

WestlawNext CANADA

Canadian Guide to Uniform Legal Citation (McGill Guide)

The Canadian Guide to Uniform Legal Citation is a bilingual and bijuridical guide to citation of legal materials. It provides a straightforward, uniform approach to citation of government documents, case law, legislation, periodicals, monographs and other secondary materials across all jurisdictions. **Note:** The McGill Guide is available as a standalone product on the WestlawNext Canada platform. No other WestlawNext Canada subscription is required.

Accessing the Guide

You can access the McGill Guide from a variety of points within WestlawNext Canada:

- From the Home page:
 - Select the **McGill Guide** tab in the Browse section.
 - Select the **Canadian Guide to Uniform Legal Citation (McGill Guide)** link in the Finding Tools section.
 - Select the **Canadian Guide to Uniform Legal Citation (McGill Guide)** tab in the My Subscriptions section. (Available only to subscribers.)

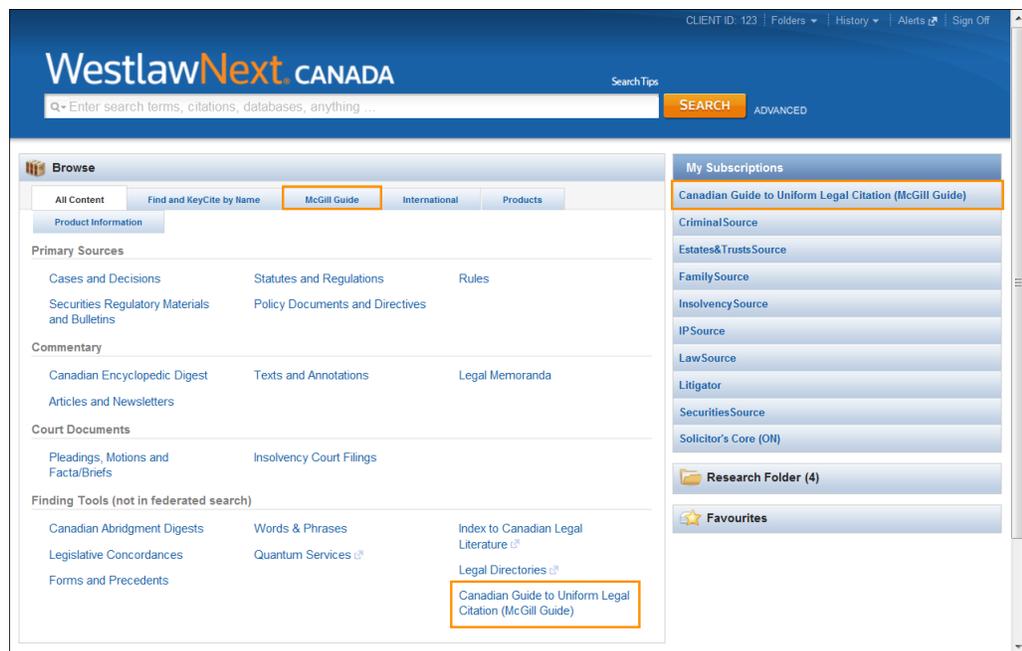


Figure 1: WestlawNext Canada Home page

- From the LawSource Home page or a case law document, select the **Canadian Guide to Uniform Legal Citation** link in the Related Resources section.

Browsing the Guide Content

1. Select one of the access point mentioned above to retrieve the Guide's Table of Contents and then select a link for your preferred language.



Figure 2: Language preference options

2. Using the links provided, continue to select through the headings to retrieve the document you want (Fig. 3).

Searching the Guide Content

At any point while browsing the Guide content, you can enter keywords into the search box located at the top of the page to search the categories displayed. You can use the checkboxes to further narrow your search to specific sub-categories. **Note:** To enable the checkboxes, select the **Specify content to search** radio button. A tab located above the search box indicates the content you are searching.



Figure 3: McGill Guide Table of Contents

Document Page

Using the options located on the toolbar at the top of the page, you can:

- Switch between English and French versions of the same document.
- Use the navigate arrows to jump from section to section.
- Access the Table of Contents.

