A Manual for Electronic Legal Referencing

New Zealand Law Style Guide (2nd ed)

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Dedicated to users of the New Zealand Law Style Guide

This project was started with an undergraduate research paper, 157 manually entered footnotes and a feeling that there must be a better way. Zotero is legal referencing that “just works”.

Many illustrations and examples in this manual have been modified from the official guide to Multilingual Zotero, Frank Bennett, Mulzero: A Tool for Legal and Multilingual Research. Information contained in the manual has been composed with reference to Frank Bennett’s official guide, particularly Chapter 4 and Appendices A and B. The full text of Mulzero can be found at http://citationstylist.org/wp-content/uploads/mlzbook.pdf.

The manual has also modified illustrations and examples from the official Zotero documentation found at http://www.zotero.org/support/. In particular, see the “Quick Start Guide”.

The authors gratefully acknowledge the help of Jack Newberry, a scientist who, dismayed by the state of legal referencing, recommended Zotero; Michaela Draper, an IT consultant, who conducted a feasibility study for this project; Victoria University of Wellington, which provided the necessary resources; and particularly, Frank Bennett, the author of Multilingual Zotero, for his frequent and generous advice and help, both with this manual and with the creation of the manual’s subject matter, Zotero’s New Zealand legal style.

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© Julia Caldwell and John Prebble 2012. This manual resides on the authors’ personal pages on the Social Science Research Network. Corresponding author: John.Prebble@vuw.ac.nz.

Writers using the manual or Zotero’s New Zealand legal style, by Julia Caldwell and John Prebble, should acknowledge that use by footnote or other appropriate reference. The authors would welcome inquiries from people interested in composing derivative works for other jurisdictions and other styles.

Spelling and usage. The manual generally follows English spelling and usage (e.g. “encyclopaedia”, “programme”) but uses American English (e.g. “encyclopedia”) where it quotes or refers to words used in Zotero and Zotero’s associated applications.

Errors and omissions. Please advise John.Prebble@vuw.ac.nz.
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- Case: United States
- Case: European Court of Human Rights
- Case: European Court of Human Rights (unreported)
- Case: European Commission of Human Rights
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1. INTRODUCING ZOTERO

Zotero [zoh-TAIR-oh] is a free, easy-to-use tool to help to collect, organize, cite, and share research sources. It lives right where you do your work—in the web browser itself.

Zotero is software that runs in the Firefox web-browser. The software provides a personal electronic reference library that lives on your local PC as well as in the cloud. The library is an all-round research tool: items can be added from the World Wide Web with a single click; it provides features for effective organisation of resources; and references can be cited in a document at the click of a button.

The features of Zotero now extend to legal and multilingual research. The Multilingual Zotero client, a modest extension of Zotero proper, has made great progress for legal writing. This manual explores some of the complexities of legal referencing and offers a roadmap to citing legal references with Zotero. While the Zotero platform is largely self-explanatory to install and use, users must take care with complex references. Items stored in the Zotero database should conform to the patterns illustrated in the Index to this manual: Items and Fields.

2. INSTALLATION

2.1. FIREFOX

Zotero runs in the Firefox web-browser.


2.2. MULTILINGUAL ZOTERO CLIENT

Multilingual Zotero (MLZ) can be found at www.citationstylist.org

1. Install Multilingual Zotero from citationstylist.org/tools/

2. Install the Abbreviations Filter from citationstylist.org/tools/

3. Install a style, including the New Zealand Law Style by Julia Caldwell and John Prebble, by clicking the “Style” tab. Save the Abbreviation List by right clicking on the “Abbr” link and saving the file to the desktop.
4. Once Zotero and the word processor plugin have been installed follow the instructions in chapter 8.2 of this manual to open the Abbreviation Package. This package integrates approved journal abbreviations with the style.

5. Install a word processor plugin at: http://www.zotero.org/support/word_processor_plugin_installation_for_zotero_2.1. The effect is to integrate Zotero with users’ word processing software.

3. ZOTERO FOR LEGAL REFERENCES

Zotero is a tool to store research data and to create legal references that “just work”. Zotero is developing a repository of legal reference styles. As at August 2012, styles include the New Zealand Law Style Guide, Australian Guide to Legal Citation, Oxford Standard for Citation of Legal Authorities, Wisconsin Court Style and the McGill Guide to Uniform Legal Citation (English and French).

3.1. THE COMPLEX NATURE OF LEGAL CITATIONS

Legal references are more complex than those of other disciplines. One reason is the wide range of resources that are cited. Legal resources include a wide array of international materials (such as United Nations materials and World Trade Organisation materials), parliamentary materials (such as Hansard, cabinet documents and submissions to select committees) and legal material (such as cases, legislation, bills and regulations). Legal cases present particular difficulties. Cases are commonly cited in a way that reflects the citation style of their original jurisdiction. Compare the New Zealand case Attorney-General v X [2007] NZCA 388 with the United States case Dale v Boy Scouts of America 734 A 2d 1196 (NJ 1999). Both citations are correct according to the New Zealand Law Style Guide. Citation conventions vary between jurisdictions but use the same citation elements, such as names of cases, courts, and judges, and dates and names and volume numbers of law reports. Neutral citations are often formatted differently from decisions published in series of law reports.

Most electronic referencing programmes do not cope seamlessly with this complexity. Some programmes can be customised by manipulation to produce the correct results. Variations can be made by changing the data fields and creating manual reference types. EndNote, for example, has a number of “generic” fields that can be used to create references for specific legal resources. The problem with such end user manipulation is that it makes the style that has been customised incompatible with other styles and prevents integration with web based resources. For example, data fields can be relabelled so what was “history” can become “year with square brackets”, a result that can operate within the style conventions of a single publisher or jurisdiction, but that is not compatible with other styles and that does not allow web integration.

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3.2. ZOTERO AND THE CITATION STYLE LANGUAGE (CSL)

Zotero provides a uniform method of legal citation written in CSL. The Citation Style Language is an XML vocabulary for expressing citation and bibliographic formats. CSL is considerably more complex than the retail end citation formatting tools in proprietary referencing programmes. The benefits of CSL are that it can be used to express complex citations and that it can be used by different citation programmes including Zotero, Mendeley and Papers.

All citation styles in Zotero are generic—there are no custom reference types and there can be no manipulation of data fields. In operation, this means that an article originally written in the Australian Guide to Legal Citation can be converted to the New Zealand Law Style at the click of a button. This function is used by writers and editors who otherwise must manually adjust their references. Other disciplines achieve this result electronically. Law should be no exception.

Uniform citations enable Zotero to capture a wide range of reference information electronically. Reference information can be imported with the click of a button from many electronic databases such as NZLII, AUSTLII, HeinOnline and Google Scholar. This reference information can then be imported into documents in a citation style of the author’s choosing. There is no need to record reference information manually or to format citations. Zotero just works. Resistance from some databases notwithstanding, these tools plan to save law professors, students, law clerks, judges and others who do legal drafting a considerable amount of time.

Capturing data electronically saves time and effort. However, electronic databases do not always provide information in a manner that is perfectly consistent with authors’ styles. Take for example the reference information provided below. Looking closely we can see that there are some small discrepancies from the New Zealand Style Guide.

- The full stop after the v.
- The court name written in full
- The full date of decision

Zotero is able to handle these inconsistencies when formatting the citation. The New Zealand Law Style automatically removes any excess punctuation. There is no need to remove it manually. The style will also only take the date part that it requires. Zotero knows when to include the full date and when to include only the year.
The abbreviation function is particularly useful to ensure consistency with the New Zealand Style. In the sample input above, the court name has been written out in full to avoid ambiguity. In the citation, however, the desired output would be “FCA”. While Zotero, like many other electronic referencing programmes, includes a “journal abbreviation” field, this on its own does not meet the demands of legal citations. Journal abbreviations are determined by the citation style, not by the journal or reporter itself. For example, a Law Review may be abbreviated to LR by some styles and L Rev by others.

If journal abbreviations are stored with the item in the user’s personal library, they must be entered manually for each item and changed when a different style is required. This is not acceptable for Zotero, which strives for generic citations that just work. Accordingly, Zotero provides lists of journal abbreviations that attach to the citation style itself. The New Zealand Law Style, for example, comes attached with a full list of abbreviations accepted by Legal Citations of Aotearoa New Zealand (LCANZ) for use with the New Zealand Style. Where a journal is matched with an abbreviation, Zotero imports the correct abbreviation automatically.

### 3.3. ZOTERO AND LEGAL TRANSLATORS

Zotero translators rely on “structured metadata” to capture reference information from online sources. The majority of electronic databases provide structured descriptions of data when a resource is uploaded. Structured metadata breaks down the elements of a citation into its different parts (e.g. author, title, volume, journal, page range) and labels each element electronically. Using this data, a computer can retrieve the information and reconstruct the reference or keep the information in its structured elements. Structured metadata is the norm for modern information systems. An editorial assistant or a computer technician has already manually entered the reference information when uploading the article, so there is no need to do it again.

Law is well behind the times when it comes to information systems. This much is apparent when no other reference management software is designed to be compatible with legal citation styles. One significant problem is that structured metadata or unique identifiers do not exist for many legal materials. It is a sign of the antiquated state of legal information technology that the entire citation of a case must serve as a unique identifier in data processing. Unlike scientific journals, which are all provided with a unique DOI (Digital Object Identifier) number or PubMed ID, legal cases can be identified only by a rigid and lengthy citation. When searching for a case in online databases, the entire case citation makes up the unique identifier and there is often no description of what the elements within the citation mean.

