

MAR GREGORIOS COLLEGE OF LAW

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THIRUVANANTHAPURAM- 695015



LL. M (Master of Laws) DISSERTATION MANUAL

JUNE 2021

(For private circulation, academic purpose only)

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1. GENERAL INSTRUCTIONS

1.1. DISSERTATION MANUAL

This document, herein after referred to as the manual, lists the general and specific requirements governing dissertation preparation including guidelines for structuring the contents. This is intended to provide to Mar Gregorios College of Law students guidelines on matters relating to the Master of Laws (LL.M.) dissertation. The standards set out in this manual is consistent with the regulations of the University of Kerala and this must be followed in the preparation of the thesis. Failure to comply with these requirements will result in the rejection of the thesis.

Do not use previously accepted theses and dissertations as definite models for style.

1.2. OBJECTIVE

Dissertation is an integral part of Post Graduate Degree Course Curriculum. It must be a substantial scholarly work of a quality and length akin to a law review article. The main object of the dissertation work is to facilitate a student to examine an issue of contemporary relevance with in-depth study and examine issue of vital concern with inter disciplinary or analytical approach.

1.3. CERTAIN TIPS

To prepare a dissertation, the first step is to select a relevant topic. It is good to identify a topic which has some prior interest to expand the knowledge or could be useful in the career one is involved. The identification of one or more areas will help stabilize the topic rather than a wild chase of various interesting topics that could not be handled due to paucity of materials or guidance or the time it may require.

The second step involves identification and collection of relevant data and literature pertaining to the topic chosen. This stage is the starting point to enlarge one's interest in the topic chosen and to know what works has already been done. The students may come across various writings on the chosen topic, which might lead them to interpret the subject or topic in a different angle that will add to the existing knowledge. The efforts in identifying literature and data will decide the strength and depth of the topic chosen.

The third step deals with choosing of the methodology to be adopted in writing the dissertation work. The methodology and format prescribed in the manual must be followed. In addition to those requirements given in the manual, additions can be made only in consultation with the supervisor.

The final stage is the shaping and completion of the dissertation work.

1.4. USUAL PARAMETERS

Normally a dissertation work will be examined on three parameters; clarity i.e., presentation of the views and facts in a clear and simple manner; brevity i.e., using precise language and articulating without circumventing and confusing the readers; and creativity i.e., to use imaginative approaches within the norms and conventions established in academic and scholarly writing.

1.5. WHEN TO START

In the beginning of the 3rd semester, students are expected to propose 3 or 4 topics from their interested areas and submit it to the Academic Office within the stipulated time given in the Academic Calendar. The Dissertation Committee will analyse its scope and relevance and will have a discussion with the student regarding the topic. Once the topic is finalized, a supervisor will be allotted to each student and after adequate consultation with the supervisor, the student is expected to present a synopsis of the dissertation to the Academic Office for further approval by the Dissertation Committee. Once it is approved, students can start working on it.

1.6. SUPERVISOR

The Dissertation Committee shall assign the concerned supervisor (who shall be a law faculty member) to each student. The student bears the responsibility to maintain contact with and provide regular progress updates to the Supervisor. The supervisor should maintain a progress report to mark the frequent visits of the student. There are stipulated periods within which the draft of each chapter must be submitted and approved by the supervisor. Thesis supervisor may set additional guidelines to supplement if required, without compromising, the minimum requirements set out in the manual.

1.7. PLAGIARISM

It is advisable to check plagiarism after the completion of each chapter and the software to check plagiarism is available in the college library. The supervisor must make sure that the students shall submit plagiarism reports. A plagiarism report must be submitted along with hard copies of Dissertation at the Academic Office.

1.8. PRE-SUBMISSION SEMINAR

The researcher after the completion of the research and before submitting the final draft of the dissertation should do a pre-submission Seminar, before the Dissertation Committee and other research scholars. In the seminar, the researcher will present his study and findings, for suggestions or alterations. This process will help the researcher a chance to present his topic and defend and further improve his research work before submission. The pre-submission seminar should be done at least 20 days before the final submission. The date shall be notified by the dissertation Committee well in advance.

1.9. APPROVAL FROM SUPERVISOR

The dissertation shall comply with all the requirements and formats set up in the manual to secure the approval of the supervisor.

1.10. COLOUR CODE

The colour used in the cover page must be red (Crimson Red/Cardinal Red) and letters on the cover page must be black or golden as per the prescribed format.

1.11. SUBMISSION PROCESS

Along with the prescribed submission form, which is available in the Academic Office, and plagiarism checked report which student can obtain from the library, students are expected to prepare four copies (4) of the thesis, two (2) to the University, one (1) to the college library and one (1) for themselves. The library copy should contain the name and register number of the students. A soft copy of the thesis in CD and a singles PDF file of the dissertation via email must be submitted to the Academic Office. There must be no password protection for the PDF and security settings must allow for printing.

