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Table of Contents

Rule 1: Structure and Use of Citations 1

1.1 Citation Sentences and Clauses in Law Reviews 1
1.2 Signals 1
1.5 Parenthetical Information 3
1.6 Related Authority 4

Rule 2: Typefaces for Law Reviews 5

2.1 Typeface Conventions for Citations 5
2.2 Typeface Conventions for Textual Material 6

Rule 3: Subdivisions 8

3.1 Volumes, Parts, and Supplements 8
3.2 Pages, Footnotes, Endnotes, and Graphical Materials 9
3.3 Sections and Paragraphs 10
3.4 Appended Material 10
3.5 Internal Cross-References 10

Rule 4: Short Citation Forms 12

4.1 "*Id.*" 12
4.2 "*Supra*" and "Hereinafter" 13

Rule 5: Quotations 14

5.1 Formatting of Quotations 14
5.2 Alterations and Quotations Within Quotations 14

Rule 6: Abbreviations, Numerals, and Symbols 17

6.1 Abbreviations 17
6.2 Numerals and Symbols 18

Rule 7: Italicizing for Style and in Unique Circumstances 20

Rule 8: Capitalization 21

Rule 9: Titles of Judges, Officials, and Terms of Court 23

Rule 10: Cases 25

10.1 Basic Citation Form 25
10.2 Case Names 27
10.3 Reporters and Other Sources 30
10.4 Court and Jurisdiction 31
10.5 Date or Year 32
10.6 Parenthetical Information Regarding Cases 33
10.7 Prior and Subsequent History 34
10.8 Special Citation Forms 36
10.9 Short Forms for Cases 38

Rule 11: Constitutions 40

Rule 12: Statutes 41
12.1 Basic Citation Form 41
12.2 Choosing the Proper Citation Form 42
12.3 Current Official and Unofficial Codes 43
12.4 Session Laws 45
12.5 Electronic Media and Online Sources 46
12.6 Other Secondary Sources 47
12.8 Explanatory Parenthetical Phrases 48
12.9 Special Citation Forms 48
12.10 Short Forms for Statutes 51
Rule 13: Legislative Materials 52
13.1 Basic Citation Form 52
13.2 Bills and Resolutions 53
13.3 Hearings 54
13.4 Reports, Documents, and Committee Prints 54
13.5 Debates 56
13.7 Electronic Media and Online Sources 56
13.8 Short Forms for Legislative Materials 56
13.9 Common Abbreviations 57
Rule 14: Administrative and Executive Materials 59
14.1 Basic Citation Form 59
14.2 Rules, Regulations, and Other Publications 59
14.3 Administrative Adjudications and Arbitrations 60
14.4 Commercial Electronic Databases 61
14.5 Short Forms for Regulations 61
Rule 15: Books, Reports, and Other Nonperiodic Materials 62
15.1 Author 62
15.2 Editor or Translator 63
15.3 Title 63
15.4 Edition, Publisher, and Date 64
15.5 Shorter Works in Collection 66
15.6 Prefaces, Forewords, Introductions, and Epilogues 66
15.7 Serial Number 67
15.8 Special Citation Forms 67
15.9 Electronic Media and Online Sources 68
15.10 Short Citation Forms 69
Rule 16: Periodic Materials 70
16.1 Basic Citation Forms 70
16.2 Author 70
16.3 Title 70
16.4 Consecutively Paginated Journals 70
16.5 Nonconsecutively Paginated Journals and Magazines 71
16.6 Newspapers 71

16.7 Special Citation Forms ... 71
16.7.1 Student-written law review materials ... 71
16.7.2 Non-student-written book reviews ... 71
16.7.3 Symposia and colloquia ... 72
16.7.4 Commentaries and other special designations ... 72
16.7.5 Multipart articles ... 72
16.7.6 Annotations ... 72
16.7.8 Newsletters and other noncommercially distributed periodicals ... 72
16.8 Electronic Media and Online Sources ... 72
16.9 Short Citation Forms ... 73

Rule 17: Unpublished and Forthcoming Sources ... 74

17.1 Basic Citation Form ... 74
17.2 Unpublished Materials ... 74
17.3 Forthcoming Publications ... 75
17.4 Working Papers ... 75
17.5 Electronic Media and Online Sources ... 75
17.6 Short Citation Forms ... 75

Rule 18: The Internet, Electronic Media, and Other Nonprint Resources ... 77

18.1 Basic Citation Forms ... 77
18.2 The Internet ... 77
18.3 Commercial Electronic Databases ... 78
18.6 Films, Broadcasts, and Noncommercial Video Materials ... 78
18.7 Audio Recordings ... 79
18.8 Photographs and Illustrations ... 79
18.9 Short Citation Forms ... 79

Rule 19: Services ... 80

19.1 Citation Form for Services ... 80
19.2 Short Citation Forms ... 80

Rule 20: Foreign Materials ... 81

20.1 Jurisdiction ... 81
20.2 Non-English-Language Documents ... 81
20.3 Cases ... 81
20.4 Constitutions ... 82
20.5 Statutes ... 82
20.6 Non-English-Language and Foreign Periodicals ... 82
20.7 Short Citation Forms ... 82

Rule 21: International Materials ... 83

21.1 Basic Citation Forms ... 83
21.2 Non-English-Language Documents ... 83
21.3 Jurisdiction Not Evident from Context ... 83
21.4 Treaties and Other International Agreements ... 83

21.5 International Law Cases 84
21.5.1 The [Permanent] International Court of Justice 84
21.5.2 European Union Courts 84
21.5.3 European Court of Human Rights 84
21.5.4 Inter-American Commission on Human Rights 85
21.5.5 Inter-American Court of Human Rights 85
21.5.6 International Tribunal for the Law of the Sea 85
21.5.7 International Criminal Court and Similar Tribunals 85
21.5.8 Other International Courts 85
21.5.9 International Cases in National Courts 85
21.6 International Arbitrations and Claim Commissions 85
21.7 United Nations Sources 86
21.8 League of Nations 86
21.9 European Union 86
21.10 Council of Europe 86
21.11 World Trade Organization 87
21.12 International Monetary Fund 87
21.13 Other Intergovernmental Organizations 87
21.14 International Nongovernmental Organizations (NGOs) 87
21.15 Yearbooks 87
21.16 Digests 87
21.17 Short Citation Forms 87

Appendix 1: General Rules of Style and Punctuation 88

Nonbreaking Spaces 88
Commas 88
Dashes 89
Parentheses 90
Other Rules of Style 91

Appendix 2: Section Headings 93

Appendix 3: Tables 94

Table 6 – Case Names and Institutional Authors in Citations 94
Table 7 – Courts 100
Table 10 – Geographical Terms 103

Table 10.1 – U.S. States, Cities, and Territories 103
States 103
Cities 104
Territories 104
Table 10.2 – Australian States and Canadian Provinces 105
Australian States 105
Canadian Provinces 105
Table 10.3 – Countries and Regions 105

Table 12 – Months 110
Table 16 – Subdivisions 110

Rule 1: Structure and Use of Citations

1.1 Citation Sentences and Clauses in Law Reviews

(a) All citations in footnotes

Citations to authorities should appear only in footnotes. When a proposition within a footnote requires a citation, it may take the form of either a citation sentence, which stands on its own, or a citation clause, which is offset from the footnote text by commas. A citation clause may or may not be grammatically part of the text.

(b) Footnote call numbers

Place a footnote call number at the end of a sentence if the citation supports—or contradicts—the entire sentence. Otherwise, footnote calls should appear at the end of the part of a sentence that a citation supports or contradicts.

> The Supreme Court has held that the citing of authorities should occur only in footnotes[1]—a decision that was later codified by the 2011 Act for Accurate Citations.[2]
> 1 Han v. Stanton, 531 U.S. 98, 110 (2000).
> 2 Pub. L. No. 11-253, 112 Stat. 1425 (codified at 1 U.S.C. §§ 305–369).

Call numbers normally follow any punctuation but precede dashes and colons.

1.2 Signals

This rule covers Rule 1.2, Rule 1.3, and Rule 1.4 of *The Bluebook*.

Signals explain the force or purpose of a cited authority. In citation sentences and citation clauses, signals are italicized. Rule 2.1 provides instructions on italicizing signal punctuation (note that the space between a signal and the cited authority should *never* be italicized, even when the following word is italicized, and that punctuation within a signal—for example, the comma in *See, e.g.*—are italicized but the commas after a signal are *never* italicized).

Use no signal *only when* the cited authority (i) directly supports the text or states the proposition, (ii) identifies the source of a quotation, or (iii) identifies a source discussed in the text.

In all other cases, introduce authorities using a signal.

When a signal contains multiple cited authorities, cite the most important first. If all are of equal importance, cite in reverse chronological order.

(a) Types of signals

The following is an exhaustive list of signals. When multiple signals are used in a single citation sentence, they should be arranged in this order.

(1) Signals indicating support

[no signal]	An authority with no signal (used only when the cited authority (i) directly supports the text or states the proposition, (ii) identifies the source of a quotation, or (iii) identifies a source discussed in the text) should be introduced first.
E.g.,	Cited authority provides an example of the proposition. Note the unitalicized comma. This signal may be combined with other signals (for example, "*See, e.g.*," and "*But see, e.g.*,").
Accord	When the text refers to one source that supports the proposition, but *additional* source(s) also support it, those additional sources are introduced by "*accord*."
See	Cited authority is described by the citing text or provides indirect but obvious support for the citing text.
See also	Cited authority provides additional support for the citing text beyond that provided by previous cited authorities.
Cf.	Cited authority supports a proposition different from that in the text but sufficiently analogous to lend support. Note the italicized period.

(2) Signals suggesting a useful comparison

Compare . . . [, *and*] . . . , *with* . . . [, *and*]	Comparing authorities is illustrative of the proposition. Note the unitalicized commas.

(3) Signals indicating contradiction

Contra	The opposite of "[no signal]"—cited authority directly states the contrary of the proposition.
But see	The opposite of "*see*"—cited authority indirectly but obviously contradicts the citing text.
But cf.	Cited authority supports a proposition analogous to the contrary of the main proposition. Note the italicized period.

When a signal containing "*but*" follows another contradictory signal, omit "*but*."

(4) Signals indicating background material

See generally	The proposition is too broad to allow for citation to a specific page or range of pages. Use sparingly, as pincites are preferred.

(b) <u>Punctuation of citation sentences</u>

Multiple authorities following a signal are separated by semicolons. Signals of the same type (like *see* and *cf.*, which both indicate support) are separated by semicolons. Signals of different types are separated by a period.

See X; *see also* Y. *But see* Z. *See generally* A; B; C; *see also generally* D.

(c) Signals as verbs

When a signal is the verb of a sentence, do not italicize it. When doing so, use "for example" insteadof "*e.g.*," and use "compare" instead of "*cf.*"

> For empirical work on people's reasonable expectations of privacy, see, for example, Matthew B. Kugler & Lior Jacob Strahilevitz, *The Myth of Fourth Amendment Circularity*, 84 U. CHI. L. REV. 1747, 1776–94 (2017).

1.5 Parenthetical Information

(a) Explanatory parentheticals are good

Additional information (presented in parentheses) should be provided if it helps explain the force or meaning of the authority or if the authority makes a point different from that in the text. Do not merely paraphrase the proposition presented in the text.

(b) Grammar and punctuation in explanatory parentheticals

Explanatory parentheticals that quote the authority in one or more full sentences should begin with a capital letter and end with a period.

> Lawner v. Engelbach, 249 A.2d 295, 297 (Pa. 1969) ("[W]hile we are bound by the trial court's findings of fact, we are not bound by its legal conclusions.").

Otherwise, explanatory parentheticals should begin with a lowercase present participle (for example, "concluding," "holding," or "finding"). In these parentheticals, do not omit words like "the," "a," and "that."

> Lawner v. Engelbach, 249 A.2d 295, 297 (Pa. 1969) (reversing the judgment against a diamond merchant for conversion of a diamond ring).
>
> > Not: Lawner v. Engelbach, 249 A.2d 295, 297 (Pa. 1969) (reversing judgment against diamond merchant for conversion of diamond ring).

(c) Other kinds of parentheticals

The rules suggest or require a number of different kinds of parenthetical information throughout. Requirements vary depending on the type of authority cited.

(d) Order of multiple parentheticals

Parentheticals should be presented in the following order after a citation:

> (date) [hereinafter short name] (en banc) (Lastname, J., concurring) (plurality opinion) (per curiam) (alteration in original) (emphasis added) (quotation marks/alterations/citations omitted) (quoting another source) (citing another source), https://perma.cc/[URL] (explanatory parenthetical), prior or subsequent history.

If an explanatory parenthetical requires an additional explanation (for example, when quoted material in a parenthetical has been altered), nest an explanatory parenthetical within the original parenthetical under Rule 10.6.

1.6 Related Authority

(a) Authority included in another source

Append the italicized phrase "*in*" (after an unitalicized comma) to indicate that an authority is collected or included in whole within another source.

> Mark Tushnet, *Corporations and Free Speech*, *in* THE POLITICS OF LAW 253, 256 (David Kairys ed., 1982).

Use "*reprinted in*" when the authority was originally published elsewhere.

Use "*as reprinted in*" when the authority is only excerpted or partially reprinted.

Other descriptive phrases, such as "*excerpted in*," "*translated in*," or "*reviewed by*," should be used only when particularly relevant.

(b) Prior and subsequent history

Refer to Rule 10.7 (Cases) and Rule 12.2 (Statutes) for when to append an authority's history.

Rule 2: Typefaces for Law Reviews

(a) Everything in roman, except as noted

All material should appear in roman type except as otherwise specified below. Roman text is plain text—no underlining, italicization, bolding, or special capitalization.

Two types of nonroman type may be used: *italics*, which appear in citations and textual material (including citation clauses in footnote text), and SMALL CAPS, which appear only in citations.

(b) Underlines, not italics, when editing

When editing a manuscript, the material discussed below should be underlined, not italicized. The underlining is changed to italics during the publishing process.

(c) Punctuation is italicized only when part of italicized material

For example, the periods in "*E.g.*," are italicized, but the comma is not.

This means punctuation separating citation elements is *never* italicized. Punctuation that is part of an italicized abbreviation should always be italicized—for example, the period in "*id.*"

2.1 Typeface Conventions for Citations

(a) Italicization in citations

In citation sentences, the following should be *italicized*:

(1) Short form case names

Gideon, 372 U.S. at 338–39.

(2) Procedural phrases in case names

State *ex rel.* Scott v. Zinn, 392 P.2d 417 (N.M. 1964).

(3) Article titles

William H.J. Hubbard, *A Fresh Look at Plausibility Pleading*, 83 U. CHI. L. REV. 693, 732 (2016).

When an item that should be italicized (such as a case name) is included within an article title, the former material should not be italicized.

Cass R. Sunstein, Lochner*'s Legacy*, 87 COLUM. L. REV. 873, 873 (1987).

If a case name *was not* doubly italicized in the original source's title, treat it as if it were.

(4) **Signals** (though recall that signals used as verbs are unitalicized)

(5) Explanatory phrases

Goldberg v. Kelly, 397 U.S. 254, 260–75 (1970), *as reprinted in* STEPHEN G. BREYER, RICHARD B. STEWART, CASS R. SUNSTEIN, ADRIAN VERMUELE & MICHAEL HERZ, ADMINISTRATIVE LAW AND REGULATORY POLICY: PROBLEMS, TEXTS, AND CASES 615–20 (8th ed. 2017).

(b) Small caps in citations

In citation sentences, the following should be in SMALL CAPS:

(1) Book authors and titles

LAURA WEINRIB, THE TAMING OF FREE SPEECH: AMERICA'S CIVIL LIBERTIES COMPROMISE (2016).

(2) Periodical names

Michael W. McConnell & Randal C. Picker, *When Cities Go Broke: A Conceptual Introduction to Municipal Bankruptcy*, 60 U. CHI. L. REV. 425, 450–51 (1993).

2.2 Typeface Conventions for Textual Material

(a) Main text

In the main body of text, the following should be *italicized*:

(1) Case names

The status quo persisted until *Gideon* was handed down in 1963.

(2) Titles of publications and published works

The library has a copy of *The Problem of Social Cost*, which was published in the *Journal of Law and Economics*; a complete set of the *U.S. Reports*; and today's *New York Times*.

(3) Uncommon foreign words (refer to Rule 7 for additional details)

The *grève du zèle* is not a true strike but a nitpicking obeying of work rules.

(4) Words to be emphasized (refer to Rule 5.2 and Rule 7 for additional details)

Diana really, *really* wants to finish her Comment before reading period.

(b) Footnote text

(1) Cases

When citing cases within footnote text, if the case name is *not* grammatically part of the sentence, use the typeface conventions for citations. Otherwise, use the typeface conventions for main-text materials.

> [7] In *Eldred v. Ashcroft*, 537 U.S. 186 (2003), the Court opened the door to finite extensions of the duration of copyright—no matter their length. *Id.* at 208.

(2) All other authorities

When a noncase authority is cited in its full or shortened form in a citation clause, use the typeface conventions for citations.

(3) Explanatory parentheticals

Use the typeface conventions for main-text materials—unless full-citing a case, in which case the typeface convention for citations should be used.

Rule 3: Subdivisions

(a) Generally

This rule applies to *all* citations.

The relevant rules for subdivisions can be found in the model citations for each type of authority. For example, Rule 3.1 states that the volume number is placed before the author's name when citing the author of an entire work, but before the *volume's* name when citing a single piece in a multivolume publication. This rule can be inferred from consulting both Rule 15, which discusses books, and Rule 16, which discusses periodical materials. Therefore, this section lays out in detail only those rules that cannot be inferred from consulting the model citations of other rules.

In all cases, when confronted with a subdivision, refer to Table 16 in Appendix 3 of this manual to locate the appropriate abbreviation.

(b) Always include pincites

Indicate the exact location of supporting statements within an authority, using the page number, section number, paragraph number, chapter number, note number, or any combination of these. Be as precise as possible. The only exceptions are "*See generally*" citations to entire authorities, as well as drop citations. Do not use "*passim*."

In full citations, use "at," offset by a comma, if (1) the title of a work ends with an Arabic numeral, (2) the work uses Roman numerals for pagination, or (3) in any other scenario when the page number may be confused with another part of the citation.

> BIOGRAPHICAL DIRECTORY OF THE GOVERNORS OF THE UNITED STATES 1978–1983, at 257 (Robert Sobel & John W. Raimo eds., 1983).

(c) Digits in pincites

Connect consecutive ranges with an en dash (–), not a hyphen (-). If the internal numbering system uses hyphenation, use a "to" instead.

> 87 U. CHI. L. REV. at 1321–22
>
> 11 Ind Code § 14-7-5-3 to -4
>
> Not: § 14-7-5-3–4

3.1 Volumes, Parts, and Supplements

When citing a work, include the subdivisions into which that work is divided.

Replace Roman numeral volume numbers with Arabic numerals.

When the volume number is a year, the date parenthetical may be omitted. If the volume number restarts each year, give both the year and the volume number.

Cass R. Sunstein, *Minimalism at War*, 2004 SUP. CT. REV. 47, 51.

[1943] 2 K.B. 154.

When citing a separately paginated supplement, include a parenthetical with "Supp." and a date. For example: "(Supp. 2020)."

3.2 Pages, Footnotes, Endnotes, and Graphical Materials

(a) Pages

When referencing consecutive page or note numbers, drop all but the last two digits from the last page in the range unless the previous digit changes.

For example: 340–42, 1105–07, 1199–1200

Not: 1199–200, 1199–00

Separate nonconsecutive page or note numbers with a comma followed by a space.

885 F.2d at 332, 337

Drop star paging from the ending number of consecutive ranges.

Alison L. LaCroix, *Federalists, Federalism, and Federal Jurisdiction*, 30 L. & HIST. REV. *5–6 (forthcoming Feb. 2012) (on file with author).

Not: *5–*6

(b) Pincites to footnotes and endnotes

To cite only a footnote, refer to the page on which the call appears, followed by "n." (or "nn." if more than one) and the footnote number—with no space between "n." (or "nn.") and the number.

61 U. CHI. L. REV. 156, 157 n.108 (1994).

61 U. CHI. L. REV. 156, 159–60 nn.7–9 (1994).

When citing a page and a footnote on that page, refer to the page, followed by an ampersand (&), a space, and a footnote citation. *But* when citing a page range and a single footnote within that range, cite normally and separate the cites with a comma.

61 U. CHI. L. REV. at 157 & n.108.

61 U. CHI. L. REV. at 159–60, 159 n.7.

Separate multiple footnotes using the Oxford comma—do not use an ampersand.

Id. at 291 nn.14, 18, 316 nn.4, 6, 8–9.

(c) Graphical materials

Cite tables, figures, or other graphical materials using the appropriate abbreviation in Table 16 in Appendix 3 of this manual, followed by the numerical designation, with no space. So "Figure 1" would be cited as "fig.1."

3.3 Sections and Paragraphs

When authorities are organized by section (§, or §§ when plural) or paragraph (¶, or ¶¶ when plural), cite to these subdivisions, with a nonbreaking space between the subdivision symbol and the number. Do not use the abbreviation "para."

> 42 U.S.C. § 1983.
>
> THE DECLARATION OF INDEPENDENCE ¶ 2 (U.S. 1776).

Short citation forms using "at" do not apply to section and paragraph divisions.

> *See, e.g., id.* § 4.
>
> Not: *Id.* at § 4.

Ensure that multiple section symbols are used only when citing multiple sections, and not when citing multiple subsections within the same section.

> 28 U.S.C. §§ 1441–1442.
>
> But: 28 U.S.C. § 1442(a), (c).

3.4 Appended Material

Place the abbreviation in Table 16 of this manual for any appended material (such as a comment, abbreviated "cmt.") after the subdivision containing the material.

> RESTATEMENT (SECOND) OF TORTS § 623A cmt. A (AM. L. INST. 1977).

3.5 Internal Cross-References

Reference authorities and materials cited elsewhere in the document in which the reference occurs using "*supra*" and "*infra*" ("above" and "below," respectively).

Id. may not be used to refer to an internal cross-reference.

Refer to Rule 4.2 for other kinds of cross-references (using "*supra*" and "hereinafter").

(a) Cross-referencing text

To refer to another portion of the text, use:

> *See supra* text accompanying notes xx–yy.
>
> *See infra* Part IV.

Do not refer to page ranges using "p." or "pp."

(b) Cross-referencing text and footnotes

When directing the reader's attention specifically to the footnotes themselves, use:

> *See supra* notes xx–yy.