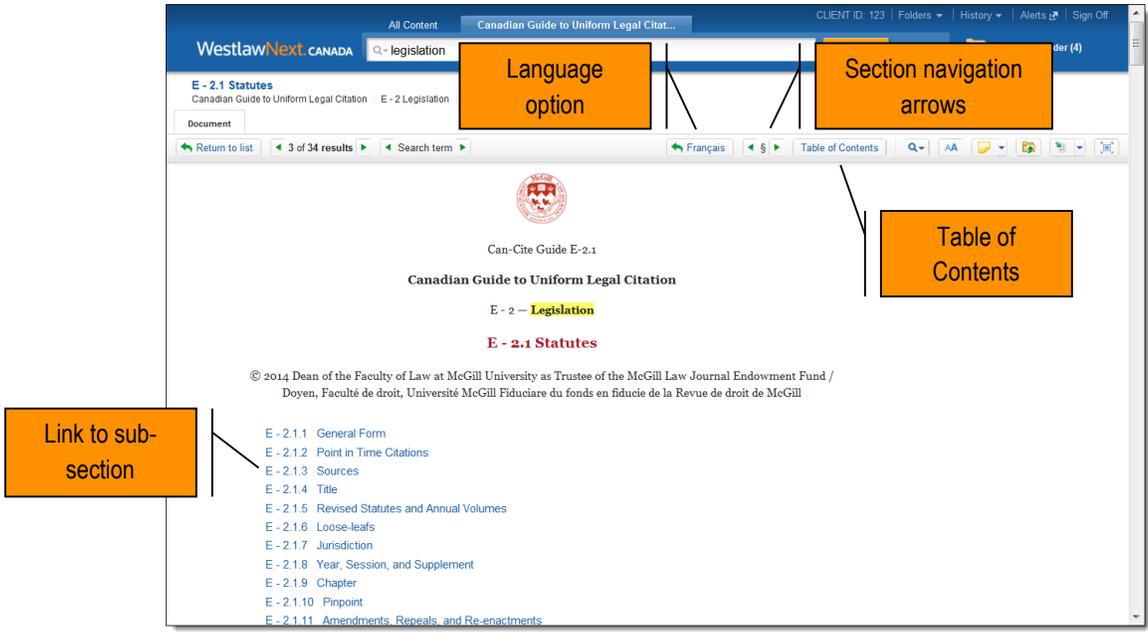


Figure 4: Sample document page

Select a link at the top of the document to jump to a specific sub-section within the document (ex: E-2.1.3 Sources).

Annotate and/or add a note to any section of text by highlighting the text and then selecting **Add a Note** or **Highlight** from the pop-up menu.

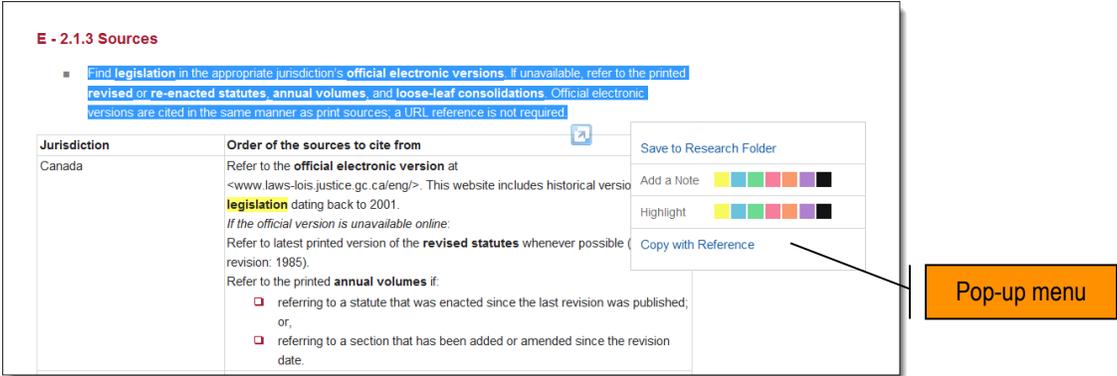


Figure 5: Add a note or highlight text using the pop-up menu options

Additionally, you can add a note to the top of the document by selecting the **Annotation** icon () on the toolbar and then selecting **Add Note**.

Appendix

- Select the link within the document to navigate to the Appendix, where applicable.
- Use the Search Text option on the toolbar to keyword search the document. For example, when searching for a specific abbreviation for a journal, you can search for that specific journal instead of scrolling through the list.



Figure 6: Keyword search using the Search Text option

Where can I find Help?

- Contact Technical or Reference Support, 24/7 at: **1-800-387-5164**.
- Access online Help and the Getting Started tutorial located at the bottom of any WestlawNext CANADA page.
- Go to the [Customer Learning Centre \(www.carswell.com/learning\)](http://www.carswell.com/learning) to access User Guides, Quick Reference Cards and video tutorials or to sign up for a live public Webinar facilitated by a Carswell Certified Professional Learning Consultant.
- Go to [WestlawNext CANADA \(www.westlawnextcanada.com\)](http://www.westlawnextcanada.com) to learn about the service.