Dedication

To the past boards, who have made the *Maroonbook* what it is today.

Volume 87

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The students at the University of Chicago Law School have mounted a bold challenge to the Bluebook’s hegemony: the *University of Chicago Manual of Legal Citation*.


* * *

The determination by University of Chicago Students to compete, and thereby allow the market to decide which is the more efficient guide to legal citation, seems entirely apt.


* * *

To the Maroon Book’s authors, the [Bluebook] commits the most heinous of sins: It’s inefficient.

Preface

The original Maroonbook was a response to cries for a simpler system of legal citation. These cries, driven by many factors, including the dramatic increase in the use of electronic research tools and dissatisfaction with the dominant citation format, resulted in a number of laudable but unsuccessful efforts to devise such a system. In part, we believe, these efforts have failed because they attempt to dictate a comprehensive set of citation rules.

This manual, whose publication several decades ago preceded most of these efforts, takes a dramatically different approach. Rather than try to provide a rule for every possible situation—an endeavor which, by definition, is doomed to fail—the Maroonbook, as this manual is commonly called, offers a simple, malleable framework for citation, one which authors and editors can tailor to suit their purposes. Users should be guided by the following four principles, listed in order of importance:

1. **Sufficiency**: The citation should give the reader enough information to locate the cited material without further assistance.

2. **Clarity**: The citation should be comprehensible to the reader, using plain English, following a well-recognized form whenever possible, and avoiding the use of confusing words.

3. **Consistency**: Citations should be consistent within a piece though they need not be uniform across all legal materials.

4. **Simplicity**: Citations should contain only as much information as is necessary to meet the goals of sufficiency, clarity, and consistency.
Rule 1 Typefaces

(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, special capitalization, or unusual positioning.

The following should be italicized:

(1) Case names

(2) Titles of periodical articles and articles in edited books

(3) Book and treatise titles
Laura Weinrib, The Taming of Free Speech: America's Civil Liberties Compromise (Harvard 2016).

(4) Uncommon foreign words
The grève du zèle is not a true strike but a nitpicking obeying of work rules.

(5) Words to be emphasized in text or notes
Diana really, really wants to finish her Comment before final exams.

Common legal phrases, such as “ex parte” or “de facto,” need not be italicized. Statutes and similar sources need not be italicized. See Rules 4.7 and 4.8.

(b) Underlines, not italics, when editing
When editing a manuscript, the material discussed above should be underlined, not italicized. The underlining will be changed to italics during the publishing process.

(c) Double italics
When material that should be italicized (like a case name or a foreign or emphasized word) is contained in other material that should be italicized (like a book or article title), the former material should not be italicized.


If a case name was not italicized in the original source’s title, treat it as if it were.
Rule 2.1 General Rules for Punctuation and Abbreviations

(a) Omit periods and apostrophes whenever possible
Periods and apostrophes should be omitted from abbreviations in text and citations. For example:

“D.C. Circuit” is written as “DC Circuit” in the text. In the parenthetical following a case name, use “DC Cir”.

Omit the periods in “Jr” and “Sr”.

(b) Periods should appear in a case name if part of a party’s proper name
Omit the period following the “v” in the case name, but retain periods in the names of parties (for example, T.H.D. Co v Smith). If a book or article title contains a case name with periods in the original source, do not remove them.


(c) Use periods for a person’s initials, but do not include spaces for multiple initials
An initial in a person’s name (such as the author in a citation) should always be followed by a period. Multiple initials do not get a space between them (for example, “R.H. Coase,” but “Franklin D. Roosevelt”).

(d) Do not include a comma before Roman numerals, “Jr”, or “Sr” in names

(e) Use abbreviations sparingly
Abbreviations should be used only if they are easily recognized, and then sparingly. Months of the year, geographic terms, and ordinal numbers, when used in the text as opposed to a citation, should be spelled out.

(f) Spell out acronyms and initialisms before using them
For abbreviations not familiar or recognizable from context, spell out the word or phrase on first reference and note the chosen abbreviation in parentheses.

The National Association for the Advancement of Colored People (NAACP) was founded in 1909.

(g) Omit periods from well-known acronyms and initialisms
When referring to an organization or other entity that is usually referred to by an acronym or initialism (for example, “FBI,” “NLRB,” “NASA,” or “UCC”), periods should be omitted, even in text or case-name abbreviations.

The SEC has prosecuted attorneys for insider trading.
(h) **Abbreviations in case names are rarely used**

However, certain abbreviations should be used.

For example: “Co,” “Corp,” “Ltd,” “LLC,” “LP,” “Inc”

But not: “US,” “Mfg,” “Ass’n,” “Ry,” and so forth

(i) **Pseudonyms, popular nicknames, acronyms, initialisms, and abbreviations**

On first mention, enclose a pseudonym in quotation marks within parentheses. On subsequent mentions, the quotation marks and parentheses should be dropped. A pseudonym is distinguished from a popular nickname, acronym, initialism, or abbreviation in that a pseudonym is neither commonly used nor obviously composed from elements of the referent it is renaming. In other words, a pseudonym, which is usually an author’s creation, is unlikely to be immediately understood by readers. (For the distinction between acronyms and initialisms, see *Chicago Manual of Style* § 10.2.)

Ryan Walsh’s laissez faire attitude toward readthrough (“the Walsh Doctrine”) is often mistakenly thought to be idiosyncratic. In fact, the Walsh Doctrine is firmly rooted in *Maroonbook* principles.

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**Rule 2.2 Abbreviating Source Names in Citations**

(a) **Step one: Check appendices**

Appendix 3 is a list of abbreviations of reporters and other legal sources. Appendix 4 is a list of abbreviations of statutory sources. Appendix 5 is a list of abbreviations of periodicals, mostly law journals.

(b) **Step two: Use your judgment**

The appendix lists are not exhaustive. When the abbreviation for a source is not contained in an appendix, look first to other sources abbreviated in the appendices for common words.

For example, the abbreviation for the *American Review of Contemporary Probate Law*, although not contained in Appendix 5, can be pieced together from the abbreviations of other periodicals to arrive at *Am Rev Contemp Prob L.*

If no abbreviation can be gleaned from the appendices, writers and editors should use their own *unambiguous* abbreviations, consistent with the style of this manual. Please also consider *Maroonbook* precedent on Westlaw, Lexis, or HeinOnline to see if there is a commonly used abbreviation for the source.
You should not use an abbreviation that a reader would need to look up in a book of abbreviations. Furthermore, you should not use an abbreviation when shortening the name of the source makes the reference ambiguous.

Rule 2.3 Geographic Terms

(a) Directions
Use “N,” “S,” “E,” and “W,” and combinations thereof, for all forms of these directions (for example, “N” for “Northern” as well as “North”).

(b) Foreign countries
Generally, use the first three or four letters of each word, but use more letters if a shorter form would be ambiguous (for example, do not use “Aust” because it might stand for Austria or Australia). When the country’s name includes a direction, abbreviate as above (for example, “S Afr” or “S Kor”).

Sample nation citations:

<table>
<thead>
<tr>
<th></th>
<th>EU</th>
<th>India</th>
<th>Mex</th>
<th>S Arabia</th>
<th>Switz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belg</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Braz</td>
<td>Fr</td>
<td>Isr</td>
<td>Neth</td>
<td>Singa</td>
<td>Thai</td>
</tr>
<tr>
<td>Can</td>
<td>Ger</td>
<td>Ita</td>
<td>Pak</td>
<td>Spain</td>
<td>Turkey</td>
</tr>
<tr>
<td>China</td>
<td>HK</td>
<td>Japan</td>
<td>Rus</td>
<td>Swe</td>
<td>UK</td>
</tr>
</tbody>
</table>
(c) **States and similar subdivisions**

State names should rarely, if ever, be abbreviated in the text.

1. In citations, abbreviate US states as follows:

<table>
<thead>
<tr>
<th>Ala</th>
<th>Fla</th>
<th>La</th>
<th>Neb</th>
<th>Okla</th>
<th>Vt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alaska</td>
<td>Ga</td>
<td>Me</td>
<td>Nev</td>
<td>Or</td>
<td>Va</td>
</tr>
<tr>
<td>Ariz</td>
<td>Hawaii</td>
<td>Md</td>
<td>NH</td>
<td>Pa</td>
<td>Wash</td>
</tr>
<tr>
<td>Ark</td>
<td>Idaho</td>
<td>Mass</td>
<td>NJ</td>
<td>RI</td>
<td>W Va</td>
</tr>
<tr>
<td>Cal</td>
<td>Ill</td>
<td>Mich</td>
<td>NM</td>
<td>SC</td>
<td>Wis</td>
</tr>
<tr>
<td>Colo</td>
<td>Ind</td>
<td>Minn</td>
<td>NY</td>
<td>SD</td>
<td>Wyo</td>
</tr>
<tr>
<td>Conn</td>
<td>Iowa</td>
<td>Miss</td>
<td>NC</td>
<td>Tenn</td>
<td></td>
</tr>
<tr>
<td>Del</td>
<td>Kan</td>
<td>Mo</td>
<td>ND</td>
<td>Tex</td>
<td></td>
</tr>
<tr>
<td>DC</td>
<td>Ky</td>
<td>Mont</td>
<td>Ohio</td>
<td>Utah</td>
<td></td>
</tr>
</tbody>
</table>

2. For US territories, spell out the name except for common abbreviations, such as “N” or “Am”:

   | Puerto Rico | US Virgin Is | Guam | Am Samoa | N Mariana Is | Micronesia |

3. For Canadian provinces, Australian states, and other non-American subdivisions, some limited abbreviation may be appropriate (for example, the first three or four letters, as in “Ont” for Ontario or “Vict” for Victoria), but include the name of the country in parentheses.