When the reference draws on something substantive in *both* the text and the notes, use:

> *See infra* notes xx–yy and accompanying text.

Rule 4: Short Citation Forms

Consult the following rules for model short citation forms organized by authority:

Cases	Rule 10.9
Constitutions	Rule 11
Statutes	Rule 12.10
Legislative Materials	Rule 13.8
Regulations	Rule 14.5
Books, Reports, and Other Nonperiodic Materials	Rule 15.10
Periodical Materials	Rule 16.9
Unpublished and Forthcoming Sources	Rule 17.6
Internet, Electronic Media, and Other Nonprint Resources	Rule 18.8
Services	Rule 19.2
Foreign Materials	Rule 20.7
International Materials	Rule 21.17

4.1 "*Id.*"

Use "*id.*" when citing the immediately preceding authority *only* if the authority is the *only* one cited in the immediately preceding sentence or footnote. The period in "*id.*" is always italicized.

> 1 Nader v. General Motors Corp., 255 N.E.2d 765, 770–71 (1970).
> 2 *Id.* at 771.

A parenthetical is not a citation for purposes of "*id.*" Other citations outside of parentheses, such as subsequent history, are citations for purposes of "*id.*"

> 36 Washington v. Jenny Craig Weight Loss Centres, Inc., 3 F. Supp. 2d 941, 950 (N.D. Ill. 1998) (quoting Rabinovitz v. Pena, 89 F.3d 482, 489 (7th Cir. 1998)).
> 37 *See id.* at 953.

"*Id.*" may *not* be used to refer to (1) an internal cross-reference, (2) a constitution, or (3) a statute. For more details, refer to the relevant short-form rule.

After the initial citation (including a drop citation) and four consecutive "*id.*" footnotes, repeat the full or short citation, whichever is appropriate.

4.2 "*Supra*" and "Hereinafter"

(a) *Supra*

Supra is used for *all* short-form citations to *all* authorities other than cases, constitutions, statutes, and materials analogous to statutes (such as treatises, the Code of Federal Regulations, and model codes).

Refer to the model short forms for each authority—but generally, the form is: "*supra* note xx," preceded by (1) the last name of the author of the work, or (2) if the author is an institution, the full name of the author, or (3) if there is no author, the title of the work. The use of "et al." is appropriate in short cites when there are more than two authors.

The rules for *supra* citations do not apply when a simple "*id.*" cite would suffice.

(b) "Hereinafter"

"Hereinafter" is used alongside a long citation whenever a later use of "*supra*" would be cumbersome or confusing, and is appended in brackets alongside an abbreviated title.

> [20] RICHARD H. FALLON, JR., JOHN F. MANNING, DANIEL J. MELTZER & DAVID L. SHAPIRO, HART AND WECHSLER'S THE FEDERAL COURTS AND THE FEDERAL SYSTEM 330 (7th ed. 2015) [hereinafter HART AND WECHSLER].
> [21] *See supra* text accompanying notes 15–18.
> [22] HART AND WECHSLER, *supra* note 20, at 331.

Rule 5: Quotations

5.1 Formatting of Quotations

Enclose quotation of fewer than fifty words in double quotation marks.

Set off quotations of fifty words or more as a left-indented block quotation. Do *not* indent on the right. The quotation should appear without enclosing quotation marks, and quotation marks within a block quotation should appear as they do in the original.

> The common law, however, does not enforce contracts made under undue influence—where one party coerces or manipulates the other—because in these circumstances the contract does not reflect the free will of both parties. This doctrine may also include the situation where the "weaker party is for some reason under the domination of the stronger."

In footnotes, the source for a block quotation should be followed by a colon, rather than a period, then by the indented block quote on a new line. Block quotations in footnotes are indented on both the left and right sides. Subsequent sources in the same note should begin on a separate line after the quotation, flush left with the (original) left margin. They should also take a new signal, such as "*see also*."

Place commas and periods inside quotation marks; other punctuation (such as question marks and exclamation points) should be placed inside quotation marks only if part of the original punctuation.

Quotation marks used to enclose terms used in a nonstandard, ironic, or other special sense are called "scare quotes," and should be used only sparingly. *See* THE CHICAGO MANUAL OF STYLE ¶ 7.57.

5.2 Alterations and Quotations Within Quotations

(a) Alterations

When a letter in a quoted sentence must be changed from lower- to uppercase or vice versa, enclose it in brackets. Other substituted or inserted material should also be bracketed.

> As described by a local periodical, DeGrom's testimony was that he "[h]ad never truly confronted [his own] anxieties before that fateful night in July."

Omitted letters and punctuation should be indicated by brackets enclosing a nonbreaking space. Consult Appendix 1 of this manual for instructions on creating nonbreaking spaces.

> Jack London said that if one does not "hold[ ] good cards," one can still "play[ ] a poor hand well."

Significant mistakes in the original should be followed by "[sic]," but left unaltered. Historical or unconventional spellings should never be accompanied by "[sic]."

> A press statement from the White House that day relayed that a primary goal of the Israel trip was to "promote the possibility of lasting peach [sic]."
>
> "The House of Representatives shall chuse their Speaker." U.S. CONST. art. I, § 2, cl. 5.

In all cases, indicate parenthetically whether the source quoted contains any omitted alteration(s), citation(s), emphasis, or quotation marks.

> *Ford*, 477 U.S. at 399 (quotation marks omitted).
>
> *Welch*, 482 U.S. at 488 (alterations and citations omitted).

"Citation omitted" is unnecessary when the omitted citation comes at the end of the quotation or is within a passage omitted by an ellipsis. However, do not use an ellipsis to remove just a citation sentence. Instead, omit the citation sentence and use a "citation omitted" parenthetical.

Whenever material is emphasized in a quote, include either an "(emphasis added)" or (if original to the quoted material) an "(emphasis in original)" parenthetical.

(b) <u>Quotations within quotations</u>

Whenever material is double-quoted (quoted material within a quotation), include a "(quoting…)" parenthetical.

> Roberto's Fruit Mkt., Inc. v. Schaffer, 13 F. Supp. 2d. 390, 396 (E.D.N.Y. 1998) (quoting Shapiro v. Cantor, 123 F.3d 717, 728 (2d Cir. 1997)).

Enclose double-quoted material in single quotation marks.Alternate double and single quotation marks for each succeeding level of quotation.

> The author asserts that "Tribe's analysis of Holmes's language in *Schenck*, 'The issue is whether Schenck's conduct posed a "clear and present danger" of imminent lawless action,' severely misrepresents the doctrine."

If the entirety of the quoted material is itself quoted material, use only one set of standard quotation marks (i.e., do not "'quote like this'") and do not include a "quotation marks omitted" parenthetical. The "quotation marks omitted" parenthetical should only be used when quotation marks have been removed to prevent excessive nesting of quotation marks.

> Quoting Blackstone, Gouverneur Morris asserted that "[t]he Judges in England played a central role in the legislative process."

5.3 Omissions

Omissions must be noted. Indicate omission of *multiple* words within a quoted sentence by replacing the omitted text with an ellipsis—three dots separated from the text by spaces and from each other by nonbreaking spaces (. . .).

> "The creation of a corporation, it is said, appertains to sovereignty."
>
> Becomes: "The creation of a corporation . . . appertains to sovereignty."

If the omission is at the beginning of the quoted material, no ellipsis is necessary. If the omission is at the end of the quoted material, the ellipsis may be omitted and the quoted material may end with a period—unless it is important to show that material has been omitted. In that case, replace the omitted text with an ellipsis *followed by* the final punctuation of the sentence.

> "Is the legislature the only branch of government that should exercise legislative powers, or does the Constitution permit delegation to the executive?"
>
> Becomes: "Is the legislature the only branch of government that should exercise legislative powers . . . ?"

On the other hand, if the last part of a quoted sentence is omitted and followed by further quotation, use an ellipsis to indicate the omitted material, but retain the period to indicate the end of the sentence. The punctuation precedes the ellipsis. Insert one nonbreaking space (three total) between each of the four periods.

> I can't remember if I cried. . . .But something touched me deep inside, the day the music died.

When only one word is removed from a quote, insert brackets enclosing a nonbreaking space.

> The court required that "each party [ ] submit its jury instructions immediately."

Indicate the omission of a complete sentence within quoted text by replacing the omitted text with an ellipsis between the final punctuation of the preceding sentence and the first word of the following sentence. The placement of nonbreaking spaces is the same as with a three-dot ellipsis (two total).

> The government of the Union, then, (whatever may be the influence of this fact on the case,) is, emphatically, and truly, a government of the people. In form and in substance it emanates from them. Its powers are granted by them, and are to be exercised directly on them, and for their benefit.
>
> The government of the Union, then, (whatever may be the influence of this fact on the case,) is, emphatically, and truly, a government of the people. . . .Its powers are granted by them, and are to be exercised directly on them, and for their benefit.

When the omitted material immediately follows a complete, intact sentence, the period at the end of the completed sentence remains unchanged (that is, do not add a space between the last word of the sentence and the period). A regular, three-dot ellipsis follows the period to indicate the omitted material. The placement of nonbreaking spaces is the same as with a three-dot ellipsis (two total).

> Yesterday, all my troubles seemed so far away. . . .[N]ow I long for yesterday.

If the omitted material consists of one or more complete paragraphs, then the ellipsis must appear alone on a new line.

> Economists presume that consumers are rational and aware of their preferences.
>
> . . .
>
> Over the long run markets produce efficient results.

Rule 6: Abbreviations, Numerals, and Symbols

6.1 Abbreviations

This section explains the rules for spacing and punctuating abbreviations in text and citations. If a word does not appear in any of the tables in Appendix 3 of this manual, then do not abbreviate it.

(a) Spacing

Close adjacent single capital letters, including initials for names. The one exception is for periodicals when one or more of the adjacent single capitals refer to an institution. Individual numbers are treated like a single capital.

S.D.N.Y.

N.Y.U. L. REV.

F.3d

H.L.A. Hart

Do not close anything containing more than a single capital letter.

S. Ct.

D. Ariz.

F. Supp. 3d

(b) Periods

(1) Periods should follow abbreviations unless the first or last letter of the abbreviation is set off by an apostrophe.

Corp.

Ass'n

P'ship

(2) Periods should not be placed between common initialisms and acronyms that are usually only referred to as their initials in speech, unless they are the name of a reporter, code, orcourt of decision. Uncommon initialisms and acronyms, such as those for states or cities, should always contain periods.

NLRB v. Baptist Hosp., Inc., 442 U.S. 773 (1979).

But: E. Beldon Corp., 239 N.L.R.B. 776 (1978)

N.Y.

(c) United States, U.S., America, and American

"United States" should only be used as a noun. "U.S." should only be used as an adjective. Additionally, do not use "America" or "American" when one of "United States" or "U.S." would work, unless common usage dictates otherwise.

> The United States produces a lot of cheese. This U.S. cheese is then exported to other countries.
>
> I usually put American cheese on my sandwiches.

(d) Acceptable abbreviations and phrases

Months, geographical terms, and several common words can be abbreviated in citations. For a comprehensive list of these the words and their corresponding abbreviations, consult the appropriate table in Appendix 3 of this manual.

6.2 Numerals and Symbols

Independent of the below rules, in all sentences that start with a number or symbol, spell out the first word.

> Ninety-nine bottles of beer are on the wall.
>
> Section 1983 claims are often unsuccessful.

(a) Numerals

(1) In general, spell out zero to ninety-nine in text and footnotes. For larger numbers, such as 186, use numerals.

(2) Spell out any such one to ninety-nine multiple of hundreds, thousands, millions, and so on.

(3) If a series of numbers include both numbers less than 100 and greater than 100, use numerals for all of them.

(4) If the number has a decimal point, use a numeral.

(5) Use numerals for percentage and dollar amounts unless at the beginning of a sentence or used phrasally (e.g., "the one percent").

(6) Use numerals for sections and subsections.

(7) When a number used in text or citations has four or more uninterrupted digits, use commas to set off every three numbers, except for citations to pages, statutes, volume numbers, internet database locators, docket numbers, the U.S. Code, or other sources whose classification systems do not themselves include commas.

(b) Ordinals

(1) Ordinal numbers used in text and footnotes—but not citations—should generally follow the same rules as Rule 6.2(a).

(2) Ordinals in citations should never use superscripts.

(3) In main and footnote text, use “2nd” and “3rd,” but in citations, use “2d” and “3d.”

(c) Section and paragraph symbols

Only use the section symbol (§) in main and footnote text, when referencing the U.S. Code and federal regulations, and for any other appropriate sources. Never use the paragraph symbol (¶) in main or footnote text, but use it in citations for any appropriate sources. For both, separate the symbol and the number with a nonbreaking space. Otherwise, spell out “section” and “paragraph” in main and footnote text.

(d) Dollar and percent symbols

(1) Spell out “dollar” or “percent” whenever the number is spelled out. Separate the number and the spelled-out word with a regular space.

(2) Use the dollar symbol ($) and the percent symbol (%) whenever numerals are used. Never place a space between the symbol and the numeral.

Rule 7: Italicizing for Style and in Unique Circumstances

This section discusses italicizing for emphasis, or for foreign words and phrases, and in other unique situations. See Rule 2 for more discussion on the use of typefaces.

(a) Emphasis

Words and phrases may be italicized sparingly for emphasis.

(b) Foreign words and phrases

(1) Italicize non-English words and phrases unless they are in *Merriam-Webster* or *Black's Law Dictionary*.

(2) Latin words and phrases that are often used in legal writing are considered to be in common English usage and should not be italicized. However, Latin phrases over four words and obsolete or uncommon Latin words and phrases should remain italicized.

(3) *Id.* is always italicized, including the period. Additionally, procedural phrases in case names (e.g., *in re* and *ex rel.*) should always be italicized, including any period.

(4) E.g. should not be italicized in text but should be italicized when used as a signal.

(c) Letters representing hypothetical parties, places, and things

Italicize and capitalize letters when used to represent hypothetical parties, places, and things.

Let us assume *X* number of people will take *Y* number of classes.

(d) The letter "L"

Italicize the lowercase letter "L" when used as a subdivision (as in a statute or a rule) to distinguish it from the numeral 1.

The footnote cites to both Rule 1 and Rule 4(*l*).

(e) Mathematical expressions

Italicize mathematical formulas and variables.

Rule 8: Capitalization

This section discusses capitalization for headings, citations, and text. For rules on capitalization for titles of persons, see Rule 9. For any questions left unanswered, please consult *The Chicago Manual of Style*.

(a) Headings and titles

Capitalize the first word of headings and titles, any words that directly follow a colon, and all nouns, verbs, adjectives, adverbs, and prepositions that are longer than four letters. Do not capitalize articles, conjunctions, and prepositions that are four letters or shorter.

(b) Internet main page titles and URLs

In both text and footnotes, capitalize all words in internet main page titles and URLs in accordance with the source material.

(c) Text

(1) Nouns that identify specific persons, officials, groups, government offices, or government bodies should always be capitalized. The adjectival form of these categories should not be capitalized.

history of Congress

congressional history

(2) References to specific legislative acts should be capitalized.

The Indian Reorganization Act of 1934 was a landmark piece of legislation. The Act is sometimes referred to as part of the "Indian New Deal."

(3) Circuit should be capitalized when used with a specific number, D.C., or Federal. Otherwise, it should be lowercase.

The Federal Circuit is the only circuit to hear patent cases.

(4) Code should be capitalized when referring to specific codes.

While not all codes offer much change, the courts have considered differences in the 1939 and 1954 Codes as relevant.

(5) State and Commonwealth should be capitalized when used as part of a state name, when the word it modifies is capitalized, or when referring to a state or government actor or party in litigation.

(6) Constitution should be capitalized when referring to the U.S. Constitution or when naming any specific constitution. The adjectival form, constitutional, should never be capitalized. All nouns referring to specific sections of the U.S. Constitution should be capitalized in text and footnotes but not in citations. For rules on citations to constitutions, see Rule 11.

(7) Court should be capitalized when naming any court by its full name or when referring to the U.S. Supreme Court.

(8) Federal should be capitalized when the word it modifies is capitalized.

(9) Judge or Justice should be capitalized when used with the name of a specific judge or justice. Justice should be capitalized when referring to a Justice of the U.S. Supreme Court, whether specifically or generally.

(10) Term should be capitalized when referring to a specific term of the U.S. Supreme Court.

(11) Whenever referring to the piece itself, the appropriate designation (such as "Article," "Comment," "Essay," "Book Review," etc.) should be used and capitalized.

Rule 9: Titles of Judges, Officials, and Terms of Court

(a) Names

In addition to any possible title, always give a person's full name (excluding their middle initial) on first reference in text.

(b) Justices and judges

In subsequent references in text, refer to all U.S. Supreme Court Justices as Justice or Chief Justice plus their last name, like Chief Justice Roberts or Justice Sotomayor. In parentheticals, use "Roberts, C.J.," "Sotomayor, J.," or "Breyer & Kagan, J.J." Do the same for judges and chief judges.

(c) Other officials

On first reference, all other officials should receive their official title and full name. Never omit the title "President."

> Attorney General Elliot Richardson resigned during the Saturday Night Massacre. President Richard Nixon had asked Richardson to fire Special Prosecutor Archibald Cox. Richardson refused, and instead offered President Nixon his resignation.

(d) Ordering

Justices of the U.S. Supreme Court are always listed as the Chief Justice first and then in order of seniority. Judges should be listed in the same order as they are at the beginning of the court's official reporter.

(e) Term of court

A court's term in progress at time of writing should be referred to as "this term." The immediately prior term should be referred to as "last term." Any other term should be referred to as the year and then term, such as "1993 term." The U.S. Supreme Court Terms should always be indicated by the year the Term started, not the year it ended.

(f) Parenthetic references

In parenthetic references, abbreviate the following officials as listed:

Administrative Law Judge	A.L.J.
Arbitrator	Arb.
Assembly[man, woman, member]	Assemb.
Attorney General	Att'y Gen.
Baron	B.
Chancellor	C.

Chief Baron	C.B.
Chief Judge, Chief Justice	C.J.
Commissioner	Comm’r
Delegate	Del.
Honorable	Hon.
Judge, Justice	J.
Judges, Justices	JJ.
Lord Justice	L.J.
Magistrate	Mag.
Master of the Rolls	M.R.
Mediator	Med.
Referee	Ref.
Representative	Rep.
Senator	Sen.
Vice Chancellor	V.C.

Rule 10: Cases

This section discusses the details of referring to cases in text and citing cases in footnotes. The basic citation forms provide a quick guide to referring to and citing cases. The sections that follow develop the more detailed rules, such as the way to format case names, the order of preference for reporters, and how to format or order case history and parentheticals.

10.1 Basic Citation Form

In general, use the four forms below in text, in drop citations, in long citations, and in short citations. The first time a case is referred to in text, a drop citation should be used. In general, drop citations should not contain any further information than the volume, reporter, first page, and year.

In Text:	{*Party 1 v. Party 2*}, {volume number} {reporter} {1st page}, {pincite} ({court} {year}).
	Lochner v. New York, 198 U.S. 45 (1905).
	Welge v. Planters Lifesavers Co., 17 F.3d 209 (7th Cir. 1994).
Drop Citation:	{volume number} {reporter} {1st page} ({court} {year}).
	198 U.S. 45 (1905).
	17 F.3d 209 (7th Cir. 1994).
Full Citation:	{Party 1 v. Party 2}, {volume number} {reporter} {1st page}, {pincite} ({court} {year}).
	Lochner v. New York, 198 U.S. 45, 56 (1905).
	Welge v. Planters Lifesavers Co., 17 F.3d 209, 210 (7th Cir. 1994).
Short Citation:	{*short case name*}, {volume number} {reporter} at {pincite}.
	Lochner, 198 U.S. at 56.
	Welge, 17 F.3d at 210.

More specifically, use the following citation forms when called for:

Filed but undecided	Hoshijima v. Jensen, No. 90-345 (D. Mass. filed Sept. 18, 1990).
Unpublished interim order	Sansone v. Sauder, No. 90-345 (D. Mass. Oct. 25, 1990) (order granting preliminary injunction).

Published interim order	Haber v. Scotten, 725 F. Supp. 1395 (D. Mass. 1990) (order granting preliminary injunction).
Unpublished decision	Kitchens v. Grohman, No. 90-347, slip op. at 6 (D. Mass. Dec. 4, 1990).
Decision published in service only	Tice v. Scotten, 1990 Fed. Sec. L. Rep. (CCH) ¶ 102,342 (D. Mass. Dec. 4, 1990).
Decision published in newspaper only	Mishra v. Grohman, N.Y. L.J., Dec. 5, 1990, at 1 (D. Mass. Dec. 4, 1990).
Decision available in electronic database	Yee v. Kitchens, No. 90-349, 1990 U.S. Dist. LEXIS 20837, at *6–8, *10 (D. Mass. Dec. 4, 1990).
Decision available in electronic database after revision	Phibrick v. Haber, No. 90-349, 1990 U.S. Dist. LEXIS 20837, at *4 (D. Mass. Dec. 4, 1990, *revised* Jan. 3, 1991).
Published decision	Ward v. Reddy, 727 F. Supp. 1407, 1412 (D. Mass. 1990).
Appeal docketed	Yee v. Grohman, 727 F. Supp. 1407 (D. Mass. 1990), *appeal docketed*, No. 90-567 (1st Cir. Dec. 20, 1990).
Brief, record, or appendix	Brief for Appellant at 7, Kitchens v. Scotten, 925 F.2d 314 (1st Cir. 1991) (No. 90-568).
Disposition on appeal	Haber v. Yee, 925 F.2d 314, 335 (1st Cir. 1991).
Disposition in lower court showing subsequent history	Haber v. Yee, 727 F. Supp. 1407, 1412 (D. Mass. 1990), *aff'd*, 925 F.2d 314 (1st Cir. 1991).
Petition for certiorari filed	Grohman v. Tice, 925 F.2d 314 (1st Cir. 1991), *petition for cert. filed*, 60 U.S.L.W. 3422 (U.S. Jan. 14, 1992) (No. 92-212).
Petition for certiorari granted	Scotten v. Kitchens, 925 F.2d 314 (1st Cir. 1991), *cert. granted*, 60 U.S.L.W. 3562 (U.S. Jan. 21, 1992) (No. 92-212).
Disposition in Supreme Court published only in service	Flynn v. Kaplan, 60 U.S.L.W. 4420, 4421 (U.S. Feb. 4, 1992), *vacating as moot* 925 F.2d 314 (1st Cir. 1991).