1.12. SIGNATURE

The signatures in the dissertation must be original. No scanned or photocopied signature is allowed.

1.13. SPINE OF THE DISSERTATION

The spine of the dissertation must be printed with current year on the top and followed by the title of the dissertation in the following manner:



1.14. SUBMISSION & EVALUATION

As per the University of Kerala's regulations, every student shall submit dissertation within 15 days from the last date of the Final Semester Examination; the dissertation will be valued by a Board of 2 examiners appointed by the University. The maximum marks shall be 300 of which 20% shall be allotted to Viva-Voce examination

The dissertation that complies with the regulations in the manual and anti-plagiarism standard will be forwarded to the University. Those dissertations that do not comply with the aforesaid requirements shall not be forwarded to the University.

1.15. FURTHER REFERENCES

The citation format prescribed in this manual regulation is based on the *Bluebook Manual (20th edition)*. If students need more clarification regarding the format, you may refer to the full version of *Bluebook Manual*.

2. SPECIFICATION FOR THE DISSERTATION FORMAT

2.1. GENERAL NOTE

- Dissertation should be computer typed.
- Uniformity in font sizes, fonts, spacing, and margins must be ensured.
- Thesis should be free from typographical errors.

2.2. PAGE SIZE AND MARGIN

- International Standard Paper Size A4 is recommended.
- Only one side of the paper must be used.
- The top, bottom and right-side margins should be 1.0 inch, whereas the left side margin should be 1.5 inch for both textual and non-textual (e.g., figures, tables) pages.
- A sub-heading at the bottom of the page should have at least two full lines of content below it. If the sub-heading is too short to allow this, it should begin on the next page.
- All tables and figures should conform to the same requirements as text. Colour may be used for figures. If tables and figures are large, they may be reduced to the standard size.
- Make sure that all textual and illustrative material is distinct and legible.

2.3. PAGE NUMBERING

- All page numbers should be placed without punctuation in the upper right-hand corner or lower right-hand corner.
- Page numbers prior to Chapter 1 (all preliminary pages) should be in lower case Roman numerals. The title page is page **i**, but the number is not printed. The first page of each section and each chapter is also numbered, but not printed.
- Beginning with the first page of the text in the thesis (chapter 1), all pages should be numbered consecutively and consistently in Arabic numerals through the appendices.

2.4. LINE SPACING

- The general text of the manuscript should be in 1.5 spacing. Long tables, quotations, footnotes, multi-line captions and bibliographic entries (references) should be in single spacing.

2.5. FONT SIZE

- For the main text, 12 pt font size and for footnotes, 10 pt font size must be used.
- Times New Roman theme font is recommended.

2.6. TABLES AND FIGURES

- All tables (tabulated data) and figures (charts, graphs, maps, images, diagrams, etc.) should be prepared, wherever possible, on the same page used to type the text and conform to the specifications outlined earlier. They should be inserted as close to the textual reference as possible.
- Tables and figures should be numbered sequentially either throughout the thesis or chapter-wise using Arabic numerals. They are referred to in the body of the text capitalizing the first letter of the word and number, as for instance, Table 17, Figure 24 etc,
- Good quality figures must be drawn. Images, Photographs etc. must be scanned in proper resolution.

3. COMPOSITION AND STRUCTURE

3.1. PRELIMINARY PAGES

Cover Page

Certificate

Declaration

Acknowledgment

Preface

List of Abbreviations

List of Cases

Table of Contents

Samples and structuring of preliminary pages are given below. What is given in these pages are basic requirements. Without changing these requirements, if needed, students can add their creativity only with the consultation of the supervisor.

3.1.1. Cover Page - Model 1
FOR LIBRARY & PERSONAL COPIES

TITLE OF THE DISSERTATION

**DISSERTATION SUBMITTED
IN PARTIAL FULLFILMENT OF THE REQUIREMENTS
FOR THE DEGREE OF**

LL. M (MASTER OF LAWS)

BY

**NAME OF THE CANDIDATE
REGISTER NUMBER**

COLLEGE EMBLEM

**SUPERVISED BY
NAME OF THE FACULTY**

**MAR GREGORIOS COLLEGE OF LAW
THIRUVANANTHAPURAM
YEAR**

3.1.2. Cover Page – Model 2
FOR UNIVERSITY COPIES

TITLE OF THE DISSERTATION

**DISSERTATION SUBMITTED
IN PARTIAL FULLFILMENT OF THE REQUIREMENTS
FOR THE DEGREE OF**

LL. M (MASTER OF LAWS)

BY

REGISTER NUMBER

COLLEGE EMBLEM

**MAR GREGORIOS COLLEGE OF LAW
THIRUVANANTHAPURAM
YEAR**

3.1.3. Declaration - Model

DECLARATION

I, (Name) do hereby declare that this dissertation work entitled (Title of the dissertation) submitted in partial fulfilment of the requirements for the award of Master of Laws (LLM) is an original work done by me during my period of study (years of study) in the Mar Gregorios College of Law under the guidance of (Name of the Supervising Faculty).