(d) **Names of counties, cities, and smaller subdivisions**

These should generally be spelled out.
Rule 2.4 Months of the Year

The months of the year are abbreviated in citations as follows—but never in text:

<table>
<thead>
<tr>
<th>Jan</th>
<th>Apr</th>
<th>July</th>
<th>Oct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb</td>
<td>May</td>
<td>Aug</td>
<td>Nov</td>
</tr>
<tr>
<td>Mar</td>
<td>June</td>
<td>Sept</td>
<td>Dec</td>
</tr>
</tbody>
</table>

Rule 2.5 Numbers

(a) Ordinal numbers
For ordinal numbers in citations use “1st,” “2d,” “3d,” “4th,” etc. (Note that “2d” does not have an “n” and “3d” does not have an “r”.)

For ordinal numbers in text (including footnote and parenthetical text), follow the convention for whole numbers described in Rule 2.5(b) below.

- She finished in third place.
- He finished in 100th place.
- Taxes are due each year on April 15th.
- The First Amendment is about freedom of speech.

(b) Whole numbers
Spell out all whole numbers from one to ninety-nine.

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

- Combined Cubs and White Sox attendance for the year is expected to exceed sixteen million.

Use numerals for other numbers greater than ninety-nine, for numbers that incorporate decimal points, and for dates.

- On April 30, 1975, Brazil sold 10.2 million gallons of crude oil to Japan.

Use numerals to be consistent with other numbers of the same type expressed as numerals within a sentence.

- Emily’s Comment has been cited by 21 journals and 103 judges.
(c) **Percentages**  
A percentage should always be expressed as a numeral followed by “percent.” For example, “34 percent”.

(d) **Currency**  
Use numerals for dollar amounts.  

The jury awarded $27 million in damages.  

Sonny paid Tessio $10,000 to hit the Tattaglias.

(e) **Starting sentences with numbers**  
Whenever a number starts a sentence, spell it out.  

Thirty-two percent of staffers are horrible at hyphenating.

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**Rule 3.1 Introducing Authorities**

(a) **Use no introductory words only when . . .**

. . . the cited authority *directly* supports the citing text (such as the recitation of a case’s facts), identifies the source of a quotation, or identifies a source discussed in the text.

(b) **Otherwise, use plain, unabbreviated, unitalicized English to introduce authorities**

Introduce every other authority with an ordinary English phrase explaining its force or purpose. These introductory words should *never* be italicized. We recommend the following phrases:

(1) **See.** Use “See” if the cited authority is described by the citing text or if the cited authority provides indirect but obvious support for the citing text.

(2) **See also.** Use “See also” if the cited authority provides additional support for the citing text beyond that provided by previous cited authorities.

(3) **See, for example.** Use “See, for example,” if the cited authority provides an example of the proposition stated by the citing text.

(4) **See generally.** Use “See generally” when the idea being discussed is too broad to allow for citation to a specific page in the cited authority. This signal is to be used sparingly, as pincites are generally preferred.
(5) **For ____, see.** It may be helpful to introduce a source by describing more specifically the type of information it provides: For empirical work on people’s reasonable expectations of privacy, see Matthew B. Kugler and Lior Jacob Strahilevitz, *The Myth of Fourth Amendment Circularity*, 84 U Chi L Rev, 1747, 1776–94 (2017).

(6) **But see.** Use “But see” if the cited authority directly or indirectly contradicts the citing text.


(8) **Consider.** Use “Consider” instead of “See generally” if the cited authority provides qualified or ambiguous support for the citing text and the idea discussed is too broad to allow for citation to a specific page.

(c) **Mixed signals**

The above list is not exhaustive—some signals can be combined and other signals may be used. A few examples include: “See generally, for example,”; “But see, for example,”; and “But see generally.”

(d) **Introducing a case and acts in the text**

Drop cite at the case or act name and then pincite at the end of the sentence.

In *Han v Stanton*, 1 a unanimous Court held that citing of cases should occur both at the case name and “at the end of the sentence.” 2 The 2011 Act for Efficient Citations 3 (AEC), which was passed by an overwhelming majority of Congress, codified this decision. 4

1 531 US 98 (2000).

2 Id at 110.

3 Pub L No 11-253, 112 Stat 1425, codified at 1 USC § 100 et seq.

4 AEC § 2, 112 Stat at 1429, 1 USC § 101.
Rule 3.2  Punctuation of Citation Sentences

Multiple authorities following a single introductory phrase or sentence should be separated by semicolons. When a new phrase introduces another group of citations, a new citation sentence should begin.


Rule 3.3  Order of Authority

Organize authorities in the manner that seems most logical in context. Often, the order will track the organization of signals in Rule 3.1(b)—that is, most to least supportive. Within a citation sentence, authorities are often organized in reverse chronological order.

Rule 3.4  Explanatory Information

(a) Explanatory text is good

Additional information 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. This information may be presented in parentheses or in a separate phrase.

*Lawner v Engelbach*, 249 A2d 295, 297 (Pa 1969) (reversing the judgment against a diamond merchant for conversion of a diamond ring).

*Lawner v Engelbach*, 249 A2d 295, 297 (Pa 1969) (“While we are bound by the trial court’s findings of fact, we are not bound by its legal conclusions drawn from those facts.”).

For a case concerning the conversion of a diamond ring, see *Lawner v Engelbach*, 249 A2d 295, 297 (Pa 1969).
(b) Grammar and punctuation in explanatory parentheticals

An explanatory parenthetical may contain either a quoted full sentence (in which case the first letter is capitalized, and the sentence should end with punctuation) or a fragment (in which case the first letter is lowercase, and the fragment should not end with punctuation inside the parentheses).

Generally, if the parenthetical is a fragment, the first word of the parenthetical should be a present participle (for example, “concluding,” “holding,” or “finding”). Words like “the,” “a,” and “that” should not be omitted from parenthetical language (for example, “holding that”).

See St. Bartholomew’s Church v City of New York, 914 F2d 348, 353–57 (2d Cir 1990) (determining that a New York City landmark law withstands Free Exercise Clause and Takings Clause challenges).

(c) Describing concurring, dissenting, majority, or plurality opinions

When citing a dissenting or concurring opinion, so indicate using the last name of the justice or judge followed by the type of opinion issued. Do not include “J” or “CJ.” Also, do not include any commas.

Wisconsin Department of Corrections v Schacht, 524 US 381, 393 (1998) (Kennedy concurring).

Likewise, when indicating the author of a majority opinion, use only the last name of the justice or judge. But such an indication is not necessary.


A plurality opinion should be indicated using a separate parenthetical.


(d) Describing altered quotations

For quoted material with alterations not otherwise indicated in the quotation itself, use a descriptive parenthetical. Use “(citations omitted)” when footnotes appear in the cited material.

Welch, 483 US at 488 (citations omitted).

Ford, 477 US at 399 (quotation marks and citations omitted).

Not: (internal quotation marks omitted) or (internal citations omitted)
“Citation omitted” is unnecessary when:

(i) the quotation already contains an ellipsis, or

(ii) the omitted citation comes at the end of the quotation.

When material is emphasized in a quote, include “(emphasis added)” or “(emphasis omitted)” parentheticals.

Lochner v New York, 198 US 45, 56 (1905) (“Bakers cannot work long hours.”) (emphasis added).

(e) Explaining internal citations

Indicate an internal citation or quotation in a “citing . . . ” or “quoting . . . ” phrase set off by a comma. Do not use a parenthetical.

Roberto's Fruit Market, Inc v Schaffer, 13 F Supp 2d 390, 396 (EDNY 1998) (noting that asserting RICO claims does not necessitate a long or verbose complaint), citing Shapiro v Cantor, 123 F3d 717, 728 (2d Cir 1997).

(f) Multiple explanatory parentheticals: Order and spacing

A single space should appear between parentheticals. When multiple parentheticals appear in a citation, the order is: date, authoring judge (if necessary), quote alteration, cross-reference, archived at or online at clause, explanatory parenthetical, and citing or quoting clause. If the alteration or cross-reference refers to the cited or quoted source, then that parenthetical should follow the citing or quoting clause. If an alteration is to an explanatory parenthetical, then the quote alteration parenthetical should appear after the explanatory parenthetical.

Johnson v Murphy, 605 F2d 1113, 1125–27 (8th Cir 1995) (Grady dissenting) (arguing that breach of the implied covenant of good faith should not form an independent basis of liability).

See also Epstein, 65 Cal W L Rev at 1119 (cited in note 2)
(arguing for strict liability in admiralty cases).

See, for example, Johnson, 605 F2d at 1125 (emphasis added) (discussing the superiority of strict liability regimes), quoting Epstein, 65 Cal W L Rev at 1119 (cited in note 2).

See also, for example, Oona A. Hathaway, et al, The Origins of War Manifestos (UCLR Online, May 20, 2019), archived at https://perma.cc/RJX8-AFKA (“[W]e observed that the reasoning offered in those manifestos appeared to change over time.”) (emphasis added).
Rule 4.1 General Information for Citing Authorities

The following subrules of Rule 4.1 apply to all citations. Rules 4.2–4.15 apply to specific types of authority.

Rule 4.1(A) Page Citations

(a) **Always include pincites**
Indicate the exact location of the supporting statements within the authority, using the page number.
Include a pincite even if the cited material is on the first page of the cited authority.
The only citations to paginated authorities that need no pincite are “See generally” and “Consider” citations to entire authorities, as well as drop citations.

(b) **Digits in pincites**
When referencing consecutive page 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
But not: 1199–200, 1199–00
Note that an en dash (–), not a hyphen (-), is used to connect the numbers.

(c) **Nonconsecutive pages or note numbers**
References to nonconsecutive pages or note numbers should be separated by a comma followed by a space.
885 F2d at 332, 337

(d) **Pincites to footnotes**
A pincite to a particular page of a source implies reference to the footnotes on that page as well. To cite only a footnote, refer to the page on which the call appears, followed by an “n” (or “nn” if more than one note), a nonbreaking space, and then the note number.

When a citation is to both a page and material in a footnote or footnotes—in order to call special attention to footnoted material—refer to the page, followed by an ampersand (&), a space, an “n” or “nn,” a nonbreaking space, and then the note number.
Rule 4.1(B) Citing Internal Divisions

(a) **Use the authority’s internal divisions**

Citation to a specific part of a work should correspond to the internal ordering system the work uses. Indicate the precise location of the supporting statements within the authority, using the page number, section number (§), paragraph number (¶), chapter number (ch), note number (n), or any combination of these. Be as precise as possible; do not use a chapter number when page numbers are available.