10.2 Case Names

Case names *in text* should be italicized and use minimal abbreviations, as described below. Case names *in citations* should not be italicized (except for short forms) and should use any and all abbreviations listed in Appendix 3.

In general, the case name should be taken verbatim from the case reported being cited. If no case name is listed in the reporter, cite to the popular name for the case or "Judgment of {date}."

(a) Actions and parties cited

(1) If the case consolidates multiple cases into one, use only the first case listed.

(2) If multiple parties are named, use only the first party listed on both sides.

(3) Always omit "et al." or any alternative names given to either party.

(4) For in rem cases, use only the first piece of property.

(5) If real property is a party, use its common street address if possible.

(6) If a bankruptcy case lists both an adversary and nonadversary name, cite the adversary name first and the nonadversary name second in parentheses. Always include the procedural phrase in the nonadversary name and the descriptive phrase, per Rule 10.2(b) below.

(b) Procedural phrases

(1) Omit all procedural phrases except the first. When adversary parties are named, omit all procedural phrases except "*ex rel.*"

(2) Abbreviate "on the relation of," "for the use of," "on behalf of," "as next friend of," and similar phrases as "*ex rel.*"

(3) Abbreviate "in the matter of," "petition of," "application of," and similar phrases as "*In re*."

(4) Include any descriptive phrases, such as "Accounting of," "Estate of," and "Will of."

(5) Always italicize procedural phrases, regardless whether the rest of the case name is italicized.

(c) Abbreviations

(1) In text, abbreviate only universally known initialisms and acronyms under Rule 6.1(b)(2) and theseeight words: "&," "Ass'n," "Bros.," "Co.," "Corp.," "Inc.," "Ltd.," and "No."
The one exception is if a party's name begins with one of these words, in which case it should not be abbreviated.

(2) In citations:

(i) Abbreviate words according to the tables in Appendix 3, even if the word is the first word of a party, unless the word is part of a country, state, or other geographical unit that is the entire name of the party.

(ii) Abbreviate geographical units, including United States, according to the tables in Appendix 3, unless the word is part of a country, state, or other geographical unit that is the entire name of the party.

(iii) Abbreviate words of eight letters or more if substantial space is saved and the result is unambiguous.

(iv) Use universally known initialisms and acronyms, e.g., FBI.

(d) The word "the"

(1) In text and citations, omit the word "the" as the first word of a party, unless an in rem action or the party is "The King" or "The Queen."

(2) In citations, do not omit "The" when included in popular case names. In text, use a lowercase, nonitalicized "the."

The Civil Rights Cases, 109 U.S. 3 (1883).

Justice Harlan was the lone dissenter in the *Civil Rights Cases*.

(e) Descriptive terms

Omit "administrator," "appellee," "executor," "licensee," "trustee," and similar terms that describe a named party.

(f) Geographical terms

(1) Omit "State of," "Commonwealth of," or "People of," except when referring to decisions made by the state court of the named state, in which case only use "State," "Commonwealth," or "People."

(2) Omit "City of," "County of," "Village of," Township of," and other similar phrases, unless the phrase begins a party's name.

(3) Omit all prepositional phrases of location that do not follow "City," "County," "Village," "Township," or similar phrases unless (i) the omission would leave only one word as the name of the party or (ii) the location is part of the full name of a business or similar entity.

(4) Include designations of national or larger geographical areas except for (i) in union names and (ii) "of America" after "United States."

(5) Include all geographical designations not included in a preposition.

(6) Omit all geographical designations that follow a comma.

(g) Given names or initials

(1) Omit given names of individuals except (i) in names of business and (ii) when a party's surname is abbreviated.

(2) Include the entire surname if it is multiple words. For Spanish and Portuguese names, cite the surname and all names that follow.

(3) Include given names for languages in which the given name follows the surname.

(h) Business firm definitions

Omit "Inc.," "Ltd.," "L.L.C.," "N.A.," "F.S.B.," and similar terms if the name of a party is a business, the party could not possibly be understood as anything other than a business, and the name of the party already includes "Ass'n," "Bros.," "Co.," "Corp.," "Ins.," "R.R.," or a similar term.

(i) Union and local union names

Cite to union names as given in the reporter except (i) abbreviate names in accordance with Table 6; (ii) include only the smallest unit; (iii) omit all craft or industry designations, except the first full designation; (iv) use widely recognized union abbreviations in accordance with Rule 6.1(b)(2) and Rule 10.2(c); (v) omit allprepositional phrases of locations, including those of national or larger areas.

(j) Commissioner of Internal Revenue

In text, cite only "Commissioner." In citations, cite only "Comm'r."

(k) Common name different from name in reporter

(1) For cases known by a common name other than that in the reporter, the common name must be indicated parenthetically in the same typeface as the reported name.

(2) For cases known by both a common name and the name in the reporter, the common name cannot replace the reported name, but instead must be indicated parenthetically and italicized after the case name and before the reporter in the citation. The common name can then be used as the short citation. The same rule can be used for writs of mandamus that are known as the name of the judge, where the judge's name can be placed parenthetically following the reporter name.

(3) For cases with multiple dispositions, an italicized short name followed by a Roman numeral indicating the disposition number may be placed parenthetically after the case name and before the reporter.

(4) Parenthetical short citations should only be given when the full citation is the primary citation in a footnote. The parenthetical name can then be used in all future citations, even when a full citation would be necessary. The parentheses should never be italicized.

10.3 Reporters and Other Sources

The format for a reporter citation is:

{volume number} {reporter} {first page of decision}

(a) State court

Cite to the relevant regional reporter, if the decision is found there. If the decision is not found in either of these preferred reporters, then:

(1) Cite one of the other sources in the table below.

(2) If unavailable in any of the sources below, cite one of the following, in this order of preference: (i) an unofficial reporter, (ii) a widely used computer database (Rule 18.3), (iii) a service (Rule 19), (iv) a slip opinion (Rule 10.8.(b)), (v) an internet source (Rule 18.2), or (vi) a newspaper (Rule 16.6).

(b) Non–Supreme Court

Use the renamed jurisdictional reporters rather than those named after the editors.

(c) Early Supreme Court

For Supreme Court decisions in and before 1874 (through 90 U.S. (23 Wall.)) and some early state reporters, include both the jurisdictional reporter and the reporter named for the editor, following these rules:

(1) If the pagination of the jurisdictional reporter is the same as that named after the editor, cite as follows: 21 U.S. (8 Wheat.) 1.

(2) If the pagination of the jurisdictional reporter is different than that named after the editor, cite as follows: 23 Mass. 62, 6 Pick. 63.

(d) Early Pennsylvania federal and state courts

For the early Pennsylvania federal and state decisions cited in the U.S. Reports, include both the U.S. Reports and the parallel reporter citation, according to Rule 10.3(c)(2).

(e) Reporter abbreviations

Cite reporters in the order of preference as they are listed in the relevant geographic jurisdiction in Table 1 of *The Bluebook*.

10.4 Court and Jurisdiction

This section discusses U.S. federal and state courts. For foreign courts, see Rule 20.3. A parenthetical should follow every case citation and include the geographical location of the court (abbreviate per Table 10 in Appendix 3 of this manual), the name of the court, and the date or year of the decision.

(a) Federal courts

(1) Supreme Court: Omit the court abbreviation for the U.S. Supreme Court when citing to the *United States Reports* or the *Supreme Court Reporter*. The Court should be abbreviated "U.S." when citing to the *United States Law Weekly*.

(2) Courts of Appeals:

(i) When a Supreme Court Justice sits on a lower court in the capacity of a circuit judge, the parenthetical should be: ({Last Name}, {Circuit Justice}, {court abbreviation} {year}).

(ii) Use only the following abbreviations for the Courts of Appeals: 1st Cir.; 2d Cir.; 3d Cir.; 4th Cir.; 5th Cir.; 6th Cir.; 7th Cir.; 8th Cir.; 9th Cir.; 10th Cir.; 11th Cir.; D.C. Cir.; Fed. Cir.

(iii) When necessary, cite the old circuit courts that were abolished in 1912 (e.g., C.C.S.D.N.Y.; C.C.E.D. Mo.).

(3) District Courts: Cite only to the district, not the division.

(4) Specialty Courts:

(i) Judicial Panel on Multidistrict Litigation: J.P.M.L.

(ii) Foreign Intelligence Surveillance Court: FISA Ct.

(iii) Foreign Intelligence Surveillance Court of Review: FISA Ct. Rev.

(iv) Bankruptcy Court: Bankr. {district court}

(v) Bankruptcy Appellate Panel: B.A.P. {circuit court}

(b) State courts

(1) State Supreme Court: Omit the court name and cite only to the state abbreviation.

(2) Lower state courts: Cite to the abbreviated state name and abbreviated court name.

(3) Omit the state name and/or court name if it is obvious from the name of the reporter.

(4) Omit the department, district, or county of intermediate state court unless particularly relevant, in which case, cite in the following order:

{state} {court} {department/district/county}.

(c) Court abbreviations

For court abbreviations to be used in parentheticals, consult Table 7 in Appendix 3 of this manual.

10.5 Date or Year

(a) Decisions published in reporters

(1) As a default, use the year of the decision.

(2) If the year of decision is unavailable, use the year of the term.

(3) For decisions prior to Volume 108 (1882) of the U.S. Reports, use the Librarian of the Supreme Court's list of dates.

(4) When ambiguous, use the year on the running head of the reporter.

(b) Decisions published in other sources

(1) Use the full date for all cases cited to a looseleaf service, a slip opinion, an electronic database, or a newspaper.

(2) Use only the year for unpublished opinions that appear in the *Federal Appendix* or a state court equivalent.

(c) Pending cases and cases dismissed without opinion

(1) Use the date or year of the most recent major disposition, which only includes the following:

(i) Initial filing:

{court} *filed* / *appeal docketed* / *petition for cert. filed* {date}.

(ii) Oral argument:

{court} *argued* {date}.

(iii) Dismissal (if dismissed without opinion):

{court} *dismissed* {date}.

(2) Omit the above parentheticals only if the information is included elsewhere, such as in the prior and subsequent history, as described in Rule 10.7.

(d) Multiple decisions within a single year

If a case has multiple decisions from the same year listed in the prior or subsequent case history as described in Rule 10.7, only include the year in the last-cited decision, unless any of the decisions cited require a full date rather than just a year, in which case, include the date or year in every citation

10.6 Parenthetical Information Regarding Cases

(a) Order of parentheticals

(1) Generally, parentheticals should be listed in the following order: (i) weight of authority parentheticals; (ii) "quoting" and "citing" parentheticals; (iii) explanatory parentheticals.

(2) If an explanatory parenthetical requires an additional explanation, nest an explanatory parenthetical within the original parenthetical.

(b) Weight of authority

(1) Weight of authority phrases, such as "en banc," "2–1 decision," "mem.," "per curiam," "{name}, J.," and "unpublished table decision" may be included directly after the year. The following rules also apply:

(i) The phrase "mem." should only be used if a disposition does not include an opinion. That is, opinions designated "memorandum opinion" do not receive the parenthetical.

(ii) The phrase "per curiam" is used whenever an opinion is issued by the court rather than a particular judge or Justice.

(iii) Prior to the Marshall Court (Feb. 4, 1801), the Supreme Court issued a set of opinions with one written by each Justice. Always include a parenthetical noting "opinion of {name}, J." when citing to these.

(iv) To cite to a Supreme Court Justice's ruling on stay, bail, and injunction applications "in chambers," include the following parenthetical: "{name}, J., in chambers." Note the following:

(A) Always cite to the U.S. Reports when available. All in-chambers opinions should be available in the U.S. Reports post-1969.

(B) Pre-1969, some in-chambers opinions will be available in the U.S. Reports. If unavailable, cite to Cynthia Rapp's *In Chambers Opinions by the Justices of the Supreme Court of the United States,* using "Rapp" as the reporter abbreviation.

(2) When a case is cited for something other than its holding, indicate that with an appropriate parenthetical, such as "alternative holding," "by implication," "dictum," "{name}, J., dissenting," "{name}, J., concurring," "{name}, J., concurring in the judgment," "plurality opinion," "holding unclear."

(3) Information regarding related authority (Rule 1.6) or prior and subsequent history (Rule 10.7) should be included in an explanatory phrase, not a parenthetical.

(c) Quoting or citing

(1) When a case that is cited as authority itself cites or quotes another authority, include a "citing" or "quoting" parenthetical, applying the same rules for typeface, pincites, and short forms that would be used in a direct citation.

(2) Only include one level of "quoting" or "citing." That is, if the case cites to another case, which includes a quoting parenthetical, only include the first citation, unless the information conveyed is particularly relevant.

10.7 Prior and Subsequent History

(a) General rules

(1) Give a case's entire subsequent history in the full cite, except for:

(i) discretionary appeals like denials of certiorari, unless the discretionary appeals happened two years or more recently.

(ii) any history on remands or denials of rehearing unless particularly relevant.

(iii) any disposition withdrawn by the deciding authority, such as an affirmance followed by a reversal on rehearing.

(2) Only give prior history if relevant for the point being cited or if the disposition being cited does not intelligibly describe the case (e.g., a Supreme Court's "mem." opinion).

(3) Give separate decisions of other issues in a case with their prior and subsequent history only when relevant.

(b) Explanatory phrases

(1) Ordering

(i) Place an italicized explanatory phrase after all parentheticals from the main case citation and before any prior or subsequent history. If the prior or subsequent history happened in the same year as the case cited, follow Rule 10.5(d) on whether to list the date or year.

(ii) If the subsequent history has subsequent history, append an additional italicized explanatory phrase after any parentheticals of the first subsequent history.

(iii) Always place prior history before subsequent history if both are listed.

(2) Dispositions

(i) Give the reason for the disposition if the disposition does not carry normal substantive significance.

(ii) Note cases that have been overruled, abrogated, or superseded by case, statute, or constitution.

(A) Use *overruled by* if the same court or a court with appellate jurisdiction over the original court explicitly repudiates the earlier decision. If multiple cases overrule, include each case and separate each by "*and*."

(B) Use *abrogated by* if the same court effectively but not explicitly repudiates the earlier decision.

(C) Use *superseded by* {*statute/constitutional amendment*} when a statute or amendment repudiates the case. Cite to the session laws and, if possible, the particular section of the statute or amendment that repudiates the case. If a later court recognizes the repudiation, it is up to the author's discretion to include "*as recognized by*" after the statute and before naming the case.

(iii) Multiple dispositions by the same court following a case should be separated by "*and*."

(3) Different names on appeal

(i) When the case name is different in subsequent history, include the phrase "*sub nom.*" after the dispositional phrase, unless:

(A) The change in name is just a reversal of the parties.

(B) The citation in which the name is changed is a denial of certiorari or rehearing.

(C) The case is an appeal of an administrative action, and the name of the private party stays the same.

(D) When the name change is purely stylistic (e.g., "State" to "Illinois").

(ii) When the case name is different in prior history, simply name the case in full after the dispositional phrase.

(4) Options for phrases

The following phrases are acceptable for denoting either prior or subsequent history. Note that the periods used in these phrases are italicized, but any commas used are not italicized.

acq.	*cert. denied,*	*perm. app. denied,*
acq. in result	*cert. dismissed,*	*perm. app. granted,*
aff'd,	*cert. dismissed as improvidently granted,*	*petition for cert. filed,*
aff'd by an equally divided court,	*cert. granted,*	*prob. juris. noted,*

aff'd mem.	*certifying questions to*	*reh'g granted,*
aff'd on other grounds,	*denying cert. to*	*reh'g denied,*
aff'd on reh'g,	*dismissing appeal from*	*rev'd,*
aff'g	*enforced,*	*rev'd on other grounds,*
amended by	*enforcing*	*rev'd per curiam,*
appeal denied,	*invalidated by*	*rev'g*
appeal dismissed,	*mandamus denied,*	*vacated,*
appeal docketed,	*modified,*	*vacating as moot*
appeal filed,	*modifying*	*withdrawn,*
argued,	*nonacq.*	

10.8 Special Citation Forms

(a) Pending and unreported cases

(1) For cases available on electronic media, cite to the case name, docket number (omitting any number preceding a colon and the judge's initials), and database identifier, and include a parenthetical with the court name and the full date. Place a nonbreaking space between "No." and the docket number. Use Westlaw over LEXIS for the database identifier if available on both. Any pincite should be preceded by an asterisk and placed after the database identifier. The template looks as follows:

{Party 1 v. Party 2}, {docket number}, {docket identifier}, at *{pincite} ({court} {date})

Note the following additional rules:

(i) If the name of the database is not obvious from the identifier, include it in a parenthetical after the court and date.

(ii) If a case does not have a unique data base identifier, include a parenthetical with as much relevant information such that the case can be found.

Frankel v. Banco Nacional de Mex., S.A., No. 82 Civ. 6547 (S.D.N.Y. May 31, 1983) (LEXIS, Genfed Library, Dist. File).

Lindquist v. Hart, 1 CA-CV 98-0323 (Ariz. Ct. App. July 15, 1999) (Loislaw, Ariz. Case Law).

(2) If a case is only available as a slip opinion, cite to the case name and the docket number, and include a parenthetical with the court and full date. Additionally, some special rules apply:

(i) Note if the case is renumbered.

United States v. Johnson, 425 F.2d 630 (9th Cir. 1970), *cert. granted*, 403 U.S. 956 (1971) (No. 577, 1970 Term; renumbered No. 70-8, 1971 Term).

(ii) If the date does not refer to the date of the decision, and the significance of the date is not explained elsewhere, indicate the significance in the parenthetical between the court and the date (compare to Rule 10.5(c)).

(iii) For a pincite, format as follows:

{Party 1 v. Party 2}, {docket number}, slip op. at {pincite} ({court} {date}).

(iv) For a pincite when case is not separately paginated, format as follows:

{Party 1 v. Party 2}, {docket number}, slip op. {first page}, {pincite} ({court} {date}).

(v) For slip opinions for bankruptcy opinions, cite both the adversarial and nonadversarial case names as well as both the adversarial and nonadversarial docket numbers.

Brown v. Sachs (*In re* Brown), Ch. 7 Case No. 84-00170-G, Adv. No. 85-1190, slip op. at 5 (E.D. Mich. Jan. 24, 1986).

(3) Cases that are not available on electronic services or in slip opinions, citations may be made to services (Rule 19), periodicals (Rule 16), or the internet (Rule 18.2).

(4) Depublished cases should be noted either (i) in subsequent history by the explanatory phrase *depublished by* and the reported order if available or (ii) a parenthetical noting "depublished" after the court and date parenthetical.

(b) Briefs, court filings, and transcripts

When citing any brief, filing, or transcript, use the following template, with the electronic database identifier optional:

{document name} at {pincite}, {case citation} ({docket number}), {electronic database identifier}, at *{pincite}.

Brief for Petitioner at 24, Scott v. Harris, 550 U.S. 372 (2007) (No. 05-1631), 2006 WL 3693418, at *17.

The following exceptions apply:

(1) If no decision has been rendered on the filing, cite the filing as otherwise described but use the date of filing in the parenthetical.

(2) The PACER docket number may be included if it is necessary for finding the document. It should be listed in place of an electronic database identifier.

(3) For amicus briefs with more than two signatories, "et al." may be used.

(4) Audio recordings of court proceedings may be cited to with the timestamp in place of the pincite and a URL appended if available, pursuant to Rule 18.7.

(c) Court administrative orders

Cite the official reporter, if therein. If there is no reporter available, cite the docket number. Give the title of the order, if any.

Order Discharging the Advisory Comm., 352 U.S. 803 (1956).

10.9 Short Forms for Cases

(a) Footnotes

(1) Short citations may be used if:

(i) The case has been drop cited.

(ii) The case has not been drop cited but has been full cited already in the same part.

Do not abide by the Five Footnote Rule.

(2) A short citation should always be italicized and include only one party's name or a common name if using that name would be unambiguous. Thus, avoid using a geographical, government, or government official name, or any name of a common litigant (e.g., NAACP or ACLU). Use the following template:

{*short name*}, {reporter volume} {reporter} at {pincite}.

(3) If a short cite is to the case generally, use the following template:

{*short name*}, {reporter volume} {reporter} {first page of case}.

(4) For cases cited in an electronic database, use the following rules:

(i) If the database assigns an identifier, use the following template:

{*short name*}, {electronic database identifier}, at *{pincite}.

(ii) If the database does not assign an identifier, use the following template:

{*short name*}, at *{pincite} ({database information}).

(5) For slip opinions, use the following template:

{*short name*}, slip op. at {pincite}.

(6) Short cites may be used in citing/quoting parentheticals.

(b) "*Id.*"

"*Id.*" can be used as a short form when the immediately preceding footnote includes only the case being cited, notwithstanding any quoting or citing phrases, with the following three clarifications:

(1) If the citation is to a different opinion than the previous citation (such as a dissent), use *id.* but include a parenthetical to denote the opinion being cited.

(2) If a parallel citation is required, "*id.*" should be used with a pincite to the first citation, followed by a short citation to the second reporter.

Id. at 465, 233 A.2d at 563.

(3) After the initial citation (including a drop citation) and four consecutive "*id.*" citations, repeat the full or short citation, whichever is appropriate. Note that this rule applies to all sources.

(c) <u>Text</u>

In main text or footnote text, a case that has been cited in full by a drop citation may be referred to by one of the parties' names without further citation.

Rule 11: Constitutions

This section details how to refer to and cite the U.S. Constitution and state constitutions. For the constitutions of other countries, see Rule 20.4.

(a) In general

(1) The general form is as follows, with nonbreaking spaces used between the "art." or "amend." or "§" or "cl." and the number:

{U.S. or STATE ABBREV.} CONST. {pmbl. or art. or amend.} {number of article or amendment}, § {number of section}, cl. {number of clause}.

U.S. CONST. pmbl.

U.S. CONST. art. I, § 9, cl. 8.

U.S. CONST. amend. XXI, § 1.

ILL. CONST. art. X, § 1, cl. 1.

(2) Constitutional provisions do not need years. However, if the constitutional provision has since been repealed or amended, use a parenthetical or cite the repealing provision.

U.S. CONST. amend. XVIII (repealed 1933)

Or: U.S. CONST. amend. XVIII, *repealed by* U.S. CONST. amend. XXI.

U.S. CONST. art. I, § 3, cl. 1 (amended 1913)

Or: U.S. CONST. art. I, § 3, cl. 1, *amended by* U.S. CONST. amend. XVII.

