., Lok Sabha No. 16, Session IV (May 06, 2015)

(remarks of Maneka Gandhi).

SHORT FORM: VIII CONSTITUENT ASSEMBLY DEBATES at 35 / Indian Parl. Deb., Lok Sabha No. 16 (May 06, 2015).

COMMON MISTAKE: Using Arabic numbers instead of Roman numerals for CAD volume numbers.

7.4 NGO & Human Rights Reports

RULE: Institutional author and title in **LARGE & SMALL CAPITALS**.

FORMULA: <NGO/COMMISSION NAME IN SMALL CAPS>, <TITLE OF REPORT IN SMALL CAPS> <Page> (<Year>).

EXAMPLE: LOK SABHA SECRETARIAT, FINANCIAL COMMITTEES (2019-20) – A REVIEW 5 (2020).

SHORT FORM: LOK SABHA SECRETARIAT, *supra* note 5, at 8.

COMMON MISTAKE: Italicising report titles.

8. BOOKS, EDITED VOLUMES, DICTIONARIES & REFERENCE WORKS

8.1 Authored Books (Single, Two & Multiple Authors)

RULE: Author name(s) and title are set in **LARGE & SMALL CAPITALS**. Use an ampersand (&) for two authors; use ET AL. for three or more authors.

FORMULA: <AUTHOR NAME>, <BOOK TITLE IN SMALL CAPS> <Pinpoint> (<Editor/Translator>, <Edition> ed. <Year>).

EXAMPLE 1: M.P. JAIN, INDIAN CONSTITUTIONAL LAW 412 (8th ed. 2018).

EXAMPLE 2: K.C. KAILASAM & RAMU VEDARAMAN, LAW OF TRADEMARKS 100 (2017).

FOREIGN EXAMPLE: 2 FREDERICK POLLOCK & FREDERIC WILLIAM MAITLAND, THE HISTORY OF ENGLISH LAW 205–06 (2d ed. 1911).

SHORT FORM: JAIN, *supra* note 4, at 415.

COMMON MISTAKE: Italicising book titles instead of using Small Caps.

8.2 Books by Institutional Authors

RULE: Both institutional author name and title are set in **LARGE & SMALL CAPITALS**.

FORMULA: <INSTITUTION NAME IN SMALL CAPS>, <BOOK TITLE IN SMALL CAPS> <Page> (<Year>).

EXAMPLE: MEITY, 75@75 INDIA'S AI JOURNEY 28 (2021).

SHORT FORM: MEITY, *supra* note 11, at 30.

COMMON MISTAKE: Writing institutional authors in plain Roman text.

8.3 Edited Collections & Works in Anthologies

RULE: For edited books without a single primary author, list the editor(s) in parenthetical.

FORMULA: <BOOK TITLE IN SMALL CAPS> <Pinpoint> (<Editor(s)> ed./eds., <Year>).

EXAMPLE: SUPREME BUT NOT INFALLIBLE: ESSAYS IN HONOUR OF THE SUPREME COURT OF INDIA 66 (B.N. Kirpal et al. eds., 2001).

SHORT FORM: SUPREME BUT NOT INFALLIBLE, *supra* note 8, at 70.

COMMON MISTAKE: Setting editor names in Small Caps instead of Ordinary Roman.

8.4 Legal Dictionaries & Reference Works (Black's Law Dictionary)

RULE: Defined word in *Italics*, dictionary title in **SMALL CAPS**, edition, and year.

FORMULA: <*Defined Word*>, <DICTIONARY TITLE IN SMALL CAPS> <Page> (<Editor>, <Edition> ed. <Year>).

EXAMPLE: *Good-Faith Bargaining*, BLACK'S LAW DICTIONARY 210 (Bryan A. Garner et al. eds., 9th ed. 2009).

SHORT FORM: *Good-Faith Bargaining*, *supra* note 14.

COMMON MISTAKE: Omitting the defined word or italicising the dictionary title.

9. JOURNAL & LAW REVIEW ARTICLES

9.1 Consecutively Paginated Law Journals (Indian & Foreign)

RULE: Author name in Ordinary Roman, article title in *Italics*, journal abbreviation in **LARGE & SMALL CAPITALS**.