E. Allan Farnsworth, *Contracts* § 7.1 at 445 (Little, Brown 1982).

(b) **Law review sections or parts**

By convention, sections of law review pieces are not referred to by symbol, but rather by the word “Part” or “Section.”

Rule 4.1(C) Authors’ and Editors’ Names

(a) **Full name on first citation only**

Cite the author’s or editor’s full name as given on the first page or the title page of the source cited. In subsequent references, give only the last name. When the author is an institution whose name can be abbreviated (Environmental Protection Agency), provide the full name on first citation, and thereafter abbreviate (EPA) when *that source* is cited again. If a different, later source has the same institutional author, spell the name out again the first time *that source* is cited.

(b) **Editor or translator**

When referring to an edited collection of works by different authors, place the editor’s name in the author’s position, followed by a comma and “ed”.


A translator should be indicated in an explanatory parenthetical.


If an editor’s job is not to compile several works, but rather to present an edition of a work, the editor is cited in a parenthetical after the publisher and date parenthetical.

(c) **Multiple authors**
Separate two authors’ names with “and” rather than an ampersand (&). When there are three authors, use an oxford comma with “and”.


If there are more than three authors, list the first author, followed by a comma and “et al”.


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**Rule 4.1(D) Authority Included in Another Source**

When an authority is collected, reprinted, or otherwise included in whole or in part in another source, cite the authority by joining the citation clauses for the two works with an appropriate descriptive phrase.


Indicate the page of the larger source at which the included work begins as well as the page being cited.


“Reprinted in” should be used only for authorities bearing a citation of their own reprinted in a source with a separate citation.


While not necessary, insert an “originally published” parenthetical to emphasize the year of a work’s original publication.

Rule 4.1(E)  Subsequent Citations to Authorities

(a) Using “id”
When citing an authority for the first time, give the full citation.

Thereafter, make reference to the same authority using “id” only if the authority is the only one cited in the immediately preceding sentence or footnote. “Id” cannot be used even if additional authority is merely cited in a parenthetical, in subsequent history, or in a quoting or citing clause. For example:

6 Washington, 3 F Supp 2d at 953.
7 See id at 960.

“Id” should be capitalized only if it is the first word in a sentence. It should not be followed by a period unless it appears at the end of a sentence. It should never be italicized.

If a footnote is preceded by three footnotes that contain only “id” citations, and it cites the same source as the other three, make the note a short-form citation instead of a fourth consecutive note using “id”.

2 Id at 17.
3 Id at 20. See also id at 27.
4 Id at 47.
5 Nordhaus and Boyer, Warming the World at 53 (cited in note 1).

Note that this rule counts by the number of notes, not by the number of “id” uses within each note. Thus, a single note with multiple uses of “id” counts as only one use of “id” for purposes of this rule.

(b) If “id” is inappropriate, use a short form if one exists
Later rules contain short forms for specific types of authorities. If no short form exists, use another full citation.
(c) Cross-references
Reference to authorities and materials cited elsewhere in the document in which the reference occurs may be made using a short phrase like “cited in note x.” Never use “supra” or “infra”.

Eskridge, 37 UCLA L Rev at 630 (cited in note 55).

(1) **No cross-references for cases or statutes.** Do not use cross-references for cases or statutes, but use them for all other sources.

(2) **Cross-referencing text.** To refer to another portion of the text, use:

See text accompanying notes xx–yy.

See Part II.A.3.

(3) **Cross-referencing text and notes.** Use “See notes xx–yy and accompanying text” only when the reference draws on something substantive in *both* the text and the notes. Use “See text accompanying notes xx–yy” only when the reference draws on something in the text and it would be inappropriate to cross-reference an entire Part or Section. Use “See notes xx–yy” only when the footnotes themselves contain material to which you are specifically directing the reader’s attention.

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**Rule 4.2 Cases**

The following subrules apply to *all* cases.

**Rule 4.2(A) Citation Format for Cases**

(a) **Universal form**
Use the following form:

```
{case name}, {volume number} {reporter} {1st page}, {cited page} (#court) {year}).
```

*Hively v Ivy Tech Community College of Indiana*, 853 F3d 339, 343 (7th Cir 2017).
(b) **Case name**

(1) Do not include “State of” or “Secretary of” in case names. Do, however, always include “City of” or “County of”.

(2) Write out “United States” in case names.

(3) Omit “ex rel” and the name directly following it.

(4) Do not append “Inc” or “Ltd” after the party name if “Co” is part of the party name.

(c) **Reporter**

(1) **Abbreviating reporters.** See Appendix 3.

(2) **Supreme Court reporters.** Supreme Court cases should be cited in the following order of priority:

1st — US Reports citation if it exists.
2d — S Ct Reporter citation if it exists.
3d — WL citation if it exists.
4th — LEXIS citation if it exists.

(3) **Federal reporters.** Put spaces between “F Supp #d” but not between “F#d”. Cite the first Federal Reporter volume with “F”.

(4) **Regional reporters.** Cite the regional reporter for state cases if one is available. See Appendix 3.

*People v Black*, 113 P3d 534, 543 (Cal 2005).

(5) **Looseleafs.** A looseleaf service or other source containing opinions is treated the same as any other reporter, but include the publisher at the end of the looseleaf’s name to help readers locate the volume.

*In re Saberman*, 3 Bankr L Rptr (CCH) ¶ 67,416 (ND Ill 1980).

(6) **Reprinted cases.** When the official reporter reprints an earlier editor’s collection of cases and renombres the volume, always include the earlier editor’s name and volume.

*Marbury v Madison*, 5 US (1 Cranch) 137 (1803).
(d) **Court**

Use a parenthetical to indicate the name of the court that decided the case unless the court’s identity is clearly indicated by the name of the reporter.

1. **Supreme Court.** When citing a United States Supreme Court case, it is not necessary to indicate such in the parenthetical (unless using a Westlaw or Lexis citation).

2. **Federal appellate courts.** When citing a United States Court of Appeals case, abbreviate the circuit in the parenthetical. The ordinal numbers “2d” and “3d” should be used, not “2nd” and “3rd”.


3. **Federal district courts.** When citing a United States District Court, the abbreviation for the district should always be included in the parenthetical.

   Put a space between the district and the state name except for the District of Columbia (DDC) and New York (SDNY, NDNY, etc.) districts, which are easy to recognize in their merged form.


4. **State courts.** Indicate the court of decision in a parenthetical unless the reporter name already indicates that court. An abbreviation consisting of just the state name indicates the state’s court of last resort. Omit “Court” in all state-court names (for example, “Ill App,” not “Ill App Ct”).


Rule 4.2(B)  Pending and Unreported Cases

Use the citation employed by, in order of priority: (1) Westlaw, (2) Lexis, (3) slip opinion.

(a) **Westlaw or Lexis citations**

Follow the form used by the service. Indicate which court decided the case unless the court’s identity is clearly indicated. Dates are not required if the year appears in the citation form.

\{case name\}, \{form used by the service\}, *\{page number\} (\{court unless obvious\} \{date only if exact date is required\}).


Pincites are preceded by an asterisk. When pinciting something contained on two asterisked pages, use an asterisk only before the first page.


(b) **Slip opinions**

(1) **Federal cases.** Use the following form for federal slip opinions:

\{case name\}, \{docket or action number\}, slip op at \{cited page\} (\{court\} \{date, year\}).

- *Gioda v Saipan Stevedoring Co*, No 86-2435, slip op at 10 (9th Cir Aug 18, 1988).

(2) **State cases.** Use the following form for state slip opinions:

\{case name\}, \{docket, appeal, indictment, claim, or index number, if available\}, slip op at \{cited page\} (\{court\} \{date, year\}).

- *People v Paul*, No 4582-84, slip op at 3 (NY Sup June 27, 1986).
Rule 4.2(C) Prior and Subsequent Case History

(a) **Form**

Use the following form:

{citation to main authority}, {type of prior/subsequent action}, {citation to prior/subsequent authority}.


(b) **Abbreviations**

Use reasonable abbreviations (“affd,” “affg,” “revd,” “revg,” “vacd,” “remd”) to indicate the type of prior or subsequent action. (No apostrophes are needed.)

(c) **When to indicate prior or subsequent history**

(1) **Affirmation, reversal, or vacatur.** Indicate these only when doing so is relevant to the proposition in the citing text.


(2) **Grant of review.** Indicate a grant of review or an appeal only if the subsequent case has not been decided. For example:


*City of Hazleton v Lozana*, 620 F3d 170, 175 (3d Cir 2010), petition for cert filed, 2010 WL 5069545 (Dec 8, 2010).

(3) **Denial of review.** Do not indicate a denial of review (“cert denied,” “appeal denied”) that has no precedential authority unless it is particularly recent and, thus, indicates finality. Generally, indicate “cert denied” only for decisions in which the Supreme Court has denied certiorari in the last two years.

(4) **Change in case name.** A substantially different case name in prior or subsequent history should be indicated. Do not use “sub nom”.

(5) **Other instances.** Otherwise, indicate a case’s prior or subsequent history only when it clarifies the strength of the case’s authority or shows whether the case is continuing.
Rule 4.2(D)  Short Citations to Cases

(a) Short citation versus full citation
Cases should be cited according to the rules below.

(1) First citation in text. Include a full citation in a drop cite when a
case’s name is first cited in the text—even if the case has earlier been cited
in the footnotes. See Rule 3.1(d).

(2) Subsequent citations in text. The case name may be short-cited.

(3) Citations in footnotes. When a case is cited only in a footnote, it must
be full-cited again unless a full citation to the case appears in the same Part
of the article, comment, or book review in which the citation appears. For
example, if a case is first full-cited in a footnote in Part II.A of an article, a
footnote citation in Part II.B may be short-cited. But a full citation should be
included in a footnote in Part III. This rule applies only to footnotes. If a
case is full-cited in the text (meaning the full name is used in the text,
followed by a drop cite—see Rule 3.1(d)), it is never full-cited again.