(3) Constitutions that have been entirely superseded or are no longer in effect should be cited with reference to their year of adoption. If the specific provision cited was adopted in a different year than the constitution as a whole, indicate the provision's year of adoption in a parenthetical.

ARTICLES OF CONFEDERATION OF 1781, art. XI.

ARK. CONST. of 1868, art. III, § 2 (1873).

(b) Short citation

(1) Constitutions do not have a short citation form.

(2) Citations to multiple sections within the same article or to multiple amendments within the same constitution can be included in the same citation sentence.

U.S. CONST. art. I, §§ 7, 10.

U.S. CONST. amends. III, IX.

Rule 12: Statutes

12.1 Basic Citation Form

Use the following examples as templates for all federal and state statutes. Refer to Rules 12.2–.10 for more detailed guidance. The first time a statute is referred to in text, a drop citation should be included directly after the statute name, with the citation formatted like a full citation but with the name omitted.

Cite to Current Official Code	42 U.S.C. § 1983. National Environmental Policy Act of 1969 § 102, 42 U.S.C. § 4332. Consumer Credit Code, Okla. Stat. tit. 14A, § 6-203 (1996).
Cite to Current Unofficial Code	12 U.S.C.A. § 1426 (West). Parking Authority Law, 53 PA. STAT. ANN. § 342 (West 2010).
Cite to Official Session Laws	National Environmental Policy Act of 1969, Pub. L. No. 91-190, § 102, 83 Stat. 852, 853 (1970) (prior to 1975 amendment).
Cite to Privately Published Session Laws	Uniform Commercial Code—General Provisions, 2004 Minn. Sess. Law Serv., ch. 162, art. 1, § 16 (West) (to be codified at MINN. STAT. ANN. § 336.1-301). Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act, Pub. L. No. 107-56, 2001 U.S.C.C.A.N. (115 Stat.) 272 (2001).
Cite to Commercial Electronic Database	10 U.S.C.A. § 10173 (West, Westlaw through Pub. L. No. 111-4 (excluding Pub. L. No. 111-3)).
Cite to Secondary Source	Social Security Amendments of 1983, Pub. L. No. 98-21, 51 U.S.L.W. 203 (1983).

12.2 Choosing the Proper Citation Form

(a) U.S. statute currently in force

(1) In general, cite to the name of the statute, if available, and the title and section of the U.S. Code (U.S.C.). If the U.S.C. is unavailable, cite an unofficial code, such as the U.S. Code Annotated (U.S.C.A.) or U.S. Code Service (U.S.C.S.). A nonbreaking space should be used between the section symbol and the number.

Indian Child Welfare Act, 25 U.S.C. §§ 1901–1963.

25 U.S.C. § 1151.

(2) But if citing the Internal Revenue Code, use I.R.C. instead of 26 U.S.C.

(3) If the statute is (i) scattered in various sections of the United States Code, (ii) cited for historical reasons, or (iii) has materially different language in the session laws compared to the U.S. Code, then cite to the session laws. Cite to the name of the statute, the session law, and include a parenthetical of where in the United States Code the law is located. A nonbreaking space should be used between No. and the public law number. An en dash should be used to indicate statute ranges.

Tax Reduction Act of 1975, Pub. L. No. 94-12, 89 Stat. 26 (codified as amended in scattered sections of 26 U.S.C.).

Indian Reorganization Act, Pub. L. No. 73-383, 48 Stat. 984 (codified at 25 U.S.C. §§ 461–479).

(4) Prior history may be given parenthetically in the following formats:

33 U.S.C. § 1232(f) (Supp. I 1983) (amending 33 U.S.C. § 1232 (1982)).

28 U.S.C. § 1652 (originally enacted as Act of June 25, 1948, ch. 646, § 1652, 62 Stat. 869, 944).

28 U.S.C. § 1652 (corresponds to the Judiciary Act of 1789, ch. 20, § 34, 1 Stat. 73, 92).

Clayton Act § 7, 15 U.S.C. § 18 (original version at ch. 323, § 7, 38 Stat. 730, 731–32 (1914)).

(b) U.S. statute no longer in force

(1) Cite to one of the following, in this order of preference: (i) the current official or unofficial code in which they appear, (ii) the last edition of the official or unofficial code in which they appeared, (iii) the session law, or (iv) a secondary source. An indication of invalidity, repeal, or amendment must be included.

(2) Invalidated statutes should be noted through an *invalidated by* clause, followed by what invalidated the statute.

Religious Freedom Restoration Act (RFRA) of 1993, Pub. L. No. 103-141, 1993 U.S.C.C.A.N. (107 Stat.) 1488, *invalidated by* City of Boerne v. Flores, 521 U.S. 507 (1997).

(3) Repealed statutes should be noted by (i) a parenthetical explanation or (ii) a *repealed by* clause if particular note should be made of what repealed the statute.

Law of June 1, 1895, ch. 4322, § 23, 1895 Fla. Laws ch. 3, 20–21 (repealed 1969).

Act of Jan. 24, 1923, ch. 42, 42 Stat. 1174, 1208, *repealed by* Budget and Accounting Procedures Act of 1950, ch. 946, § 301(97), 64 Stat. 832, 844.

(4) Amended statutes should be noted by (i) a parenthetical explanation, (ii) an *amended by* clause if particular note should be made of what amended the statute, or (iii) a parenthetical to the current version of the statute.

Supplemental Appropriation Act of 1955, Pub. L. No. 663, § 1311, 68 Stat. 800, 830 (1954) (amended 1959).

33 U.S.C. § 1232 (1982), *amended by* 33 U.S.C. § 1232(f) (Supp. I 1983).

Clayton Act, ch. 323, § 7, 38 Stat. 730, 731–32 (1914) (current version at 15 U.S.C. § 18).

(c) State statutes

Follow the same formats and preferences as a U.S. statute (both in force and no longer in force), except also include the year in parentheses. The state code should be in large and small caps.

ALASKA STAT. § 04.11.010 (1993).

Law of June 1, 1895, ch. 4322, § 23, 1895 Fla. Laws 3, 20–21 (repealed 1969).

(d) Private law statutes

Cite to the session laws, or a secondary source. The citation should include a year. There should be a nonbreaking space between "No." and the private law number.

Priv. L. No. 94-75, 90 Stat. 2985 (1976).

12.3 Current Official and Unofficial Codes

For federal statutes, the official U.S. Code is preferred. The unofficial U.S. Code Annotated or U.S. Code Service should only be used when the U.S. Code is unavailable.

The official and unofficial codes for states and D.C. can be found in Table 1 of *The Bluebook*.

(a) Additional information

(1) Use the statute's name and original section number only if the statute is commonly cited that way or if the information would otherwise aid in identification. Omit "The" as the first word of a statute's name. Include the year of the statute if it is in the official title. If the statute has both an official name and a popular name, provide the official name followed by the popular name in a parenthetical.

Labor Management Relations (Taft-Hartley) Act § 301(a), 29 U.S.C. § 185(a).

(2) If a code is divided into separately sectioned or paragraphed titles, chapters, or volumes, the title, chapter, or volume number must always be listed. Use the above table to determine how to format these numbers of state codes.

25 U.S.C. § 1151

(3) If a separately sectioned or paragraphed portion of a code is identified by subject matter rather than by a title, volume, or chapter number, use that subject-matter name as part of the code. The above table indicates which codes are subject-matter codes.

CAL. VEH. CODE § 11506 (West 2000).

(4) Include the name of the publisher, editor, or compiler in the parenthetical phrase containing the year of the code, unless a code is published, edited, compiled by, or under the supervision of federal or state officials.

42 U.S.C.A. § 300a-7 (West 2001).

(5) Cite materials in supplements (including pocket parts) according to Rule 3.1.

18 U.S.C. § 510(b) (Supp. I 1983).

12 U.S.C.S. § 1710 (LexisNexis 1993 & Supp. 2004).

(6) If a code contains uncodified laws printed in a separate compilation, cite in the below manner.

N.Y. UNCONSOL. LAW § 751 (McKinney 2000).

(7) If the statute appears in the appendix to a code, then follow these rules:

(i) If the statute is numbered and otherwise printed as if it were part of the code, cite according to Rule 3.4.

50 U.S.C. app. § 5.

(ii) If the statute is not printed as if it were part of the code, cite the session laws and add an explanatory phrase indicating the statute is located in the code's appendix.

Act of Aug. 31, 1970, ch. 842, 1970 Mass. Acts 732, *reprinted in* MASS. GEN. LAWS ANN. ch. 40 app. at 180 (West 1985).

(8) If the statute appears in the notes section of the U.S. Code provision, cite according to Rule 3.4. Information helpful in identifying the specific note should be added in a parenthetical.

12 U.S.C. § 1821 note (Continuation of Health Plan Coverage in Cases of Failed Financial Institutions).

(b) Year of code

(1) When citing a federal code, omit the date.

(2) When citing a state code, include a parenthetical with (i) the year on the spine of the volume, (ii) the year on the title page, or (iii) the latest copyright year, in that order of preference. Use the range of years if applicable. If the volume has a replacement year and an original year, use the replacement year.

(3) When citing a provision that appears in a supplement or pocket part, use (i) the year that appears on the title page of the supplement or pocket part or (ii) the latest copyright year of the supplement or pocket part, in that order of preference. Place the year after the name of the supplement or pocket part. Use the range of years if applicable.

(4) When citing a provision that appears in both a main volume and supplemental or pocket part, include both years pursuant to Rule 12.3(b)(2) and Rule 12.3(b)(3), separated by an ampersand.

(5) If a code is published in looseleaf form, use (i) the year that appears on the page on which the provision is printed or (ii) the year that appears on the first page of the subdivision in which the provision appears, in that order of preference.

(6) Other dates, such as when the act became effective, may be included in parentheticals.

12.4 Session Laws

(a) Name

(1) Always include the public law or chapter number.

(2) Include the name of the statute if available. Omit "The" as the first word of the name. Use either the official name or the common name, whichever is more recognizable.

White-Slave Traffic Act, ch. 395, 36 Stat. 825 (1910) (codified as amended at 18 U.S.C. §§ 2421–2424).

(3) If the name of the statute is not available, use (i) "Act of {date of enactment}" or (ii) "Act of {date of effectiveness}," in that order of preference. Other identifying information may be included in a parenthetical.

Act of Aug. 21, 1974, ch. 85, 1974 N.J. Laws 385 (providing unemployment compensation for jurors).

(b) Volume

(1) Include the volume number (or, if none, the year) of the session laws, followed by the abbreviated name of the session laws in ordinary roman typeface.

1978 Ark. Acts.

1935–1936 Ill. Laws 4th Spec. Sess.

(2) The official federal session laws (*Statutes at Large*) are abbreviated "Stat."

(3) For the official state session laws, consult Table 1 of *The Bluebook*. Always include the abbreviated state name before the session laws, even if not included in the official session laws' name.

(c) Pages and sections

(1) When citing an entire act, give the page the session laws begin.

National Environmental Policy Act of 1969, Pub. L. No. 91-190, 83 Stat. 852 (1970).

(2) When citing a section of an act, give the section or subsection, the page the session laws begin, and the pincite to the page the act is located.

National Environmental Policy Act of 1969, Pub. L. No. 91-190, § 102, 83 Stat. 852, 853–54 (1970).

(d) Session laws amending prior acts

If the session law is divided into primary sections, and these sections, in turn, contain sections of the amended act, then cite the bill's sections by "sec." and the amended act's sections by §.

Labor-Management Relations Act, ch. 120, sec. 101, § 8(a)(3), 61 Stat. 136, 140–41 (1947).

(e) Year or date

(1) Include parenthetically (i) the year in which the statute was passed by the legislature or (ii) the year the statute was effective, in that order of preference.

McCarran-Ferguson Act, ch. 20, 59 Stat. 33 (1945) (codified as amended at 15 U.S.C. §§ 1011–1015).

(2) Omit the year, however, if already included in the name of the statute or session laws.

Securities Act of 1933, ch. 38, 48 Stat. 74 (codified as amended at 15 U.S.C. §§ 77a–77aa).

(f) Codification information

If a statute has been or will ultimately be codified and the code location is known, give that information parenthetically.

Act of July 12, 1985, ch. 223, § 3, 1985 Cal. Legis. Serv. 239, 241 (West) (to be codified at CAL. INS. CODE § 11589.5).

12.5 Electronic Media and Online Sources

(a) Commercial electronic databases

(1) When citing a code from an electronic database, include a parenthetical of the name of the database and the information of the code's currency from the database, in place of a year parenthetical.

18 U.S.C.S. § 1956 (LEXIS through Pub. L. No. 113-108).

(2) Include the name of the publisher, editor, or compiler unless the code is published, edited, or compiled by, or under the supervision of, federal or state officials.

CAL. BUS. & PROF. CODE § 1670 (West, Westlaw through 1995 portion of 1995–1996 Legis. Sess.).

(b) Internet and online sources

When states and municipalities publish their official statutes or ordinances online, the online source may be directly cited. Pursuant to Rule 18.2, cite official copies as if they were the original code and unofficial copies according to the rules for online sources.

12.6 Other Secondary Sources

(a) General rules

(1) When citing a statute to any source other than a code, session laws, or an electronic database, include the name of the act and public law or chapter number as if citing to session laws.

(2) When referring to a particular provision, give the section or subsection number after the public law or chapter number.

(3) If possible, cite federal statutes (particularly those enacted after 1974) to the *United States Code Congressional and Administrative News* (U.S.C.C.A.N.), indicating the volume number (and page number, if known) of the *Statutes at Large* where the statute will appear (note that the page numbers in these two sources often differ).

Act of July 19, 1985, Pub. L. No. 99-68, 1985 U.S.C.C.A.N. (99 Stat.) 166.

(4) When citing an entire act, include the page on which the act begins.

Act of July 9, 1985, Pub. L. No. 99-61, § 110, 1985 U.S.C.C.A.N. (99 Stat.) 113, 115 (to be codified at 31 U.S.C. § 5112).

(5) When citing part of an act, give both the page on which the act begins and the pages on which the cited material appears.

(6) If the statute has been or will ultimately be codified and the code location is known, give that information parenthetically.

(b) Secondary rules

(1) Cite other secondary sources according to (i) Rule 19 or (ii) Rule 16, in that order of preference. Give the date or year appropriate for the cited source. If the name of a statute cited to a service includes the year, and the service was published in that year, the year of the service may be omitted. If the future location of the act in either a code or session laws is known, include that information parenthetically.

Presidential and Executive Office Accountability Act of 1996, Pub. L. No. 104-331, [1 Lab. Rel.] Lab. L. Rep. (CCH) ¶ 660 (1997).

(2) If a recent statute has not yet been published in any source, include only (i) the name of the act; (ii) the public law or chapter number; (iii) the section or subsection number if referring to only part of the statute; (iv) the full date of enactment (or, if none, the date of approval by the executive or effective date); and (v) the future location, if known, in a code or session laws.

Alabama Corporate Income Tax Reform Act, No. 85-515 (May 8, 1985).

12.8 Explanatory Parenthetical Phrases

Explanatory parenthetical phrases are used to show the code location of statutes cited to session laws or secondary sources; to identify useful dates, such as the effective date of a statute; and to indicate the invalidation, repeal, amendment, or prior history of a statute. In addition, explanatory parenthetical phrases may be used to give any other relevant information about a statute. Generally, follow Rule 1.5.

12.9 Special Citation Forms

(a) Internal Revenue Code

(1) As stated above, cite to "I.R.C." instead of "26 U.S.C."

(2) Citations to the Internal Revenue Code as it appears in an unofficial code should include a parenthetical with the publisher's name and the year of the version cited.

(b) Ordinances

(1) Cite ordinances analogously to statutes. Always include the name of the political subdivision (such as a city or county) and the abbreviated state name at the beginning of the citation.

(2) If the ordinance is codified, give the name of the code, the section or other subdivision, and the year of the code. Print the political subdivision, state, and code names in large and small capitals.

FORT WORTH, TEX., REV. ORDINANCES ch. 34, art. I, § 15 (1950).

(3) If the ordinance is uncodified, include its number (or, if none, its name) and a parenthetical with the exact date of adoption. Print the political subdivision, state, and ordinance name in ordinary roman type.

San Jose, Cal., Ordinance 16,043 (Jan. 17, 1972).

(c) Rules of evidence and procedure

(1) Cite the current or uniform rules of evidence or procedure in large and small capitals, without any date, as the following:

Federal Rules of Civil Procedure	FED. R. CIV. P. {rule number}
Federal Rules of Criminal Procedure	FED. R. CRIM. P. {rule number}
Federal Rules of Appellate Procedure	FED. R. APP. P. {rule number}
Circuit Rules	{CIRCUIT NUMBER} CIR. R. {rule number}
Supreme Court Rules	SUP. CT. R. {rule number}
Federal Rules of Evidence	FED. R. EVID. {rule number}
Uniform Rules of Evidence	UNIF. R EVID. {rule number}

(2) If citing a rule no longer in effect, include the most recent official source in which the rule appears and a parenthetical indicating the date of repeal.

(d) Model codes, principles, restatements, standards, sentencing guidelines, and uniform acts

(1) Cite model codes, principles, restatements, standards, sentencing guidelines, uniform acts, and similar materials in large and small capitals, by section, rule, or other relevant subdivision. Abbreviate the names according to Rule 6.1 and the authors according to Rule 15.1. Always indicate if the cited version has been withdrawn or amended.

PRINCIPLES OF THE LAW OF FAMILY DISSOLUTION: ANALYSIS AND RECOMMENDATIONS § 2.07 (AM. L. INST. 2002).

(i) For restatements, give the year in which the principle or restatement was published.

(ii) For model codes, principles, standards, and sentencing guidelines, include the year of the last amendment, even when citing a portion not amended at that time.

(2) When citing to a uniform act itself, and not as the law of a particular state, cite it as a separate code. Indicate the author's name parenthetically. Abbreviate the authors according to Rule 15.1.

U.C.C. § 2-314 (AM. L. INST. & UNIF. LAW COMM'N 1977).

(3) When citing a uniform act to the *Uniform Laws Annotated* (U.L.A.), provide the title of the act, the section number, the year of amendment or repeal (if any), the appropriate volume of the U.L.A., the page number on which the relevant section appears, and the year of publication. Use the year in which the uniform act was last amended, even if the section referred to was not amended at that time. Indicate if a uniform act or section has been withdrawn, superseded, or amended.

UNIF. ADOPTION ACT § 10, 9 U.L.A. 45 (1988).

UNIF. PROBATE CODE § 2-706 (amended 2020), 8 pt. 1 U.L.A. 291 (2013).

(4) When citing to the law of a particular state, cite as a separate code.

OKLA. STAT. tit. 12A, § 2-314 (2004).

(5) If a code, principle, restatement, or set of standards or guidelines is a tentative or proposed draft, indicate that fact parenthetically as it appears on the publication and give the draft number (if available) and the year of the draft. Similarly, when citing a draft of a uniform act, indicate the fact parenthetically and give the date of the draft.

MODEL LAND DEV. CODE § 2-402(2) (AM. L. INST., Proposed Official Draft1975).

ELEC. WILLS ACT (UNIF. L. COMM'N, Draft Jan. 22, 2019).

(6) If a restatement contains a subtitle, retain the subtitle in the citation.

RESTATEMENT (THIRD) OF PROP.: WILLS AND DONATIVE TRANSFERS § 2.1 (AM.L. INST. 1999).

(7) Use the following templates for the Generally Accepted Auditing Standards and Generally Accepted Accounting Principles as follows:

CODIFICATION OF ACCOUNTING STANDARDS & PROCS., Statement on Auditing Standards No. 1, § 150 (AM. INST. OF CERTIFIED PUB. ACCTS. 1972).

RSCH. AND DEV. ARRANGEMENTS, Statement of Fin. Acct. Standards No. 68, § 32 (FIN. ACCT. STANDARDS BD. 1982).

(8) Comments, notes, and other addenda should be cited according to Rule 3.4.

(9) Use the following templates for application notes, background commentary, introductory commentary, and appendices to sentencing guidelines:

U.S. SENT'G GUIDELINES MANUAL § 3D1.4 cmt. n.1 (U.S. SENT'G COMM'N 2004).

U.S. SENT'G GUIDELINES MANUAL § 2D1.2 cmt. background (U.S. SENT'G COMM'N 2004).

U.S. SENT'G GUIDELINES MANUAL ch. 3, pt. D, introductory cmt. (U.S. SENT'G COMM'N 2004).

U.S. SENT'G GUIDELINES MANUAL app. C (U.S. SENT'G COMM'N 2004).

(e) <u>ABA Code of Professional Responsibility and ABA opinions on ethics</u>

(1) Cite the old *Model Code of Professional Responsibility* and the new *Model Rules of Professional Conduct* according to Rule 12.9(d).

(2) Cite ethical considerations and disciplinary rules as follows:

Model Code of Professional Responsibility Ethical Considerations	MODEL CODE OF PRO. RESP. EC {RULE NUMBER} (AM. BAR. ASS'N 1980).

Model Code of Professional Responsibility Disciplinary Rules	MODEL CODE OF PRO. RESP. DR {RULE NUMBER} (AM. BAR. ASS'N 1980).

(3) Cite notes or other commentary according to Rule 3.4.

(4) Cite formal and informal opinions of the Committee on Ethics and Professional Responsibility (or the older Committees on Professional Ethics (1958–1971) and on Professional Ethics and Grievances (1919–1958)) by issuing body, opinion number, and year.

ABA Comm. on Pro. Ethics & Grievances, Formal Op. 35 (1931).

12.10 Short Forms for Statutes

Use either of the following forms, according to the source used in the initial reference. Do not use a cross-reference to the previous full citation, and do not use "*id.*".

(a) Citation to the U.S. Code or to a state code

{title or volume} {code} {subdivision}

42 U.S.C. § 1988.

(b) Citation to an original act

{shortened name of act} {subdivision}, {volume} {source} at {pincite}

National Environmental Policy Act § 201, 83 Stat. at 854.

Rule 13: Legislative Materials

When citing bills and resolutions; committee hearings; reports, documents, and committee prints; or separately bound legislative history include the title (if relevant), the abbreviated name of the house, the number of the Congress, the number assigned to the material, and the year of publication. Do not do this for debates. State legislative materials are cited similarly except when indicated otherwise.

In addition, include parenthetically the session number for House and Senate documents published before the 60th Congress (1907), House Reports published before the 47th Congress (1881), and Senate Reports published before the 40th Congress (1867). For House and Senate materials published after these dates, the session number can be inferred from the year of publication: First sessions always fall in odd-numbered years, while second sessions always fall in even-numbered years. On rare occasions, Congress holds a third session. When citing materials produced during a third session, provide this information parenthetically.