A further problem for legal scholars is that the majority of electronic databases (LexisNexis and Westlaw as two examples) provide no structured metadata for any item. There are also no DOIs or any other unique identifiers. Web-developers are at a loss with these databases. There is no Zotero translator for LexisNexis or Westlaw because the databases provide no information to translate. Metadata is presumably available internally, for example, to map between parallel citations of the same case, or to link lines of appeal. However, these databases have chosen not to expose that information. The only data that is given publically is the full, properly formatted citation, in the leading style, as it would appear on the printed page.
Before we toss legal citations into the “too hard basket”, there are some databases that provide structured data. Heinonline and the Legal Information Institute provide structured metadata for their cases and articles. With this information, a Zotero user can add an item into a Zotero library with a single click, attach the full text PDF, and insert the citation to the article into a document (again with a single click). There is no need to type out the citation details. The site translator does this work.
4. THE BASICS

What is Zotero?
Zotero is an extension for the Firefox web-browser. Multilingual Zotero is an experimental extension of Zotero, designed to cope with the complexities of multilingual and legal citation styles.

How do I open Zotero?
Click the Zotero icon in the bottom-right corner of the Firefox browser window to open your Zotero library. This brings up a pane with all of your references, collections, and notes. You can close Zotero by clicking on the X icon in the upper right of the Zotero window or by clicking on the logo again. The Zotero window does not have to be open for you to do “quick saves” of material you want to add to your research collection.

What can Zotero do?
Zotero is, at the most basic level, a citation manager. It is designed to store, manage, and cite bibliographic references, such as books and articles. In Zotero, each of these references constitutes an item.

What kind of items are there?
Every item contains different metadata, depending on what type it is. Items can be everything from books, articles, and documents to web pages, artwork, films, sound recordings, bills, cases, or statutes, among many others. Zotero has a defined list of items and it does not include all items from the New Zealand Law Style Guide.
**What can I do with items?**

Items appear in the centre column. The metadata for that item is in the right column. This includes titles, creators, publishers, dates, and any other data needed to cite the item.

**What is the MLZ client?**

Multilingual Zotero is an *experimental* branch of Zotero. It supports more advanced citation styles including parallel citations and abbreviation lists. You should install this version for full functionality of legal styles.

**How do I install the MLZ client?**

5. COLLECTING CITATIONS

5.1. WHEN ZOTERO SENSES ITEMS ON A WEB PAGE

What sets Zotero apart from other electronic research libraries is its ability to sense when users are looking at a reference item (or items) on a web page. For example, if you are looking at a reference for a book on Victoria University's online library catalogue, Zotero's book item will appear in the Firefox location bar.

Simply click on the book icon and Zotero will save all of the citation information about that book into your library. The Zotero library does not have to be open for this to work. If you are looking at a group of items, such as a list of search results from Google Scholar, a folder will appear. Clicking on the folder will produce a list of items with check boxes next to them; choose the ones you want to save and Zotero will do the rest.

The references will be copied into any specific collection within your library that is highlighted as well as into your overall library.

Zotero senses information through **site translators**. Zotero's translators work with most library catalogues, with some popular websites such as Amazon and the New York Times, and with many online databases.

To see whether Zotero has a translator for a particular site, look for icons in the Firefox location bar.

5.2. LEGAL DATABASES

Zotero runs into technological and legal hurdles when it tries to create translators for legal databases (like Lexis Nexis, Westlaw, Brookers and CCH). There is nothing inherently different about legal databases except for the way they publish their online material. That is, they could provide the right material, but they choose not to. It is this lack of structured metadata that accounts for the gap between research tools available for law and for other disciplines.
6. ORGANISATION

6.1. THE THREE COLUMNS OF THE ZOTERO WINDOW

Zotero is arranged in three columns. The left column contains your full library (“My Library”) and your individual collections. The middle column shows the items in your collection that are highlighted in the left column. The right column shows information about the item that is selected in the middle column.