FORMULA: <Author Name>, <*Article Title*>, <Volume> <JOURNAL ABBREVIATION IN SMALL CAPS> <First Page>, <Pinpoint> (<Year>).

EXAMPLE: Upendra Baxi, *The Little Done, the Vast Undone*, 9 J. INDIAN L. INST. 323, 330 (1967).

FOREIGN EXAMPLE: Charles A. Reich, *The New Property*, 73 YALE L.J. 733, 735 (1964).

SHORT FORM: Baxi, *supra* note 7, at 332 / Reich, *supra* note 9, at 740.
COMMON MISTAKE: Setting author names in Small Caps or italicising journal abbreviations.

9.2 Non-Consecutively Paginated Journals & Periodicals

RULE: Include exact cover date before the page number preceded by "at".
FORMULA: <Author>, <*Title*>, <JOURNAL IN SMALL CAPS>, <Cover Date>, at <First Page>, <Pinpoint>.
EXAMPLE: Barbara Ward, *Progress for a Small Planet*, HARV. BUS. REV., Sept.–Oct. 1979, at 89, 90.
SHORT FORM: Ward, *supra* note 11, at 91.
COMMON MISTAKE: Omitting the word "at" before the page number.

9.3 Institutional Journal Self-References (IJLMH, JILI)

RULE: Follow standard journal formula using the journal abbreviation in **SMALL CAPS**.
EXAMPLE: Author Name, *Title of the Article*, 8 INT'L J.L. MGMT. & HUMAN. 1142, 1150 (2025).
SHORT FORM: Author Name, *supra* note 3, at 1152.
COMMON MISTAKE: Writing full un-abbreviated journal names when standard abbreviations exist.

10. CHAPTERS IN EDITED BOOKS

10.1 Chapter in an Edited Collection

RULE: Chapter author in Ordinary Roman, chapter title in *Italics*, book title in **LARGE & SMALL CAPITALS** preceded by the word "in".
FORMULA: <Chapter Author>, <*Chapter Title*>, in <BOOK TITLE IN SMALL CAPS> <First Page>, <Pinpoint> (<Editor(s)> ed./eds., <Year>).
EXAMPLE: Upendra Baxi, *The Rule of Law in India*, in THE OXFORD HANDBOOK OF THE INDIAN CONSTITUTION 412, 418 (Sujit Choudhry et al. eds., 2016).
SHORT FORM: Baxi, *supra* note 12, at 420.
COMMON MISTAKE: Forgetting the word "in" before the book title or italicising the book title.

11. ONLINE & ELECTRONIC SOURCES (WEBSITES & ONLINE DATABASES)

11.1 Electronic Legal Databases (SCC OnLine & Manupatra Neutral Citations)

RULE: For unreported decisions or cases accessed via commercial databases, cite the case name, database neutral identifier (year, database abbreviation, court/forum abbreviation, document number), and pinpoint paragraph using ¶.
FORMULA (SCC OnLine): <*Case Name*>, <Year> SCC OnLine <Court/Tribunal Abbr.> <Doc No.>, ¶ <Paragraph>.
FORMULA (Manupatra): <*Case Name*>, MANU/<Court Abbr.>/<Doc No.>/<Year>, ¶ <Paragraph>.
EXAMPLE 1: *Union of India v. Ankur Gupta*, 2019 SCC OnLine SC 262, ¶ 5.
EXAMPLE 2: *ABC v. XYZ*, MANU/SC/0412/2018, ¶ 12.
SHORT FORM: *Ankur Gupta*, 2019 SCC OnLine SC 262, ¶ 8.
COMMON MISTAKE: Citing raw writ petition numbers when an official database citation exists.