13.1 Basic Citation Form

Use the following examples as templates for all legislative materials. Refer to Rules 13.2–.8 for more detailed guidance.

Federal Bill (unenacted)	Privacy Protection Act of 1998, H.R. 3224, 105th Cong. § 2(a) (1998). H.R. 119, 54th Cong. (1st Sess. 1896).
Federal Resolution (unenacted)	H.R.J. Res. 79, 106th Cong. (1999).
State Bill	H.R. 124, 179th Leg., 1st Spec. Sess. (Pa. 1995).
State Resolution	S.J. Res. 836, 118th Leg., 3d Spec. Sess. (Me. 1999).
Committee Hearing	*Background and History of Impeachment: Hearing Before the Subcomm. on the Constitution of the H. Comm. on the Judiciary*, 105th Cong. 22–23 (1998) (statement of Rep. Hutchinson, Member, H. Comm. on the Judiciary).
Federal Report	H.R. REP. NO. 101-524, at 10 (1990), *reprinted in* 1990 U.S.C.C.A.N. 1448, 1451.
Federal Document	H.R. DOC. NO. 102-399, at 3 (1992).

Committee Print	STAFF OF H. COMM. ON THE JUDICIARY, 93D CONG., CONSTITUTIONAL GROUNDS FOR PRESIDENTIAL IMPEACHMENT 38 (Comm. Print 1974).
Congressional Debate	145 CONG. REC. H1817 (daily ed. Apr. 12, 1999) (statement of Rep. Pease).
Source Reprinted in Separately Bound Legislative History	S. COMM. ON LABOR AND PUB. WELFARE, LABOR-MANAGEMENT REPORTING AND DISCLOSURE ACT OF 1959, S. Rep. No. 86-187, at 4 (1959), *reprinted in* 1959 U.S.C.C.A.N. 2318, 2320, *and in* 1 NLRB, LEGISLATIVE HISTORY OF THE LABOR-MANAGEMENT REPORTING AND DISCLOSURE ACT OF 1959, at 397, 400 (1959).

13.2 Bills and Resolutions

(a) <u>Unenacted federal bills and resolutions</u>

(1) Include the name of the bill (if relevant), the abbreviated name of the house, the number of the bill, the number of the Congress, the section (if any), and a parenthetical with the year of publication.

(2) A parenthetical indicating the date and stage of the bill may be provided in order to distinguish among multiple versions of the same bill in the same Congress.

(3) Subcommittee and committee names may be abbreviated according to other abbreviation tables located throughout this guide.

(4) Use the following abbreviations for resolutions. A nonbreaking space should be used between "Res." and the resolution number.

House Resolution	H.R. Res.
Senate Resolution	S. Res.
House Concurrent Resolution	H.R. Con. Res.
Senate Concurrent Resolution	S. Con. Res.
House Joint Resolution	H.R.J. Res.
Senate Joint Resolution	S.J. Res.
Senate Executive Resolution	S. Exec. Res.

(5) A parallel citation to a published committee hearing, a legislative report, or the *Congressional Record* may also be provided if it would assist the reader in locating the bill.

(b) Enacted federal bills and resolutions

(1) Since enacted bills are statutes, only cite to these when being used for legislative history, in which case they are cited the same as if they were unenacted. Unless otherwise clear in context, include "enacted" parenthetically.

(2) A parallel citation to the *Congressional Record* for simple resolutions or to the *Statutes at Large* for concurrent resolutions may be provided. An "enacted" parenthetical is not necessary when a parallel citation to Stat. is given.

(c) State bills and resolutions

(1) Include the name of the legislative body, the number of the bill or resolution, the number of the legislative body (or, if not numbered, the year of the body), the number or designation of the legislative session, and a parenthetical of the abbreviated state name and the year of enactment (if applicable) or the year of publication.

(2) A parallel citation to state session laws may be provided.

13.3 Hearings

(a) Federal committee hearings

Include, if available, the following: the entire subject matter title as it appears on the cover, the bill number, the subcommittee number, the committee name, the number of Congress, the page number of the particular material being cited, and a parenthetical with the year of publication.

(b) State committee hearings

Follow the same form as federal committee hearings but include the number of the legislative session.

13.4 Reports, Documents, and Committee Prints

(a) Numbered federal reports and documents

(1) Include the name of the house, the number of the Congress connected by a hyphen to the number of the report, the part and/or page number on which material being cited appears, and year of publication. Use large and small caps for the house, abbreviation of report, and abbreviation of number.

(2) Cite conference reports the same way, but add a parenthetical noting "Conf. Rep."

(3) Cite documents the same way, using the following abbreviations:

House Document	H.R. Doc. No.
Senate Document	S. Doc. No.
House Miscellaneous Document	H.R. Misc. Doc. No.

(4) For international agreements to which the United States is a party, use the following abbreviations:

Senate Executive Document	S. EXEC. DOC. NO.
Senate Treaty Document	S. TREATY DOC. NO.

(5) When possible (particularly for documents after 1974), give a parallel citation to the *United States Code Congressional and Administrative News*.

S. REP. NO. 95-797, at 4 (1978), *as reprinted in* 1978 U.S.C.C.A.N. 9260, 9263.

(b) Titles and authors

A title may be included, but if it is, then the author must also be included.

(c) Unnumbered federal documents and committee prints

(1) Cite committee prints and unnumbered documents as authors.

(2) Include the number of Congress as part of the author's name.

(d) Federal legislative agency reports

(1) Cite legislative reports, like those by the Congressional Research Service or the Government Accountability Office, as authors.

(2) Include the report number as part of the title.

(e) Federal legislative journals

Cite congressional journals as follows:

S. JOURNAL, 24th Cong., 2d Sess. 123–24 (1836).

(f) State materials

(1) Include the name of the legislative body, the number of the legislative body connected by a hyphen to the number of the report or document, the number of the legislative session, the part or page number on which the material being cited appears, and a parenthetical with the year of publication. Unless it is clear from the rest of the citation, include the abbreviated state before the year.

(2) A title may be included, but if it is, then the author must also be included.

13.5 Debates

(a) Debates after 1873

(1) Use the permanent edition of *Congressional Record*, unless unavailable, in which case use the daily edition.

(2) If the debate occurred in a different year from its publication in the *Congressional Record*, cite the year in which the debate was published.

(b) Debates through 1873

(1) Use the following models:

1837–1873	CONG. GLOBE, 36th Cong., 1st Sess. 1672 (1860).
1824–1837	10 REG. DEB. 3472 (1834).
1789–1824	38 ANNALS OF CONG. 624 (1822).

(2) For volume one of the *Annals of Congress* include a parenthetical with the name(s) of the editor(s) and year.

13.7 Electronic Media and Online Sources

(a) Commercial electronic databases

Include the electronic database identifier. If the name of the database is not clear from the identifier, include the name in a parenthetical.

(b) Internet and online sources

If a print source is unavailable or an electronic source is designated the official source, cite to the electronic source (with Rule 18's discussion of authentication and preferred document formats in mind) and append the Perma link.

13.8 Short Forms for Legislative Materials

(a) General Rules

Use the table below for main text, footnotes, and short citations. Additionally, use *id.* for legislative materials.

	Full Citation	Main or Footnote Text	Short Citation
Federal Bill (unenacted)	H.R. 3055, 94th Cong. (1976)	House Bill 3055	H.R. 3055
State Resolution	S. Res. 20, 37th Leg., 2d Sess. (Okla. 1979)	Oklahoma Senate Resolution 20	Okla. S. Res. 20
Federal Report	H.R. REP. NO. 92-98 (1971)	House Report 98	H.R. REP. NO. 92-98
Federal Document	H.R. DOC. NO. 94-208 (1975)	House Document 208	H.R. DOC. NO. 94-208

(b) <u>Electronic sources</u>

(1) For electronic databases, use the unique electronic database identifier to form the short citation.

(2) For materials that are only online, use the short citation appropriate for the source. Omit the URL.

13.9 Common Abbreviations

Annals	Annals
Annual	Ann.
Assembly[man, woman, member]	Assemb.
Bill	B.
Committee	Comm.
Concurrent	Con.
Conference	Conf.
Congress[ional]	Cong.
Debate	Deb.
Delegate	Del.
Document[s]	Doc.
Executive	Exec.
Federal	Fed.
House	H.
House of Delegates	H.D.
House of Representatives	H.R.

Joint	J.
Legislat[ion, ive]	Legis.
Legislature	Leg.
Miscellaneous	Misc.
Number	No.
Order	Order
Record	Rec.
Register	Reg.
Regular	Reg.
Report	Rep.
Representative	Rep.
Resolution	Res.
Senate	S.
Senator	Sen.
Service	Serv.
Session	Sess.
Special	Spec.
Subcommittee	Subcomm.

Rule 14: Administrative and Executive Materials

14.1 Basic Citation Form

Federal Regulations Cited to the *Code of Federal Regulations*	FTC Credit Practices Rules, 16 C.F.R. § 444.1 (2019).
Federal Regulations Cited to the *Federal Register*	Importation of Fruits and Vegetables, 60 Fed. Reg. 50,379 (Sept. 29, 1995) (to be codified at 7 C.F.R. pt. 300).
Administrative Adjudication	Reichhold Chems., Inc., 91 F.T.C. 246 (1978).
Arbitration	Charles B. Ortmeyer, 23 Indus. Arb. 272 (1980) (Stern, Arb.).

14.2 Rules, Regulations, and Other Publications

(a) Final rules and regulations

(1) When possible, cite the *Code of Federal Regulations* including the title, section, and a parenthetical with the year of the most recent edition, in the following template:

{C.F.R. title number} C.F.R. § {section number} ({year of edition}).

Additionally, the following rules apply:

(i) Include the name of the rule or regulation only if the rule or regulation is commonly cited that way or the information would otherwise aid in identification.

(ii) Include the name of the issuing body if it would be helpful.

(iii) Certain titles of the *Code of Federal Regulations* have unique citations:

(A) For Title 26, the *Treasury Regulations*, cite as follows:

Treas. Reg. § {section number} ({year}).

(B) For Title 48, the *Federal Acquisition Regulations*, cite as:

FAR {section number} ({year}).

(2) For rules not yet codified in the *Code of Federal Regulations*, cite to the *Federal Register*, including the commonly used name, the volume of the register, the page number on which the regulation begins, a parenthetical listing the full date, and—if available—a parenthetical noting when the regulation will be codified. Note that prohibitively long names may be shortened. Use the following template:

{regulation name}, {volume number} Fed. Reg. {first page}, {pincite} ({date}) (to be codified at {C.F.R. citation}).

(b) Proposed rules, other notices, and comments

(1) Follow the format for Rule 14.2(a)(2) but include "proposed" before the date.

(2) Cite any nonadjudicative administrative notice pursuant to Rule 14.2(a)(2). The name used may be a common name.

(3) If the rules or announcements do not appear in either the *Code of Federal Regulations* or the *Federal Register*, cite a service according to Rule 19, the original form of issuance, or an agency governmental website according to Rule 18.2.

(4) When citing comments, include the name of the commenter and the proposed rule to which the comment pertains, shorten any prohibitively long titles, and include a Perma link archiving the government website.

(c) Regular reports

Cite the same as periodicals in Rule 16, abbreviating the agency and periodical names pursuant to rules throughout this guide.

(d) Other publications

(1) Generally, cite as a congressional document pursuant to Rule 13.4 if issued as such; otherwise cite pursuant to Rule 15.

(2) When citing an opinion letter, cite pursuant to Rule 15 but with ordinary roman type, including the date of publication and the subject matter, if available.

14.3 Administrative Adjudications and Arbitrations

(a) Names

(1) For administrative adjudications, cite the reported name of the first-listed private party or by the official subject-matter title, and omit any procedural phrases. For subject-matter titles that indicate the nature and stage of the adjudicatory proceeding, shorten the title to not include this, and instead include a parenthetical with the date of the current nature or stage preceded by a phrase such as "notice," "initiation," "prelim. neg.," "determination," or something more detailed.

(2) For arbitrations, cite as court cases if adversarial and like administrative adjudications if not. Always include the arbitrator's name in a separate parenthetical after the date.

(b) Which source to cite

(1) Cite the official reporter of the agency if the opinion appears therein.

(2) If the opinion is not in the official reporter, cite the official release or the slip opinion, providing the full date, any helpful publication number, and the number of the case or investigation.

(i) If the opinion will later be published in an official bound volume, provide the volume number. If available, also cite the initial page number.

(ii) When possible, append a parallel citation to (A) an unofficial reporter, (B) service, or (C) other source, in that order of preference.

(3) When only available in a service or electronic database, cite according to Rule 19 or Rule 18.2, respectively.

(c) Issuing agency

If the name of the issuing agency is not obvious from the citation, include the name in the same parenthetical as the date, directly before the date and abbreviated according to the rules throughout this guide.

14.4 Commercial Electronic Databases

Include the electronic database identifier. If the name of the database is not clear from the identifier, include the name in a parenthetical.

14.5 Short Forms for Regulations

(a) General rules

Use the table below for main text, footnotes, and short citations. Additionally, "*id.*" may not be used for the Code of Federal Regulations but may be used for the Federal Register.

	Full Citation	Main or Footnote Text	Short Citation
Code of Federal Regulations	FTC Credit Practices Rule, 16 C.F.R. § 441.1 (2014)	16 C.F.R. § 444.1	16 C.F.R. § 444.1
Federal Register	Importation of Fruits and Vegetables, 60 Fed. Reg. 50,379, 50,381 (Sept. 29 1995) (to be codified at 7 C.F.R. pt. 300)	Importation of Fruits and Vegetables	Importation of Fruits and Vegetables, 60 Fed. Reg. at 50,381

(b) Electronic Sources

Refer to Rule 18.8.

Rule 15: Books, Reports, and Other Nonperiodic Materials

In general, cite to all books, reports, and other nonperiodic materials as follows:

{AUTHOR}, {TITLE} {pincite} ({editor} eds., {edition} {year of publication}).

15.1 Author

On first mention, include the author's full name, including JR., III, etc. following a comma but excluding any titles (e.g., Dr., Prof., etc.).

When citing a single volume of a multivolume work, list only the authors of the volume being cited.

(a) Two authors

List the authors in the order they appear on the title page, separated by an ampersand, unless separated by a specific phrase (such as "with" or "as told by") on the title page, in which case, use that phrase.

(b) More than two authors

(1) For works with two to ten authors, list every author on first mention. Separate the names with commas, except the last name which should be set off by an ampersand.

(2) For works with eleven or more authors, list the first author followed by "ET AL."

(3) Note that this rule does not apply to any other people involved with publication, such as editors and translators. If there are more than two of anyone other than the author, list the first person followed by "et al." Additionally, the use of "et al." is appropriate to use for authors in short citation forms.

(c) Institutional authors

(1) Cite the institution as if the author.

CITY OF NEW HAVEN, RECYCLE NOW NEW HAVEN (1991).

(2) If an individual author is credited on behalf of the institution, list the author first, and then the institution separated by a comma, and only use subdivisions if particularly relevant.

JUDITH A. LHAMON, NAT'L ASS'N FOR LAW PLACEMENT, A FAIR SHAKE: LAWFUL AND EFFECTIVE INTERVIEWING 3 (1987).

(3) When no individual author is credited, list the smallest subdivision first, and then the institution separated by a comma.

STATISTICAL ANALYSIS CTR., STATE CRIME COMM'N, CRIME IN GEORGIA 41 (1980).

(d) Abbreviations

(1) Abbreviate an institutional author only when it would be unambiguous.

(2) "United States" should be abbreviated "U.S." when used as an adjective.

(3) Omit "Inc.," "Ltd.," and similar words if the author already includes "Ass'n," "Bros.," "Co.," "Corp.," or a similar word indicating that the institution is a business.

15.2 Editor or Translator

(a) Basic format

(1) Always give the full name of the editor if available, followed by a comma and "ed."

(2) If a translated work, always give the full name of the translator, followed by a comma and "trans." after the editor.

KARL MARX & FREDERICH ENGELS, THE COMMUNIST MANIFESTO (Joseph Katz ed., Samuel Moore trans., Washington Square Press 1964) (1848).

(b) Institutional editors

If the editor is an institution, substitute the abbreviated name of the institution for an individual editor.

(c) No Named Parties

If a work has no editor, translator, or institutional editor, the abbreviated name of the publisher may be listed instead.

15.3 Title

(a) In general

(1) Cite the title as it appears on the cover page, capitalizing according to Rule 8 for nontranslated works and Rule 20.2 for translated works.

(2) Include a subtitle only when particularly relevant.

(3) Do not abbreviate any words or omit articles.

(b) Multivolume works

(1) When citing a single work in a multivolume work, include only the main title of the volume cited.

(2) If the title ends with a number or something that could make the pages cited confusing, then place a comma followed by the word "at" before the pincite.

J.A.S. GRENVILLE, THE MAJOR INTERNATIONAL TREATIES, 1914–1973, at 114–15 (1974).

15.4 Edition, Publisher, and Date

(a) Editions

(1) In general, always cite the latest edition of the work that supports the point, unless an earlier edition would be particularly relevant or persuasive.

(2) When citing to a work published in only a single edition volume, follow these rules:

(i) Indicate the year in parentheses, preferably using the year of the edition and not printing.

(ii) If the printing differs in a relevant respect, list the printing designation (e.g., 1st, 2d, etc.), followed by "prtg." and the year.

(iii) Include the parenthetical with the year even if the title also includes the year.

(3) When citing to a work published in multiple editions, indicate the edition designation and year, using the publisher's terminology and the publishing abbreviations listed below.

abridge[d, ment]	abr.
annotated	ann.
anonymous	anon.
circa	c.
compil[ation, ed]	comp.
copyright	copy.
draft	drft.
edit[ion, or]	ed.
manuscript	ms.
mimeograph	mimeo.
new series	n.s.
no date	n.d.
no place	n.p.
no publisher	n. pub.
offprint	offprt.

old series	o.s.
permanent	perm.
photoduplicated reprint	photo. reprt.
printing	prtg.
replacement	repl.
reprint	reprt.
revis[ed, ion]	rev.
special	spec.
temporary	temp.
tentative	tent.
translat[ion, or]	trans.
unabridged	unabr.
volume	vol.

(4) When citing to a work published by someone other than the original publisher, indicate (if applicable) the editor, translator, publisher, edition cited if not the first, and date of publication, in that order. Unless the work is updated regularly, indicate the original date of publication in a second parenthetical.

CHARLES DICKENS, BLEAK HOUSE 49–55 (Norman Page ed., Penguin Books 1971) (1853).

(b) Pre-1900 works

(1) Cite to a scholarly modern edition pursuant to Rule 15.4(a).

(2) If no scholarly modern edition is available, cite to the first edition if possible, including a parenthetical indicating the place of publication and publisher, separated by a comma.

1 JAMES FITZJAMES STEPHEN, A HISTORY OF THE CRIMINAL LAW OF ENGLAND 156–57 (London, MacMillan & Co. 1883).

(i) If the place of publication is unavailable, replace it with "n.p."

(ii) If the date of publication is unavailable, replace it with "n.d."

(c) Supplements

Cite pocket parts and bound supplements pursuant to Rule 3.1.

15.5 Shorter Works in Collection

(a) Essays and articles

(1) When citing a single piece within a collection of works by various authors, use the following template:

> {author}, {*shorter work*}, *in* {volume number} {LONGER WORK} {1st page of shorter work}, {pincite} ({editor et al.} ed. {year}).

(2) When citing a single piece within a collection of works by the same author, follow the same template as 15.5(a)(1), but use large and small capitals for the author:

> {AUTHOR}, {*shorter work*}, *in* {volume number} {LONGER WORK} {1st page of shorter work}, {pincite} ({editor et al.} ed. {year}).

(b) Letters, speeches, manuscripts, diaries, debates, newspaper articles, tracts, and other materials

(1) For documents already published, cite the piece as best as possible followed by *reprinted in* with the citation to the volume being reference.

> MARQUIS DE CONDORCET, ESSAY ON THE APPLICATION OF MATHEMATICS TO THE THEORY OF DECISION-MAKING (1785), *reprinted in* CONDORCET: SELECTED WRITINGS 33, 48–49 (Keith M. Baker ed., 1976).

(2) For documents never published, follow Rule 15.5(a)(1), with a parenthetical of the date of the particular document if available included at the end.

> Letter from Virginia Woolf to Vita Sackville-West (Dec. 22, 1925), *in* 3 THE LETTERS OF VIRGINIA WOOLF, 1923–1928, 223, 224 (Nigel Nicolson & Joanne Trautmann eds., 1st Am. ed. 1978) (1977).

15.6 Prefaces, Forewords, Introductions, and Epilogues

(a) Written by author

When the preface, foreword, introduction, or epilogue is written by the same author as the rest of the book, cite the book normally. If the pincite might be confused with the title of the book, follow the title with a comma and "at."

> JOHN HART ELY, DEMOCRACY AND DISTRUST, at vii (1980).

(b) Written by someone else

When the preface, foreword, introduction, or epilogue is written by someone else, use thefollowing template:

> {preface author}, *Preface* to {AUTHOR}, {TITLE}, at {pincite} ({editor et al.} {year}) ({year of preface}).
>
> Henry M. Hart & Herbert Wechsler, *Preface to the First Edition* of PAUL M. BATOR, DANIEL J. MELTZER, PAUL J. MISHKIN & DAVID L. SHAPIRO, HART AND WECHSLER'S THE FEDERAL COURTS AND THE FEDERAL SYSTEM, at xxvii, xxx (3d ed. 1988).

15.7 Serial Number

(a) Series issued by author

When citing a work in which the series number is issued by the author, include the serial number as part of the title.

> WOMEN'S BUREAU, U.S. DEP'T OF LAB., LEAFLET NO. 55, A WORKING WOMAN'S GUIDE TO HER JOB RIGHTS 4 (1978).

(b) Series issued by one other than author

When citing a work in which the series number is issued by the someone other than the author, indicate the issuer and the series number in the parenthetical before the date and separated from the date by a comma.

> Anne C. Vladeck, *Counseling a Plaintiff During Litigation*, *in* EMPLOYMENT LITIGATION 1990, at 77, 80–82 (PLI Litig. & Admin. Prac., Course Handbook Ser. No. 386, 1990).

15.8 Special Citation Forms

(a) Frequently cited works

The following works require special citation styles:

(1) *Noscitur a sociis*, BALLENTINE'S LAW DICTIONARY (3d ed. 1969).