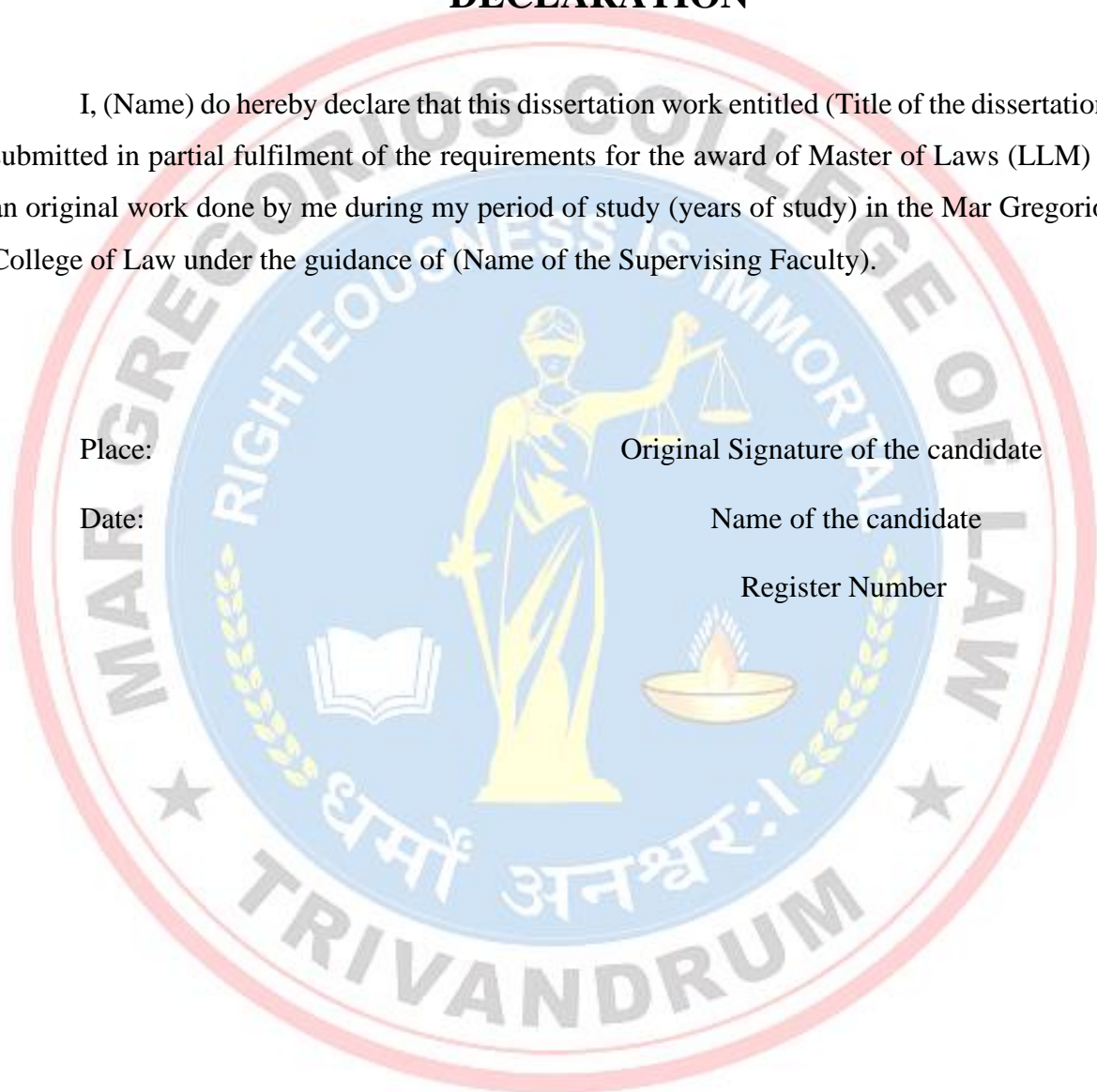
Place:

Original Signature of the candidate

Date:

Name of the candidate

Register Number



3.1.4. Certificate - Model

CERTIFICATE

This is to certify that this dissertation entitled (Title of the Dissertation) is a bonafide work done by (Name of the student), under the guidance and supervision of (Name of the Supervisor). No part of this dissertation has been previously submitted for the award of any degree or diploma in this or any other University.