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Left Column                       Middle Column                        Right Column
```

“My library” holds all references, files, and notes that you have saved, uploaded, downloaded, or written. In addition, to place an item into a specific collection, drag and drop it into the folder icon for that collection. Any collection can have an unlimited number of sub-collections or folders.

6.2. NOTE TAKING

Zotero is a place not only to store reference information and articles, but to take notes on them as well. All annotations and notes made on the PDF will be saved in the Zotero library. Notes can also be made in Zotero by clicking on “standalone note” icon. Click the yellow square with a green plus sign on it to create a new note and then type your note.

You can also take notes about individual items. To take a note about an individual item, select the item and click the notes tab in the right column. You can then click the “add” button to add notes.

6.3. TAGS AND THE TAG SELECTOR BOX

Tagging is an easy way to categorise items by giving them descriptive words. You can tag information with whatever relevant keyword or term you would like associated with that item. These tags can then be selected later to find all items that relate to a certain term.

To add a tag to an item simply select the tags tab in the right column and hit the add button. Then type your tag. Once you have added the tag you will see that it has also been added to the tag selector box in the left column.
The tag selector box adds an additional layer of information management to complement the collection and search systems. You can drag the tag selector in and out of view by clicking the small circle in the centre of the box. By clicking on any tag, you can filter the items within your library, collections, and saved searches by as many or as few tags as you choose.

The tag selector defaults to showing all the tags on the items in the current folder. When you click on a given tag, the centre pane updates to display only the items with that tag. You can select multiple tags to focus the results in the centre pane more narrowly or click on a tag again to deselect it. To quickly find a tag in the list, type part of its name in the Filter box; selected tags not matching what you type remain selected, allowing you to find and select multiple items quickly. It is also possible to click the “deselect all” button to return the centre pane to displaying all the items in the selected folder.

From the tag selector box you can also control the tags globally. By right-clicking on a tag you can choose to rename a tag across all items or to delete it from all of the records that it is attached to. You can also assign tags to multiple items at once by dragging items from the items pane onto tags in the tag selector.

Some items that you save will come with tags already attached. If Zotero detects classification information or other metadata as part of a catalogue record it will extract that information as a tag in some cases.

7. CITING YOUR RESEARCH

7.1. WORD PROCESSOR INTEGRATION

The word processor plugins for Zotero are the most useful way to integrate your Zotero library with your research. The plugins, available for Microsoft Word and LibreOffice/Open Office/NeoOffice, will automatically generate New Zealand Style Guide compliant footnotes and bibliographies. Add a new footnote to your document and the bibliography will be automatically updated. Correct a title in your Zotero library and the change will be updated in your document with the click of a button.

Creating and Editing Citations

After installation of the word processor plugin, a list of icons should appear in your office tool bar (or in the script toolbar for Word for Mac users 2008 and 2010). These seven buttons allow you to manage your references with Zotero. From left to right they allow you to insert citations, edit citations, insert bibliography, edit bibliography, set document preferences, and remove field codes.
To add a reference to your document, click the “insert citation” button ( ). The first time an item is cited, the document preferences window will open and Zotero will ask for a bibliographic style for the document.

A window will then display your Zotero library where you can choose an item to insert. From this pane you can choose an item, add a prefix, suffix and pinpoint reference to the item and add multiple items by clicking the Multiple Sources button. To create complex multiple citations or to create footnotes with commentary between items, prefix and suffix fields can be applied to each individual item in a multiple-item citation. You can also preview the citation and make any changes by clicking the Show Editor button.

Inserting a Bibliography

To generate a bibliography from all the items you have referenced, click the “Zotero Insert Bibliography” button ( ). The bibliography will be inserted at the current location of your cursor.

The edit bibliography ( ) button allows you to edit a bibliography that you have already inserted into your documents. You can add items that you have not cited to the bibliography, or you can remove items that you have cited from the bibliography. You can undo these edits using the “Revert All” button on the bottom left.

Zotero for the New Zealand Law Style Guide will automatically list the bibliography in groups according to type. While Zotero will automatically generate the bibliographic information, group headings need to be entered manually. Cases will also need to be manually separated into jurisdictions. Sections of the bibliography are ordered according to the example given in the New Zealand Law Style Guide following this list (see Appendix 7):

- cases;
- legislation;
- treaties;
- books and chapters in books;
- journal articles;
- parliamentary and government materials;
- reports;
• dissertations;
• internet resources; and
• other resources.

Document Preferences

The Document Preference pane opens when you first insert a citation into the document. You can return to this pane at any time by clicking the “Set Document Preferences Button” ( ). At the top of the window you can select or change the citation style. Below that, you can choose between footnotes and endnotes.

Below the style selection window you can choose the format that Zotero uses to embed citations in your document. You can choose between “Field” and “Bookmarks” in Word and between “Reference Marks” and “Bookmarks” in software of the OpenOffice type. You will need to use Bookmarks if you plan to insert and edit citations in both Word and OpenOffice. In all other cases it is strongly recommended to use the default, i.e. Fields or Reference Marks.

At the bottom of the window you can check or uncheck the “Store references in Document” option. This option embeds citation data (in JSON format) in the document, so that potential co-authors can work with your document without using a group. The feature also allows for co-authoring with other reference management software that supports that functionality (currently Mendeley). Including reference data in the document is generally recommended (and set as a default). This process will slightly increase the electronic size of the document and a document with embedded citation data will not work with Zotero versions before 3.x.

Other Plugin Buttons

“Zotero Refresh” ( ) updates your references to any changes in your Zotero library. ( ) will open the Document Preferences window again, allowing you to change your bibliographic style.

Remove Zotero Fieldcodes ( ) removes all connections between Zotero and the document. This may be useful just before sending the document to a publisher/journal. It is strongly recommended that you retain a copy of the document with Zotero Fieldcodes in case you want to make Zotero edits later.

7.2. QUICK COPY

Zotero can quickly generate a bibliography by clicking and dragging items into any text field. Simply select items in the centre column and drag them into any text field such as a paper, email or blogpost. Zotero will automatically create a numbered and alphabetized bibliography. To copy citations instead of references, hold down Shift before dragging.

To configure Quick Copy preferences, click the Actions menu (the gear icon) and select Preferences. Within the Preferences pop-up window, select Export. From this tab users can:

• Set the default citation style
• Set up site-specific export settings
• Choose whether Zotero will include HTML markup when copying
7.3. RIGHT CLICK TO CREATE BIBLIOGRAPHY

To create a bibliography in Zotero, highlight one or more references and then right-click to select “Create Bibliography from Selected Item(s).” Then select a citation style for the bibliography format and choose one of the following four ways to create the bibliography:

- **Save as RTF** will save the bibliography as a rich text file.
- **Save as HTML** will save the bibliography as a HTML file for viewing in a web browser. This format will also embed metadata allowing other Zotero users viewing the document to capture bibliographic information.
- **Save to Clipboard** will save the bibliography to your clipboard to paste into any text field.
- **Print** will send the bibliography straight to a printer.

8. SPECIAL FEATURES OF MULTILINGUAL ZOTERO

8.1. PARALLEL CITATIONS

Parallel citations (two or more citations for the same case) can be stored in Zotero by using separate but related field entries. To insert a parallel citation manually into a Zotero library, enter the two citations as two separate case entries. Click the Related toolbar and click **Add**. Find the parallel citation(s) and click **OK**. The related tab will then display the reporter and year of the parallel citation.

To insert a parallel citation into a document, insert a citation and add the two items using the **Multiple Sources** button. Zotero will know to treat the related case items as parallel citations and suppress the title of the second item.
This example will be displayed as:

_Gibbons Holdings Ltd v Wholesale Distributors Ltd_ [2007] NZSC 37, [2008] 1 NZLR 277 at [52] per Tipping._

### 8.2. ABBREVIATIONS PLUGIN

Abbreviations should be avoided in the field content of the Zotero library. The Zotero library should contain full reference information including full names of journals, reporter series, and courts. Providing full reference information will ensure consistency with other styles and make collaboration and research easier in the long run.

The _Abbreviations Plugin_ provides a flexible way to apply the correct set of abbreviations to a given style and to remember abbreviations for future projects. When the _Abbreviations Plugin_ is installed, an **abbrevs.** button is added to the Add/Edit Citation pane.

The **abbrevs** button will bring up a popup that offers a pull-down list of abbreviation categories. Field content that can be abbreviated in the current style is listed within each category. Clicking in the area to the right of the full term opens up the field. After editing, hit Enter to save the abbreviation.

**Pre-packaged Abbreviation Lists**

A pre-packaged set of abbreviations for the New Zealand Law Style can be downloaded from the CitationStylist website ([www.citationstylist.org/styles](http://www.citationstylist.org/styles)). The abbreviation list includes all New Zealand journals and the abbreviations approved on the Legal Citations of Aotearoa New Zealand (LCANZ) website. The list includes a comprehensive list of
court abbreviations. Installing the pre-packages abbreviation lists will mean that all New Zealand law journals and court names will be abbreviated automatically with the New Zealand style.

To import the abbreviation list, save the JSON file containing the abbreviations on your desktop and open a document to access the abbreviations popup. Use the **Import** button at the bottom of the pane to open the file. The user interface will display only the abbreviations used in the current document, not the entire list.

The **Abbreviations List** may include abbreviations you have entered yourself. To allow updates while retaining your local list, there are three methods to import pre-packaged lists:

- **Fill gaps**: This is the most “shy” method. Abbreviations will be added for the currently selected style only if they do not conflict with existing entries. Existing abbreviation settings will not be altered.
- **Override local entries**: This command will overwrite local entries where there is a conflict, but other existing abbreviations will not be touched.
- **Replace local list**: This is the most drastic method. All existing abbreviations for the currently selected style will be deleted before the imported list is installed.

**Exporting Abbreviation Lists**

The **Export** button in the abbreviations popup can be used to export the abbreviation list for the current style: useful to share abbreviations with other users or to move lists between computers.