(4) Different opinions, same decision. When citing different opinions
within a decision, a full citation is not necessary:

5 McIntyre v Ohio Election Commission, 514 US 334, 338
6 Id at 358 (Ginsburg concurring).
7 Id at 337 (majority).

(b) Short citation form

{shortened case name}, {volume number} {reporter} at {page}.

For example: Hively, 853 F3d at 345.

The use of “id” is acceptable with cases.

1 Shortened case name. Use the name of the first nongovernmental
party (for example, “Watson” for “United States v Watson” and “Iqbal” for
“Ashcroft v Iqbal”) unless the governmental party is sufficiently obscure
and clarity demands otherwise.

2 Popular case names. Popular names for cases (for example, The
Lottery Cases, The Wagon Mound II, and Peerless) may be used. Popular
names should be italicized and introduced in a parenthetical.

   In re American Express Merchants Litigation, 634 F3d 187, 189 (2d
   Cir 2011) (AMEX II).
(3) Westlaw and Lexis citations. For Westlaw and Lexis citations, use the following short form:

{shortened case name}, {form used by the service} at *{page}.


Rule 4.3 Court Documents (Briefs, Motions, and Petitions)

The title of an appellate brief or other court document should be taken in full from the document itself.

(a) Form

Use the following form:

{title}, {case name}, {docket or action number}, *{cited page} ({court} filed {date, year}) ({chosen nickname, if any}).


(b) Short citation form

When possible, short-cite a previously referenced brief or motion with a nickname. The nickname should indicate what type of document is being short-cited. The use of “id” is acceptable with court documents.

Litan Brief at *48 (cited in note 25).

(c) Citation to an online copy

Include a citation to an Internet copy of the court document when it is available either through Westlaw, Lexis, or Bloomberg or through a Perma link (see Rule 4.13).


Joint Appendix to the Respondent’s Supplemental Brief, Bush v Palm Beach County Canvassing Board, No 00-836, *52–58 (US filed Nov 30, 2000) (available on Westlaw at 2000 WL 1793147) (Palm Beach Brief).
Rule 4.4 Periodicals

The following subrules apply to all periodicals, such as law journals, other academic journals, newspapers, and magazines.

Rule 4.4(A) General Form

Articles in journals, newspapers, and services should be cited as follows:

{author}, {title}, {volume number} {periodical} {1st page}, {cited page} ({date}).


(a) **Author**

See Rule 4.1(C).

**Book reviews and student authors.** For book reviews and student-written works in law journals, the author’s name should be followed by the designation used in the journal, such as “Book Review,” “Note,” or “Comment.”


(b) **Title**

*Never* shorten a periodical title on first reference even if it is long.

(1) **Style.** Article titles should be italicized.

(2) **Secondary titles or subheads.** Always include a secondary title or subhead in the citation.

(c) **Volume number**
Some periodicals are frequently identified by date rather than by volume. If so, the volume number may be omitted.


When the volume number for a periodical is a year, the date parenthetical may be omitted.


(d) **Abbreviations**
See Appendix 5.

(e) **Cited page**
There should always be a pincite to specific pages cited except with drop cites or when “See generally” or “Consider” is the introducing signal.

(f) **Date**
If the issues of a periodical are paginated consecutively throughout a volume, only the year in which the piece was published is needed. If the issues are not consecutively paginated (that is, each new issue in a volume begins with page 1), give the date of the issue being cited. For example: (Summer 1983) or (June–July 1983).

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**Rule 4.4(B) Short Citations to Periodical Articles**

(a) **General Form**
Use the following form:

{author’s last name}, {volume number} {periodical} at {page} ({cross-reference}).


The use of “id” is acceptable with periodical articles.

(b) **Book reviews and student works**
The short-cite should include the appropriate designation, such as “Book Review,” “Comment,” or “Note.” See Rule 4.4(A)(a).

Moore, Comment, 83 U Chi L Rev at 2271 (cited in note 1).
(c) **Newspapers**

Because newspaper articles are frequently identified by their headlines, short-cite newspaper articles with short-form titles intact.


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**Rule 4.5  Books and Treatises**

The following subrules apply to *all* books and treatises.

**Rule 4.5(A)  General Form**

Books and treatises should be cited in the following form. Note that each new volume of a multivolume work takes a new full citation when it is first introduced.

{author}, {volume number} {title} {cited subdivision and/or page}

({publisher} {edition} {year}).


(a) **Author**

See Rule 4.1(C).

(b) **Volume number**

Replace Roman numerals with Arabic numerals.

(c) **Title**

Generally, use the title of the book as it appears on the title page. Never shorten the title. Secondary titles (subtitles) should be included in the citation after a colon. Do not add a colon if the primary title ends with an exclamation point or question mark. Book and treatise titles should be italicized.

(d) **Subdivision**

See Rule 4.1(B).
(e) **Publisher**
Distill the publisher’s name down to a one- or two-word designation. Periods are not needed. Omit words like “press,” “printing,” “publishing,” or “printer” unless the resulting name would be confusing. University presses are indicated by the name of the school, omitting words like “university” or “college” except when they are necessary to avoid confusion. An example is when the name of the university or college shares the name of a major city (New York University Press should be abbreviated as “NYU” as opposed to “New York”).

- Oxford University Press (Oxford {date}).
- West Publishing (West {date}).

Publishers should be referred to by their most specific names. Thus, Belknap Press of Harvard University is (Belknap {date}).

If a publisher has a multiparty name (Simon & Schuster), *do not* cut it down to one word (Simon).

(f) **Edition**
Give the number of the edition cited unless citing a first or single edition. Thus, use “({Publisher} 2d ed 1978)” but “({Publisher} 1978)” for a first edition. If an edition is commonly identified by the editor’s name, include it.

(g) **Pincites**
In pincites to a book, do not use “at” in the first citation unless the citation includes a section or paragraph number. Do use “at” in subsequent citations.

22 MacKinnon, *Only Words* at 31 (cited in note 1).

**Rule 4.5(B) Short Citations to Books and Treatises**

(a) **General form**

{author’s last name}, {volume number} *shortened title* {subdivision} at {page} ( {reference to previous full citation}).

- Davis, 3 *Administrative Law* at 357 (cited in note 41).

The use of “id” is acceptable with books and treatises.
(b) **Short-citing authorities included in larger books or treatises**
When subsequently citing an authority that is included in a larger work, only the cited work should be mentioned, not the larger work.


(c) **Citing different short works within a larger book or treatise**
Short-cite the larger work each time you cite a different shorter work. The page citation for the larger work should include both the first page on which the new shorter work appears and the pin, without the use of “at.”


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**Rule 4.6 Constitutions and Foundational Sources of Law**

(a) **Constitutions**
Cite constitutions as:

{country or state} Const {subdivisions}.

US Const Art I, § 9, cl 2.

NM Const Art IV, § 7.

US Const Amend XIV, § 2.

(b) **Superseded constitutions**
If the constitution cited has been superseded, indicate the year of its adoption and, parenthetically, the year it was superseded.

Ark Const of 1868 Art III, § 2 (superseded 1874).

(c) **Other founding legal documents**
When citing other founding legal documents, use the general form for constitutions as far as possible. Use common sense; abbreviate words when doing so will not confuse the reader. Abbreviations should conform with Rules 2.1–2.3.
Decl of Ind.
Magna Carta Art 2.

**Rule 4.7 Statutes**

The following subrules apply to all statutes.

**Rule 4.7(A) Which Source to Cite**

(a) **“Codification” and “act” defined**

There are two citation sources for most statutes: the codification, which collects statutory language after enactment; and the act, which is the original source of the statutory language.

(b) **Sources**

For federal statutes, the codification appears in the official United States Code (USC), and the original act appears in the United States Statutes at Large (Stat). For state statutes, see Appendix 4.

(1) *Always cite the codification if available.*

(2) **Official versus unofficial.** Whenever possible, cite the official codification (for example, USC, not USCA or USCS).
(3) **Codification versus act.** Cite *both* the codification and the act if the material relied on is not contained in the codification (for example, statements of legislative findings or purposes are often not codified). If the article, comment, or book review simply mentions the existence of a statutory provision, only the codification citation is needed. For example:

It is illegal to possess drugs.\(^5\)

\(^5\)18 USC § 207.

But if the piece refers to a statute’s passage, amendment, legislative history, or anything else for which knowledge of the original enactment could be useful, give the original act and codification.

In 1975, Congress finally supplied an express prohibition on drug possession.\(^5\)

\(^5\) Anti-Drug Possession Act, Pub L No 82-447, 61 Stat 902 (1975), codified at 18 USC § 201 et seq.

When in doubt, provide complete information.

(4) **Scattered code.** For acts that are codified in scattered sections of a single title of the United States Code, cite the original act and then indicate the scattered codification.

Telecommunications Act of 1996, Pub L No 104-104, 110 Stat 56, codified in various sections of Title 47.

For acts that are codified in scattered sections of the entire Code, cite only the original act.


(5) **Secondary legislative sources.** If neither the codification nor the act is available, cite a legislative looseleaf service or another secondary source, such as United States Code Congressional and Administrative News (USCCAN).
Rule 4.7(B) Citation to a Codification

(a) **General form**

Use the following form:

{optional name of act} {{on first reference} popular name or popular abbreviation or nickname given by author}, {title or volume number} {codification} {subdivision} {{publisher if an unofficial codification} {year}}.


(b) **Name of act**

Give the official name of the act or title. This part of the citation may be omitted if the name of the act appears in the sentence accompanying the footnote or if the name is not helpful. If you use the name and intend either to shorten it or to use a popular name on later reference, introduce the popular name in a parenthetical (Dodd-Frank Act).

(c) **Codification and subdivisions**

Give the title or volume number, the name of the codification, and all necessary subdivisions of the statute cited (articles, sections, etc.). Abbreviations for federal and state codifications are listed in Appendix 4.