(2) *Good-Faith Bargaining*, BLACK'S LAW DICTIONARY (9th ed. 2009).

(3) 88 C.J.S. *Trial* § 192 (1955).

(4) 17 AM. JUR. 2D *Contracts* § 74 (1964).

(b) Other named works

(1) For the *Federalist* papers, use the following rules:

(i) When citing to an entire paper, include a parenthetical with the author's full name and do not indicate an edition. If citing multiple papers, group by author.

THE FEDERALIST NO. 78 (Alexander Hamilton)

THE FEDERALIST NOS. 23, 78 (Alexander Hamilton), NOS. 10, 51 (James Madison)

(ii) When citing to a particular page of a *Federalist* paper, list the usual publication information.

THE FEDERALIST NO. 5, at 53 (John Jay) (Clinton Rossiter ed., 1961).

(2) When citing the *Manual for Complex Litigation*, use the following rules:

(i) When citing to an edition prepared by the Federal Judicial Center, use the following:

MANUAL FOR COMPLEX LITIGATION (Third) § 33.2 (1995).

MANUAL FOR COMPLEX LITIGATION § 2.10 (5th ed. 1982).

(ii) When citing an edition not prepared by the Federal Judicial Center, identify the source and publication date of the edition.

MANUAL FOR COMPLEX LITIGATION § 4.52 (1982) (*supplement* to CHARLES ALAN WRIGHT & ARTHUR R. MILLER, FEDERAL PRACTICE AND PROCEDURE (1969–1985)).

(3) When citing to the Bible, use the following template, in which the version is optional:

{*book*} {chapter}:{verse} ({version}).

(4) When citing to Shakespeare, cite the act, scene, and line, as follows:

WILLIAM SHAKESPEARE, {PLAY} act. {number}, sc. {number}, l. {number}.

(5) When citing to *The Bluebook*, use the two following examples:

THE BLUEBOOK: A UNIFORM SYSTEM OF CITATION R. 15.8(c)(v), at 154 (Columbia L. Rev. Ass'n et al. eds., 21st ed. 2020).

THE BLUEBOOK: A UNIFORM SYSTEM OF CITATION 293 tbl.T.10 (Columbia L. Rev. Ass'n et al. eds., 16th ed. 9th prtg. 1999).

15.9 Electronic Media and Online Sources

(a) Commercial electronic databases

Cite according to Rule 15 generally, but also include the electronic database identifier or, if no identifier is available, just a citation to the database.

ABBEY G. HAIRSTON, LEAVE AND DISABILITY COORDINATION HANDBOOK ¶ 110 (2009), Westlaw LDCHBK.

(b) Internet and online sources

Do not treat books found online as interchangeable with hard copies unless the online source is an exact copy. Cite online books pursuant to Rule 18.2.

(c) Electronic books

Do not treat electronic books (ebooks) as interchangeable with hard copies and only cite ebooks if it is the only method of obtaining the book. Place a parenthetical stating "ebook" after the date. If the ebook uses location numbers instead of page numbers, place "loc." and a nonbreaking space before the pincite.

> RONALD COLLINS & DAVID SKOVER, WHEN MONEY SPEAKS loc. 2992 (2014) (ebook).

15.10 Short Citation Forms

(a) In general

After a book is fully cited once, use *id.* or *supra*, pursuant to Rule 4.

(b) Short citations for works in collection

(1) Use *id.* if citing to the same shorter work in the collection but not if citing to a different shorter work in the collection.

(2) Use *supra* to refer to the collection but use the title of the collection rather than the author, no matter if the collection has one or multiple authors.

(3) Use *supra* to refer to the shorter work and use the author's last name or, if there is no author, the title of the shorter work.

(c) Online materials

Cite according to normal rules appropriate to the source.

Rule 16: Periodic Materials

16.1 Basic Citation Forms

Articles in consecutively paginated journals (works paginated by *volume*)—like law reviews—should be cited as follows:

> {author}, {*title*}, {volume number} {PERIODICAL} {1st page}, {pincite} ({date}) ({parenthetical(s)}).
>
> Genevieve Lakier, *The First Amendment's Real* Lochner *Problem*, 87 U. CHI. L. REV. 1241, 1271 (2020) (quotation marks omitted).

Articles in nonconsecutively paginated journals (works paginated by *issue*)—and in magazines, newspapers, and any other publication where there are no volume numbers and the first page of every issue is 1—should be cited as follows:

> {author}, {*title*}, {PUBLICATION}, {month} {date}, {year}, at {1st page}, {pincite}.
>
> Albert Gore, Jr., *Stability*, NEW REPUBLIC, Nov. 17, 1986, at 19, 20.

Refer to Rules 16.6–.8 for various special forms; otherwise, use the forms given here for full citations. Use the forms in Rule 16.9 for short citations.

Capitalize the title of a periodical according to Rule 8(a); abbreviate the name of a periodical according to Table 6 and Table 10 in Appendix 3 of this manual as well as Table 13 of *The Bluebook*.

16.2 Author

Follow Rule 15.1 (Book Authors), but print in ordinary roman type, not small caps.

16.3 Title

Never shorten a periodical title or abbreviate words on first reference. Capitalize according to Rule 8. Use italics.

When words in a periodical title would be italicized in the main text under Rule 2.2, use "double italics"—that is, do not italicize that part of the title.

16.4 Consecutively Paginated Journals

Refer to the model form in Rule 16.1.

When there is no volume number, use the year of publication as the volume number. The date parenthetical may be omitted.

> Cass R. Sunstein, *Minimalism at War*, 2004 SUP. CT. REV. 47, 51.

16.5 Nonconsecutively Paginated Journals and Magazines

Refer to the model form in Rule 16.1.

If no date is available, provide the issue number (the abbreviation "no." followed by a nonbreaking space and the number) in its place and, if available, the year and month of copyright.

> Charles E. Mueller, *The American Who Wants to Give Away His Country but Doesn't Know That's What He's Voting for*, 34 ANTITRUST L. & ECON. REV., no. 1, 2008, at 1, 7.

16.6 Newspapers

Cite as a nonconsecutively paginated periodical, but (1) designate appropriate works as "Editorial," "Opinion," or "Letter to the Editor" just after the author's name; and (2) give only the first page of the piece—no pincite is necessary.

> William J. Clinton, Opinion, *AIDS Is Not a Death Sentence*, N.Y. TIMES, Dec. 1, 2002, at 9.

If the place of publication is not obvious (for example, when citing the "*Times*"), include it in roman type in a parenthetical following the name of the publication.

> *Trial Judge Will Not Give Enquiry Evidence*, TIMES (London), June 13, 1990, at 3.

Online newspapers should be cited as online sources. Refer to Rule 18.2.

16.7 Special Citation Forms

16.7.1 Student-written law review materials

Cite normally as a consecutively paginated periodical, except that the author's name should be followed by the designation used in the journal, such as "Book Note," "Note," or "Comment." Omit the author if the work is unsigned.

> Simon de Carvalho, Comment, *Does the Tax Code Believe Women?: Reexamining 26 U.S.C. § 104(a)(2) in the #MeToo Era*, 87 U. CHI. L. REV. 1345, 1346 (2016).

16.7.2 Non-student-written book reviews

Cite normally as a consecutively paginated periodical. Include either a "(book review)" parenthetical after the date parenthetical or, if relevant, a "(reviewing . . .)" parenthetical that cites the work reviewed.

> Mary I. Coombs, *Lowering One's Cites: A (Sort of) Review of* The University of Chicago Manual of Legal Citation, 76 VA. L. REV. 1099, 1103 (1990) (book review).

An untitled non-student-written book review should be titled: Book Review.

16.7.3 Symposia and colloquia

To cite an entire symposium or colloquium, include the relevant descriptor in roman type before the title (unless the title makes it clear), and cite only the first page.

> Symposium, *Changing Images of the State*, 107 HARV. L. REV. 1179 (1994).
>
> *The Brennan Center Symposium on Constitutional Law*, 87 CALIF. L. REV. 1059 (1999).

Cite articles within a symposium or colloquium normally.

16.7.4 Commentaries and other special designations

Special article designations should appear in roman type just after the author's name.

16.7.5 Multipart articles

Cite multipart articles with the parenthetical "(pt(s). xx–yy)" after the article's title.

Give the volume, periodical, pincite, and date citations for all parts cited. When citing only some parts, only give the volume, periodical, pincite, and date citations for those parts.

> Harlan F. Stone, *The Equitable Rights and Liabilities of Strangers to a Contract* (pts. 1 & 2), 18 COLUM. L. REV. 291 (1918), 19 COLUM. L. REV. 177 (1919).

16.7.6 Annotations

Cite normally as a consecutively paginated periodical, except that the author's name should be followed by the special designation "Annotation" offset by commas, under Rule 16.7.4.

16.7.7 Newsletters and other noncommercially distributed periodicals

Cite normally as a nonconsecutively paginated periodical, except that the name of the publication should be followed by a parenthetical indicating (1) the issuing organization and (2) its location.

> *Recent Grants*, FCD UPDATE (Found. for Child Dev., New York, N.Y.), Dec. 1990, at 1, 7.

Abbreviate the issuing institution under Rule 15.1(d) (Institutional Authors).

16.8 Electronic Media and Online Sources

Periodical materials within commercial electronic databases should be cited normally according to the forms provided in Rule 16.1. Provide, additionally, a citation to the relevant database.

> T.R. Fehrenbach, *TV's Alamo Tale Fairly Accurate*, SAN ANTONIO EXPRESS-NEWS, Mar. 17, 1996, at A1, 1996 WL 2824823.

As in Rule 18, cite only to the print version if accessible. A periodical that is *only* available online may be cited according to Rule 18.2.

16.9 Short Citation Forms

Short-form citations may be cited according to Rule 4.2 (using "*supra*"), and should take the following form:

> {author's last name}, *supra* note {#}, at {pincite}.
>
> Lakier, *supra* note 1, at 1271.

Substitute the title or designation of the piece when author is unavailable.

The use of "*id.*" is acceptable with periodical articles.

Rule 17: Unpublished and Forthcoming Sources

17.1 Basic Citation Form

Unpublished manuscripts, dissertations, working papers, and other such academic works should be cited in the following fashion:

> {author}, {title} {pincite} ({date}) ({descriptive parenthetical(s)}).
>
> Robert E. Hall, The Inkjet Aftermarket: An Economic Analysis 23 (1997) (unpublished manuscript) (on file with author).

Unpublished correspondence (print or digital) should be cited in the following fashion:

> {descriptive title} ({date}) ({descriptive parenthetical(s)}).
>
> Letter from Max J. Kober, Bluebook Managing Ed., U. Chi. L. Rev., to Sean Frazzette, Bluebook Managing Ed., U. Chi. L. Rev. (Aug. 9, 2020) (on file with author).

Refer to Rule 17.3 for citing forthcoming publications, which are cited analogously to other authorities (with slight modifications). Refer to Rule 17.6 for short forms.

17.2 Unpublished Materials

Cite unpublished academic works normally using the form in Rule 17.1. The date should be as specific as possible—if the day is available, cite it.

Append descriptive parentheticals detailing (1) the type of unpublished work and (2) the location of the work.

> Yair Listokin, What Do Corporate Default Rules and Menus Do? An Empirical Examination 13–16 (May 2005) (Yale L. Sch. working paper) (on file with author).

Correspondence should be cited according to the form in Rule 17.1, using a more descriptive title that both (1) identifies the nature of the document and (2) identifies the writer and addressee as specifically as possible. Abbreviate title and institutional affiliation according to Table 6.

> Memorandum from the Ad Hoc Comm. on Women & Clerkships to the Faculty of Yale Law Sch. 14 (Feb. 13, 1991) (on file with author).

Unpublished speeches and addresses should be cited as follows:

> {speaker}, {title and institutional affiliation}, {title of speech or address} ({date}).
>
> Bradley Smith, Chairman, Fed. Election Comm'n, Keynote Address at the University of Pennsylvania Law Review Symposium: The Law of Democracy (Feb. 6, 2004).

17.3 Forthcoming Publications

Cite a forthcoming work using the form that would be used were the work published. For example, an unpublished student comment would be cited as if it were a student-written work in a periodical under Rule 16.7.1.

However, (1) do not include a pincite, (2) add the designation "forthcoming" to the date parenthetical, and (3) add the month to the date of publication, if available.

> William Baude & Stephen E. Sachs, *The Misunderstood Eleventh Amendment*, 169 U. PA. L. REV. (forthcoming 2021).

If a pincite is necessary, include it in a parenthetical and append an additional parenthetical with the location of the document.

> Frederic M. Bloom, *Information Lost & Found*, 100 CALIF. L. REV. (forthcoming 2011) (manuscript at 34 n.213) (on file with author).

17.4 Working Papers

Cite an unpublished work that has been officially designated as a working paper by appending a parenthetical with (1) the sponsoring organization (abbreviated under Rule 15.1(d)), (2) the working paper designation and number, and (3) the year.

> Alan J. Auerbach & Laurence J. Kotlikoff, *National Savings, Economic Welfare, and the Structure of Taxation* 24–33 (Nat'l Bureau of Econ. Rsch., Working Paper No. 729, 1981).

Unofficial or unnumbered working papers are cited under Rule 17.2.

17.5 Electronic Media and Online Sources

Unpublished and forthcoming sources within commercial electronic databases should be cited normally according to the forms provided in Rule 17.1. Provide, additionally, a citation to the relevant database.

> Barbara G. Ryder, Incremental Data Flow Analysis Based on a Unified Model of Elimination Algorithms (Aug. 15, 1982) (Ph.D. dissertation, Rutgers University), 23 PQDT 5467.

When citing to a source that is *only* available online, refer to Rule 18.2.

17.6 Short Citation Forms

Short-form citations may be cited according to Rule 4.2 (using "*supra*"), and should take the following form:

> {author's last name}, *supra* note {#}, at {pincite}.
>
> Bloom, *supra* note 10 (manuscript at 34 n.213).

Substitute the name of the source when there is no author name.

> Letter from Max Kober to Sean Frazzette, *supra* note 2, at 1.

The use of "*id.*" is acceptable with unpublished and forthcoming sources.

Rule 18: The Internet, Electronic Media, and Other Nonprint Resources

18.1 Basic Citation Forms

Internet sources should be cited with caution and only if (1) a paper source is not available or (2) the digital copy is an exact copy of the paper source.

To preserve cited internet sources, use the archiving service Perma.cc. When the rules request a URL, archive the site and insert the Perma link instead. Do not append the Perma link in brackets.

Refer to Rule 18.2 for internet sources. Anything that is sufficiently reliable should be cited according to another rule. Refer to Rules 18.6–.8 for Films and Videos, Audio Recordings, and Photographs and Illustrations, respectively. For citations to Electronic Storage Media and Microform, consult Rule 18.4 and Rule 18.5 of *The Bluebook*.

Rule 18.9 describes the relevant short forms.

18.2 The Internet

(a) Citing without the URL

Internet sources that are authenticated, official, or exact copies of the paper source can be cited as if to the print version—i.e., without the URL and according to another rule. The clearest example is an online PDF of a case from an official reporter, which should be cited as normal under Rule 10.

Such sources include official state legal codes hosted online, exact and unaltered copies of print sources (PDFs), and commercial electronic databases (like Westlaw).

> OFFICE OF MGMT. & BUDGET, A NEW ERA OF RESPONSIBILITY: RENEWING AMERICA'S PROMISE (2009).
>
> United States v. Grigg, 498 F.3d 1070, 1072–73 (9th Cir. 2007).

(b) Citing with the URL

(1) Generally

Other internet sources, such as online-only documents, webpages, social media posts, or documents whose print copies are practically unavailable should be cited using the following format:

> {author}, {*title*}, {WEBSITE} {page #} ({month} {day}, {year}), {Perma}.
>
> Daniel P. Tokaji, *Voter Registration in a Pandemic*, UCLR ONLINE (June 26, 2020), https://perma.cc/8TYP-6S4C.

If the webpage provides no date associated with the citation, include a "last updated" parenthetical after the URL, if available. Do not include a time of day or a"last visited" parenthetical.

If a Perma archive link is unavailable or nonfunctioning, only then include the live URL.

Omit any title for social media posts where no title is evident.

> Donald J. Trump (@realDonaldTrump), TWITTER (June 30, 2020), https://twitter.com/realDonaldTrump/status/1277977452187275266.

(2) Pincites

Use only the original print pagination, if available; otherwise, do not pincite.

18.3 Commercial Electronic Databases

Westlaw, LEXIS, Bloomberg Law, and any other trustworthy private databases requiring a subscription are commercial electronic databases. Cite the authorities in them normally, according to the table below.

Cases	Rule 10.8
Constitutions	Rule 11
Statutes	Rule 12.5
Legislative Materials	Rule 13.7
Regulations	Rule 14.4
Books, Reports, and Other Nonperiodic Materials	Rule 15.9
Periodical Materials	Rule 16.8

18.6 Films, Broadcasts, and Noncommercial Video Materials

Cite a film as follows:

> {TITLE} ({producer} {year}).
>
> LEGALLY BLONDE 2: RED, WHITE & BLONDE (M.G.M. 2003).

Cite a television broadcast as follows:

> {*show title: episode title*} ({producer OR broadcaster} {month} {day}, {year}).
>
> *Lost: Tabula Rasa* (ABC Oct. 6, 2004).

Cite noncommercial videos (like instruction videos or home videos) as follows:

> {medium}: {title} ({creator} {year}) ({location of material}).
>
> DVD: University of Shrek-ago (Law School Musical 2020) (on file with author).

Do not pincite to these materials.

18.7 Audio Recordings

Cite commercial recordings as follows:

> {ARTIST}, {*song title*}, *on* {ALBUM TITLE} ({recording company} {year}).
>
> TWO DOOR CINEMA CLUB, *I Can Talk*, *on* TOURIST HISTORY (Kitsuné 2010).
>
> JAMES TAYLOR, SWEET BABY JAMES (Warner Bros. 1970).

Cite noncommercially available recordings like noncommercial videos.

Cite podcasts and online recordings according to Rule 18.2.

18.8 Photographs and Illustrations

Cite photographs and illustrations as follows:

> {artist}, Photograph/Illustration of {descriptive title}.

Append a related-authority clause under Rule 1.6, where relevant, to indicate that the photograph or illustration appears "*in*" a cited work.

18.9 Short Citation Forms

Short-form citations for internet authorities cited without the URL should be formulated according to the corresponding rule for the print source.

Short-form citations for internet authorities cited with the URL may be cited according to Rule 4.2 (using "*supra*"), and should take the following form:

> {author's last name}, *supra* note {#}, at {pincite}.
>
> Tokaji, *supra* note 3.

If no pagination is available, do not pincite. Substitute the name of the source when the author name is unavailable.

The use of "*id.*" is acceptable with internet and other electronic sources.

Rule 19: Services

A service is an unofficial compilation that publishes cases or other authorities. The service takes the place of the reporter in a citation formatted according to another rule. For example, a citation to a service might take the place of the official reporter in a case citation under Rule 10, when the case is unpublished.

> SEC v. Tex. Int'l Airlines, 29 Fed. R. Serv. 2d (West) 408 (D.D.C. 1979).

19.1 Citation Form for Services

Cite services as follows:

> {volume number} {PERIODICAL} ({publisher}) {1st page}, {pincite} ({date})
>
> 74 A.F.T.R.2d (RIA) 354 (6th Cir. 1994).

Abbreviate the publisher according to the nonexhaustive list in Table 15 of *The Bluebook*, or using the publisher's capitalized initials with no periods. Consult Table 15 for additional examples and instructions.

> Research Institute of America
>
> Becomes: RIA

Otherwise, formulate citations to services according to the closest analogous rule—Rule 10 for cases, Rule 16 for periodicals, etc.

> Kovacs v. Comm'r, 74 A.F.T.R.2d (RIA) 354 (6th Cir. 1994).

19.2 Short Citation Forms

Provide short-form citations for services according to the closest analogous rule. So, for example, a service cited within a case citation should not be short cited using "*supra*," but a service cited within a periodical may be short cited using "*supra*."

Rule 20: Foreign Materials

Rules 20.1–.2 apply to *all* citations of foreign materials. Rules 20.3–.6 detail general rules for foreign materials by authority. Rule 20.7 explains short forms. Refer to Table 2 of *The Bluebook* for the specific rules on citing foreign materials by jurisdiction.

20.1 Jurisdiction

Provide a jurisdictional parenthetical after any foreign citation using the abbreviations in Table 10, unless the jurisdiction is clear from context.

> Canada Act, 1982, c.11 (U.K.), *reprinted in* R.S.C. 1985, app. II, no 4 (Can.).

20.2 Non-English-Language Documents

This rule does not apply to translated works.

Cite the English-language name or title of a foreign document only if it is at least as authoritative as the most official version of the document. Otherwise, provide the name of the document in its original language, capitalized normally under Rule 8. Do not append a translation in brackets unless absolutely necessary for clarity.

Abbreviate foreign-language titles according to Table 2 of *The Bluebook*.

For languages with nonroman type, like Chinese or Russian, transliterate foreign words using an established, uniform system of transliteration, but append the original text in a parenthetical.

> WANG TAISHENG (王泰升), TAIWAN FALÜ DE DUANLIE YU LIANXU (台灣法律的斷裂與連續) (2002).

If the name of an authority is unwieldy, it may be abbreviated in brackets on first use.

> Bundesgerichtshof [BGH] Apr. 7, 2003, 154 Entscheidungen des Bundesgerichtshofes in Zivilsachen [BGHZ] 53 (126) (Ger.).

20.3 Cases

Cite foreign cases normally under Rule 10—consulting Rules 20.1–.2 as appropriate, and Table 2 of *The Bluebook* for citation conventions by jurisdiction—with the following modifications.

Indicate the court in a parenthetical following the citation only if unclear from the context. The highest court in a jurisdiction is abbreviated using the jurisdiction's name.

> The King v. Lockwood (1782), 99 Eng. Rep. 379 (K.B.).
>
> Chase v. Campbell, [1962] S.C.R. 425 (Can.).

20.4 Constitutions

Cite foreign constitutions normally under Rule 11. The name of the constitution may be either (1) in its original language, in which case "[Constitution]" should be appended to the title; or (2) in English, using the T2 abbreviation, followed by "CONST."

> BUNREACHT NA HÉIREANN [Constitution] amend. XXXVI.
>
> IRELAND CONST. amend. XXXVI.