**Abbreviation Categories**

The Abbreviations Plugin is driven by a database that may contain many thousands of abbreviations. In the Abbreviations Plugin popup, only abbreviations actually used in the current document are shown. At August 2012 Zotero offered no user interface for editing the full set of abbreviations.

- **Journals and Reporters**: This category covers journal abbreviations.
- **Series Title**: It is possible that the title of a book series and the title of a journal might overlap. Styles might apply different abbreviation conventions to the two, so series titles are managed separately in this category.
- **Titles**: This category covers ordinary titles, and case names for legal judgments.
- **Entire Institutions**: This category applies to names entered in the single-field mode, and to the Publisher field. In these fields, institution parts should be listed in descending order, from the umbrella institution, to the smallest unit, separated by a vertical-bar field separator character, “ | “. Through this category, the entire institution name can be rewritten.
- **Institution Parts**: This category can be used to provide abbreviations to parts of institutions, such as the name of a court.
- **Item Nicknames**: This category covers the case of an author’s own name in citations of interviews and correspondence. Styles may require the suppression of the name of a placeholder such as “the author” in this case. Where required, the matching name can be suppressed by entering “{suppress}” in the abbreviations field.
• **Place Abbreviations:** This category covers abbreviations of location, such as NY for New York. The abbreviations registered here are applied to publisher places, conferences and similar events.

• **Number Field (strings):** This category covers cases where content appears in a numeric field that cannot be handled as a number (such as “First volume of six” in the Volume field). In this case, the non-numeric field content will be shown in this category in the plugin, allowing the form to be modified to suit the requirements of the current style.

• **Hereinafter:** In note styles, subsequent references to works with very long titles can be awkward. A more elegant descriptive name for use in subsequent citations can be given under this abbreviation category. In the New Zealand style, the *hereinafter* category will implement reference tags for cases consistent with rule 2.3.2 of the guide. For example, the hereinafter category would be needed to insert this reference: *Simpson v Attorney-General* [1994] 3 NZLR 667 (CA) [*Baigent’s case*].

• **ClassicWorks:** This category is used for works that are referred to generically within a field, as when Blackstone’s Commentaries are cited (in OSCOLA) as “Bl Comm”. Works appear in this category only when the style supports this form of referencing, and the following is entered into the Extra field of the item: {type:classic}. Items cited in this way will not be listed in the document bibliography. At February 2012 the category was not used with the New Zealand style.

### 8.3. ABBREVIATED NAMES

Long names that are used regularly throughout the text may be abbreviated in the New Zealand Law Style Guide to reflect common usage. Where a case, article, agreement or other source has a long name, it will be more convenient to refer to it using an abbreviated title. Abbreviated titles should be noted after the first citation by using reference tags. This reference tag is used to refer to the case on second and subsequent references.

When the source is referred to for the first time in the main text, write its name out in full, followed by the reference tag in round brackets. When placed in footnotes, the reference tag should follow the citation in square brackets.

To insert a reference tag using Zotero, first insert the full reference into the document. Open the Abbreviations Plugin and click the *Hereinafter* category. Find the title of the work and enter an appropriate abbreviation. Zotero will then automatically add a reference tag to the first reference and use the abbreviated title for subsequent references.

Whether a reference tag is needed is a matter for the writer’s judgment. Where the abbreviation obviously only refers to one source (for example, the name of one of the parties in a case) it does not need to be included. In such a case, the author should use the *Hereinafter* function, and remove the reference tag from the first footnote manually.

### 8.4. MULTILINGUAL SOURCES

Multilingual Zotero has the additional function of being able to cite materials in a foreign language. A more detailed explanation of multilingual functions can be found in the official guide to Zotero. The paragraphs that follow explain how to insert citations to material in a foreign language.
Entering Foreign Language Materials in the Zotero Library

First, open Zotero preferences (the cog icon) and click the Language tab. Enter the original language of the item in the field on the left side of the panel.

The selected language should then be displayed below the Add a language field. The name of the language that will be displayed can be changed by clicking on the nickname field. Ensure that English is one of the languages listed.

When the curser is placed over a field title, a blue line will appear around the title. Click the field title to set the language. Right-click the field title to add another language field. The additional language field will display the language of the translation.

Entering Translated References into your Document

Foreign language citations should be entered as two separate references. The first reference should include the full reference details for the original citation. The second reference should include the relevant information for the translation. If the source has been officially translated and published in English, the translated reference should be to the translated edition of the source. If the source hasn’t been officially translated then the relevant information may only include a translation of the title.


Alternatively, a reference to a work with a published translation would be cited like this: Danilo Zolo La giustizia dei vincitori Da Norimberga a Baghdad (Editori Laterza, Roma,

To cite this reference, users need to enter two separate entries into their Zotero library – one for the original text and another for the translated text or translation of the title.

To insert this reference, use the **multiple sources** pane to add the original reference and the translated edition. The prefix and suffix fields can be used to complete the citation.

---

**9. SHARING RESEARCH**

**9.1. ZOTERO GROUPS**

Zotero Groups provide a way to share collections of citations and articles with other people through the cloud.

There are two ways to create a Zotero Group:

1. You can click the “New Group” icon located next to the “New Collection” icon on the top left corner of the Zotero pane.
2. You can create a Zotero Group on the Zotero website: **http://www.zotero.org/groups/**

There are three types of groups:

1. **Private Groups:** Only group members and users invited to join the group can see the group’s page and their resources. There is no public information about the group and they are completely hidden from group searches.
2. **Public, Closed Member Groups:** Closed-membership groups can be viewed by anyone but the only way to join the group is by invitation or by requesting an invitation. The group administrator can choose whether to make the group library privately or publicly available.
3. **Public, Open Membership:** Anyone can view the group page and join the group instantly. Public group administrators can choose to make the library public or hidden to non-members.

Joining a Zotero group will enable all the resources in a group library to appear in a user’s personal Zotero library. Items can also be dragged from a user's personal library into the group library.
Note that group libraries are entirely separate from a user's "My Library". Any items dragged into a group library will make a separate copy and changes to the item will not be reflected in the user's original copy.

9.2. ACCESSING MULTIPLE ACCOUNTS FROM THE SAME COMPUTER

Zotero stores citation data in the Firefox web browser itself. One limitation of this structure is that users cannot switch between Zotero accounts. Zotero will continue to save citation information into the same Firefox User Files, leading to duplicates and merging of data.

In order to access multiple Zotero accounts from the same computer, users will need to create separate Firefox Profiles. A new Firefox Profile will, in effect, create a duplicate Firefox programme and will have separate favourites, history and plugins from the original programme. Users wishing to run ordinary Zotero and Zotero MLZ could achieve this by running separate Firefox profiles.


Creating a Separate Firefox Profile (Windows Users)

1. To create a separate Firefox profile, the Profile Manager must be started. To start the Profile Manager, Firefox must be completely closed. At the top of the Firefox window, click on the Firefox button (File menu in Windows XP) and then click Exit.
2. To start the Profile Manager, press Windows Key + R (click the Windows Start button and select Run... on Windows XP).
3. In the Run dialog box, type in: firefox.exe –p
4. Click OK.

5. If the Profile Manager window does not appear, you may need to specify the full path of the Firefox program, enclosed in quotes; for example:
   - On 32-bit Windows: “C:\Program Files\Mozilla Firefox\firefox.exe” –p
   - On 64-bit Windows: “C:\Program Files (x86)\Mozilla Firefox\firefox.exe” –p
6. If the Profile Manager window does not open, Firefox may have been running in the background, even though it was not visible. Close all instances of Firefox or restart the computer and then try again.
7. It is a good idea to **uncheck the box that says "Don't ask at startup"**. It is much more convenient to have Firefox ask which profile to open every time you start the programme.
8. To create a separate profile, the Create Profile Wizard must be started. To start the Create Profile Wizard, click Create Profile... in the Profile Manager.
9. Click Next and enter the name of the profile. Use a profile name that is descriptive, such as your personal name. This name is not exposed on the Internet. You can also choose where to store the profile on your computer. To choose its storage location, click Choose Folder…. Warning: If you choose your own folder location for the profile, select a new or empty folder. If you choose a folder that isn’t empty and you later remove the profile and choose the "Delete Files" option, everything inside that folder will be deleted.

10. To create the new profile, click Finish.

9.3. LOGGING INTO ANOTHER USER’S ACCOUNT

This function may be useful for people who have an administrator or assistant to enter references on their behalf. It is crucial that if an administrator is operating several Zotero accounts, they open each one in a separate Firefox profile. To log into a user’s account, the administrator needs to click on the Actions button in Zotero, and select Preferences.

In the Preferences window, the Administrator can select the Sync tab, and enter the user name and password of the user whose Zotero library they wish to access.

By checking the Sync Automatically box, a sync is started every time the administrator makes a change to the user’s library. This means that the user’s library is updated so that the contributions to the library the administrator has made will appear when the user accesses their library on their own computer.

In addition to automatic syncing, the administrator can sync manually at any time by clicking the Sync with Zotero Server button on the right-hand side of the Zotero toolbar.

When a separate Firefox profile is created to allow an administrator to contribute to a user’s account, the administrator requires the user’s password to access their library. Without a password the administrator cannot access another user’s library. This prevents unauthorized access of the user’s material.

9.4. ALTERNATING BETWEEN FIREFOX PROFILES

When multiple Firefox profiles have been created on an administrator’s computer, the Profile Manager should open when the Firefox web browser is first opened. The Profile Manager displays the list of Firefox profiles that have been created on the administrator’s computer. The administrator can select the profile they wish to use, and click Start Firefox. This will open the Firefox web-browser using the selected Firefox profile.

10. ITEM AND FIELD EXAMPLES

10.1. INTRODUCTION

Zotero and its legal styles are designed around a uniform set of input expectations, illustrated in this chapter. In reference management, consistency is of utmost importance. Consistency ensures correct results when switching between citation styles and allows research to be shared more easily between researchers. Consistency in entry data is particularly important for legal styles, where citation requirements are considerably more complex than in other disciplines.