11.2 Direct Internet Sources (21st Edition Rule: Dropping "Available at")

RULE: Under **Rule 18 of the 21st Edition**, the introductory phrase “available at” is **no longer used** before URLs when citing direct web sources. Include author (in Ordinary Roman or SMALL CAPS for institutions), page title in *Italics*, website domain in **SMALL CAPS**, exact post date/time, and direct URL. Active blue hyperlinks and underlines must be removed.
FORMULA: <Author>, <*Page/Article Title*>, <WEBSITE IN SMALL CAPS> (<Date, Time>), <URL>.
EXAMPLE: LAW COMM’N OF INDIA, *Report No. 277: Wrongful Prosecution*, https://lawcommissionofindia.nic.in.
FOREIGN EXAMPLE: Eric Posner, *More on Section 7 of the Torture Convention*, THE VOLOKH CONSPIRACY (Jan. 29, 2009, 10:04 AM), http://www.volokh.com/posts/1233241458.html.
SHORT FORM: Posner, *supra* note 4, at 2.
COMMON MISTAKE: Inserting "available at" before the URL in direct web citations under 21st Edition rules.

11.3 Government Portals & Authenticated Online Documents

RULE: Authenticated electronic documents bearing an official digital certificate/seal (such as official e-Gazettes or parliamentary portals) are cited as primary sources, adding the direct URL without "available at".
FORMULA: <GOVERNMENT BODY IN SMALL CAPS>, <TITLE OF REPORT/DOCUMENT IN SMALL CAPS> <Pinpoint> (<Year>), <URL>.
EXAMPLE: MINISTRY OF ELECTRONICS AND INFORMATION TECHNOLOGY, REPORT OF COMMITTEE ON PLATFORMS AND DATA ON ARTIFICIAL INTELLIGENCE 50 (2019), https://meity.gov.in.
SHORT FORM: MINISTRY OF ELECTRONICS AND INFORMATION TECHNOLOGY, *supra* note 5, at 52.
COMMON MISTAKE: Italicising official government report titles instead of using Small Caps.

12. INTERNATIONAL LAW MATERIALS

12.1 UN Resolutions & Declarations (UNGA / UNSC)

RULE: Cite UN General Assembly and Security Council resolutions by issuing body, resolution number, paragraph, UN document number in parentheses, and year. Resolution titles are set in Ordinary Roman.
FORMULA: <U.N. Body> Res. <No.>, ¶ <Paragraph>, U.N. Doc. <Doc No.> (<Date/Year>).
EXAMPLES:

- Universal Declaration of Human Rights arts. 1, 2, G.A. Res. 217A (III), U.N. Doc. A/810 (1948).
- S.C. Res. 1373, ¶ 1 (Sept. 28, 2001).

SHORT FORM: S.C. Res. 1373, *supra* note 11, ¶ 3.
COMMON MISTAKE: Italicising UN resolution titles or omitting UN document numbers.

12.2 Supranational Court Decisions (ECHR, ICC)

RULE: Party names in *Italics*, decision year, report series volume, reporter abbreviation, page/paragraph number.
FORMULA: <*Party v. Party*> (<Year>) <Vol> <Reporter Abbr.> <Page/¶>.
EXAMPLE (ECHR): *Campbell v. United Kingdom* (1992) 233 ECHR 12, ¶ 14.
SHORT FORM: *Campbell*, 233 ECHR 12, ¶ 16.
COMMON MISTAKE: Omitting paragraph numbers in supranational court citations.

13. TREATIES & INTERNATIONAL COURTS

13.1 Treaties & International Agreements (UNTS / LNTS / ILM)

RULE: Treaty title in Ordinary Roman, subdivision, exact signing date, and treaty series (UNTS, LNTS, ILM). For bilateral treaties, include abbreviated party names separated by an en dash.
FORMULA (Multilateral): <Name of Treaty> art. <No.>, <Date of Signing>, <Treaty Series Volume> <Treaty Series Abbr.> <First Page>.
FORMULA (Bilateral): <Name of Treaty>, <Party 1>–<Party 2>, art. <No.>, <Date of Signing>, <Treaty Series>.
MULTILATERAL EXAMPLE: Convention on the Rights of the Child art. 3, Nov. 20, 1989, 1577 U.N.T.S. 3.
BILATERAL EXAMPLE: Treaty of Neutrality, Hung.–Turk., Jan. 5, 1929, 100 L.N.T.S. 137.
SHORT FORM: Convention on the Rights of the Child, *supra* note 22, art. 5.
COMMON MISTAKE: Italicising treaty names or writing country party names in full.