(1) **Et seq.** When referring to an act in general, the citation to the codification may include the first section number followed by “et seq”. “Et seq” is followed by a period only if it appears at the end of a sentence. It is never italicized.


(2) **Multiple sections or subsections.** To indicate multiple sections or subsections, separate them by commas if they are not consecutive or by an en dash (not a hyphen) if they are consecutive.

(i) **Section numbers.** If section numbers are continuous, follow the rules for multiple page numbers. See Rule 4.1(A).


(ii) **Subsection letters.** If subsection letters are continued, then the en dash should be followed by only so much of the citation as is needed
to convey the range cited. The same is true if nonconsecutive subsections are cited in sequence (see the third example).

25 USC § 115(a)–(c).

(3) Double §§. When referring to multiple section numbers, use two section symbols (§§). This applies only to multiple section numbers, not multiple subsection numbers.

25 USC §§ 114–16.

(4) Decimal systems. Statute and other section numbers with decimals should be connected thus:


(5) Unusual citation systems. For unusual citation systems of multiple consecutive sections or subsections (for example, codifications that separate subsections from sections with hyphens), use “to” instead of an en dash.

11 Ind Code § 14-7-5-3 to -4.
11 Ind Code § 14-7-5 to -7-9.

(d) Publisher

Include the publisher only when necessary and only when the date is included, as directed below. See Appendix 4.

Cal Civ Code § 1511 (West 1982).

(e) Year

There is no need to indicate the year when citing the most recent edition of the codification or regulation unless the year is particularly relevant.
Rule 4.7(C) Citation to an Original Act

(a) General form

Use the following form:

{name of act} {{(on first reference) popular name or abbreviation}}, {Pub L No (if available)}, {volume} {source} {first page} {{year of passage}}, codified at {citation to codification}.


(b) Name of act

As when citing a codification, give the official title of the act on first reference, followed by a parenthetical with the short form to be used later.

(1) No-name acts. If there is no official or popular name, it is customary to identify the act by “Act of {date of passage}”.

(2) Pub L. For US statutes since 1957 and some state statutes, indicate “Pub L No xx-xx” after the name.

(c) Source

Abbreviations for collections of federal and state acts are listed in Appendix 4.

(d) Year of passage

The year may be omitted when clearly indicated in the name of the act.

(e) Codification

If the act is (or will be) codified, cite the codified version after the date.

National Environmental Policy Act, Pub L No 91-190, 83 Stat 852 (1970), codified as amended in various sections of Title 42.

Rule 4.7(D)  Model Codes and Uniform Acts

When citing a state law that is an adaptation of a uniform act, cite the state statute. It may be helpful to indicate parenthetically the corresponding uniform act’s author and publication date.

See Fla Stat § 672.615 (1967) (UCC § 2-615 (ALI 1952)).

Rule 4.7(E)  Short Citations to Statutes

When short-citing a statute, 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 a codification
Short-cite a codification as follows:

{title or volume number} {codification} {subdivision}.

42 USC § 4332.

(b) Citation to an original act
Short-cite an original act as follows:

{shortened name of act} {subdivision}, {volume} {source} at {cited page}.

National Environmental Policy Act § 201, 83 Stat at 854.
Rule 4.7(F) Other Information

(a) Laws no longer in force
Indicate if a law is no longer in force by citing the repealing statute (or the case declaring it unconstitutional).


(b) Widely known acts
When citing sections of widely known acts, it is often helpful to indicate the section number in the original act as well as the section number in the codification.

Taft-Hartley Act § 301(a), 29 USC § 185(a).

Rule 4.8 Legislative Materials

The following subrules apply to all legislative materials.

Rule 4.8(A) Nonfederal Sources

For legislative materials other than federal, cite as follows:

{title}, {legislature}, {session}, {subdivision} ({date}).


The session may be omitted if the legislature has only one session, and the publication may be omitted when there is no published volume containing the material (for example, for unenacted bills).
Rule 4.8(B)  Federal Sources

Federal bills and resolutions, as well as congressional debates, can often be cited as they appear in the Congressional Record (Cong Rec) or its predecessors. Federal reports and documents can often be cited as they appear in the United States Code Congressional and Administrative News (USCCAN).

(a) Bills and resolutions

Use the following form:

{title and/or bill number}, xxth Cong, x Sess ({month, day, and year introduced}), in {citation to source, if any} ({source date}).

S 2404, 97th Cong, 2d Sess (Apr 13, 1982), in 128 Cong Rec 7091 (Apr 20, 1982).

(1) House or Senate. When citing recent editions of the Congressional Daily Record that have not been printed in the Congressional Record, indicate whether you are citing House (H) or Senate (S) pages.


(2) Date. When the date of the bill or resolution is the same as the date of the Congressional Record in which the bill or resolution is published, omit the date associated with the bill or resolution.

S 3704, 97th Cong, 2d Sess, in 128 Cong Rec 7091 (Apr 21, 1982).

(b) Committee or subcommittee reports

Use the following form:

{title of the report}, {S or HR} Rep No xx-xx, xxth Cong, x Sess {page} ({year}).


Also cite USCCAN if possible (see below).

(c) Committee or subcommittee hearings

Use the following form:

{title, including bill number and committee name}, xxth Cong, x Sess {page} ({year}) {(nickname for use in later short citations)} {(explanatory parenthetical)}. 

35

Also cite USCCAN if possible (see below).

(d) USCCAN

Legislative materials are much easier to find in USCCAN than in the individual congressional or committee publications. Thus, when citing a report or hearing, indicate the number, Congress, and session, as well as the reprinting in USCCAN if available.


Rule 4.8(C) Short Citations to Legislative Materials

(a) Bills or reports

Use the following form:

{shortened title or bill/report number} at {page} (reference to previous full citation).

HR Rep No 96-304 at 9 (cited in note 94).

Do not include the USCCAN citation in the short citation.

The use of “id” is acceptable with bills or reports as well as hearings.

(b) Hearings

Use the following form for committee or subcommittee hearings:

{hearing nickname adopted with first full citation}, xxth Cong, x Sess at {page} (reference to previous full citation).

1982 SICDA Hearings, 97th Cong, 2d Sess at 69 (cited in note 95).
Rule 4.9 Executive and Administrative Materials

(a) General rule
Cite by issuing agency, title, official source, page, and date for both federal and state materials.

Hawaii Department of Business, Economic Development and Tourism, Report to the Legislature on Senate Concurrent Resolution No 68 SD1: On the Feasibility of Establishing Cooperating Ventures with Organizations on the US Mainland for Promoting Hawaii and Its Products *41–44 (Nov 18, 2004), archived at https://perma.cc/2L8G-KZ4V.

(b) Federal regulations and rulemakings
Federal agency regulations appear in two sources: the Code of Federal Regulations (CFR), which collects final rules; and the Federal Register (Fed Reg), which publishes both proposed and final rules. Notices of proposed rulemakings appear only in the Federal Register. Titles of materials appearing in the Federal Register are not italicized. Cite the Code of Federal Regulations if available. For example:

10 CFR § 10.12.


Some specialized regulations are cited according to the convention of the agency promulgating them. For example, the US Treasury’s regulations under the Internal Revenue Code are cited simply as “Treas Reg § xx.”

(c) Federal adjudications
Cite the official source used by the agency if available. When applicable, follow the rules for citing court cases (see Rule 4.2). Use the name in the Table of Cases Reported if there is one.


Some official sources are specific to particular agencies. For example, Treasury rulings and procedures for the Internal Revenue Code are cited as they appear in the Cumulative Bulletin (Cumulative Bull) or its advance sheet, the Internal Revenue Bulletin (Int Reven Bull).
(d) **Presidential documents**

Executive orders, presidential proclamations, and reorganization plans should ordinarily be cited only as they appear in Title 3 of the Code of Federal Regulations. When citing executive orders in the CFR, the § symbol should not be used.

If a particular document is not yet published in the CFR, cite the Federal Register.

Other presidential documents may be cited as they appear in either the Public Papers of the President ({President’s name}, {title}, {year} Pub Papers {first page}, {cited page}) or in the Weekly Compilation of Presidential Documents ({President’s name}, {title}, {volume number} Weekly Comp Pres Doc {first page}, {cited page} ({date})).

(e) **Administrative materials not contained in official reporters**

Examples of such materials include IRS private letter rulings and SEC no-action letters. If the agency maintains a numbering scheme, use it. Parallel citations to Westlaw, Lexis, or a Perma link (see Rule 4.13) should be provided if available.

(f) **Short citations**

Cite a codified regulation as you would a statute, a regulation appearing in the Federal Register as you would a periodical (but without the author’s name), and an adjudication as you would a case.

The use of “id” is not acceptable with CFR citations. It is acceptable with Fed Reg citations and federal adjudications.

49 CFR § 38.23.

50 Fed Reg at 2530 (cited in note 23).

*Hollywood Ceramics*, 140 NLRB at 223.
Rule 4.10  Rules of Practice

Court rules and rules of evidence or procedure are cited simply by the name and number of the rule. The use of “id” is not acceptable with rules of practice.

FRCP 12.
FRCrP 12.
FRE 403.
Tex Rule Evid 803(a)(1).
US S Ct Rule 7.

Rule 4.11  Treaties and Other International Agreements

Treaties and agreements to which the United States is a party should be cited with both the official and unofficial citation.

{name of treaty}, {official citation}, {unofficial citation} ({year signed}).

Postal Agreement with the Gold Coast Colony, 1952 2 UST 1859, TIAS No 2322 (1951).

(a) Official citation. For treaties signed prior to 1949, the official citation is to the Statutes at Large (Stat). Treaties signed since 1949 are officially published in United States Treaties and Other International Agreements (UST).