The material below will provide item examples that demonstrate how the item type of an entry and its field content affect the final appearance of a rendered citation. More detailed pointers on the special characteristics of particular Zotero fields are given in the field example section. The CSL processor will attempt to make the field content work, but in some circumstances it is useful to know something of the rules that Zotero follows in respect both of particular styles and of field transformations.

Previous editions of Zotero MLZ have used a special syntax in the Extra field to include results that are not ordinarily available in Zotero. From 26 January 2013, Zotero MLZ now contains additional fields, such as a jurisdiction and date decided field that do not exist in regular Zotero to include missing information required for particular citation styles. These are substantial changes and there will be some impact on user data. If you have been using MLZ Zotero prior to this update, some or all data formerly stored in the Extra field with the old menu hack (e.g. {:jurisdiction:nz}) may need to be re-entered manually.

Jurisdictions are now selected via a “search-as-you-type” interface that chooses a jurisdiction from a finite list. The jurisdiction field will automatically default to the United States but this can be changed to New Zealand (or any other jurisdiction) by typing the required jurisdiction and clicking “default”.

10.2. EXPLANATION OF THE EXAMPLES THAT FOLLOW

The examples in this chapter are keyed to stipulations in The New Zealand Law Style Guide.2 For instance, each example starts with a table that repeats a corresponding table in the Style Guide. Thus, in the table under “Bill”, which follows immediately, the line “Rule” refers to the rules for referencing Bills in the New Zealand Law Style Guide.

After the table that begins each example, there are a number of rounded rectangles. The rectangles represent input fields in Zotero. The text in each input field is an example of the kind of text required for that field.

---

10.3. ITEM EXAMPLES

Bill

<table>
<thead>
<tr>
<th>Element</th>
<th>Short title</th>
<th>Year Enacted</th>
<th>Bill Number</th>
<th>Bar Number</th>
<th>Reference *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Judicial Matters Bill</td>
<td>2008</td>
<td>(216 -1)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Rule</td>
<td>4.2.1(a)</td>
<td>4.2.1(b)</td>
<td>4.2.1(c)</td>
<td>4.2.1(d)</td>
<td>4.2.1(f)</td>
</tr>
</tbody>
</table>

* Zotero will automatically insert "cl" when entering a pinpoint location.

Blog Post

<table>
<thead>
<tr>
<th>Element</th>
<th>Author</th>
<th>Document Title</th>
<th>Date</th>
<th>Website Name</th>
<th>URL</th>
<th>Pinpoint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Dean Knight</td>
<td>&quot;Parliament and the Bill of Rights – a blasé attitude?&quot;</td>
<td>(6 April 2009)</td>
<td>LAWS179 Elephants and the Law</td>
<td>&lt;www.laws179.co.nz&gt;</td>
<td>7.1.2 7.1.3 7.1.4 7.1.5 7.1.6 7.1.7</td>
</tr>
<tr>
<td>Rule</td>
<td>7.1.2 7.1.3</td>
<td>7.1.4</td>
<td>7.1.5</td>
<td>7.1.6</td>
<td>7.1.7</td>
<td></td>
</tr>
</tbody>
</table>

* Item type: Bill

Author

Knight

Title

Parliament and the Bill of Rights – a blasé attitude?

* Item type: Blog Post

Blog Title

LAWS179 Elephants and the Law

Date

6 April 2009

URL

www.laws179.co.nz
### Books

<table>
<thead>
<tr>
<th>Element</th>
<th>Author</th>
<th>Title</th>
<th>Edition</th>
<th>Publisher</th>
<th>Place of Publication</th>
<th>Year of Publication</th>
<th>Pinpoint</th>
</tr>
</thead>
</table>

**Item type:** Book

**Author**

- Burrows: JF
- Carter: RI

**Title**

- *Statute Law in New Zealand*

**Edition**

- 4

### Books (with translator)

<table>
<thead>
<tr>
<th>Element</th>
<th>Translator</th>
<th>Author</th>
<th>Title</th>
<th>Publisher</th>
<th>Place of Publication</th>
<th>Year of Publication</th>
<th>Pinpoint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>R Baldick (translator)</td>
<td>Philippe Ariès</td>
<td><em>Centuries of Childhood</em></td>
<td>Cape,</td>
<td>London,</td>
<td>1964</td>
<td></td>
</tr>
</tbody>
</table>

**Item type:** Book

**Translator**

- Baldick: R

**Author**

- Ariès: Philippe

**Title**

- *Centuries of Childhood*

**Publisher**

- Cape
### Books (with editors)

<table>
<thead>
<tr>
<th>Element</th>
<th>Editor</th>
<th>Title</th>
<th>Publisher</th>
<th>Place of Publication</th>
<th>Year of Publication</th>
<th>Pinpoint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Peter Blanchard (ed)</td>
<td><em>Civil Remedies in New Zealand</em></td>
<td>(Brookers, Wellington, 2003)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rule</td>
<td>6.1.2(g)</td>
<td>6.1.3</td>
<td>6.1.5</td>
<td>6.1.6</td>
<td>6.1.7</td>
<td>6.1.8</td>
</tr>
</tbody>
</table>

**Item type:** Book

**Editor**
- Blanchard
- Peter

**Publisher**
- Brookers

**Title**
- Civil Remedies in New Zealand

**Place**
- Wellington

**Date**
- 2003

### Book Chapters

<table>
<thead>
<tr>
<th>Element</th>
<th>Author</th>
<th>Title of Essay</th>
<th>Citation of Text</th>
<th>Page on which the Essay Begins</th>
<th>Pinpoint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule</td>
<td>6.1.2</td>
<td>6.2.3</td>
<td>6.1.2-6.1.7</td>
<td>6.2.5</td>
<td>6.2.6</td>
</tr>
</tbody>
</table>

**Item type:** Chapter

**Author**
- Cooke
- Robin

**Editor**
- Finn
- PD
### Case: Published Law Reports (ordinary volume number)

<table>
<thead>
<tr>
<th>Element</th>
<th>Case Name</th>
<th>Year</th>
<th>Volume Number</th>
<th>Report Series</th>
<th>Starting Page</th>
<th>Court Identifier</th>
<th>Pinpoint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Burrows v Rental Space Ltd</td>
<td>(2001)</td>
<td>15</td>
<td>PRNZ</td>
<td>298</td>
<td>(HC)</td>
<td>at [14]</td>
</tr>
<tr>
<td>Rule</td>
<td>3.2.1</td>
<td>3.2.3</td>
<td>3.2.4</td>
<td>3.2.5</td>
<td>3.2.6</td>
<td>3.2.7</td>
<td>3.2.8</td>
</tr>
</tbody>
</table>

**Item type:** Case

**Case Name***

Burrows v. Rental Space Ltd

**Jurisdiction**

New Zealand

**Court**

High Court

**Reporter**

Procedural Reports of New Zealand

---

* Use “v.” in case names. Including the period will ensure consistency across styles. The New Zealand Law Style will automatically strip additional periods.
### Case: Published Law Reports (year as volume)

<table>
<thead>
<tr>
<th>Element</th>
<th>Case Name</th>
<th>Year</th>
<th>Volume Number</th>
<th>Report Series</th>
<th>Starting Page</th>
<th>Court Identifier</th>
<th>Pinpoint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Hawkins v. Minister of Justice</td>
<td>[1991]</td>
<td>2</td>
<td>NZLR</td>
<td>530</td>
<td>(CA)</td>
<td>at 534</td>
</tr>
<tr>
<td>Rule</td>
<td>3.2.1</td>
<td>3.2.3</td>
<td>3.2.4</td>
<td>3.2.5</td>
<td>3.2.6</td>
<td>3.2.7</td>
<td>3.2.8</td>
</tr>
</tbody>
</table>

### Case Name

Hawkins v. Minister of Justice

### Year as Vol*

1991

### Jurisdiction

New Zealand

### Court

Court of Appeal

### Reporter

New Zealand Law Reports

* For case reports that use the year as the volume number, set the year to be used as the volume number in the **Year as Vol** field as well as the **Date Decided** field as shown.

### Case: Content-Neutral Legal Case Citations

<table>
<thead>
<tr>
<th>Element</th>
<th>Case Name</th>
<th>Year</th>
<th>Report Series</th>
<th>Judgment Number</th>
<th>Pinpoint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Attorney-General v X</td>
<td>[2007]</td>
<td>NZCA</td>
<td>388</td>
<td>at [70]</td>
</tr>
<tr>
<td>Rule</td>
<td>3.3.1</td>
<td>3.3.2</td>
<td>3.3.3</td>
<td>3.3.4</td>
<td>3.3.1</td>
</tr>
</tbody>
</table>

**Item type:** Case

### Case Name

Attorney-General v. X

### Year as Vol

2007

### Jurisdiction

New Zealand

### Court

Court of Appeal

### First Page*

388

### Date Decided

2007
* The first page field is always used for the judgment number in neutral citations.

** Note that the Reporter field for a neutral citation will be left blank. Zotero will automatically produce the report series for a neutral citation from the jurisdiction and court fields alone.

It is important that a dated is entered in the Year as Vol field. A citation without an entry in the Year as Vol or Reporter fields will be treated as an unreported case and the citation will come out looking quite different.

**Case: Unreported**

<table>
<thead>
<tr>
<th>Element</th>
<th>Case Name</th>
<th>Court Abbreviation</th>
<th>Registry</th>
<th>File Number</th>
<th>Date of judgment</th>
<th>Pinpoint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule</td>
<td>3.5.1</td>
<td>3.5.2</td>
<td>3.5.3</td>
<td>3.5.4</td>
<td>3.5.5</td>
<td>3.5.6</td>
</tr>
</tbody>
</table>

**Item type**: Case

**Case Name**

R v Tuhou

**Jurisdiction**

New Zealand

**Place**

Napier

**Docket Number**

CRI-2007-020-2820

**Date Decided**

2008 September 11

**Case: Māori Land Court and Māori Appellate Court Decisions**

<table>
<thead>
<tr>
<th>Element</th>
<th>Case Name</th>
<th>Block Name</th>
<th>Year</th>
<th>Minute Book Reference</th>
<th>Citation</th>
<th>Pinpoint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Craig v Kira – Wainui 2F4D</td>
<td></td>
<td>(2006)</td>
<td>7 Whangarei Appellate MB 1</td>
<td>(7 APWH 1)</td>
<td></td>
</tr>
<tr>
<td>Rule</td>
<td>3.5.1</td>
<td>3.5.2</td>
<td>3.5.3</td>
<td>3.5.4</td>
<td>3.5.5</td>
<td>3.5.6</td>
</tr>
</tbody>
</table>

**Item type**: Case

**Case Name**

Craig v. Kira – Wainui 2F4D

**Jurisdiction**

Māori Jurisdiction, NZ
**Case: United States**

<table>
<thead>
<tr>
<th>Element</th>
<th>Case Name</th>
<th>Volume</th>
<th>Report Series</th>
<th>Page</th>
<th>Court Identifier</th>
<th>Year</th>
<th>Pinpoint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td><em>Dale v Boy Scouts of America</em></td>
<td>734</td>
<td>A 2d</td>
<td>1196</td>
<td>[N]</td>
<td>1999</td>
<td>at 1200</td>
</tr>
<tr>
<td>Rule</td>
<td>8.6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The state identifier should also be put in the jurisdiction field, separated with a comma. The abbreviation for the state can be modified using the **Abbreviations Plugin**.*
### Case: European Court of Human Rights

<table>
<thead>
<tr>
<th>Element</th>
<th>Case Name</th>
<th>Year</th>
<th>Volume</th>
<th>Report Series</th>
<th>Page</th>
<th>Court Identifier</th>
<th>Pinpoint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Mauer v Austria</td>
<td>(1997)</td>
<td>25</td>
<td>EHRR</td>
<td>91</td>
<td>(ECHR)</td>
<td>at 92</td>
</tr>
<tr>
<td>Rule</td>
<td>10.5.3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Item type:** Case

**Case Name**

<table>
<thead>
<tr>
<th>Mauer v. Austria</th>
</tr>
</thead>
</table>

**Jurisdiction**

<table>
<thead>
<tr>
<th>Commission on Human Rights, COE</th>
</tr>
</thead>
</table>

**Court**

<table>
<thead>
<tr>
<th>European Court of Human Rights</th>
</tr>
</thead>
</table>

**Reporter**

<table>
<thead>
<tr>
<th>European Human Rights Reports</th>
</tr>
</thead>
</table>

### Case: European Court of Human Rights (unreported)

<table>
<thead>
<tr>
<th>Element</th>
<th>Case Name</th>
<th>Application Number</th>
<th>Court Identifier</th>
<th>Date Judgment</th>
<th>Pinpoint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>O’Halloran and Francis v United Kingdom</td>
<td>(15809/02)</td>
<td>Grand Chamber, ECHR</td>
<td>29 June 2007</td>
<td></td>
</tr>
<tr>
<td>Rule</td>
<td>10.5.3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Item type:** Case

**Case Name**

<table>
<thead>
<tr>
<th>O’Halloran and Francis v. United Kingdom</th>
</tr>
</thead>
</table>

**Jurisdiction**

<table>
<thead>
<tr>
<th>Commission on Human Rights, COE</th>
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</table>

<table>
<thead>
<tr>
<th>Grand Chamber, European Court of Human Rights</th>
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</table>

<p>| |</p>
<table>
<thead>
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**Date Decided**

2007 June 29

**Docket Number**

15809/02

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**Case: European Commission of Human Rights**

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<tr>
<th>Element</th>
<th>Case Name</th>
<th>Year</th>
<th>Volume</th>
<th>Report Series</th>
<th>Page</th>
<th>Court Identifier</th>
<th>Pinpoint</th>
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<tr>
<td>Example</td>
<td>Denmark, Norway, Sweden and the Netherlands v Greece</td>
<td>(1969)</td>
<td>12</td>
<td>Yearbook</td>
<td>186</td>
<td>(EComHR)</td>
<td>at [186]</td>
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<td>Rule</td>
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**Item type:** Case

**Case Name**

Denmark, Norway, Sweden and the Netherlands v. Greece

**Reporter**

Yearbook

**Reporter Volume**

12

**First Page**

186

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**Conference Paper**

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<tr>