13.2 International Court of Justice (ICJ) Decisions

RULE: Case name in *Italics* (parties in parentheses), phase designation, judgment year, ICJ Reports abbreviation (I.C.J. Rep.), and pinpoint page.
FORMULA: <Case Name> (<Parties>') (), Judgment,I.C.J. Rep.. INDIAN

EXAMPLE: Jadhav (India v. Pak.), Judgment, 2019 I.C.J. Rep. 418 (July 17).

HISTORICAL EXAMPLE: Right of Passage Over Indian Territory (Port. v. India) (Preliminary Objections), 1957 I.C.J. Rep. 125.

SHORT FORM: Jadhav, 2019 I.C.J. Rep. at 422.

COMMON MISTAKE: Omitting party names in bilateral ICJ disputes or omitting Rep.`.

14. NEWSPAPERS, BLOGS, WORKING PAPERS, THESES & INTERVIEWS

14.1 Print & Online Newspaper Articles

RULE: Author in Ordinary Roman, article title in *Italics*, newspaper name in **LARGE & SMALL CAPITALS**, publication date, page number (for print) or direct URL (for online).
FORMULA (Print): <Author>, <*Article Title*>, <NEWSPAPER IN SMALL CAPS>, <Date>, at <Page>.
FORMULA (Online): <Author>, <*Article Title*>, <NEWSPAPER IN SMALL CAPS> (<Date>), <URL>.
EXAMPLE: Krishnadas Rajagopal, *Jallikattu Issue to Go to Constitution Bench*, THE HINDU (Dec. 12, 2017), http://www.thehindu.com/news/national/jallikattu-issue.
SHORT FORM: Rajagopal, *supra* note 20.
COMMON MISTAKE: Italicising newspaper titles instead of using Small Caps.

14.2 Legal Blogs & Web Portals (iPleaders, LiveLaw, Bar & Bench)

RULE: Author name(s), post title in *Italics*, blog domain in **LARGE & SMALL CAPITALS**, posting date, direct URL, and last visited date parenthetical.
FORMULA: <Author(s)>, <*Post Title*>, <BLOG DOMAIN IN SMALL CAPS> (<Date>), <URL> (last visited <Date>).
EXAMPLE: Ramanuj Mukherjee et al., *How to Register Cyber Crime Complaint*, IPLEADERS BLOG (May 25, 2014), https://blog.ipleaders.in/how-to-register-cyber-crime-complaint/ (last visited Aug. 9, 2026).
SHORT FORM: Mukherjee et al., *supra* note 28.
COMMON MISTAKE: Capitalising the post title in Small Caps instead of the domain name.

14.3 Working Papers (SSRN & University Series)

RULE: Author in Ordinary Roman, title in *Italics*, sponsoring institution in parenthetical, working paper designation and number, year, and direct URL.

FORMULA: <Author>, <*Title*> (<Sponsoring Institution>, Working Paper No. <No.>, <Year>), <URL>.

EXAMPLE: Richard Briffault, *The Political Parties and Campaign Finance Reform* (Columbia Law Sch. Pub. Law & Legal Theory, Working Paper No. 12, 2000), http://papers.ssrn.com/sol3/papers.cfm?abstract_id=223729.

SHORT FORM: Briffault, *supra* note 14, at 12.

COMMON MISTAKE: Setting sponsoring institution names in Small Caps.

14.4 Unpublished Academic Theses & Dissertations

RULE: Author in Ordinary Roman, title in *Italics*, year, degree, university, and status in parentheses.

FORMULA: <Author Name>, <*Title of Thesis*> (<Year>) (Unpublished <Degree>, <University Name>).

EXAMPLE: Sahil Kumar, *Corporate Governance: Regulatory Mechanism With Special Emphasis On Corporate Social Responsibility* (2017) (Unpublished LL.M. dissertation, Indian Law Institute).

SHORT FORM: Kumar, *supra* note 9, at 45.

COMMON MISTAKE: Treating unpublished dissertations as published books in Small Caps.