(b) Unofficial citation. For treaties signed prior to 1945, the unofficial citation is to the Treaty Series (Treaty Ser) or Executive Agreement Series (Exec Agr Ser), each of which assigns a number to treaties covered. Treaties signed since 1945 should be cited as they appear in the Treaties and Other International Acts Series (TIAS), which also assigns a number to treaties covered.
Rule 4.12 Foreign Materials

(a) General rule
The citation rules for a particular type of foreign material’s American equivalent
may serve as a proxy. To the extent such analogues are an incomplete match, the
foreign source may be cited in any unambiguous form consistent with the general
practice of this manual.
Extra attention must be paid to the use of abbreviations. See Rules 2.1–2.3.
Also, include a parenthetical indicating the jurisdiction issuing the source unless it
is obvious from the citation. When necessary for clarity, a translation into English
(for example, of a title or reporter) may be included in parentheses, but the first
reference should include the original language.

(b) Cases
Both common law and civil law cases may be cited according to Rule 4.2.
The source, especially in the case of civil law decisions not appearing in official
reporters, should be clearly indicated. The name of the court and the jurisdiction
should also be included unless obvious from the citation or context.
Certain English courts are well-known to American lawyers and should be
abbreviated according to standard practice. Thus:

The King v Lockwood, 99 Eng Rep 379 (KB 1782).

(c) Constitutions
Foreign constitutions should be cited according to Rule 4.6. The actual name of the
constitution may be used, or the country name followed by “Const,” whichever is
more appropriate in the setting. If the actual name of the constitution is used, a
parenthetical may be necessary to indicate that the document is a constitution.

(d) Statutes
Codified or compiled statutes, such as those in many common law countries, may
be cited according to Rule 4.7.

(e) International law
The following examples cover prominent sources of international law:

(1) United Nations Charter. Cite the UN Charter as follows, omitting the chapter number, including the article number, and abbreviating and capitalizing “article”:

UN Charter Art 42.

(2) Other United Nations documents. Cite other UN documents as follows:

Resolution 1483, UN Security Council, 4761st mtg (May 22, 2003), UN Doc S/RES/1483 2 (recognizing the “authorities, responsibilities, and obligations” of “occupying powers”).

(3) International tribunals. Include both page and paragraph numbers when citing the International Court of Justice and other international courts that organize opinions by numbered paragraphs.

Case Concerning the Gabčíkovo-Nagymaros Project (Hungary v Slovakia), 1997 ICJ 3, 7 at ¶¶ 15–17.

Rule 4.13 Internet Sources

(a) In general
Internet sources should be cited with caution and only if a paper source is not available. To preserve cited Internet sources, use the archiving service Perma.cc.

For files hosted online that fit into another category of sources, follow the rule for that source and append “archived at {Perma URL}” after a comma. When no rule seems applicable, use:

{author}, {title} *{page} ( {publisher}, {date}), archived at {Perma URL}.

See Nicholas Stephanopoulos, The False Promise of Black Political Representation (The Atlantic, June 11, 2015), archived at https://perma.cc/5SKA-K8YW.

If a piece cannot be archived because of a paywall or any other reason, use the following format:

{author}, {title} *{page} ({publisher}, {date}), online at {URL} (visited {month, day, year}) (Perma archive unavailable).

(b) **Short citations**

Use the following form:

{author’s last name}, *{shortened title} at *{page} ({reference to previous full citation}).

The use of “id” is acceptable with Internet sources.

(c) **Omissions**

It is acceptable to omit author, title, or other citation elements if they are unavailable (as is often the case). Include only real people or established institutions (such as the EPA) as authors; omit the author when it would simply restate the publisher.

(d) **Pincites**

When citing an Internet document, pincite the divisions given by the source. If the source gives page numbers or section numbers, use those. For example, the Journal of Online Law numbers the paragraphs of its articles. When the website is unpaged, omit the pincite. Use “See,” not “See generally,” when citing an Internet source without a pincite.
Rule 4.14 Unpublished and Forthcoming Sources

Dissertations, working papers, forthcoming articles, and other such academic works that are unpublished, not formally published, not scheduled for publication, or forthcoming should be cited in the following fashion:

(a) Unpublished sources

Use the following format for unpublished sources:

{author}, {title} *{page} ({type of source}, {date}), {location of source}.


(b) Forthcoming sources

Use the following format for forthcoming sources:

{author}, {title}, {vol} {journal} *{page} (forthcoming {date}), {location of source}.


The use of “id” is acceptable with both unpublished and forthcoming sources.
Rule 4.15  Other Sources

Sources not included in one of the previous categories may be cited in any unambiguous form consistent with the general practice of this manual.


Restatement (Second) of Contracts § 205 (1979).

For *The Federalist Papers*, use the following form and the Cooke edition:

Federalist 42 (Madison), in *The Federalist* 264, 269 (Wesleyan 1961) (Jacob E. Cooke, ed).
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* (Chicago 17th ed 2017) (CMS) is used to resolve those questions of style not addressed in this manual. For convenience, however, this section offers a few rules that are frequently needed by those who edit legal writing. Additional style pointers may be found in *Garner’s Modern American Usage* (Oxford 3d ed 2009).

1 QUOTATION MARKS

(a) Enclose quotations of fewer than fifty words in double quotation marks.

(b) Enclose quoted material within a quotation in single quotation marks. Alternate double and single quotation marks for each succeeding level of quotation. If you need too many levels of quotes, consider paraphrasing.

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.”

(c) If quoted material should be enclosed in two pairs of quotation marks (because the quoted material is itself quoted material), only one set of standard quotation marks should be used.

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

(d) Set off quotations of fifty or more words as a left-indented block quotation. Do not indent on the right. Do not enclose indented block quotations in quotation marks. Enclose quoted material within a block quotation in double quotation marks.

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 separate line. 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.”
(e) Put all punctuation *inside* the quotation marks, except for the following:

(1) semicolons and colons;

(2) question marks and exclamation points if they are not part of the original quotation.

(f) Quotation marks should be used to enclose terms that are used in a nonstandard, ironic, or other special sense—such quotation marks are called “scare quotes.” For more information, see CMS § 7.57.

(g) Quotation marks (or italics) should also be used to enclose a word or term that is not used functionally, but rather is referred to as the word or term itself.

The term “critical mass” is often used metaphorically.

What is meant by “neurobotics”?

2 COMMAS

(a) Always place a comma after a case citation even if not grammatically required.

*Hans v Louisiana*, 134 US 1 (1890), is the closest case on point.

(b) 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*”, . . . .

(c) 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.

(d) When the elements in a series are long and complex, or involve internal punctuation, separate them by semicolons.
3 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* and *Coker v Georgia*—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) **Creating em and en dashes**

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.
4 ELLIPSES

(a) Omissions must be noted. Indicate the omission of words within a quoted sentence by replacing the omitted text with an ellipsis. An ellipsis is a group of three consecutive dots separated from the text by single spaces and each other by nonbreaking spaces (two total nonbreaking spaces for a three-dot ellipsis). 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 paragraph” toggle in Word.

The creation of a corporation, it is said, appertains to sovereignty.

The creation of a corporation . . . appertains to sovereignty.

(b) The only exception is that 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. To indicate the omission of a word or words at the end of a quoted sentence, 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?

Is the legislature the only branch of government that should exercise legislative powers . . . ?

(c) 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.
(d) If, after material has been omitted, the remaining quotation is a single complete sentence, the omission should be indicated by one ellipsis (that is, three dots). This is true whether the omitted material includes a fragment or complete sentence(s).

I pledge allegiance . . . with liberty and justice for all.

(e) When the last part of a quoted sentence is omitted and the material following starts a new sentence, use an ellipsis to indicate the omitted material, but retain the period to indicate the end of the sentence. A nonbreaking space should be inserted between each period (three total).

There’s a lady who’s sure all that glitters is gold. . . . When she gets there she knows, if the stores are all closed, with a word she can get what she came for.

(f) 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).

We were just another band out of Boston, on the road to try to make ends meet. . . . [W]e barely made enough to survive.

(g) 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.

5 BRACKETS

(a) When only one word is removed from a quoted sentence, use opening and closing brackets instead of an ellipsis. Be sure to place one nonbreaking space between the brackets.

The court required that “each party [ ] submit its jury instructions immediately.”
(b) When a letter in a quoted sentence must be changed from lower- to uppercase or vice versa, enclose it in brackets.

Thus, “[t]he issue is not the general immunity of the States from private suit but merely the susceptibility of the States to suit before federal tribunals.”

(c) Substituted words or letters in a quoted sentence should be bracketed. For example, “In determining whether to abbreviate, simply follow Rule 2 closely,” might be altered and quoted:

Staff members must “determin[e] whether to abbreviate, simply follow[ing the Rule governing abbreviations] closely.”

(d) An omitted letter(s) at the end of a word should be indicated by brackets enclosing a nonbreaking space.

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

(e) When quoting a passage, significant mistakes in the original should be followed by “[sic],” but otherwise left as in the original.

He relies on the proposition that “a State voluntarily become [sic] a party to a cause and submits its rights for judicial determination.”

6 PARENTHESES

(a) Parentheses, like em dashes, may be used to set off an amplifying, explanatory, or digressive element.

(b) 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).

(c) 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.”).
7 CAPITALIZATION

(a) Quotations embedded in the text of a piece may begin with an uppercase or lowercase letter, depending on the context. As CMS directs, a quotation used as an essential syntactic part of a sentence should begin with a lowercase letter, while a quotation that has a more remote syntactic relation to the rest of the sentence should begin with a capital letter. In most cases, this rule means that a quotation introduced by “that” will not be capitalized, but one introduced as a freestanding sentence will be.

Justice Brandeis stated that “[s]unlight is said to be the best of disinfectants; electric light the most efficient policeman.”

Justice Brandeis stated, “Sunlight is said to be the best of disinfectants; electric light the most efficient policeman.”

Justice Brandeis reiterated the value of publicity: “Sunlight is said to be the best of disinfectants; electric light the most efficient policeman.”

(b) The words “Comment,” “Article,” “Essay,” “Response,” and “Book Review” should be capitalized when referring to themselves.

(c) When referring to a specific part, section, or chapter of an article, comment, or book, capitalize “Part,” “Section,” or “Chapter.” Do not modify part and section headings with “sub,” such as “Subpart III.A.” See Appendix 1(8)(i) for the distinction between parts and sections.