<th>Element</th>
<th>Speaker</th>
<th>Title</th>
<th>Conference and Location</th>
<th>Date</th>
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</table>

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<table>
<thead>
<tr>
<th>Item type: Conference Paper</th>
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</thead>
<tbody>
<tr>
<td><strong>Author</strong></td>
</tr>
<tr>
<td>Epps</td>
</tr>
<tr>
<td>Tracey</td>
</tr>
<tr>
<td><strong>Date</strong></td>
</tr>
<tr>
<td>2004 January</td>
</tr>
<tr>
<td><strong>Conference/Issue</strong></td>
</tr>
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<td>National Health Law Conference</td>
</tr>
<tr>
<td><strong>Place</strong></td>
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<td>Toronto</td>
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<th>Encyclopaedia Article: Legal</th>
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<td><strong>Element</strong></td>
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<tr>
<td>Rule</td>
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</table>

<table>
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<th>Item type: Encyclopedia Article</th>
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<td><strong>Date</strong></td>
</tr>
<tr>
<td>1998</td>
</tr>
<tr>
<td><strong>URL</strong></td>
</tr>
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<td><a href="http://www.lexisnexis.co.uk">http://www.lexisnexis.co.uk</a></td>
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* Use the URL field to indicate that the citation is an online edition as above. The contents of the URL field are not displayed.

**Government Publication: Cabinet Documents**

<table>
<thead>
<tr>
<th>Element</th>
<th>Document Identifier</th>
<th>Title</th>
<th>Date of Document</th>
<th>Reference Number</th>
<th>Pinpoint</th>
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</thead>
<tbody>
<tr>
<td>Example</td>
<td>Cabinet Office Circular</td>
<td>&quot;Conduct During Periods of Caretaker Government&quot;</td>
<td>(21 April 1999)</td>
<td>CO 99/5</td>
<td>at [4]</td>
</tr>
<tr>
<td>Rule</td>
<td>5.2.1</td>
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**Item type:** Report

**Author**

Cabinet Office Circular

**Report Number**

CO 99/5

**Title**

Conduct During Periods of Caretaker Government

**Date**

1999 April 21

**Jurisdiction***

New Zealand

* For a New Zealand Government publication, set the jurisdiction field to New Zealand.

**Government Publication: Cabinet Manual**

<table>
<thead>
<tr>
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<th>Author</th>
<th>Title</th>
<th>Pinpoint Citation</th>
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</thead>
<tbody>
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<td>Cabinet Office</td>
<td>Cabinet Manual 2008</td>
<td>at [2.91]</td>
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<td>Rule</td>
<td>5.2.2</td>
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</tbody>
</table>

**Item type:** Report

**Author**

Cabinet Office

**Jurisdiction**

New Zealand

**Series Title**

Cabinet Manual 2008
* For a New Zealand Government publication, set the jurisdiction field to New Zealand.

**Government Publication: Law Commission Reports**

<table>
<thead>
<tr>
<th>Element</th>
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<th>Title</th>
<th>Official Citation</th>
<th>Year of Publication</th>
<th>Pinpoint</th>
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<tbody>
<tr>
<td>Example</td>
<td>Law Commission</td>
<td>The Prosecution of Offences</td>
<td>(NZLC PP12, 1990)</td>
<td>at 2</td>
<td></td>
</tr>
<tr>
<td>Rule</td>
<td>5.2.3</td>
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**Item type:** Report

**Author**

Law Commission

**Title**

The Prosecution of Offences

**Report Number**

PP12

* For a New Zealand Government publication, set the jurisdiction field to New Zealand.

**Government Publication: New Zealand Gazette**

<table>
<thead>
<tr>
<th>Element</th>
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<th>Issue Number</th>
<th>Title</th>
<th>Starting Page</th>
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<td>Example</td>
<td>&quot;Register of Pharmacies&quot;</td>
<td>(24 August 2001)</td>
<td>100</td>
<td>New Zealand Gazette</td>
<td>2597</td>
<td>at 2601</td>
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**Item type:** Gazette

**Volume**

100

**Title**

Register of Pharmacies

**Date Enacted**

2001 August 24

**Page**

2597
### Jurisdiction*

New Zealand

* For a New Zealand Government Publication, set the jurisdiction field to New Zealand.

### Government Publication: Select Committee Reports

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<tr>
<th>Element</th>
<th>Select Committee Name</th>
<th>Title</th>
<th>Date Reported</th>
<th>Pinpoint Citation</th>
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<tbody>
<tr>
<td>Example</td>
<td>Foreign Affairs, Defence and Trade Committee</td>
<td><em>Briefing on Egypt and the Middle East</em></td>
<td>(18 March 2011)</td>
<td>at 2</td>
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</table>

#### Item type: Report

**Author**

Foreign Affairs, Defence and Trade Committee

**Title**

*Briefing on Egypt and the Middle East*

**Date**

2011 March 18

#### Interview

<table>
<thead>
<tr>
<th>Element</th>
<th>Interviewee</th>
<th>Position</th>
<th>Interviewer</th>
<th>Interview Details</th>
<th>Date</th>
<th>Pinpoint</th>
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</thead>
<tbody>
<tr>
<td>Example</td>
<td>Interview with William Birch</td>
<td>Finance Minister</td>
<td>(Sean Plunket, Morning Report, National Radio,)</td>
<td>5 July 1999</td>
<td>transcript provided by Audio Monitor Services (Wellington)</td>
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</table>

#### Item type: Interview

**Interviewer**

Plunket

Sean

**Interview With**

Morning Report, National Radio
Interview With

Finance Minister

Translator

Date

1999 July 5

Journal Article (full volume pagination)

<table>
<thead>
<tr>
<th>Element</th>
<th>Author</th>
<th>Article Title</th>
<th>Year</th>
<th>Volume Number</th>
<th>Journal Abbreviation</th>
<th>Page on which article begins</th>
<th>Pinpoint</th>
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<tbody>
<tr>
<td>Example</td>
<td>Peter Watts</td>
<td>“Birks’ Unjust Enrichment”</td>
<td>(2005)</td>
<td>121</td>
<td>LQR</td>
<td>163</td>
<td>at 165</td>
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<td>6.4.6</td>
<td>6.4.7</td>
<td>6.4.8</td>
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</table>

Item type: Journal Article*

Author

Watts Peter

Volume

121-167

Title

Birks’ Unjust Enrichment

Publication

Law Quarterly Review

Date

2005

* The Journal Article type is appropriate where the pagination of the journal is continuous across multiple issues comprising a volume. Note in the example above, the page range is noted in full. While the New Zealand Law Style uses only the starting page, some styles (such as Chicago) do require the page range. By including the page range in your Zotero library you can avoid unnecessary work later on.

Journal Article (separate pagination)

<table>
<thead>
<tr>
<th>Element</th>
<th>Author</th>
<th>Article Title</th>
<th>Year</th>
<th>Volume Number</th>
<th>Issue Number</th>
<th>Journal Abbreviation</th>
<th>Starting Page</th>
<th>Pinpoint</th>
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</thead>
<tbody>
<tr>
<td>Example</td>
<td>Ben</td>
<td>“At the Cutting”</td>
<td>(2004)</td>
<td>9</td>
<td>(2)</td>
<td>Australian and</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
**Item type:** Magazine Article*

**Author**
- Mathews
- Walsh

**Title**
- At the Cutting Edge: Issues in Mandatory Reporting of Child Sexual Abuse by Australian Teachers

**Publication**
- Australian and New Zealand Journal of Law & Education

**Volume**
- 9

**Issue**
- 2

**Pages**
- 3

**Date**
- 2004

*The Magazine Article type is appropriate where there are multiple issues within a single volume and those issues are not sequentially paginated. Using the Magazine Article type will ensure the issue number is included.*
### Letter and Email

<table>
<thead>
<tr>
<th>Element</th>
<th>Author</th>
<th>Recipient</th>
<th>Subject</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Example</td>
<td>Letter from CI Patterson (Chairman of the Securities Commission)</td>
<td>to Geoffrey Palmer (Minister of Justice)</td>
<td>regarding the Corporations (Investigation and Management) Bill 1988</td>
<td>(8 February 1989)</td>
</tr>
<tr>
<td>Rule</td>
<td>7.6.2</td>
<td>7.6.3</td>
<td>7.6.4</td>
<td>7.6.5</td>
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</table>

**Author type:** Letter

**Author**

Patterson  
CI

**Recipient**

Palmer  
Geoffrey

**Title**

regarding the Corporations (Investigation and Management) Bill 1988

**Type**

Letter

**Date**

1989 February 8

* Zotero treats emails and letters as the same item type. To cite a letter write “letter” in the type field. To cite an email, leave the “type” field blank or use the Email item type.

### Newspaper and Magazine Article

<table>
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<tr>
<th>Element</th>
<th>Author</th>
<th>Article Title</th>
<th>Newspaper Title</th>
<th>Place of Publication</th>
<th>Full Date</th>
<th>Pinpoint</th>
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</thead>
</table>
| Example | Rob Hosking  
"Messy Allowance Law Finally Gets Clarity" | The National Business Review | (New Zealand, 17 July 2009) | at 2 |
| Rule    | 7.2.3  | 7.2.4         | 7.2.5           | 7.2.6                | 7.2.7     |

**Item type:** Newspaper Article*
* Use the **Newspaper Article** item type for both Newspaper and Magazine articles.

### Papers and Reports

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<th>Publisher</th>
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<tr>
<td>Example</td>
<td>Roger Proctor</td>
<td><em>Enhancing Productivity: Towards an Updated Action Agenda</em></td>
<td>(Ministry of Economic Development)</td>
<td>Occasional Paper 11/01, March 2011)</td>
<td>at 10</td>
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<td>Rule</td>
<td>5.4(a)</td>
<td>5.4(b)</td>
<td>5.4(c)</td>
<td>5.4(d)</td>
<td>5.4(e)</td>
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**Item type:** Report

### Author

<table>
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<tr>
<th>Author</th>
<th>Roger Proctor</th>
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<th>Ministry of Economic Development</th>
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<tr>
<td></td>
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**Report Number**

11/01

**Report Type**

Occasional Paper

**Date**

2011 March
### Parliamentary Materials: Hansard

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<th>Volume</th>
<th>Abbreviated Title</th>
<th>Pinpoint</th>
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<tr>
<td>Example</td>
<td>(26 July 2007)</td>
<td>640</td>
<td>NZPD</td>
<td>10775</td>
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<td>Rule</td>
<td>5.1.1</td>
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**Item type:** Journal Article

**Title**

(26 July 2007)

**Publication**

New Zealand Parliamentary Debates

**Volume**

640

**Abstract**

Electoral Finance Bill – First Reading

### Parliamentary Materials: Appendix to the Journals of the House of Representatives

<table>
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<tr>
<th>Element</th>
<th>Author</th>
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<th>Year of Journal</th>
<th>Volume</th>
<th>Report Series</th>
<th>Reference Number</th>
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**Item type:** Journal Article

**Author**

Palmer Geoffrey

**Title**

A Bill of Rights for New Zealand: A White Paper

**Volume**

1

**Publication**

Appendix to the Journals of the House of Representatives

**Pages**

A6

**Date**
Extra*

* For journal articles that use the year as the volume number, set the year to be used as the volume number on the collection-number variable as shown. The year will automatically be set as the volume number if the volume field is left blank.

Parliamentary Materials: Submissions to Select Committees

<table>
<thead>
<tr>
<th>Element</th>
<th>Author</th>
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<tbody>
<tr>
<td>Example</td>
<td>New Zealand Law Librarian Group Inc</td>
<td>“Submission to the Justice and Law Reform Committee on the Interpretation Bill 1998”</td>
<td>at [3]</td>
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<tr>
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**Item type:** Journal Article

Author

New Zealand Law Librarian Group Inc

Title

Submission to the Justice and Law Reform Committee on the Interpretation Bill 1998

Parliamentary Materials: Standing Orders

<table>
<thead>
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<th>Element</th>