14.5 Personal Interviews & Public Speeches

RULE: Name of interviewee/speaker, role/title, venue/publication, and exact date.

FORMULA (Interview): Interview with <Interviewee>, <Role/Title>, <Publication/Forum> (<Exact Date>).

FORMULA (Speech): <Speaker>, <*Title of Speech*>, Speech delivered at <Venue/Event> (<Date>).

EXAMPLE: Interview with M. Veerappa Moily, Union Law Minister, The Hindu (July 25, 2004).

SHORT FORM: Interview with M. Veerappa Moily, *supra* note 17.

COMMON MISTAKE: Failing to provide the exact date or venue location.

15. AUDIO VISUAL & SOCIAL MEDIA CITATIONS

15.1 YouTube Videos & Media Portals

RULE: Creator/Channel name, video title in *Italics*, YOUTUBE in **LARGE & SMALL CAPITALS**, upload date in parentheses, direct URL, and last visited date parenthetical.
FORMULA: <Channel/Creator>, <*Video Title*>, YOUTUBE (<Upload Date>), <URL> (last visited <Date>).
EXAMPLE: Vice President Briefs Media About His 2-Nation Visit to Latin America, YOUTUBE (Mar. 12, 2019), https://www.youtube.com/watch?v=uHdoHfThW5U (last visited Mar. 17, 2019).
FOREIGN EXAMPLE: Full Frontal with Samantha Bee, *Mark Meadows is Having a VERY Bad Week*, YOUTUBE (Dec. 16, 2021), https://www.youtube.com/watch?v=lt2G78eF_2E (last visited Jan. 5, 2022).
SHORT FORM: *Vice President Briefs Media*, *supra* note 11.
COMMON MISTAKE: Failing to set YOUTUBE in Small Caps.

15.2 Social Media Posts (Instagram, Twitter/X, Facebook)

RULE: Author name, handle in parentheses, post caption/title in *Italics*, platform name in **SMALL CAPS**, posting date/timestamp, direct URL, and last visited date parenthetical.
FORMULA: <Author / Handle>, <*Post Caption/Title*>, <PLATFORM IN SMALL CAPS> (<Date, Time>), <URL> (last visited <Date>).
EXAMPLE: Twitter, Saurabh Kripal @KripalSaurabh, (Jan. 4, 2022, 11:19 AM), https://twitter.com/KripalSaurabh/status/1478242170779803649 (last visited Jan. 5, 2022).
FOREIGN EXAMPLE: Wendy Davis (@wendydavistexas), INSTAGRAM (May 20, 2014), http://instagram.com/wendydavistexas (last visited May 20, 2014).
SHORT FORM: Kripal, *supra* note 38.
COMMON MISTAKE: Leaving out the timestamp or last visited date.

15.3 Television Broadcasts & News Documentaries

RULE: Broadcaster/network name, segment title in *Italics*, program title in **SMALL CAPS**, broadcast date, and direct URL.
FORMULA: <Network/Broadcaster>, <*Segment/Episode Title*>, <SHOW TITLE IN SMALL CAPS> (<Broadcast Date>), <URL> (last visited <Date>).
EXAMPLE: NDTV 24x7, *Supreme Court Verdict on Electoral Bonds Scheme*, NDTV

NEWS (Feb. 15, 2024), https://www.ndtv.com/video/electoral-bonds-sc-verdict (last visited Sept. 22, 2026).

SHORT FORM: NDTV 24x7, *supra* note 40.

COMMON MISTAKE: Omitting the broadcaster or network name.

16. FULL CITATION VS. SHORT CITATION FORMS

16.1 First Mention Rule

- Every source cited in a manuscript must be given in its **full citation form** upon its first occurrence in the footnotes.

16.2 Contraction Principles for Subsequent Mentions

- **Cases**: Use Case Short Form (e.g., *Puttaswamy*, (2017) 10 SCC at 35) or ***Id.***. **Never use *supra* for case law.**
- **Statutes**: Use Short Statutory Form (e.g., Companies Act, § 149(4)) or ***Id.***. **Never use *supra* for statutes.**
- **Secondary Sources (Books, Journals, Reports, Websites)**: Use ***supra*** (e.g., BAXI, *supra* note 7, at 332).