Signed by : Original Signature of the Supervisor
: Name of the Supervisor
: Designation

Signed by : Original Signature of the HoD
: Name of the HoD
: Designation

Approved by : Original Signature of the Principal
: Name of the Principal
: Designation

Place:

Date:

3.1.5. Acknowledgment - Model

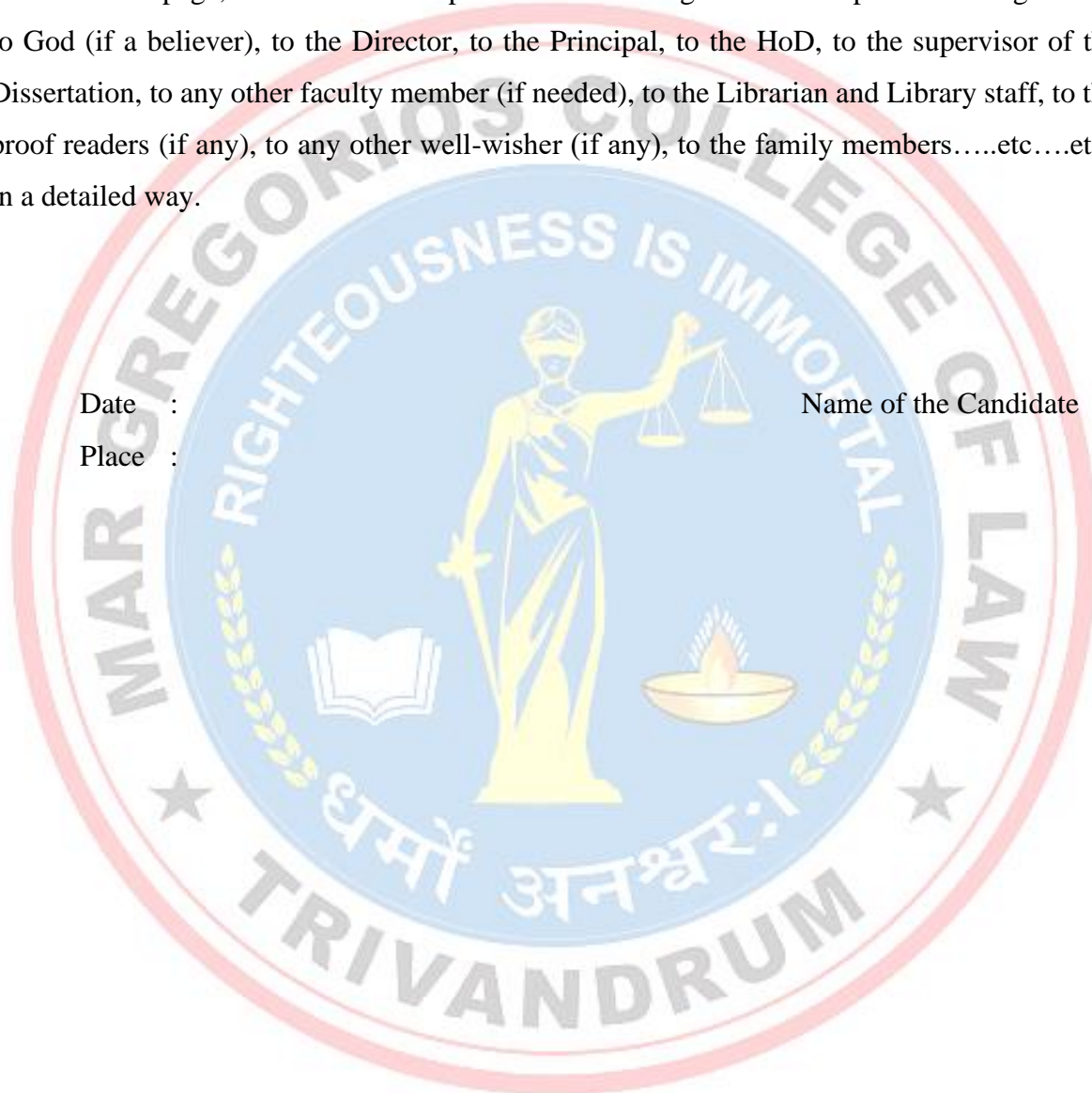
ACKNOWLEDGMENT

In this page, the student can express or acknowledge his /her deepest sense of gratitude to God (if a believer), to the Director, to the Principal, to the HoD, to the supervisor of the Dissertation, to any other faculty member (if needed), to the Librarian and Library staff, to the proof readers (if any), to any other well-wisher (if any), to the family members.....etc.....etc.. in a detailed way.

Date :

Place :

Name of the Candidate



3.1.6. Preface - Model

PREFACE

In this page, a few paragraphs must be devoted to the historical backgrounds of your topic, your special attempt to highlight the topic, your attempts to analyse the topic, what made you to do research on this topic and finally your findings in one separate paragraph.