(d) Capitalize nouns referring to people or groups only when they identify specific persons, officials, groups, or government offices. Similarly, capitalize such phrases as “the Act,” “the Code,” and so forth only when the referent is unambiguously identified.

the Board of Trustees of the University of Chicago; the board Secretary Rice; the secretary

(e) Likewise, “circuit” should not be capitalized unless it appears in the title of a particular circuit. Thus:

The Seventh Circuit has taken a conservative approach with respect to the imposition of a fiduciary relationship upon contracting parties. On the other hand, the circuit’s First Amendment jurisprudence is rather activist.
Names of parts of a constitution or statute may be capitalized when used in a sentence as proper nouns, as in “First Amendment” or “Article III”. The phrases “the Court” and “the Constitution” should be capitalized only when referring to the US Supreme Court and US Constitution. For two-part constitutional amendments (the “Twenty-First Amendment”), both elements of the spelled-out number should be capitalized.

When referring to the US Congress, “Congress” is capitalized. The adjective “congressional,” however, is not.

Generally, the word “president” is capitalized only when referring to a specific president of the United States, but “executive” is not, even when referring to the president. See CMS § 8.21 for further guidance on civil titles.

The agent failed to protect the president.

John Wilkes Booth assassinated President Lincoln.

Similarly, “justice” is capitalized when referring to a specific justice (for example, Justice Sotomayor), but not when referring to “the justice(s)” or the like.

“Framers” and “Founding” are capitalized when referring to the Framers of the US Constitution and the Founding of the United States.

“Government” is capitalized when referring to the government as a litigant, but not otherwise.

Use headline-style capitalization in all source titles even if this results in changing the original capitalization. For more information, see CMS §§ 8.157–8.159.

8 OTHER RULES OF STYLE

(a) Use “for example” in place of “e.g.” and “in other words” or “that is” in place of “i.e.”

(b) Refer to CMS §§ 5.255–5.256 on gender-neutral phrasing and pronouns.

(c) 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
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 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, which announced that same-sex couples could legally marry, was decided in 2015.

(g) On first reference, include the first and last names of individuals referred to in the text or footnotes. Utilize middle names or initials when naming authors in the footnotes when the cited source uses a middle name or middle initial in naming the author. On first reference, utilize middle names or middle initials when naming individuals in the text when a middle name or middle initial is commonly used to identify the named individual (for example, George W. Bush).

Introduce an individual by first and last name on first reference in the text even if the individual was previously introduced in a footnote. The title “Justice” or “Judge” should never be omitted. Other titles like “Professor” should precede the first and last name of an individual on first reference only. In each subsequent Part, refer to the individuals (other than judges and justices) by title plus last name on first reference.
For example:

In his latest work, Professor Akhil Amar proposes a radical new version of originalism. However, Amar fails to account for at least two counterarguments.

Next Part:

Professor Amar makes three overarching points. First, Amar argues that originalism, as currently understood, is useless.

(h) Insert nonbreaking spaces in the text and in footnotes after a § symbol, other internal divisions, between the periods of an ellipsis according to the rules in Appendix 1(4), 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(4)(a).

(i) 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 . . .

(j) 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 § 5.146.

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}.

pledged; 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 preferred.

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:

(1) Primary section headings should be designated by Roman numerals (separated from the title by two spaces), centered, and in either large or small caps. Capitalization is discussed below.

I. THE LANGUAGE, HISTORY, AND POLICY OF THE LEAD PLAINTIFF PROVISION

(2) 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

(3) 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, as a citizen and a taxpayer, for commission of fraud on the United States.

(4) 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 Products Co was a numbering system for replacement parts.

(5) Capitalization of words in primary section headings and first-order subsection headings should be headline-style, per 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: Recommended Abbreviations of Reporters

<table>
<thead>
<tr>
<th>Report</th>
<th>Abbreviation</th>
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</thead>
<tbody>
<tr>
<td>Agriculture Decisions</td>
<td>Ag Dec</td>
</tr>
<tr>
<td>Alabama Appellate Court Reports [1910–1976]</td>
<td>Ala App</td>
</tr>
<tr>
<td>American Maritime Cases</td>
<td>Am Marit Cases</td>
</tr>
<tr>
<td>Appellate Division Reports (NY)</td>
<td>AD, AD2d, AD3d</td>
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<tr>
<td>Arizona Reports</td>
<td>Ariz</td>
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<tr>
<td>Atlantic Reporter</td>
<td>A, A2d</td>
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<tr>
<td>Bankruptcy Law Reporter</td>
<td>Bankr</td>
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<tr>
<td>Bankruptcy Reporter</td>
<td>Bankr L Rptr (CCH)</td>
</tr>
<tr>
<td>California Appellate Reports</td>
<td>Cal App, Cal App 2d, Cal App 3d, Cal App 4th</td>
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<tr>
<td>Claims Court Reporter</td>
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</tr>
<tr>
<td>Code of Federal Regulations</td>
<td>CFR</td>
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<tr>
<td>Colorado Reports [1864–1980]</td>
<td>Colo</td>
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<tr>
<td>Commodity Futures Law Reporter</td>
<td>Comm Fut L Rptr (CCH)</td>
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<tr>
<td>Congressional Record</td>
<td>Cong Rec</td>
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<td>Connecticut Appellate Reports</td>
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<td>Connecticut Supplement</td>
<td>Conn Supp</td>
</tr>
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Louisiana Courts of Appeal Reports [1924–1932].............. La App
Louisiana Reports [1901–1972] ..................................... La
Maine Reports [1820–1965].......................................... Me
Maryland Appellate Reports........................................ Md App
Maryland Reports....................................................... Md
Massachusetts Appeals Court Reports......................... Mass App
Massachusetts Reports ................................................ Mass
Michigan Court of Appeals Reports ......................... Mich App
Michigan Reports ...................................................... Mich
Minnesota Reports [1851–1977] ................................ Minn
Miscellaneous Reports (NY) ...................................... Misc, Misc 2d, Misc 3d
Mississippi Reports [1818–1966] ................................. Miss
Missouri Appeal Reports [1876–1954] .......................... Mo App
Missouri Reports [1821–1956] ..................................... Mo
Montana Reports ........................................................ Mont
National Labor Relations Board Reports .................... NLRB
National Labor Relations Board Decisions .................. NLRB Dec (CCH)
Nebraska Reports ...................................................... Neb
Nevada Reports ........................................................ Nev
New Hampshire Reports ........................................... NH
New Jersey Equity Reports [1830–1948] ....................... NJ Eq
New Jersey Law Reports [1790–1948] ......................... NJ L
New Jersey Miscellaneous Reports [1923–1949] .............. NJ Misc
New Jersey Reports ..................................................... NJ
New Jersey Superior Court Reports .......................... NJ Super
New Mexico Reports .................................................. NM
(NY) Appellate Division Reports ............................... AD, AD2d
(NY) Miscellaneous Reports ..................................... Misc, Misc 2d
New York Reports ..................................................... NY, NY2d, NY3d
New York Supplement .............................................. NYS, NYS2d
North Carolina Reports .............................................. NC
North Carolina Court of Appeals Reports .................. NC App
North Dakota Reports [1890–1953] ............................. ND
Northeastern Reporter ............................................... NE, NE2d, NE3d
Northwestern Reporter ............................................ NW, NW2d
Ohio Appellate Reports ........................................... Ohio App, Ohio App 2d, Ohio App 3d
Ohio Circuit Court Reports [1885–1901] ....................... Ohio Cir Ct
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Appendix 4: Recommended Abbreviations of Statutory Sources

Below are recommended abbreviations of statutory sources. As a default rule of citation, the publisher and the year need not be noted. When referencing older versions of a statute, the year is necessary. Insert “{(year)}” after the codification. When citing codifications unavailable on Westlaw or Lexis or when citing annotations in annotated codifications, the publisher and the date are necessary. Insert “{(publisher date)}” after the codification.

United States (Federal)
Codification:
United States Code.....................................   {title} USC § x
United States Code Annotated ...................   {title} USCA § x
United States Code Service.........................   {title} USCS § x
Original Acts:
United States Statutes at Large ..................   {title} Stat x (20xx)

Alabama
Codification:
Code of Alabama Annotated......................   Ala Code Ann § x
Code of Alabama .....................................   Ala Code § x
Original Acts:
Acts of Alabama ....................................   20xx Ala Acts x

Alaska
Codification:
Alaska Statutes Annotated .......................   Alaska Stat Ann § x
Original Acts:
Alaska Session Laws ...............................   20xx Alaska Sess Laws x

Arizona
Codification:
Arizona Revised Statutes Annotated.............   Ariz Rev Stat Ann § x
Arizona Revised Statutes Unannotated ...........   Ariz Rev Stat § x
Original Acts:
Arizona Session Laws ..............................   20xx Ariz Sess Laws x
Arizona Legislative Service ......................   20xx Ariz Legis Serv x
Arkansas

Codification:
Arkansas Code Annotated.............................Ark Code Ann § x
General Acts of Arkansas..........................20xx Ark Acts x

California

Codification:
Annotated California Code ..................................Cal [subject] Code § x
Original Acts:
Statutes of California ..................................20xx Cal Stat x
California Advance Legislative Service ..................20xx Cal Adv Legis Serv x
California Legislative Service ......................20xx Cal Legis Serv x

Colorado

Codification:
Colorado Revised Statutes ..........................Colo Rev Stat § x
Colorado Revised Statutes Annotated ..............Colo Rev Stat Ann § x
Original Acts:
Session Laws of Colorado ..........................20xx Colo Sess Laws x
Colorado Legislative Service .....................20xx Colo Legis Serv x

Connecticut

Codification:
Connecticut General Statutes
State Set................................................Conn Gen Stat § x
Connecticut General Statutes Annotated ..........Conn Gen Stat Ann § x
Original Acts:
Connecticut Public and Special Acts ..............20xx Conn Acts x (Reg [or Spec] Sess)
Connecticut Legislative Service ..................20xx Conn Legis Serv x