17. INTERNAL, CROSS REFERENCING (ID., SUPRA, HEREINAFTER, INFRA)

17.1 Rules & Variations for Id.

- Refers to the **immediately preceding authority** only if that footnote contains a **single source**. Both the letter "I" and the period after "d" must be italicised (***Id.***).
    - Same source, same page/section: *Id.*
    - Same source, different page: *Id.* at 45.
    - Same statute, different section: *Id.* § 12.

17.2 Rules for Supra (Permissible vs. Forbidden Authorities)

- **Permissible**: Books, journal articles, reports, working papers, websites, blog posts.
- **STRICTLY FORBIDDEN**: Cases, statutes, constitutions, and administrative regulations.

- **Formula**: AUTHOR LAST NAME IN SMALL CAPS, supra note <Footnote No.>, at <Pinpoint Page>.

17.3 Establishing and Using Hereinafter

- Used in a first full citation to establish a shortened title for cumbersome authority names.
- **Formula**: [Full Citation] (hereinafter '<Short Title>').
- **Subsequent Citation**: Short Title, supra note <No.>, at <Page>.

17.4 Rules for Infra

- Points the reader to material or footnotes appearing later in the manuscript.
- **Formula**: AUTHOR, infra note <Footnote No.>. or See discussion infra Part IV.B.

18. INTRODUCTORY SIGNALS & SIGNAL ORDER

18.1 Signal Definitions

- **[No Signal]**: Cited source directly states the proposition or is directly quoted/paraphrased.
- ***See***: Cited source directly supports the proposition, but an inferential step is required.
- ***See also***: Cited source provides additional supporting material for a proposition already established.
- ***See generally***: Cited source provides useful background or broader context.
- ***Cf.***: Cited source supports a different but analogous proposition (divergent/parallel view).
- ***Contra***: Cited source directly contradicts the textual proposition.

18.2 21st Edition Flexible Signal Order Rule

- Under the **21st Edition**, rigid signal ordering rules are relaxed. Citations grouped under the same signal should be arranged logically in accordance with their **weight as authority**.

19. ABBREVIATIONS TABLES

19.1 Indian High Courts & Regional Series

High Court	*Abbreviation*	*Reporter Abbr.*
Allahabad High Court	All HC	ALL. L.J.
Bombay High Court	Bom HC	BOM. C.R. / MAH. L.J.
Calcutta High Court	Cal HC	CAL. L.T.
Delhi High Court	Del HC	D.L.T.
Gujarat High Court	Guj HC	GUJ. L.R.
Karnataka High Court	Kant HC	KANT. L.J.
Madras High Court	Mad HC	MAD. L.J.
Punjab & Haryana High Court	P&H HC	P.L.R.

19.2 Statutory Tribunals & Commissions

Tribunal / Forum	*Abbreviation*	*Reporter Abbr.*
National Company Law Tribunal	NCLT	CompCas / SCL
National Company Law Appellate Tribunal	NCLAT	CompCas / SCL
National Green Tribunal	NGT	SCC OnLine NGT
Central Administrative Tribunal	CAT	(CAT)
Income Tax Appellate Tribunal	ITAT	ITR
Securities Appellate Tribunal	SAT	SCL
National Consumer Disputes Redressal Comm'n	NCDRC	CPJ / CPR
National Human Rights Commission	NHRC	(NHRC)

19.3 Subdivisions & Calendar Months

- **Subdivisions**: Section / Sections (§ / §§), Paragraph / Paragraphs (¶ / ¶¶), Article / Articles (art. / arts.), Clause (cl.), Schedule (sch.), Preamble (pmbl.).
- **Months**: Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.

20. PINPOINT CITATIONS & SUBDIVISIONS

20.1 Page Pinpoints & Section (§) / Paragraph (¶) Symbols

- Insert a non-breaking space (Ctrl + Shift + Space on Windows, Cmd + Shift + Space on Mac) between the symbol (§ or ¶) and the number (e.g., § 149, ¶ 21).