After this, the student should give a brief note of every chapter of the dissertation.

For e.g.

The study is divided into six chapters. The first chapter deals with the introduction to the.....

The second chapter of this work attempts to.....

The third chapter deals with.....

The fourth chapter of this research work is an endeavour to.....

The fifth chapter attempts to.....

The sixth chapter of this dissertation gives conclusion of the research work and certain valuable suggestions to.....

3.1.7. List of Abbreviations - Model

LIST OF ABBREVIATIONS

(for example,)



AIR	All India Reporter
CULR	Cochin University Law Review
Envtl. L. Rev	Environmental Law Review
Harv.L.Rev	Harvard Law Review
Ker.	Kerala
Marq.L.Rev	Marquette Law Review
Rutgers L. Rev	Rutgers Law Review
SC	Supreme Court
Stan.L.Rev.	Stanford Law Review
UCLA L. Rev.	University of California, Los Angeles Law Review
Whitter L. Rev	Whitter Law Review

Important Note:

- Abbreviations on this page should appear as they do in the body of dissertation.
- Those abbreviations used by the student must be approved abbreviations whether by authoritative style manuals, statute or otherwise.
- The student shall not invent their own abbreviation according to their whims and fancies.
- Abbreviation list must be in alphabetical order.

3.1.8. List of Cases - Model

LIST OF CASES

(for example,)

Ari v. State, AIR 1959, Ker. 325.....	15
Cleinskiv. State, 911S.W.2d 177 (1995).....	34
Falkland Islands Co. v. R (1864) 2 Moo PCCNS 266.....	60
Murphy v. Manning, 1877 (2) Ex.d.307.....	84

Important Note:

- Students should list out all the cases referred in the dissertation in strict alphabetical order.
- Small “v” is used to indicate “*versus*” and followed by full stop(.).
- Page numbers upon which the case is referred/discussed are indicated in sequence against the name of the case.

3.1.9. Table of Contents - Model

TABLE OF CONTENTS

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CHAPTER I

TITLE OF CHAPTER I

Introduction	
1.1. First Level Heading	1
1.2. First Level heading	2
1.2.1. Second Level Heading	3
1.2.1.1. Third Level Heading	4
1.2.1.1.1. Fourth Level heading	5
1.2.1.1.2. Fourth Level Heading	6
1.2.1.2. Third Level Heading	7
1.2.1.2.1. Fourth Level Heading	8
1.2.1.2.2. Fourth Level Heading	9
1.2.2. Second Level Heading	10
1.2.2.1. Third Level Heading	11
1.2.2.1.1. Fourth Level Heading	12
1.2.2.1.1. Fourth Level Heading	13
1.2.3. Second Level Heading	14
1.2.3.1. Third Level Heading	15
1.2.3.1.1. Fourth Level Heading	16
1.2.3.1.2. Fourth Level Heading	17
1.2.4. Second Level Heading	18
1.2.4.1. Third Level Heading	19
1.2.4.1.1. Fourth Level Heading	20
1.2.4.1.2. Fourth Level Heading	21

1.3. First Level Heading	22
1.3.1. Second Level Heading	24
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1.3.3. Second Level Heading	32
Conclusion	

CHAPTER II

TITLE OF THE CHAPTER II

Introduction	
2.1. First Level Heading	34
2.1.1. Second Level Heading	35
2.1.2. Second Level Heading	37
2.2. First Level Heading	39
2.2.1. Second Level Heading	41
2.2.1.1. Third Level Heading	42
2.2.1.2 Third Level Heading	44
2.2.1.2.1. Fourth Level Heading	46
2.2.1.2.2. Fourth Level Heading	48
2.3. First Level Heading	50
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2.3.1. Second Level Heading	54
2.4. First Level heading	56
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2.4.2. Second Level Heading	59
2.4.3. Second Level Heading	62
2.4.3.1. Third Level Heading	64
2.4.3.2. Third Level Heading	66
Conclusion	

CHAPTER III

TITLE OF THE CHAPTER III

CHAPTER IV

CONCLUDING REMARKS AND SUGGESTIONS

(If there is...)

APPENDICES	283
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	18

3.2. MAIN TEXT

3.2.1. Chapters

- The main text will consist of all the chapters in which dissertation is divided.
- Each chapter will consist of the following: -
 - Chapter Number
 - Name of the Chapter
 - Introduction of the chapter
 - Main Headings and Paragraphs
 - Various Levels of Headings and Paragraphs (wherever required)
 - Conclusion of the Chapter
 - Footnotes

3.2.2. Various Levels of Headings

- Each chapter may be divided into different levels of headings. For example,
 - First Level Heading,
 - Second Level Headings
 - Third Level Heading
 - Fourth Level Heading and so on as per the requirement.
- Chapters may be identified with uppercase Roman numerals (I, II, III, IV,.....) or Arabic numbers (1, 2, 3, 4,.....). Tables and figures should be numbered consecutively throughout the manuscript with Arabic numerals.