20.5 Statutes

Cite foreign statutes normally under Rule 12 (while following Rules 20.1–.2) if the jurisdiction's statutes are codified or compiled similarly to U.S. laws.

Otherwise, cite according to Table 2 of *The Bluebook*. Cite foreign common-law statutes not appearing in a codification or compilation like statutes of the United Kingdom.

> Emergency Powers Act, 1976 (Act No. 3/1976) (Ir.).

20.6 Non-English-Language and Foreign Periodicals

Cite foreign periodicals normally according to their relevant forms in Rule 16, while following Rules 20.1–.2.

20.7 Short Citation Forms

Foreign materials should be short cited according to the most analogous rule. So, for example, foreign cases and periodicals may be short cited using "*id.*," but foreign constitutions and statutes may not.

Rule 21: International Materials

21.1 Basic Citation Forms

This rule covers treaties, cases in international law, materials relating to international organization, and analogous authorities. Refer to the specific rule for each type of authority for the basic full-citation form. Rule 21.17 discusses short forms.

21.2 Non-English-Language Documents

Consult Rule 20.2.

21.3 Jurisdiction Not Evident from Context

Where the jurisdiction is not evident from context, cite the jurisdiction as in Rule 20.1 (Jurisdiction).

21.4 Treaties and Other International Agreements

Cite bilateral treaties and analogous authorities as follows:

> {name of agreement} {subdivision cited}, {1st party}–{2d party}, {day} {month}, {year}, {U.S. citation}.
>
> Convention for the Avoidance of Double Taxation and the Prevention of Fiscal Evasion with Respect to Taxes on Estates, Inheritances, and Gifts, Fr.–U.S., Nov. 24, 1978, 32 U.S.T. 1935.

Cite multilateral treaties and analogous authorities as follows:

> {name of agreement} {subdivision cited}, {day} {month}, {year}, {U.S. citation}.
>
> North Atlantic Treaty art. 5, Apr. 4, 1949, 63 Stat. 2241.

The U.S. citation should be one of the following sources (listed in descending order of preference): U.S.T. or Stat.; T.I.A.S. (or T.S./E.A.S.); U.N.T.S.; Senate Treaty/Executive Documents; the Department of State Dispatch; Department of State Press Releases. Agreements to which the United States is not a party need no U.S. citation; instead, include an appropriate international citation.

Abbreviate bilateral parties according to Table 10 in Appendix 3 of this manual. List parties in alphabetical order.

The date should be the signing date. If the treaty was not signed on a single date, use the date on which the treaty was approved, ratified, or adopted.

Incorporate foreign-language names according to Rule 20.2.

21.5 International Law Cases

Cite cases under international law according to Rule 10 whenever possible, with the following modifications.

For all such citations, cite to paragraphs, rather than page numbers, if available. Between the case name and reporter, include a characterization of the decision (Judgment, Opinion, etc.), offset by commas, if relevant and not clear from the context.

21.5.1 The [Permanent] International Court of Justice

Cite I.C.J. (and P.I.C.J., before 1946) cases as follows:

> {case name} ({party names}), {type of decision}, {volume number} {periodical} {1st page}, {cited paragraph(s)} ({date}).
>
> Military and Paramilitary Activities in and Against Nicaragua (Nicar. v. U.S.), Judgment, 1986 I.C.J. Rep. 14, ¶ 190 (June 27).

Abbreviate state parties according to Table 10 when they appear as party names. But do not abbreviate state names in *case* names. In advisory opinions, never include party names.

21.5.2 European Union Courts

Cases decided in the courts of member states of the European Union should be cited according to the reporter of the particular member state. Otherwise, cite as follows:

Pre-2011:	Case {number}, {case name}, {volume number} E.C.R. {1st page}.
Post-2011:	Case {number}, {case name}, ECLI:EU:{court}:{year}:{ordinal case number}, {cited paragraph(s)} ({date}).

21.5.3 European Court of Human Rights

Cite cases before the European Court of Human Rights to European Court of Human Rights, Reports of Judgments and Decisions (Eur. Ct. H.R.). Reports of Judgments and Decisions were discontinued after 2015.

For cases after 2015, cite the Court's official website, HUDOC (http://www.echr.coe.int). Citations of HUDOC should include: (1) the parties' names (abbreviated according to Rule 10.2); (2) the application number for the case; (3) a pincite (using paragraph numbers, if available, rather than page numbers); (4) the date; and (5) a Perma link to the document

> S.M. v. Croatia, App. No. 60561/14, ¶ 81 (July 19, 2018), https://perma.cc/M6KH-H3SV.

For cases before the court between 1999 and 2015, cite by case name (abbreviated according to Rule 10.2); volume number; reporter; page number, where applicable; and year.

Until 1999, cases were also heard before the now-defunct European Commission on Human Rights. These cases should be cited to *Collections of Decisions of the European Commission on*

Human Rights (Eur. Comm'n H.R. Dec. & Rep.) or Y.B. Eur. Conv. on H.R., if therein. If not, cite *European Human Rights Reports* (Eur. H.R. Rep.). When citing Y.B. Eur. Conv. on H.R., indicate parenthetically whether the case was before the Commission or the Court. Indicate both the parties and the application number for the case.

21.5.4 Inter-American Commission on Human Rights

Cite cases before the Inter-American Commission on Human Rights to the *Annual Report of the Inter-American Commission on Human Rights* (Inter-Am. Comm'n H.R.).

> Tortrino v. Argentina, Case 11.597, Inter-Am. Comm'n H.R., Report No. 7/98, OEA/Ser.L./V/II.98, doc. 7 rev. ¶ 15 (1997).

21.5.5 Inter-American Court of Human Rights

For cases before the Inter-American Court of Human Rights, cite the *Inter-American Court of Human Rights, Decisions and Judgments* (Inter-Am. Ct. H.R.).

21.5.6 International Tribunal for the Law of the Sea

Cite cases of the *International Tribunal for the Law of the Sea* to the *International Tribunal for the Law of the Sea Reports of Judgments, Advisory Opinions and Orders* (ITLOS Rep.).

21.5.7 International Criminal Court and Similar Tribunals

Cite cases of international criminal tribunals as follows: (1) case name (include only one party on each side of the "v." and include only the last name of individuals); (2) case number; (3) type of ruling (include only the last name of judges); (4) paragraph number, if necessary; and (5) date.

> Prosecutor v. Kayishema, Case No. ICTR 95-1-T, Judgment, ¶ 126 (May 21, 1999).

21.5.8 Other International Courts

Cite other international courts using the closest analogous citation format above.

21.5.9 International Cases in National Courts

If an international case is decided by a national court whose reporter is not indicated in Table 2 of *The Bluebook*, cite I.L.R., Ann. Dig., C.M.L.R., Common Mkt. Rep. (CCH), a yearbook, or an online source.

21.6 International Arbitrations and Claim Commissions

Cite such decisions by analogy to Rule 21.5.

21.7 United Nations Sources

Cite United Nations sources to the Official Records. Press releases, sales documents, yearbooks, and periodicals should be cited only when preferred sources are unavailable. The UN Charter is cited according to Rule 21.4.

Include the Official Records title; the subdivision of the organ, if necessary; the session and meeting number; the pincite, if necessary; the UN document symbol; and the date.

> U.N. GAOR, 56th Sess., 1st plen. mtg. at 3, U.N. Doc. A/56/PV.1 (Sept. 12, 2001).
>
> G.A. Res. 47/163, ¶ 5 (Dec. 18, 1992).
>
> S.C. Res. 508, ¶ 3 (June 5, 1982).
>
> Economic and Social Council Res. 1990/26 (May 24, 1990).

Short cite such sources using the normal "*supra*" form.

21.8 League of Nations

Cite the League of Nations Covenant as:

> League of Nations Covenant art. 16.

Cite League of Nations treaties and conventions according to Rule 21.4.

21.9 European Union

Cite EU materials according to the closest analogous source under Rule 21.5, with the modifications below.

Since Feb. 1, 2003:	*Official Journal of the European Union* (O.J.) 1973–
Jan. 31, 2003:	*Official Journal of the European Communities* (O.J.)
Pre-1973:	*Special Edition of the Official Journal of the European Communities* (O.J. SE*8. E;.)
Or, if unavailable:	*Journal Officiel des Communautés Européennes* (J.O.)

Cite Regulations, Directives, and Decisions of the Council and Commission by the issuing institution, type of legislation, number, and subdivision (if applicable).

21.10 Council of Europe

Cite debates of the Parliamentary Assembly, formerly the Consultative Assembly, to the official reports. Cite documents as follows:

> Eur. Consult. Ass., *Reply of the Comm. of Ministers*, 12th Sess., Doc. No. 1126 (1960).

21.11 World Trade Organization

Cite WTO materials according to the closest analogous source under Rule 21.5, with the modifications below.

Cite reports of WTO panels and the Appellate Body by their official document symbol, and cite like materials of the Appellate Body in a like format.

> Appellate Body Report, *Brazil—Export Financing Programme for Aircraft*, ¶ 19, WTO Doc. WT/DS46/AB/R (adopted Aug. 20, 1999).

21.12 International Monetary Fund

Cite IMF materials in the same manner as United Nations documents in Rule 21.7, or according to the closest analogous source under Rule 21.

21.13 Other Intergovernmental Organizations

Cite other intergovernmental organizations' materials in the same manner as United Nations documents in Rule 21.7, or according to the closest analogous source under Rule 21.

21.14 International Nongovernmental Organizations (NGOs)

Cite NGO materials in the same manner as United Nations documents in Rule 21.7.

21.15 Yearbooks

Cite yearbooks as periodicals under Rule 16, but cite United Nations yearbooks in the same manner as United Nations documents under Rule 21.7.

21.16 Digests

Citations to digests should be avoided. Otherwise, cite as a periodical:

> U.N. Plan for Namibian Independence, 1989–90 DIGEST OF UNITED STATES PRACTICE IN INTERNATIONAL LAW, ch. 7, § A(1) at 198.

21.17 Short Citation Forms

For every international authority, formulate short citation forms using the closest analogous rule. For example, international law cases under Rule 21.5 should be short cited as cases according to Rule 10.9.

The use of "*id.*" is appropriate for international materials.

Appendix 1: General Rules of Style and Punctuation

In matters not peculiar to legal writing, general rules of style and usage are observed. *The Chicago Manual of Style* (CMS) is used to resolve those questions of style not addressed in this manual or in *The Bluebook* itself. Additional style pointers may be found in *Garner's Modern American Usage*.

Nonbreaking Spaces

On a PC, create a nonbreaking space by pressing control+shift+space. On a Mac, press option+space. To see nonbreaking spaces and other formatting marks, click the "Show/Hide ¶" toggle in the Paragraph menu in Word.

In paragraph mode,

Improper ellipses (without nonbreaking spaces): .·.·.

Proper ellipses (with nonbreaking spaces): .°.°.

Commas

Always place a comma after a case citation even if not grammatically required.

Hans v. Louisiana, 134 U.S. 1 (1890), is the closest case on point.

When an italicized title, such as a case name, ends with a quotation mark, and the title is immediately followed by a comma, place the comma outside the quotation marks and leave it unitalicized. The entire title, including the quotation marks, should be in italics.

The Legacy of Brown: *"With All Deliberate Speed"*, ...

In a series of three or more elements, separate the elements by commas. When a conjunction joins the last two elements in a series, a comma is used before the conjunction (this is the serial or Oxford comma). *See* CMS ¶ 6.19.

When the elements in a series are long and complex, or involve internal punctuation, separate them by semicolons.

Dashes

There are three kinds of dashes: em dashes, en dashes, and hyphens.

(a) Hyphens (-)

(1) Use a hyphen:

(i) to separate numbers that are not inclusive, such as telephone numbers, social security numbers, and Pub L numbers;

(ii) to separate the elements of a compound word that is ordinarily hyphenated in a dictionary or other authoritative source (for example: mother-of-pearl);

(iii) to separate the elements of a compound word if confusion is likely without the hyphen (for example: first-place kicker);

(iv) to separate the elements of some compound words bearing prefixes or suffixes (for example: re-creation, to avoid confusion with recreation);

(v) to separate the elements of some compound adjectives (for example: fourteenth-century act).

(2) The majority of technical mistakes in manuscripts involve compound-word hyphenation. For further guidance, see CMS ¶ 7.89, which contains a list of rules covering most common hyphenation situations.

(b) En dashes (–)

(1) An en dash is longer than a hyphen, but shorter than an em dash.

(2) Use an en dash:

(i) to connect continuing or inclusive numbers, such as dates, times, and page and note numbers (for example: 5–4 decision, 1975–1982, notes 83–95);

(ii) in place of a hyphen to separate the elements of a compound word used as an adjective, when one of the elements is an open compound or when two or more of the elements are hyphenated compounds (for example: Los Angeles–Dallas shuttle, quasi-executive–quasi-judicial court, post–Civil War period).

(3) Note that hyphens, not en dashes, are used in the following examples:

non-English-speaking

dog-eat-dog competition

(c) Em dashes (—)

(1) An em dash is twice as long as an en dash.

(2) Em dashes should be neither preceded nor followed by a space.

(3) Use an em dash:

(i) to denote a sudden break in thought that causes an abrupt change in sentence structure.

> Absent such aggravating factors, the defendant would receive the presumptive punishment—the victim's conduct would be excluded from the court's sentencing decision.

(ii) to set off an element added to give emphasis or explanation by expanding a phrase occurring in the main clause.

> It is these cases—*Weems v. United States*[31] and *Coker v. Georgia*[32]—that reveal the Court's redistributive bent.

(4) To avoid confusion, do not use more than a single em dash—or pair of em dashes—in any given sentence.

(d) <u>Creating em and en dashes</u>

In Microsoft Word on a PC, an em dash is usually made by typing the word preceding the dash; then typing two hyphens without any spaces between the hyphens and the preceding or subsequent word, or between the two hyphens; and then typing the next word. On Macs, press shift+option+hyphen. An em dash can also be obtained from the assortment of Symbols under the Insert menu.

In Microsoft Word on a PC, an en dash can be made by typing the word preceding the dash; inserting one space; typing one hyphen; inserting one space; typing the next word; and typing one space. Word will autocorrect it to an en dash. Then, close up the spaces to either side of the en dash. On Macs, press option+hyphen. An en dash can also be obtained from the assortment of Symbols under the Insert menu.

Note that you can set up shortcuts to make em and en dashes more easily available.

Parentheses

Parentheses (like em dashes) may be used to set off an amplifying, explanatory, or digressive element.

When parentheses are used to enclose an independent sentence, the period belongs inside the parentheses. When parentheses are used to enclose only part of a sentence, the period belongs outside. Compare:

> Thus, markets dominate command systems. (Of course, others loudly dispute this view.)
>
> The analysis was thorough (albeit brief).

If a full sentence is quoted in parentheses, periods belong both inside and outside the parentheses.

> *See* Susan E. Jones, *Voir Dire and Jury Selection*, 22 TRIAL 60, 66 (1966) ("If you handle voir dire well, by the time you reach opening statement, you will be preaching to the converted.").

(a) Refer to CMS ¶ 5.255–5.256 on gender-neutral phrasing and pronouns.

(b) When a single noun is made possessive, always use an "apostrophe-s," even if the noun ends in an "s". With a plural noun, add only an apostrophe to indicate possession. Thus:

> Justice Holmes's jurisprudence
>
> Congress's concern
>
> the justices' perennial squabbling

(c) When a noun is a compound word or phrase that ends in a plural noun, add only an apostrophe to indicate possession.

> For example: the United States' flag

(d) The word "none" (an abbreviation for "not one") is singular, not plural.

> For example, "none of the managing editors *knows* anything about the law."

(e) If one were to use the subjunctive mood in a sentence, one would be wise to use that form consistently across all verbs that one would wish to include in the sentence.

(f) The standard rule is that "that" should be used only to introduce a restrictive (or "defining") clause, which serves to identify the entity being talked about; in this use it should never be preceded by a comma. "Which" is to be used only with nonrestrictive (or "nondefining") clauses, which give additional information about an entity that has already been identified in the context; in this use, "which" is always preceded by a comma. For more information, see *The New Fowler's Modern English Usage*. The easy rule of thumb is if removing the clause forces you to ask, "which?" then you use "that."

> The case that legalized same-sex marriage was decided in 2015.
>
> *Obergefell v. Hodges*,[27] which announced that same-sex couples could legally marry, was decided in 2015.

(g) Insert nonbreaking spaces in the text and in footnotes after a § or ¶ symbol, other internal divisions, between the periods of an ellipsis, and any other markers for which symbols and numerals should remain on the same line. For instructions on how to insert a nonbreaking space, see Appendix 1, *supra*, "Nonbreaking Spaces."

(h) When referencing particular divisions within the piece, primary section headings are referred to as "Part." All first-, second-, and third-order subsection headings are referred to as "Section".

> This Part outlines the background constitutional doctrine.
>
> The previous Section rejected the use of legislative history.
>
> Part II.B.3 explores the economic foundations of tort law.
>
> But: In the sections that follow . . . .

(i) **Good usage versus common usage.** CMS ¶ 5.250 provides a comprehensive list of oft-misused expressions and is a valuable resource for matters not specifically addressed in Appendix 1. Some commonly encountered examples include:

affect; effect. *Affect*, almost always a verb, means "to influence, have an effect on" {the adverse publicity affected the election}. (The noun affect has a specialized meaning in psychology: manifestation of emotion or mood. Consult your dictionary.) *Effect*, usually a noun, means "outcome, result" {the candidate's attempted explanations had no effect}. But it may also be a verb meaning "to make happen, produce" {the goal had been to effect a major change in campus politics}.

amount; number. *Amount* is used with mass nouns {a decrease in the amount of pollution}, *number* with content nouns {a growing number of dissidents}.

may; might. *May* expresses what is possible, is factual, or could be factual {I may have turned off the stove, but I can't recall doing it}. *Might* suggests something that is uncertain, hypothetical, or contrary to fact {I might have won the marathon if I had entered}. *See* CMS ¶ 5.147.

on; upon. Prefer *on* to *upon* unless introducing an event or condition {put that on the shelf, please} {upon the job's completion, you'll get paid}.

onto; on to; on. When is *on* a preposition and when is it an adverb? The sense of the sentence should tell, but the distinction can be subtle. *Onto* implies a movement, so it has an adverbial flavor even though it is a preposition {the gymnast jumped onto the bars}. When *on* is part of the verbal phrase, it is an adverb and *to* is the preposition {the gymnast held on to the bars}. One trick is to mentally say "up" before *on*: if the sentence still makes sense, then *onto* is probably the right choice. Alone, *on* does not imply motion {the gymnast is good on the parallel bars}.

pleaded; pled. The first is the standard past-tense and past-participial form {he pleaded guilty} {they have pleaded with their families}. Avoid *pled*.

question whether; question of whether; question as to whether. The first phrasing is the preferred one.

since; because. *Since* indicates a temporal relationship {The Cubs haven't won the World Series since 2016}. *Because* indicates a causal relationship {The Cubs failed to make the playoffs because they lost too many games}.

therefore; therefor. The words have different senses. *Therefore*, the common word, means "as a consequence; for that reason" {the evidence of guilt was slight; therefore, the jury acquitted the defendant}. *Therefor*, a legalism, means "in return for" or "for it" {he brought the unworn shirt back to the store and received a refund therefor}.

toward; towards. The preferred form is without the *s* in American English, with it in British English. The same is true for other directional words, such as *upward*, *downward*, *forward*, and *backward*, as well as *afterward*.

Appendix 2: Section Headings

Our style regarding section headings is as follows:

(a) **Primary section headings** should be designated by Roman numerals (separated from the title by two spaces), centered, and in small caps. Capitalization is discussed below.

I. THE LANGUAGE, HISTORY, AND POLICY OF THE LEAD PLAINTIFF PROVISION

(b) **First-order subsection headings** should be designated by capital letters and left-justified, with the words themselves indented one-quarter of an inch.

A. Historical Background

(c) **Second-order subsection headings** should be designated by Arabic numerals, indented one-quarter of an inch from the left margin, and only the first letter should be capitalized (plus, of course, proper nouns). These headings should end with a period. The words themselves should be indented a total of one-half of an inch.

3. A generalized injury for commission of fraud on the United States.

(d) **Third-order subsection headings** should be designated by lowercase letters followed by a closing parenthesis, indented one-half of an inch from the left margin, and italicized. The first letter alone should be capitalized (plus, of course, proper nouns). Two spaces should separate the subsection heading from the text following it. Note that the headings should always end with a period and that the following text should begin directly after that period (not indented on the next line).

b) Incidental by-products. The creation at issue in *Toro Co. v. R & R Prods. Co.* was a numbering system for replacement parts.

(e) **Capitalization of words in primary section headings and first-order subsection headings** should be headline-style, following Rule 8 of this manual and CMS ¶¶ 8.157–8.163, even if it changes the original capitalization. The basic rule is as follows:

> The first and last words and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (*if*, *because*, *that*, etc.) are capitalized. Articles (*a*, *an*, *the*), coordinating conjunctions (*and*, *but*, *or*, *for*, *nor*), and prepositions (*under*, *after*, and *through*) are lowercased unless they have more than four characters or are the first or last word of the title or subtitle. The *to* in infinitives is also lowercased.

Appendix 3: Tables

Table 6 – Case Names and Institutional Authors in Citations	
Academ[ic, y]	Acad.
Account[ant, ing, ancy]	Acct.
Administrat[ive, ion]	Admin.
Administrat[or, rix]	Adm'[r, x]
Advertising	Advert.
Advoca[te, cy]	Advoc.
Affair	Aff.
Africa[n]	Afr.
Agricultur[e, al]	Agric.
Alliance	All.
Alternative	Alt.
America[n]	Am.
Ancestry	Anc.
and	&
Annual	Ann.
Appellate	App.
Arbitrat[ion, or]	Arb.
Artificial Intelligence	A.I.
Associate	Assoc.
Association	Ass'n
Atlantic	Atl.
Attorney	Att'y
Authority	Auth.
Automo[bile, tive]	Auto.
Avenue	Ave.
Bankruptcy	Bankr.
Behavior[al]	Behav.
Board	Bd.
British	Brit.
Broadcast[er, ing]	Broad.
Building	Bldg.
Bulletin	Bull.
Business[es]	Bus.
Capital	Cap.
Casualt[y, ies]	Cas.
Catholic	Cath.
Cent[er, re]	Ctr.
Central	Cent.
Chemical	Chem.
Children	Child.