20.2 Page Ranges & En Dash (–) Formatting

- Connect page ranges and section spans using an en dash (–) without surrounding spaces (330–32, §§ 149–151). Retain the last two digits (1100–05).

21. MULTIPLE AUTHORITIES & LEGAL HIERARCHY

21.1 Ordering String Citations in Footnotes

Arrange multiple authorities in a single footnote sentence in strict hierarchical order:

1. Constitutions (INDIA CONST.)
2. Central Statutes
3. State Statutes
4. Supreme Court of India Decisions (newest first)
5. High Court Decisions (alphabetical by state)
6. Tribunals & Commissions
7. Books & Treatises
8. Journal Articles
9. Internet & Media Sources

21.2 Semicolon Separators

- Separate distinct authorities within a string citation using semicolons (;).

22. COMMON BLUEBOOK ERRORS TO AVOID

22.1 Top 10 Editorial Pitfalls in Indian Legal Manuscripts

1. **Using *supra* for Cases or Statutes**: Cases and statutes must **never** use *supra*.
2. **Incorrect SCC Year Placement**: Writing 10 (2017) SCC 1 instead of (2017) 10 SCC 1.
3. **Italicising Book Titles**: Book titles must be in **LARGE & SMALL CAPITALS**, not italics.
4. **Active Blue Hyperlinks**: Leaving blue underlined URLs in footnotes instead of plain black text.
5. **Missing Pinpoint Pages**: Citing only the opening page of a judgment or article.

6. **Hyphens Instead of En Dashes**: Writing page ranges as 330-332 instead of 330–32.
7. **Inserting "Available at" in 21st Ed Web Citations**: The 21st Edition drops "available at" before direct URLs.
8. **Setting Journal Authors in Small Caps**: Article authors must be in Ordinary Roman text.
9. **Misplacing Footnote Superscripts**: Putting callout numbers inside punctuation marks instead of outside.
10. **Capitalising Reporter Abbreviations in Small Caps**: Reporter names (SCC, AIR, DLT) must be in Ordinary Roman.

23. "WHAT ARE YOU CITING?" QUICK FINDER

23.1 Instant Topic Index & Cross-Reference Table

Topic / Source Type	*Reference Section*
Supreme Court Judgment (SCC / AIR)	Sections 4.1 – 4.2
High Court Judgment	Section 4.3
District Court / Subordinate Court	Section 4.4
Tribunal (NCLT / NGT / CAT)	Section 4.5
Consumer Court / Commission	Section 4.6
Human Rights Commission	Section 4.7
Arbitral Award	Section 4.8
Constitution of India	Section 5.1
Central Statute (21st Ed INDIA CODE)	Section 5.3
Repealed Statute (IPC vs BNS)	Section 5.5
Rules, Regulations & Gazette Notifications	Sections 6.1 – 6.4
Law Commission Report	Section 7.1
Authored Book	Section 8.1
Edited Book Chapter	Section 10.1
Law Review Article	Section 9.1
Blog Post / Website	Section 14.2 / 11.2
YouTube Video / Social Media	Sections 15.1 – 15.2

24. MASTER CITATION FORMULA TABLE (21ST EDITION)

24.1 Quick Reference Standard Patterns

SOURCE CATEGORY	21ST EDITION MASTER FORMULA
SUPREME COURT (SCC)	<*Case Name*>, (<Year>) <Vol> SCC <First Page>, <Pinpoint>.
SUPREME COURT (AIR)	<*Case Name*>, AIR <Year> SC <First Page>, ¶ <Paragraph>.
HIGH COURT	<*Case Name*>, (<Year>) <Vol> <Reporter> <First Page>, <Pinpoint> (<HC Abbr.>).
CENTRAL STATUTE (21ST ED)	<Short Title>, No. <Act No.> of <Year>, INDIA CODE (<Year>), § <Section>.
CONSTITUTION	INDIA CONST. art. <No.>, cl. <No.>.
BOOK	<AUTHOR NAME>, <BOOK TITLE IN SMALL CAPS> <Page> (<Edition> ed. <Year>).
EDITED CHAPTER	<Author>, <*Chapter Title*>, in <BOOK TITLE IN SMALL CAPS> <Page> (<Editor> ed., <Year>).
JOURNAL ARTICLE	<Author>, <*Article Title*>, <Vol> <JOURNAL IN SMALL CAPS> <Start Page>, <Pinpoint> (<Year>).
BLOG / WEB	<Author>, <*Title*>, <BLOG NAME IN SMALL CAPS> (<Date>), <URL>.
YOUTUBE VIDEO	<Creator>, <*Video Title*>, YOUTUBE (<Date>), <URL> (last visited <Date>).