3.2.3. Font Size of Chapters and Headings

- Larger size may be used for chapter headings and main headings.
- To distinguish chapter headings from sub-level headings, chapter headings may be made **both larger caps and bold in 14 pt font size**, whereas sub-level headings may be made **larger but not bold in 14 pt font size**. When the levels go down, they may be **italicized without making them either large or bold in 12 font size**. The student can vary the font size as per the needs and as per the number of levels of headings.
- What is more important is that different levels of headings should be clearly distinguishable from each other.

3.2.4. Certain Tips for Better Writing

- Be careful in these areas.
 - Take care to divide words correctly. Do not divide words from one page to the next.

- correct spelling, grammar, and punctuation
 - appropriate vocabulary and usage.
 - clear and concise sentence structure, avoiding the passive voice where it would detract from persuasiveness or clarity.
 - a professional tone
 - an artful writing style that makes the paper pleasurable (not cumbersome) to read.
- Keep in mind these points when one prepares a Dissertation.
- Understanding how the thesis fits in the context of the existing literature.
 - relying, where possible, on primary rather than secondary source authority.
 - discussing the hierarchy of law and provides sufficient coverage of various sources.
 - discussing relevant sources of law (constitutions, statutes, treaties, regulations, cases, administrative materials, and the like) with an appreciation of their authority relative to one another.
 - discussing relevant case law.
 - discussing relevant policy-related developments and issues.
- A single line of text should not be left at the bottom or top of a page. Blank space may be left at the bottom of a page, where necessary.
- Be consistent with your choice of “levels”. Proper and adequate spacing between headings, subheadings, and text must be maintained. First-level headings must be listed in the Table of Contents. Second-level and subsequent subheadings can also be included as per the choice of the student.
- Capitalize only the first letter of words of importance, distinction, or emphasis in titles and headings. Do not alter the all-cap style used for acronyms (Example: AIDS) and organizational names (Example: IBM). Use the conventional style for Latin words (Examples: *in vitro*, *in vivo*, *in situ*). Genus and species should be italicized. Capitalize the first letter of the Genus, but not that of the Species name (Example: *Streptococcus aureus*).

3.3. APPENDICES

- An appendix is a section at the end of a dissertation that contains supplementary information.
- An appendix may contain figures, tables, raw data, and other additional information that supports the arguments of your dissertation but do not belong in the main body.
- It can be either a long appendix or split into several smaller appendices.
- Each appendix should have its own title and identification letters, and the numbering for any tables or figures in them should be reset at the beginning of each new appendix.

3.4 FOOTNOTE

3.4.1. Mode of Citation

3.4.1.1. For an Authored Book

(i) **By a single author:**

Volume number of book if any, Name of the author, Title of the book p.no.(if referring to specific page or pages) (edition, year of publication).

For example,

M. P. JAIN, INDIAN CONSTITUTIONAL LAW 98 (5th ed.,1998).

(ii) **By two authors:**

Name of the authors, Title of the book p.no.(if referring to specific page or pages) (edition, year of publication).

For example,

M. P. JAIN & S. N. JAIN, PRINCIPLES OF ADMINISTRATIVE LAW 38 (2001).

(iii) **By multiple authors (more than two):**

Name of the first author followed by et.al., Title of the book p.no. (if referring to specific page or pages) (edition, year of publication).

For example,

JERRY L. MASHAW, ET.AL., THE AMERICAN PUBLIC LAW SYSTEM—CASES AND MATERIALS 50 (1992).

3.4.1.2 For Edited Books

(i) **By a single editor:**

Title of the book p.no.(if referring to specific page or pages) (Name of the editor ed., edn, year).

For example,

NANA PALKHIVALA: A TRIBUTE (NILENDRA KUMAR ed., 2004).

(ii) By two editors:

Title of the book p.no.(if referring to specific page or pages) (Name of the editors eds., edn /year).

For example,

INTELLECTUAL PROPERTY RIGHTS: A GLOBAL VISION 38-42 (S. K. VERMA & RAMAN MITTAL eds., 2004).

(iii) By more than two editors:

Title of the book p.no.(if referring to specific page or pages) (Name of the first editor et.al. (eds.), edn, year).

For example,

TOWARDS ENERGY CONSERVATION LAW 78 (CHATRAPATI SINGH ET.AL. eds.,1989).

NOTE: And others ('*et.al.*') is used as an abbreviation of 'etalii' (masculine plural) or 'etaliae' (feminine plural) or 'etalia' (neuter plural) when referring to a number of people).