Chronicle	Chron.
Circuit	Cir.
Civil	Civ.
Civil Libert[y, ies]	C.L.
Civil Rights	C.R.
Coalition	Coal.
College	Coll.
Commentary	Comment.
Commerc[e. ial]	Com.
Commission	Comm’n
Commissioner	Comm’r
Committee	Comm.
Communication	Commc’n
Community	Cmty.
Company	Co.
Comparative	Compar.
Compensation	Comp.
Computer	Comput.
Condominium	Condo.
Conference	Conf.
Congress[ional]	Cong.
Consolidated	Consol.
Constitution[al]	Const.
Construction	Constr.
Contemporary	Contemp.
Continental	Cont’l
Contract	Cont.
Conveyance[r]	Conv.
Cooperat[ion, ive]	Coop.
Corporat[e, ion]	Corp.
Correction[s, al]	Corr.
Cosmetic	Cosm.
Counsel[or, ors, or's]	Couns.
County	Cnty.
Court	Ct.
Criminal	Crim.
Defen[d, der, se]	Def.
Delinquen[t, cy]	Delinq.
Department	Dep’t
Detention	Det.
Develop[er, ment]	Dev.
Digest	Dig.
Digital	Digit.
Diplomacy	Dipl.
Director	Dir.

Discount	Disc.
Dispute	Disp.
Distribut[or, ing, ion]	Distrib.
District	Dist.
Division	Div.
Doctor	Dr.
East[ern]	E.
Econom[ic, ical, ics, y]	Econ.
Editor[ial]	Ed.
Education[al]	Educ.
Electr[ic, ical, icity, onic]	Elec.
Employ[ee, er, ment]	Emp.
Enforcement	Enf't
Engineer	Eng'r
Engineering	Eng'g
English	Eng.
Enterprise	Enter.
Entertainment	Ent.
Environment[al]	Env't
Equality	Equal.
Equipment	Equip.
Estate	Est.
Europe[an]	Eur.
Examiner	Exam'r
Exchange	Exch.
Executive	Exec.
Execut[or, rix]	Ex'[r, x]
Explorat[ion, ory]	Expl.
Export[er, ation]	Exp.
Faculty	Fac.
Family	Fam.
Federal	Fed.
Federation	Fed'n
Fidelity	Fid.
Financ[e, ial, ing]	Fin.
Fortnightly	Fort.
Forum	F.
Foundation	Found.
General	Gen.
Global	Glob.
Government	Gov't
Group	Grp.
Guarant[y, or]	Guar.
Hispanic	Hisp.

Histor[ical, y]	Hist.
Hospital[ity]	Hosp.
Housing	Hous.
Human	Hum.
Humanity	Human.
Immigration	Immigr.
Import[er, ation]	Imp.
Incorporated	Inc.
Indemnity	Indem.
Independen[ce, t]	Indep.
Industr[y, ies, ial]	Indus.
Inequality	Ineq.
Information	Info.
Injury	Inj.
Institut[e, ion]	Inst.
Insurance	Ins.
Intellectual	Intell.
Intelligence	Intel.
Interdisciplinary	Interdisc.
Interest	Int.
International	Int’l
Invest[ment, or]	Inv.
Journal[s]	J.
Judicial	Jud.
Juridical	Jurid.
Jurisprudence	Juris.
Justice	Just.
Juvenile	Juv.
Labor	Lab.
Laboratory	Lab’y
Law[s]	L.
Law (first word)	Law
Lawyer	Law.
Legislat[ion, ive]	Legis.
Liability	Liab.
Librar[y, ian]	Libr.
Limited	Ltd.
Litigation	Litig.
Local	Loc.
Machine[ry]	Mach.
Magazine	Mag.
Maintenance	Maint.
Management	Mgmt.
Manufacturer	Mfr.
Manufacturing	Mfg.
Maritime	Mar.

Market	Mkt.
Marketing	Mktg.
Matrimonial	Matrim.
Mechanic[al]	Mech.
Medic[al, inal, ine]	Med.
Memorial	Mem’l
Merchan[t, dise, dising]	Merch.
Metropolitan	Metro.
Military	Mil.
Mineral	Min.
Modern	Mod.
Mortgage	Mortg.
Municipal[ity]	Mun.
Mutual	Mut.
National	Nat’l
Nationality	Nat’y
Natural	Nat.
Negligence	Negl.
Negotiat[ion, or]	Negot.
Newsletter	Newsl.
North[ern]	N.
Northeast[ern]	Ne.
Northwest[ern]	Nw.
Number	No.
Offic[e, ial]	Off.
Opinion	Op.
Order	Ord.
Organiz[ation, ing]	Org.
Pacific	Pac.
Parish	Par.
Partnership	P’ship
Patent	Pat.
Person[al, nel]	Pers.
Perspective	Persp.
Pharmaceutic[s, al, als]	Pharm.
Philosoph[ical, y]	Phil.
Planning	Plan.
Policy	Pol’y
Politic[al, s]	Pol.
Practi[cal, ce, titioner]	Prac.
Preserv[e, ation]	Pres.
Priva[cy, te]	Priv.
Probat[e, ion]	Prob.
Problems	Probs.
Proce[edings, dure]	Proc.
Product[ion]	Prod.

Professional	Pro.
Property	Prop.
Protection	Prot.
Psycholog[ical, ist, y]	Psych.
Public	Pub.
Publication	Publ'n
Publishing	Publ'g
Quarterly	Q.
Railroad	R.R.
Railway	Ry.
Record	Rec.
Referee	Ref.
Refin[ing, ement]	Refin.
Regional	Reg'l
Register	Reg.
Regulat[ion, or, ory]	Reg.
Rehabilitat[ion, ive]	Rehab.
Relation	Rel.
Report[er]	Rep.
Reproduct[ion, ive]	Reprod.
Research	Rsch.
Reserv[ation, e]	Rsrv.
Resolution	Resol.
Resource[s]	Res.
Responsibility	Resp.
Restaurant	Rest.
Retirement	Ret.
Review, Revista	Rev.
Rights	Rts.
Road	Rd.
Savings	Sav.
School	Sch.
Scien[ce, tific]	Sci.
Scottish	Scot.
Secretary	Sec'y
Securit[y, ies]	Sec.
Sentencing	Sent'g
Service	Serv.
Shareholder, Stockholder	S'holder
Social	Soc.
Society	Soc'y
Sociolog[ical, y]	Socio.
Solicitor	Solic.
Solution	Sol.
South[ern]	S.

Southeast[ern]	Se.
Southwest[ern]	Sw.
State (when used in an institutional name in periodical titles)	St.
Statistic[s, al]	Stat.
Steamship[s]	S.S.
Street	St.
Studies	Stud.
Subcommittee	Subcomm.
Supreme Court	Sup. Ct.
Surety	Sur.
Survey	Surv.
Symposium	Symp.
System[s]	Sys.
Taxation	Tax'n
Teacher	Tchr.
Techn[ical, ique, ological, ology]	Tech.
Telecommunication	Telecomm.
Tele[phone, graph]	Tel.
Temporary	Temp.
Township	Twp.
Transcontinental	Transcon.
Transnational	Transnat'l
Transport[ation]	Transp.
Tribune	Trib.
Trust[ee]	Tr.
Turnpike	Tpk.
Uniform	Unif.
United States	U.S.
University	Univ.
Urban	Urb.
Utility	Util.
Village	Vill.
Week	Wk.
Weekly	Wkly.
West[ern]	W.
Yearbook (or Year Book)	Y.B.
Table 7 – Courts	
Administrative Court	Admin. Ct.
Admiralty [Court, Division]	Adm.
Aldermen's Court	Alder. Ct.
Appeals Court	App. Ct.
Appellate Court	App. Ct.
Appellate Department	App. Dep't
Appellate Division	App. Div.
Armed Services Board of Contract Appeals	ASBCA
Bankruptcy Appellate Panel	B.A.P.

Bankruptcy [Court, Judge]	Bankr.
Board of Contract Appeals	B.C.A.
Board of Immigration Appeals	B.I.A.
Board of Patent Appeals and Interferences	B.P.A.I.
Board of Tax Appeals	B.T.A.
Borough Court	{Name} Bor. Ct.
Central District	C.D.
Chancery [Court, Division]	Ch.
Children's Court	Child. Ct.
Circuit Court (old federal)	C.C.
Circuit Court (state)	Cir. Ct.
Circuit Court of Appeals (federal)	Cir.
Circuit Court of Appeals (state)	Cir. Ct. App.
City Court	{Name} City Ct.
Civil Appeals	Civ. App.
Civil Court of Record	Civ. Ct. Rec.
Civil District Court	Civ. Dist. Ct.
Claims Court	Cl. Ct.
Commerce Court	Comm. Ct.
Commission	Comm'n
Common Pleas	C.P. {when appropriate, name county or similar subdivision}
Commonwealth Court	Commw. Ct.
Conciliation Court	Concil. Ct.
County Court	{Name} Cnty. Ct.
County Judge's Court	Cnty. J. Ct.
Court	Ct.
Court of Appeal (English)	C.A.
Court of Appeals (federal)	Cir.
Court of Appeal[s] (state)	Ct. App.
Court of Appeals for the Armed Forces	C.A.A.F.
Court of Appeals for Veterans Claims	Vet. App.
Court of Civil Appeals	Civ. App.
Court of Claims	Ct. Cl.
Court of Common Pleas	Ct. Com. Pl.
Court of Criminal Appeals	Crim. App.
Court of Customs and Patent Appeals	C.C.P.A.
Court of Customs Appeals	Ct. Cust. App.
Court of Errors	Ct. Err.
Court of Errors and Appeals	Ct. Err. & App.
Court of Federal Claims	Fed. Cl.
Court of [General, Special] Sessions	Ct. {Gen. or Spec.} Sess.
Court of International Trade	Ct. Int'l Trade
Court of Military Appeals	C.M.A.
Court of Military Review	C.M.R.

Court of Special Appeals	Ct. Spec. App.
Court of Veterans Appeals	Ct. Vet. App.
Criminal Appeals	Crim. App.
Criminal District Court	Crim. Dist. Ct.
Customs Court	Cust. Ct.
District Court (federal)	D.
District Court (state)	Dist. Ct.
District Court of Appeal[s]	Dist. Ct. App.
Division	Div.
Domestic Relations Court	Dom. Rel. Ct.
Eastern District	E.D.
Emergency Court of Appeals	Emer. Ct. App.
Equity [Court, Division]	Eq.
Family Court	Fam. Ct.
High Court	High Ct.
Judicial District	Jud. Dist.
Judicial Division	Jud. Div.
Judicial Panel on Multidistrict Litigation	J.P.M.L.
Justice of the Peace's Court	J.P. Ct.
Juvenile Court	Juv. Ct.
Land Court	Land Ct.
Law Court	Law Ct.
Law Division	Law Div.
Magistrate Division	Magis. Div.
Magistrate's Court	Magis. Ct.
Middle District	M.D.
Municipal Court	{Name} Mun. Ct.
Northern District	N.D.
Orphans' Court	Orphans' Ct.
Parish Court	{Name} Parish Ct.
Police Justice's Court	Police J. Ct.
Prerogative Court	Prerog. Ct.
Probate Court	Prob. Ct.
Public Utilities Commission	P.U.C.
Real Estate Commission	Real Est. Comm'n
Recorder's Court	Rec's Ct.
Southern District	S.D.
Special Court Regional Rail Reorganization Act	Reg'l Rail Reorg. Ct.
Superior Court	Super. Ct.
Supreme Court (federal)	U.S.
Supreme Court (other)	Sup. Ct.
Supreme Court, Appellate Division	App. Div.
Supreme Court, Appellate Term	App. Term
Supreme Court of Errors	Sup. Ct. Err.
Supreme Judicial Court	Sup. Jud. Ct.

Surrogate's Court	Sur. Ct.
Tax Appeal Court	Tax App. Ct.
Tax Court	T.C.
Teen Court	Teen Ct.
Temporary Emergency Court of Appeals	Temp. Emer. Ct. App.
Territor[ial, y]	Terr.
Trademark Trial and Appeal Board	T.T.A.B.
Traffic Court	Traffic Ct.
Tribal Court	{Name} Tribal Ct.
Tribunal	Trib.
Water Court	Water Ct.
Western District	W.D.
Workmen's Compensation Division	Workmen's Comp. Div.
Youth Court	Youth Ct.
Table 10 – Geographical Terms	
Table 10.1 – U.S. States, Cities, and Territories	
States	
Alabama	Ala.
Alaska	Alaska
Arizona	Ariz.
Arkansas	Ark.
California	Cal.
Colorado	Colo.
Connecticut	Conn.
Delaware	Del.
Florida	Fla.
Georgia	Ga.
Hawaii	Haw.
Idaho	Idaho
Illinois	Ill.
Indiana	Ind.
Iowa	Iowa
Kansas	Kan.
Kentucky	Ky.
Louisiana	La.
Maine	Me.
Maryland	Md.
Massachusetts	Mass.
Michigan	Mich.
Minnesota	Minn.
Mississippi	Miss.
Missouri	Mo.
Montana	Mont.
Nebraska	Neb.
Nevada	Nev.

New Hampshire	N.H.
New Jersey	N.J.
New Mexico	N.M.
New York	N.Y.
North Carolina	N.C.
North Dakota	N.D.
Ohio	Ohio
Oklahoma	Okla.
Oregon	Or.
Pennsylvania	Pa.
Rhode Island	R.I.
South Carolina	S.C.
South Dakota	S.D.
Tennessee	Tenn.
Texas	Tex.
Utah	Utah
Vermont	Vt.
Virginia	Va.
Washington	Wash.
West Virginia	W. Va.
Wisconsin	Wis.
Wyoming	Wyo.
Cities	
{State} City (e.g., Oklahoma City)	{State Abbrev.} City (e.g., Okla. City)
Baltimore	Balt.
Boston	Bos.
Chicago	Chi.
Dallas	Dall.
District of Columbia	D.C.
Houston	Hous.
Los Angeles	L.A.
Miami	Mia.
New York	N.Y.C.
Philadelphia	Phila.
Phoenix	Phx.
San Francisco	S.F.
Territories	
American Samoa	Am. Sam.
Guam	Guam
Northern Mariana Islands	N. Mar. I.
Puerto Rico	P.R.
Virgin Islands	V.I.

Table 10.2 – Australian States and Canadian Provinces	
Australian States	
Australian Capital Territory	Austl. Cap. Terr.
New South Wales	N.S.W.
Northern Territory	N. Terr.
Queensland	Queensl.
South Australia	S. Austl.
Tasmania	Tas.
Victoria	Vict.
Western Australia	W. Austl.
Canadian Provinces	
Alberta	Alta.
British Columbia	B.C.
Manitoba	Man.
New Brunswick	N.B.
Newfoundland & Labrador	Nfld.
Northwest Territories	N.W.T.
Nova Scotia	N.S.
Nunavut	Nun.
Ontario	Ont.
Prince Edward Island	P.E.I.
Québec	Que.
Saskatchewan	Sask.
Yukon	Yukon
Table 10.3 – Countries and Regions	
Afghanistan	Afg.
Africa	Afr.
Albania	Alb.
Algeria	Alg.
Andorra	Andorra
Angola	Angl.
Anguilla	Anguilla
Antarctica	Antarctica
Antigua & Barbuda	Ant. & Barb.
Argentina	Arg.
Armenia	Arm.
Asia	Asia
Australia	Austl.
Austria	Austria
Azerbaijan	Azer.
Bahamas	Bah.
Bahrain	Bahr.
Bangladesh	Bangl.
Barbados	Barb.
Belarus	Belr.

Belgium	Belg.
Belize	Belize
Benin	Benin
Bermuda	Berm.
Bhutan	Bhutan
Bolivia	Bol.
Bosnia & Herzegovina	Bosn. & Herz.
Botswana	Bots.
Brazil	Braz.
Brunei	Brunei
Bulgaria	Bulg.
Burkina Faso	Burk. Faso
Burundi	Burundi
Cambodia	Cambodia
Cameroon	Cameroon
Canada	Can.
Cape Verde	Cape Verde
Cayman Islands	Cayman Is.
Central African Republic	Cent. Afr. Rep.
Chad	Chad
Chile	Chile
China, People's Republic of	China
Colombia	Colom.
Comoros	Comoros
Congo, Democratic Republic of the	Dem. Rep. Congo
Congo, Republic of the	Congo
Costa Rica	Costa Rica
Côte d'Ivoire	Côte d'Ivoire
Croatia	Croat.
Cuba	Cuba
Cyprus	Cyprus
Czech Republic / Czechia	Czech
Denmark	Den.
Djibouti	Djib.
Dominica	Dominica
Dominican Republic	Dom. Rep.
Ecuador	Ecuador
Egypt	Egypt
El Salvador	El Sal.
England	Eng.
Equatorial Guinea	Eq. Guinea
Eritrea	Eri.
Estonia	Est.
Ethiopia	Eth.
Europe	Eur.

Falkland Islands	Falkland Is.
Fiji	Fiji
Finland	Fin.
France	Fr.
Gabon	Gabon
Gambia	Gam.
Georgia	Geor.
Germany	Ger.
Ghana	Ghana
Gibraltar	Gib.
Great Britain	Gr. Brit.
Greece	Greece
Greenland	Green.
Grenada	Gren.
Guadeloupe	Guad.
Guatemala	Guat.
Guinea	Guinea
Guinea-Bissau	Guinea-Bissau
Guyana	Guy.
Haiti	Haiti
Honduras	Hond.
Hong Kong	H.K.
Hungary	Hung.
Iceland	Ice.
India	India
Indonesia	Indon.
Iran	Iran
Iraq	Iraq
Ireland	Ir.
Israel	Isr.
Italy	It.
Jamaica	Jam.
Japan	Japan
Jordan	Jordan
Kazakhstan	Kaz.
Kenya	Kenya
Kiribati	Kiribati
Korea, North	N. Kor.
Korea, South	S. Kor.
Kosovo	Kos.
Kuwait	Kuwait
Kyrgyzstan	Kyrg.
Laos	Laos
Latvia	Lat.
Lebanon	Leb.

Lesotho	Lesotho
Liberia	Liber.
Libya	Libya
Liechtenstein	Liech.
Lithuania	Lith.
Luxembourg	Lux.
Macau	Mac.
Macedonia	Maced.
Madagascar	Madag.
Malawi	Malawi
Malaysia	Malay.
Maldives	Maldives
Mali	Mali
Malta	Malta
Marshall Islands	Marsh. Is.
Martinique	Mart.
Mauritania	Mauritania
Mauritius	Mauritius
Mexico	Mex.
Micronesia	Micr.
Moldova	Mold.
Monaco	Monaco
Mongolia	Mong.
Montenegro	Montenegro
Montserrat	Montserrat
Morocco	Morocco
Mozambique	Mozam.
Myanmar	Myan.
Namibia	Namib.
Nauru	Nauru
Nepal	Nepal
Netherlands	Neth.
New Zealand	N.Z.
Nicaragua	Nicar.
Niger	Niger
Nigeria	Nigeria
North America	N. Am.
Northern Ireland	N. Ir.
Norway	Nor.
Oman	Oman
Pakistan	Pak.
Palau	Palau
Panama	Pan.
Papua New Guinea	Papua N.G.
Paraguay	Para.

Peru	Peru
Philippines	Phil.
Pitcairn Island	Pitcairn Is.
Poland	Pol.
Portugal	Port.
Qatar	Qatar
Réunion	Réunion
Romania	Rom.
Russia	Russ.
Rwanda	Rwanda
Saint Helena	St. Helena
Saint Kitts & Nevis	St. Kitts & Nevis
Saint Lucia	St. Lucia
Saint Vincent & the Grenadines	St. Vincent
Samoa	Samoa
San Marino	San Marino
São Tomé and Príncipe	São Tomé & Príncipe
Saudi Arabia	Saudi Arabia
Scotland	Scot.
Senegal	Sen.
Serbia	Serb.
Seychelles	Sey.
Sierra Leone	Sierra Leone
Singapore	Sing.
Slovakia	Slovk.
Slovenia	Slovn.
Solomon Islands	Solom. Is.
Somalia	Som.
South Africa	S. Afr.
South America	S. Am.
Spain	Spain
Sri Lanka	Sri Lanka
Sudan	Sudan
Suriname	Surin.
Swaziland	Swaz.
Sweden	Swed.
Switzerland	Switz.
Syria	Syria
Taiwan	Taiwan
Tajikistan	Taj.
Tanzania	Tanz.
Thailand	Thai.
Timor-Leste (East Timor)	Timor-Leste
Togo	Togo
Tonga	Tonga

Trinidad & Tobago	Trin. & Tobago
Tunisia	Tunis.
Turkey	Turk.
Turkmenistan	Turkm.
Turks & Caicos Islands	Turks & Caicos Is.
Tuvalu	Tuvalu
Uganda	Uganda
Ukraine	Ukr.
United Arab Emirates	U.A.E.
United Kingdom	U.K.
United States of America	U.S.
Uruguay	Uru.
Uzbekistan	Uzb.
Vanuatu	Vanuatu
Vatican City	Vatican
Venezuela	Venez.
Vietnam	Viet.
Virgin Islands, British	Virgin Is.
Wales	Wales
Yemen	Yemen
Zambia	Zam.
Zimbabwe	Zim.
Table 12 – Months	
January	Jan.
February	Feb.
March	Mar.
April	Apr.
May	May
June	June
July	July
August	Aug.
September	Sept.
October	Oct.
November	Nov.
December	Dec.
Table 16 – Subdivisions	
addendum	add.
amendment	amend.
annotation	annot.
appendi[x, ces]	app., apps.
article	art.
attachment	attach.
bibliography	ibliog.
book	k.
chapter	ch.

clause	cl.
column	col.
comment[ary]	cmt.
decision	dec.
department	dept.
division	div.
example	ex.
figure	fig.
folio	fol.
footnote[s] in cross-references	note, notes
footnote[s] in other references	n., nn.
historical note[s]	hist. n., hist. nn.
hypothetical	hypo.
illustration[s]	illus.
introduction	intro.
line[s]	l., ll.
number	no.
page[s] in cross-references	p., pp.
page[s] in other references	[at]
paragraph[s] if symbol appears in source	¶, ¶¶
paragraph[s] if otherwise	para., paras.
part	pt.
preamble	pmbl.
principle	princ.
publication	pub.
rule	r.
schedule	sched.
section[s] in amending act	sec., secs.
section[s] in all other contexts	§, §§
series, serial	ser.
subdivision	subdiv.
subsection	subsec.
supplement	supp.
table	tbl.
title	tit.
volume	vol.