25. QUOTATIONS, INDENTATION & SPACING RULES

25.1 Run-In Quotations (< 50 words)

- Quotations of 49 words or fewer run directly into the body paragraph enclosed in double quotation marks ("...").

25.2 Block Quotations (50+ words Standard / 100+ words HPNLU Variation)

- **Standard Rule 5 (50+ Words)**: Set off as a separate block paragraph, indented ½ inch on both left and right margins, single-spaced (1.0), without quotation marks. The citation follows unindented on the next line.
- **Variation (100+ Words)**: Quotations of 100+ words are indented on both sides, set in one lower font size (11pt), and acknowledged in footnotes.

25.3 Manuscript Formatting (Font, Line Spacing, Margins)

- **Body Text**: Font Size 12, Times New Roman, 1.5line spacing, Justified, 1-inch margins on all sides.
- **Footnotes**: Font Size 10, Times New Roman, 1.0 single line spacing, Justified.

26. MICROSOFT WORD & MAC KEYBOARD SHORTCUTS FOR LEGAL EDITING

26.1 Typography & Citation Shortcuts

- **LARGE & SMALL CAPITALS**: Select text + Ctrl + Shift + K (Windows) / Cmd + Shift + K (Mac).
- **Italics**: Ctrl + I (Windows) / Cmd + I (Mac).
- **Insert Footnote**: Ctrl + Alt + F (Windows) / Cmd + Option + F (Mac).
- **En Dash (–)**: Ctrl + Num - (Windows) / Option + Minus (Mac).
- **Non-Breaking Space**: Ctrl + Shift + Space (Windows) / Cmd + Shift + Space (Mac).

26.2 Paragraph & Spacing Shortcuts

- **Single Line Spacing (1.0)**: Ctrl + 1 (Windows) / Cmd + 1 (Mac).
- **1.5 Line Spacing**: Ctrl + 5 (Windows) / Cmd + 5 (Mac).
- **Justify Alignment**: Ctrl + J (Windows) / Cmd + J (Mac).

26.3 Advanced Find & Replace Macros for Footnote Formatting

- Convert superscript footnote numbers in footnote pane to plain numbers with a period (1.):
    1. Open Find & Replace (Ctrl + H).
    2. **Find what**: ^02
    3. **Replace with**: ^&.

4. Click **More** → **Format** → **Font** → Uncheck **Superscript** → Click **OK** → **Replace All**.

27. FORMATTING & TYPOGRAPHY CHEAT SHEET

27.1 Section-by-Section Manuscript Layout Guide

MANUSCRIPT FORMATTING & TYPOGRAPHY CHEAT SHEET

28. ONE MINUTE FINAL CITATION CHECKLIST

28.1 Post-Drafting Pre-Submission Verification Checklist

- [ ] Does **every footnote** end with a full stop/period?
- [ ] Are all case names italicised, including the "*v.*"?

- [ ] Are book authors, book titles, journal titles, and INDIA CONST. set in **LARGE & SMALL CAPITALS**?
- [ ] Have you verified that **NO cases, statutes, or constitutional provisions use *supra***?
- [ ] Is ***Id.*** italicised completely, including the period (***Id.***)?
- [ ] Are central statutes formatted using INDIA CODE for 21st Edition?
- [ ] Are all active blue hyperlinks and underlines removed from URLs?
- [ ] Are pinpoint page or paragraph numbers included for every specific proposition?
- [ ] Are page ranges connected using en dashes (–) instead of hyphens?
- [ ] Is there a non-breaking space between § or ¶ and the number?