Delaware

Codification:
Delaware Code Annotated ..........................{title} Del Code Ann § x
Original Acts:
Laws of Delaware ..................................{volume} Del Laws x (20xx)
### District of Columbia

**Codification:**
- District of Columbia Code
  - Encyclopedia ........................................... DC Code § x

**Original Acts:**
- United States Statutes at Large .................... {volume} Stat x (20xx)
- District of Columbia Statutes at Large .................. 20xx DC Stat x
- District of Columbia Register .................. DC Reg x (20xx)

### Florida

**Codification:**
- Florida Statutes ....................................... Fla Stat § x
- Florida Statutes Annotated ........................ Fla Stat Ann § x

**Original Acts:**
- Laws of Florida........................................ 20xx Fla Laws x
- Compiled General Laws of Florida..................... 20xx Comp Gen Laws Fla x
- Florida Session Law Service ....................... 20xx Fla Sess Law Serv x

### Georgia

**Codification:**
- Official Code of Georgia Annotated .......... Ga Code Ann § x

**Original Acts:**
- Georgia Laws.......................................... 20xx Ga Laws x

### Hawaii

**Codification:**
- Hawaii Revised Statutes .................. Hawaii Rev Stat § x

**Original Acts:**
- Session Laws of Hawaii ......................... 20xx Hawaii Sess Laws x

### Idaho

**Codification:**
- Idaho Code................................................. Idaho Code § x

**Original Acts:**
- Session Laws, Idaho .................................. 20xx Idaho Sess Laws x
Illinois

Codification:
Illinois Compiled Statutes.......................... xxx ILCS yy/zz
Illinois Revised Statutes........................... Ill Rev Stat ch x, § x
Illinois Annotated Statutes........................ Ill Ann Stat ch x, § x

Original Acts:
Laws of Illinois........................................ 20xx Ill Laws x
Illinois Legislative Service........................ 20xx Ill Legis Serv x

Indiana

Codification:
Indiana Code............................................ Ind Code § x
Annotated Indiana Code............................... Ind Code Ann § x
Indiana Statutes Annotated Code Edition............... Ind Code Ann § x

Original Acts:
Acts, Indiana.......................................... 20xx Ind Acts x

Iowa

Codification:
Code of Iowa ............................................ Iowa Code § x
Iowa Code Annotated ................................ Iowa Code Ann § x

Original Acts:
Acts and Joint Resolutions of the State of Iowa .......... 20xx Iowa Acts x
Iowa Legislative Service............................ 20xx Iowa Legis Serv x

Kansas

Codification:
Kansas Statutes Annotated.......................... Kan Stat Ann § x

Original Acts:
Session Laws of Kansas .............................. 20xx Kan Sess Laws x

Kentucky

Codification:
Kentucky Revised Annotated Statutes................ Ky Rev Ann Stat § x
Kentucky Revised Statutes Annotated................ Ky Rev Stat Ann § x

Original Acts:
Kentucky Acts.......................................... 20xx Ky Acts x
Kentucky Revised Statutes and Rules Service......... 20xx Ky Rev Stat & Rules Serv x
Louisiana

Codification:

Louisiana Revised Statutes
Annotated.................................................. La Rev Stat Ann § x
Louisiana Civil Code Annotated.................. La Civ Code Ann § x

Original Acts:

State of Louisiana: Acts of the
Legislature.............................................. 20xx U Acts x
Louisiana Session Law Service ............... 20xx La Sess Law Serv x

Maine

Codification:

Maine Revised Statutes Annotated .......... {title} Me Rev Stat Ann § x

Original Acts:

Laws of the State of Maine ................. 20xx Me Laws x
Acts, Resolves and Constitutional
Resolutions of the State of Maine
[1820–1899].............................................. 18xx Me Acts x
Maine Legislative Service ...................... 20xx Me Legis Serv x

Maryland

Codification:

Annotated Code of Maryland
(subject matter)........................................ Md [subject] Code Ann § x
Annotated Code of Maryland
(otherwise) ........................................... Md Ann Code art x, § x

Original Acts:

Laws of Maryland.................................... 20xx Md Laws x

Massachusetts

Codification:

Annotated Laws of Massachusetts........ Mass Ann Laws ch x, § x
Massachusetts General Laws
Annotated.................................................. Mass Gen Laws Ann ch x, § x

Original Acts:

Acts and Resolves of
Massachusetts........................................ 20xx Mass Acts x
Massachusetts Advanced
Legislative Service................................. 20xx Mass Adv Legis Serv x
Michigan

Codification:
Michigan Compiled Laws.......................... Mich Comp Laws § x
Michigan Compiled Laws Annotated.............. Mich Comp Laws Ann § x
Michigan Statutes Annotated..................... Mich Stat Ann § x

Original Acts:
Michigan Legislative Service.................... 20xx Mich Legis Serv x

Minnesota

Codification:
Minnesota Statutes.................................. Minn Stat § x
Minnesota Statutes Annotated..................... Minn Stat Ann § x

Original Acts:
Laws of Minnesota .................................. 20xx Minn Laws x
Minnesota Session Law Service.................. 20xx Minn Sess Law Serv x

Mississippi

Codification:
Mississippi Code ................................... Miss Code § x

Original Acts:
General Laws of Mississippi...................... 20xx Miss Laws x

Missouri

Codification:
Missouri Revised Statutes......................... Mo Rev Stat § x
Annotated Missouri Statutes...................... Mo Ann Stat § x

Original Acts:
Laws of Missouri .................................... 20xx Mo Laws x
Missouri Legislative Service..................... 20xx Mo Legis Serv x

Montana

Codification:
Montana Code Annotated.......................... Mont Code Ann § x

Original Acts:
Laws of Montana.................................... 20xx Mont Laws x

Nebraska

Codification:
Revised Statutes of Nebraska..................... Neb Rev Stat § x

Original Acts:
Laws of Nebraska.................................... 20xx Neb Laws x
Nevada

Codification:
Nevada Revised Statutes Nev Rev Stat § x

Original Acts:
Statutes of Nevada 20xx Nev Stat x

New Hampshire

Codification:
New Hampshire Revised Statutes NH Rev Stat Ann § x
Annotated

Original Acts:
Laws of the State of New Hampshire 20xx NH Laws x

New Jersey

Codification:
New Jersey Revised Statutes NJ Rev Stat § x
New Jersey Statutes Annotated NJ Stat Ann § x

Original Acts:
Laws of New Jersey 20xx NJ Laws x
New Jersey Session Law Service 20xx NJ Sess Law Serv x

New Mexico

Codification:
New Mexico Statutes Annotated NM Stat Ann § x

Original Acts:
Laws of New Mexico 20xx NM Laws x

New York

Codification:
McKinney’s Consolidated Laws of New York NY [subject] Law § x
Consolidated Laws Service NY [subject] Law § x

Original Acts:
Laws of New York 20xx NY Laws x
New York Session Laws 20xx NY Sess Laws x
North Carolina

Codification:
General Statutes of North Carolina........... NC Gen Stat § x
Original Acts:
Session Laws of North Carolina ............. 20xx NC Sess Laws x
Advanced Legislative Service to the General Statutes of North Carolina...................... 20xx NC Adv Legis Serv x

North Dakota

Codification:
North Dakota Century Code ..................... ND Cent Code § x
Original Acts:
Laws of North Carolina ........................... 20xx ND Laws x

Ohio

Codification:
Ohio Revised Code Annotated................. Ohio Rev Code Ann § x
Original Acts:
State of Ohio: Legislative Acts
Passed and Joint Resolutions
Adopted......................................................... 20xx Ohio Laws x
Ohio Legislative Bulletin.......................... 20xx Ohio Legis Bull x
Ohio Legislative Service........................... 20xx Ohio Legis Serv x

Oklahoma

Codification:
Oklahoma Statutes................................. Okla Stat § x
Oklahoma Statutes Annotated................... {title} Okla Stat Ann § x
Original Acts:
Oklahoma Session Laws............................ 20xx Okla Sess Laws x
Oklahoma Session Law Service................... 20xx Okla Sess Law Serv x

Oregon

Codification:
Oregon Revised Statutes......................... Or Rev Stat § x
Original Acts:
Oregon Laws and Resolutions................. 20xx Or Laws x
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  Texas Revised Civil Statutes
    Annotated..................................................  Tex Rev Civ Stat Ann § x
  Texas Business Corporation
    Annotated..................................................  Tex Bus Corp Act Ann art x
Original Acts:
  General and Special Laws of the
    State of Texas ...........................................  20xx Tex Gen Laws x
  Texas Session Law Service...............................  20xx Tex Sess Law Serv x
Utah
Codification:
  Utah Code Annotated......................................... Utah Code Ann § x
Original Acts:
  Laws of Utah ...............................................  20xx Utah Laws x
Vermont
Codification:
  Vermont Statutes Annotated............................... {title} Vt Stat Ann § x
Original Acts:
  Laws of Vermont ...........................................  20xx Vt Laws x
Virginia
Codification:
  Code of Virginia............................................ Va Code § x
  Virginia Statutes at Large
    [1619–1807] ............................................... Va Stat ch x (17xx)
Original Acts:
  Acts of the General Assembly of
    the Commonwealth of Virginia......................  20xx Va Acts x
Washington
Codification:
  Revised Code of Washington............................ Wash Rev Code § x
  Revised Code of Washington
    Annotated................................................. Wash Rev Code Ann § x
Original Acts:
  Laws of Washington ........................................  20xx Wash Laws x
West Virginia
Codification:
West Virginia Code.......................... W Va Code § x
Original Acts:
Acts of the Legislature of West
Virginia ............................................ 20xx W Va Acts x

Wisconsin
Codification:
Wisconsin Statutes.......................... Wis Stat § x
Original Acts:
Laws of Wisconsin.......................... 20xx Wis Laws x

Wyoming
Codification:
Wyoming Statutes.......................... Wyo Stat § x
Original Acts:
Session Laws of Wyoming ................... 20xx Wyo Sess Laws x
### Appendix 5: Recommended Abbreviations of Periodicals

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