(iv) By, or auspices of, an organization/institution:

For example,

INDEX TO INDIAN LEGAL PERIODICALS 22 (INDIAN LAW INSTITUTE ed.,2002).

(v) Citation of an essay published in an edited book edited (Collected Works):

Name of author of the essay, title of the essay in italics, in *title of the Edited* book page number (Name of the editor(s), edition/year).

For example,

R. K. Nayak, *Evolving Global Drugs Law for the 21st Century* in GLOBAL DRUGS LAW 70 (D. C. Jayasuriya & R. K. Nayak eds.,1997).

(vi) Citing a reference from an Encyclopaedia:

Volume Number Title of the Encyclopedia p.no.(if referring to specific page or pages) (Name of the editor ed., edn, year).

For example,

XV ENCYCLOPEDIA OF THE SOCIAL SCIENCES 23(EDWIN R. A. SELIGMAN ed.,1957).

3.4.1.3. For Articles and Essays

- (i) **Citation of a paper published in a journal/periodical (consecutively paginated i.e., a whole volume has consecutive pagination):**

Name of Author, *Title of Article*, Journal volume no. ABBREVIATION OF JOURNAL Page on which Article Begins, Page Cited (Year).

For example,

K. Madhusudhana Rao, *Authority to Recommend President's Rule under Article 356 of the Constitution*, 46 JILI 125, 128 (2004).

- (ii) **Citation of an article published in a periodical (non-consecutively paginated):**

Domages for a Deadly Cloud: The Bhopal Tragedy Will Cost Union Carbide \$470 Million, TTME, Feb. 27, 1989, at 53.

Barbara Ward, *Progress for a Small Planet*, HARV. BUS. REV., Sept.- Oct. 1979, at 89, 90.

- (iii) **Citation of a paper published in a case reporter:**

P. K. Thakur, *Permissibility of Probation in Offences Punishable with Minimum Imprisonment*, 2 SCJ 26-38 (2002).

- (iv) **Citation of an essay published as a part of a Survey of Law**

Annual Survey of Indian Law—an annual publication of the Indian Law Institute, New Delhi: Name of author of the essay, *title of the essay*, volume number name of the survey page number (year).

For example,

P. S. Jaswal, *Constitutional Law-I*, XXXVIII ASIL 115 (2002).

- (vii) **Citation of a write up published in a newspaper/ periodical:**

Name of the writer, Title of the write-up in italics Name of the newspaper, date, page number.

For example,

Robert I. Freidman, *India's Shame: Sexual Slavery and Political Corruption are Leading to an AIDS Catastrophe*, THE NATION, April 8, 1996 at 6.

- (viii) **Citation of an editorial/opinion/letter to the editor from a newspaper:**

Editorial/Opinion/Letter to the Editor, Title of the Editorial in italics Name of the newspaper, date, page number.

For example,

Editorial, *Short-circuited* THE TIMES OF INDIA, August 2, 2004 at 4.

(ix) **Reports**

(i) Law Commission of India, 144th Report on conflicting Judicial Decisions Pertaining to the Code of Civil Procedure, 1908 (April, 1992).

(ii) Government of India, Report: *Committee on Reforms of Criminal Justice System* (Ministry of Home Affairs, 2003).

3.4.1.4. Websites

(i) **Online Only Sources**

Legal and Regulatory Framework of Drones, LIVE LAW.IN (May 25, 2020, 5.04 PM) <https://www.livelaw.in/know-the-law/legal-and-regulatory-framework-of-drones-156559>.

Namita Wahi, *The Legal Regime and Political Economy of Land Rights of Scheduled Tribes in the Scheduled Areas of India*, LAW AND OTHER THINGS (May 25, 2020 5.10 PM) <https://lawandotherthings.com/2018/04/the-legal-regime-and-political-economy-of-land-rights-of-scheduled-tribes-in-the-scheduled-areas-of-india/>

3.4.1.5. Unpublished Works

i. **Unpublished Research Work (E.g., Dissertation /Thesis):**

For e.g., Samantha Smith, *Reviewing the American Jurisprudence on Freedom of Expression*, XYZ University (2017) (Unpublished Ph.D. dissertation, XYZ University).

ii. **Interviews:**

(Telephone) Interview with Mr. Ravi Shankar Prasad, Law Minister of India, Government of India (Jun. 25, 2016).

iii. **Forthcoming publication of a book:**

Justice V. R. Krishna Iyer, *Rhetoric versus Reality* (Feb., 2014) (in press/unpublished manuscript) (on file with author).

3.4.1.6. Mode of Citation of Case Law

Where a case name is written in the body of the text it should be italicized (e.g. *Keshavananda Bharti v. State of Kerala*) but where it is written in the footnote it should not be italicized. The first party alone should be named and any procedural phrases (e.g. *In re*) should be italicized. The citation of the case should be written in the footnote in the format suggested by the publisher. Examples are as follows

AIR 1973 SC 1461.
(1973) 4 SCC 225.

