

The *Columbia Undergraduate Law Review's* Boiled Down Style Guide 2010-2011

1. Punctuation

Spell out all acronyms on first reference followed by acronym in parentheses. Use well-known acronyms in all cases afterward. Don't include periods in acronyms:

First reference: Federal Bureau of Investigation (FBI) **not** FBI

First reference: North Atlantic Treaty Organization (NATO) **not** NATO

First reference: United Arab Emirates (UAE) **not** UAE

Never abbreviate U.S. state names:

New York **not** NY

North Carolina **not** NC

Cambridge, Massachusetts **not** Cambridge, MA

The only exception to these rules is the United States:

U.S. is an adjective (ok on first reference) and United States is only a noun in all references.

The United States declared war **not** The U.S. declared war

The U.S. Supreme Court **not** The United States Supreme Court

The Supreme Court of the United States **not** of the U.S.

USE SERIAL COMMAS:

In a series of three or more elements, separate the elements by commas.

Red, blue, and green **not** Red, blue and green

Wine, beer, or liquor **not** Wine, beer or liquor

2. Numbers

Spell out numbers:

In text when between one and ninety-nine and multiples of hundreds, thousands, millions, and so on.

twelve **not** 12

twenty-six **not** 26

forty thousand **not** 40,000 or 40 thousand

one million **not** 1,000,000 or 1 million

third place **not** 3rd place or 3rd place

Use Numerals (Don't Spell Out):

In citations, dates, percentages, any number greater than ninety-nine, with decimals.

Citation: 1st edition **not** first edition or 1st edition

Dates: April 15 **not** April 15th or April 15th (Note: No suffixes)

Percentages: 34 percent **not** thirty-four percent or 34%

Greater than ninety-nine in text: 120 **not** one-hundred twenty

Decimals: 44.8 **not** forty-four point eight

Percents:

Write out the word "percent."

50 percent **not** fifty percent or 50%

Currency:

Use symbol for currency. Use numerals for all amounts, but for amounts one million and over, spell out “million,” “billion,” “trillion,” etc. and use numerals for the multiple.

\$1,000 **not** \$1 thousand or one thousand dollars

\$25 million **not** \$25,000,000 or twenty-five million dollars

\$20 billion **not** \$20,000,000,000 or twenty billion dollars

Superscripts:

Don't use superscripts. All number rules still apply.

120th place **not** 120th place

April 14, 1912 **not** April 14th, 1912 or April 14th, 1912

Numbers at the beginning of a sentence:

Treat the number as if it were anywhere else in the sentence. Therefore, do not use a numeral to represent a number that would otherwise be spelled out simply because the number is the first word in the sentence.

3. Punctuation

Italicize:

Case names, names of publications, names of books, uncommon foreign words, emphasized words, and works of art. **Do not italicize** founding documents, statutes, or acts.

Brown v Board of Education of Topeka, Kansas

The Columbia Undergraduate Law Review **not** The Columbia Undergraduate Law Review

Plato's *Republic* **not** Plato's Republic or Plato's “Republic”

Raison d'être **not** Raison d'être

Telos **not** *Telos*

Ross really, *really* wants to finish this style guide (whether there is emphasis is up to author)

Twelve Angry Men **not** “Twelve Angry Men”

The United States Constitution **not** *The Constitution* or *The Constitution*

The Spanish Constitution of 1978 **not** *The Spanish Constitution of 1978*

Quotes:

Use for works within a larger work (articles in a publication, chapters of a book, a poem in a collection). Do not use quotes for sections of a document that would not be italicized.

“Lordship and Bondage,” *Phenomenology of Spirit* **not** *Lordship and Bondage*

“The Raven,” *Collected Poems of Poe* **not** *The Raven*

T/the Bill of Rights **not** “The Bill of Rights” or *The Bill of Rights*

Article II of the U.S. Constitution **not** “Article II of the U.S. Constitution” or *Article II of the U.S. Constitution*

Attributing a quote to a speaker:

include a comma between the verb of expression and the quote. Do not use the relative pronoun “that” followed by the lack of a comma and a quote.

He said, “the world is ending” **not** He said that “the world is ending.”

Quotes over three lines:

Indent these quotes. **Do not indent quotes** under three lines.