<th>Title</th>
<th>Year</th>
<th>Order Number</th>
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<td>Standing Orders of the House of Representatives</td>
<td>2008</td>
<td>SO 261(3)</td>
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**Item type:** Statute

Title

Standing Orders of the House of Representatives

Year

2008
Requests under the Official Information Act 1982

<table>
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<th>Citation</th>
<th>Indicator</th>
<th>Body to Whom the Request was Made</th>
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<td>Example</td>
<td>Cabinet Strategy Committee Minute “Introducing Competition to Delivery of the ACC Scheme: Summary” (22 April 1998) STR (98) M 9/4 at [2]</td>
<td>(Obtained under Official Information Act 1982 Request)</td>
<td>to the Labour Market Policy Group, Department of Labour</td>
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<tr>
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</table>

* Details of the Official Information Act 1982 application must be included in the citation manually using the suffix field.

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**Item type: Report**

**Author**

- **Cabinet Strategy Committee Minute**

**Title**

- Introducing Competition to Delivery of the ACC Scheme: Summary

**Suffix**

- Obtained under Official Information Act 1982 Request to the Labour Market Policy Group, Department of Labour

**Report Number**

- (98) M 9/4

**Date**

- 1998 April 22

---

**Podcast**

<table>
<thead>
<tr>
<th>Element</th>
<th>Author</th>
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<th>Date</th>
<th>Podcast Name</th>
<th>URL</th>
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<tbody>
<tr>
<td>Example</td>
<td>Russ Roberts</td>
<td>“Richard Epstein on Regulation”</td>
<td>(Podcast, 30 August 2010)</td>
<td>EconTalk</td>
<td>&lt;www.econtalk.org&gt;</td>
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* Item type: Podcast

**Author**

- Roberts
- Russ

**Series Title**

- EconTalk

**Date**

- 2010 August 30
**Seminar Paper**

<table>
<thead>
<tr>
<th>Element</th>
<th>Speaker</th>
<th>Title</th>
<th>Conference and location</th>
<th>Date</th>
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<tr>
<td>Example</td>
<td>Tracey Epps</td>
<td>“Merchants in the Temple? The Implications of the GATS for Canada’s Health Care System”</td>
<td>(paper presented to National Health Law Conference, Toronto, )</td>
<td>January 2004</td>
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</tbody>
</table>

**Rule**: 6.7.2

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**Author**

<table>
<thead>
<tr>
<th>Epps</th>
<th>Tracey</th>
</tr>
</thead>
</table>

**Title**

Merchants in the Temple? The Implications of the GATS for Canada’s Health Care System

---

**Conference/Issue**

National Health Law Conference

---

**Place**

Toronto

---

**Date**

2004 January

---

**Speech**

<table>
<thead>
<tr>
<th>Element</th>
<th>Speaker</th>
<th>Title</th>
<th>Location</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Example</td>
<td>Sian Elias, Chief Justice of New Zealand</td>
<td>&quot;First Peoples and Human Rights, a South Sea Perspective&quot;</td>
<td>(Ramo Lecture 2008, New Mexico School of Law, Albuquerque,)</td>
<td>23 October 2008</td>
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**Rule**: 7.2.3

---

**Item type**: Conference Paper

---

**Presenter**

<table>
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<tr>
<th>Elias</th>
<th>Sian</th>
</tr>
</thead>
</table>

**Title**

First Peoples and Human Rights, a South Sea Perspective

---

**Place**

New Mexico School of Law, Albuquerque
Meeting Name

Date

2008 October 23

Statute

<table>
<thead>
<tr>
<th>Element</th>
<th>Short title</th>
<th>Year enacted</th>
<th>Jurisdiction</th>
<th>Reference</th>
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<tr>
<td>Example</td>
<td>Counter-Terrorism Act</td>
<td>2008</td>
<td>(UK)</td>
<td>, s 92</td>
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<tr>
<td>Rule</td>
<td>4.1.1(a)</td>
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<td>4.1.1(d)</td>
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</table>

**Item type:** Statute

England and Wales, UK

Title

Counter-Terrorism Act 2008

Date Enacted*

26 November 2008

Jurisdiction

* The Date Enacted field is for information only and does not form part of the final citation. The year of the statute should form part of the title.

Thesis

<table>
<thead>
<tr>
<th>Element</th>
<th>Author</th>
<th>Title</th>
<th>Type of Paper</th>
<th>University</th>
<th>Year</th>
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<td>Rule</td>
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</table>

**Item type:** Thesis

Author

Roberts  Marcus

Title

Reforming New Zealand’s Legislative Council: A Study of Constitutional Change, 1891 and 1912—1920

University

University of Auckland

Date

Ramo Lecture 2008

Date

2008 October 23
## Waitangi Tribunal Report

<table>
<thead>
<tr>
<th>Element</th>
<th>Author</th>
<th>Title</th>
<th>Wai Number</th>
<th>Year of Publication</th>
<th>Volume</th>
<th>Pinpoint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>Waitangi Tribunal</td>
<td><em>The East Coast Settlement Report</em></td>
<td>(Wai 2190,</td>
<td>2010</td>
<td>vol 2</td>
<td>at 500</td>
</tr>
<tr>
<td>Rule</td>
<td>3.6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Zotero does not provide a volume number field for reports. A temporary work-around is to enter the information into the Extra field as above.
10.4. FIELD EXAMPLES

This section provides descriptions of fields offered by Zotero that are commonly used by the New Zealand Law Style. A number of fields are used in special ways: use the examples and descriptions for guidance when entering data by hand.

The majority of these examples have been taken from Frank Bennett’s official guide to Zotero. For a more complete list of field examples, see http://citationstylist.org/wp-content/uploads/mlzbook.pdf.

# of Pages

**Example:** 127

The value is ordinarily a single integer. Non-numeric or mixed text values will be rendered, but may look odd in the context of a citation.

# of Volumes

**Example:** 7

This field holds the number of volumes in a multi-volume work.

Abstract

**Example:** This paper shows the extent to which people in Funafuti are intending to migrate in response to climate change.

The **Abstract** field may contain a short summary or description of the resource. This field does not ordinarily appear in citations, but it is available for every item and may be used for producing annotated bibliographies.

Accessed

**Example:** 2011-11-23

The **Accessed** field should contain the date on which the source was last viewed. This date is not updated automatically; it should be updated manually as appropriate.

Author

Names may be entered in one or two fields. Names entered into one field only are treated as institutions.

**Example: personal name**

| Posner | Richard |

Ordinary author names should be entered into two fields, with the surname in the first field and first name in the second. If the author’s given name is known it should be provided in full. Styles will initialize names as required.
**Example: name with initialed suffix**

Append a “Junior” suffix to the given name in abbreviated form, separated by a comma and a space, and ending in a period. The period will be stripped by the style if necessary.

<table>
<thead>
<tr>
<th>Name</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buckley</td>
<td>William F., Jr.</td>
</tr>
</tbody>
</table>

**Example: name with roman numeral suffix**

Append a numeric suffix to the given name as shown, separating with a comma and space.

<table>
<thead>
<tr>
<th>Name</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hearst</td>
<td>William Randolf, III</td>
</tr>
</tbody>
</table>

**Example: name with “non-dropping” particle**

“Non-dropping particles” are ordinarily printed immediately before the surname, but may be ignored for some purposes. Enter the particle in the first field as shown.

<table>
<thead>
<tr>
<th>Name</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>de Gaulle</td>
<td>Charles</td>
</tr>
</tbody>
</table>

**Example: name with “dropping” particle**

A “dropping particle” is a descriptive element of the author’s full name that does not form part of the surname. It is never printed before the surname when written in sort order (as in “Beauvoir, Simone de”). Such particles should be entered in the given name field, separated only by a space with no comma.

<table>
<thead>
<tr>
<th>Name</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beauvoir</td>
<td>Simone de</td>
</tr>
</tbody>
</table>

**Example: institution name**

Enter institution names as shown, with all elements of the administrative hierarchy from largest to smallest, separated by | field separator characters. Styles will automatically select the elements required for citation purposes.

<table>
<thead>
<tr>
<th>Name</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Affairs</td>
<td>Defence and Trade Committee</td>
</tr>
</tbody>
</table>

**Example: affiliated author**

For affiliated authors enter the personal name followed by the institution name. Where there is a mixture of personal and institutional names, unaffiliated authors should be entered after the last institution name.

<table>
<thead>
<tr>
<th>Name</th>
<th>Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>Palmer</td>
<td>Geoffrey</td>
</tr>
</tbody>
</table>

**Ministry of Justice**

**Bill Number**

**Example:** 216-1

The Bill item type is used only for a proposed piece of legislation, before it is finally enacted. Depending on the practice of the reviewing body, the number may be a unique ID or a sequence number specific to a particular session or year. For New Zealand Bills, the bill number and bar number should be entered in this field.
Blog Title

Example: LAWS179 Elephants and the Law

As for other titles, provide both the title and the subtitle.

Book Title

Example: The Disputes Tribunals of New Zealand

If a title contains a leading “the”, it may be included. The citation processor will remove it automatically if appropriate to the style.

Call Number

Example: KZ6530 M113 C 2007

A call number is specific to a particular library or archive. To avoid confusion, the field should not be used for ISBN numbers or other truly unique identifiers.

Case Name

Example: R v. Wang

Case names are treated as ordinary titles by the processor. The abbreviations plug-in can be used to create abbreviated titles. As abbreviated titles are often unique to the style rather than the case, the abbreviations plug-in should be used to create abbreviated titles. Case names entered into the Short Title field will not be displayed.

Use "v." in case names. Including the full stop will ensure consistency across styles. The New Zealand Law Style will automatically strip the stop as redundant punctuation (according to the lights of the New Zealand Style) but the processor cannot add full stops for styles that need it.

Code

Example: Code of Civil Procedure

The code field is used for bills and statutes. The meaning of "code" varies between institutions and jurisdictions. In a civil law jurisdiction, it may refer to a unit of legislation such as the Civil Code; or it may refer to an official compilation of laws such as the US Code (or the Code of Federal Regulations). Use this field for both cases. The value of the jurisdiction variable will control the format when generating citations (see 10.1).

Note that it is always best to spell things out in full; abbreviations in the database may be difficult for other researchers to follow if the entry comes to be shared at some point. Abbreviations may also differ across styles.
Code Pages

Example: 115

If the gazette in which a bill is published is referenced by a page number, put the page number range in this field. Use the exact text indicated in the referenced document.

Code Volume

Example: 1

If the gazette in which a bill is published divided into volumes, put the volume number in this field. Enter the text exactly as it appears in the referenced document.

Conference/Issue

Example: National Health Conference

This field should contain the name of the conference (not the sponsoring institution). For unpublished conference papers provide the official conference title. For journal-published proceedings, provide the name of the special issue.

Court

Example: High Court | Chancery

List the elements of the court hierarchy from largest to smallest, separated by the “|” field separator character. Note that the court is spelled out in full. The court name will be abbreviated by the style where necessary.

Date

Dates can be entered in a variety of ways, but must be standard enough for Zotero to parse out their elements when generating citations or sorting entries. The notes below illustrate acceptable formats.

**Numeric yyyy-mm-dd format**