3.4.1.7. Statutes

Indian Law

Act name, Act No., Acts of Parliament, Year of Volume (India, if not evident from context).

For example,

The Copyright (Amendment) Act, 1992, No. 13, Acts of Parliament, 1992 (India).

Indian Constitution

For example,

INDIA CONST. art. 1, cl. 2.

3.5 GENERAL INSTRUCTIONS ON CITATIONS

3.5.1 Footnoting of second-hand quotations:

Avtar Singh, Company Law, Eastern Book Company, 2004, p.23 cited in David Gower, "Rights of the Shareholders", 27 JILI, 2004, p.39.

Please note-

- That there are cases when material at hand (referring source) makes a reference to some other material (referred material), such as a book or article. That if one is referring to what is referred without confirming that in original, then what is referred (referred material) and in which that is referred (referring source), both should be footnoted.
- •That referred material should come first and referring source should come next.
- •That referred material and the referring source should be separated by the expression 'cited in'.

3.5.2. Short Citation Forms

3.5.2.1. Use of *id.*

Id. –This expression is commonly used when in consecutive footnotes, the referred work remains the same. *Id* has to italicised for use in footnotes. *Id* may be used only when the preceding footnote contains only one authority.

7. M.P.JAIN, INDIAN CONSTITUTIONAL LAW 98 (5d ed.,1998).

8. *Id.* at 79.

3.5.2.2. Use of *supra*

Where an authority has been fully cited in the previously (but not in the immediately preceding footnote), *supra* may be used. *Supra* should not used to refer to previously

mentioned cases, constitutions or legislative materials. While using *Supra* the last name of the author should be mentioned followed by footnote in which the full citation can be found.

7. M. P. JAIN, INDIAN CONSTITUTIONAL LAW 98 (5d ed.,1998).

8. M. P. JAIN & S.N. JAIN, PRINCIPLES OF ADMINISTRATIVE LAW 38 (2001).

9. JAIN, *supra* note 7, at 79.

3.5.2.3. Quotations

Any verbatim use of the language of another text should be enclosed within quotations. In the event that the written materials seek to reproduce more than 50 words from another source, it shall be placed within block quotations. Block quotations will be indented on both sides, justified and without quotation marks.

For example,

The report also produced the 'Draft Principles on Human Rights and the Environment' as an annexure which broadly defined Right to the Environment as follows:

substantive right to a 'secure, healthy and ecologically sound environment' which among others would be based on the principle of inter-generational equity, freedom from the adverse effects of environmental degradation, preservation of all elements of the ecosystem, non-discrimination on environment matter etc; and procedural rights of right to information, education, participation, expression and association on environmental issues.

3.6 BIBLIOGRAPHY

A bibliography is a list of all of the sources one has used, whether referenced or not, in the process of a research work. In general, a bibliography should include the author's name, title of the work, the names and location of the companies that published the copies of the sources, the dates those copies were published, etc. The bibliography should be divided into subheadings such as books, periodicals, online materials, etc. All secondary sources cited in the work should be listed in alphabetical order under each of the above subheadings. The references in the bibliography should be as provided in the footnotes with the exception that in the bibliography the names of the authors should begin with the surname and unnecessary information such as page numbers of books may be omitted. Some examples are given below;

3.6.1. Books

JAIN, M. P., INDIAN CONSTITUTIONAL LAW (5th ed.,1998).

MASHAW, JERRY L. ET.AL., THE AMERICAN PUBLIC LAW SYSTEM–CASES AND MATERIALS (1992).

NANA PALKHIVALA: A TRIBUTE (NILENDRA KUMAR ed., 2004).

3.6.2. Articles

Madhusudhana Rao, K., *Authority to Recommend President's Rule under Article 356 of the Constitution*, 46 JILI 125, 128 (2004).

Thakur, P. K., *Permissibility of Probation in Offences Punishable with Minimum Imprisonment*, 2 SCJ 26-38 (2002).

Ward, Barbara, *Progress for a Small Planet*, HARV. BUS. REV., Sept.- Oct. 1979, at 89, 90.

3.6.3. Websites

Legal and Regulatory Framework of Drones, Livelaw.IN (May 25, 2020, 5.04 PM) <https://www.livelaw.in/know-the-law/legal-and-regulatory-framework-of-drones-156559>.

Wahi, Namita, *The Legal Regime and Political Economy of Land Rights of Scheduled Tribes in the Scheduled Areas of India*, LAW AND OTHER THINGS (May 25, 2020 5.10 PM) <https://lawandotherthings.com/2018/04/the-legal-regime-and-political-economy-of-land-rights-of-scheduled-tribes-in-the-scheduled-areas-of-india/>