```
2011-12-01
```

The elements of a date are reformatted by the processor, independent of the input format. Several formats are recognized, but for clarity, simplicity, and portability, it is hard to beat the form shown in the example. Do not use dd-mm-yyyy or mm-dd-yyyy in date fields, since these formats are ambiguous.

**Full month name in first position**

```
April 1, 2012
```

A date in the form shown is valid and will be formatted correctly in citations.

**Full month name in second position**

```
1 April 2012
```
A date in the form shown is valid and will be formatted correctly in citations.

**Abbreviated month**

Month names may be abbreviated to as few as three characters as shown. The comma is missing from this example; it is not relevant to the parsing of dates with names, abbreviated or otherwise.

**Dates BC or BCE**

Dates before the reference date of the Gregorian calendar should be indicated by appending “BC” or “BCE” separated by a space, as shown.

**Regnal and other non-Gregorian dates**

Dates without a four digit year will be passed through literally when generating citations. Such dates will not sort in date order in item listings or bibliographies.

**Date Decided**

*Example:* 2011

This field refers to the actual date the case was decided rather than the date of publication. Where the date of publication is used as a volume number (as indicated by square brackets), enter this date in the `collection-number` field.

**Docket Number**

*Example:* CIV-2005-085-632

Law cases are handled by courts in high volume, and each case is typically assigned a docket number. The meaning of “docket number” varies between institutions and jurisdictions. Where the jurisdiction is set to “nz” the docket number field is used for the File Number in unreported cases. Where the jurisdiction is set to “eu” the docket number field is used for the case number that precedes the case name.

**Edition**

*Example:* 3

This field is for Edition numbers. Ordinarily it will contain only a bare arabic numeral, which the processor may then refashion when entering citations.

**Multiple edition numbers**

1-3 & 5
Multiple numbers may be given in this field, in the rare case of a reference to multiple editions.

**Text content**

First edition

If text content is entered in the field, it will be passed through verbatim when generating citations.

**Editor**

**Example:** Robertson Bruce

Enter the editor of a volume or set of volumes in this field. Input requirements are the same as for the **Author** field.

**Encyclopaedia Title**

**Example:** Halsbury’s Laws of England

This field is used for the Encyclopedia title. The title field in the encyclopedia entry is used for the **Topic Name**.

**First Page**

**Example:** 23

The **First Page** in case entries is equivalent to **Page**. A few special points about page numbers are noted below.

**Neutral cite judgment number**

388

For neutral citations to law cases, the **First Page** will not ordinarily represent an actual page number. In most cases it is a sequence number that identifies the cited case in the series of judgments issued by the court within a given year. Despite the difference in underlying semantics, for citation purposes this value serves the same function as a starting page number, bringing the reader to the specific case within a larger collection of judgments so it belongs in this field.

**History**

This field is meant for the procedural history of a case. You may use it for notes of the procedural history, but it will not be rendered in citations; to provide procedural history within a citation, cite the individual decisions in the line of appeal, with parenthetical or textual explanations of their context as appropriate.

**Institution**

**Example:** East-West Centre
The **Report** type can be used for reports commissioned by NGOs, government departments and other organisations, in which the originating institution is indicated separately from the individual author. Use this field for the commissioning institution.

**Interviewer**

*Example:*

| Plunket | Sean |

This field is used for the name of an interviewer who may be citing the author.

**Issue**

*Example:*

1

The **Issue** field is a normal numeric field, and the guidance notes for **Volume** apply here as well.

There is one small point of occasional consternation, however, in that some styles call for the issue number to be omitted if the page numbers are continuous across the issues making up a volume. As style requirements may vary, this cannot be handled automatically with 100% confidence. Possible approaches include omitting the issue variable from the item entry itself (not recommended, since the information might come in handy at some point), editing the style to prevent it from rendering (which works only if none of the styles that will be used to cite the reference will [ever] require the issue number), or hand editing the document to eliminate unwanted issue numbers at the final stage of production (not an ideal solution, but the one least likely to cause unexpected problems down the road).

**Journal Abbr**

*Example:*

VUWLR

The abbreviation of a journal name may be entered in this field. This provides only a single abbreviation for the journal, which may be inconvenient when switching between styles that require different abbreviated forms. The **Abbreviations Plugin** offers greater flexibility, and its use is preferred. When an abbreviation is provided via the plugin, it will override any value in this field.

**Name of Act**

*Example:*

Companies Act

Use this field for the name of an enacted piece of legislation. Provide the full name of the legislation, including the word “Act” or “Statute” as applied by the enacting body.

**Pages**

The **Page** field may be parsed out and reformatted by the style when generating citations. For best results, the content should follow the patterns shown below. With properly composed field content, the processor can identify plural and singular entries, and apply a correct label when generating citations,

153-172
**Page range**

If the original resource spans many pages, best practice is to include the starting and ending pages, separated by a hyphen, as shown. Where only the starting page is required by the style, the processor can pluck it out to produce a correctly formatted citation.

**Single starting page number**

Ordinary Arabic page numbers can be entered as such. Use a single page number if the original source consists of a single page only, or if the citation style to be applied to the entry will never require the full page range. While the New Zealand style does not require the full page range, note that other styles do.

**Place**

The **Place** of an event or publisher may be needed to specifically identify the cited item.

**Single location**

The specific location of a city should be indicated only if necessary.

**Places of multiple publishers**

When indicating the place of multiple publishers, delimit the places with a semicolon, in parallel, both in this field and in the **Publisher** field.

**Multiple places of a single publisher**

When multiple locations apply to a single publisher, do not use a semicolon delimiter.

**Public Law Number**

**Example:** 87-195

The **Public Law Number** is specific to US legislation as published in *Statutes at Large*. The field should also be used for the session serial number of legislation published in an official gazette. For a proper Public Law Number, provide only the number, and set the **Jurisdiction** to **us** in the **Extra** field.

**Publisher**

**Example:** Cambridge University Press

Give the full name of the publisher. For styles that require an abbreviation of publisher names, the necessary adjustments can be made via the **Abbreviations Plugin**.
Recipient

Example: Palmer Geoffrey

Use this field for the recipient of the personal communication cited in the reference.

Reporter

Example: New Zealand Law Reports

The Reporter field is another name for the Report Series or Journal name. For law reports, enter the full name of the case reporter. The case reporter can be abbreviated where required by a style in the Abbreviations Plugin. For neutral citations to law cases, this field is left blank.

Reporter Volume

Example: 5

This field is the same as the Volume field, relabelled for the Case item. Note that reporters that use the year of publication as the volume number do not use this field for the year-as-volume value. Use the collection-title variable via the Extra field instead.

Section

Example: ch. 20 sec. 15(1)(A)(ii)

In the Bill and Statute item types, a reference may include a pinpoint specifier in this field. The table below includes examples of specifiers. When Zotero generates citations it formats specifier information according to the style that the user has stipulated.

<table>
<thead>
<tr>
<th>Specifier</th>
<th>Meaning</th>
<th>Specifier</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>pt.</td>
<td>Part</td>
<td>sec.</td>
<td>Section</td>
</tr>
<tr>
<td>ch.</td>
<td>Chapter</td>
<td>art.</td>
<td>Article</td>
</tr>
<tr>
<td>subch.</td>
<td>Subchapter</td>
<td>para.</td>
<td>Paragraph</td>
</tr>
</tbody>
</table>

Title

Example: The Disputes Tribunals of New Zealand

Most item types have titles. The items that don't have titles provide a Title variable to the processor, although it is labelled differently.
Translator

Example: Weir MW

Enter the name of the translator as Translator. Where the translator and the editor are the same person, enter the name in both fields. Styles will automatically combine the two roles into one as required.

URL

Example: www.vuw.ac.nz

Enter the URL in this field. In some cases, entering text in the URL field will indicate that the item is an online edition (see encyclopedia article).

Volume

Example: 4

Use this field for a volume number or other subunits of a larger work.