Don't modify quotes...

except to elaborate on meaning or to change the case (case meaning capitalization).

Elaborate OK: "He [Lincoln] won the election in 1860."

Change case OK: Hamlet asked, "[t]o be, or not to be, that is the question."

Other modifications not OK:

If the original quote is "I love chocolate," **do not write:** he said, "[he] love[s] chocolate." **Write:** he said, "I love chocolate." Changing pronoun, tense, agreement, etc. is NOT OK!

Hyphen vs. Em dash:

Use a hyphen (-) to:

Separate a compound word, words with suffixes/prefixes

The **then-CEO** was charged with invasion of privacy for placing cameras in company restrooms.

Use an em dash (—) to:

Denote a sudden break in thought or set off an element to give emphasis or explanation

The CEO—**now publicly humiliated and alienated by his co-workers**—decided to take a trip to Jamaica with his secret lover.

Diacritics:

Include diacritics only in uncommon foreign words that carry the diacritics in those languages.

To the *madrileños*, or the residents of Madrid, the proposal to the end the siesta is the equivalent of blasphemy **not** The procedure required coöperation.

Ellipses:

Use ellipses with three dots to note omissions. Do not use ellipses at the end of quoted material unless it is important to show that the quote continues. If you wish to show that the quote continues, use four dots.

I. Three dots

Original quote: "Five score years ago, a great American, in whose symbolic shadow we stand today, signed the Emancipation Proclamation."

Revised quote: "Five score years ago, a great American...signed the Emancipation

NOT: "Five score years ago, a great American [...] signed the Emancipation Proclamation." **OR** Martin Luther King...who was, by the way, a great leader...said, "Five score years ago, a great American, in whose symbolic shadow we stand today, signed the Emancipation Proclamation."

II. Four dots

"Five score years ago, a great American, in whose symbolic shadow we stand today, signed the Emancipation Proclamation....."

Parentheses:

If the material inside of parentheses is a full sentence, put punctuation inside. If not, place punctuation outside of parentheses.

Capitalization:

Capitalize only nouns referring to specific persons, groups, or government offices.

The government of Argentina **not** the Government of Argentina

The Republic of France **not** The republic of France

The judge sustained the objection **not** the Judge sustained the objection
Janet Reno worked under President Clinton **not** Janet Reno worked under president Clinton.

The president of Israel is a mere figurehead **not** the President of Israel is a mere figurehead.

The Honorable Judge Denny Chin sentenced Bernard Madoff to 150 years in prison **not** the honorable judge Denny Chin sentenced Bernard Madoff to 150 years in prison.

The university's chief general counsel is a Columbia alumna **but** Chief General Counsel Laura Lawyer is a Columbia alumna.

Titles grouped with names:

If a title is grouped with a name, capitalize a title **only** if it precedes a name.

University Professor Gayatri Spivak has traveled to the fourth dimension of epistemic post-modernism **not** university professor Gayatri Spivak has traveled to the fourth dimension of epistemic post-modernism.

Xavier Sala-i-Martin, Columbia professor of economics, owns 400 ties **not** Xavier Sala-i-Martin, Professor of Economics, owns 400 ties.

4. Citations

Use Chicago style, not MLA, not APA, and surely not your own hybrid!

Journal/ Periodical Articles:

Author, "Title," Volume Number *Periodical Name* 1st, Cited Page, Date

Chicago: John Smith, "Constitutional Law," *73 Journal of Law* 1, 9 (1972).

MLA: Smith, John. "Constitutional Law." *Journal of Law* 73 (1972): 1-20.

Books:

Author, *Title* Cited Subdivision/Page (Publisher Edition Year)

Chicago: James Wright, *Handbook of the Law* 22 (Knopf 1982).

MLA: Wright, James. *Handbook of the Law*. New York: Knopf 1982.

Websites:

Author, *Title*, Publication (Publisher/Date), online at {URL} (date visited)

Chicago: Raymond Kopp, *Children and Law*, Child Law Center (1999), online at www.childlawcenter.com/children-and-the-law (visited April 10, 2010).

MLA: Children and Law. Raymond Kopp. 1999. Child Law Center. April 10, 2010 <www.childlawcenter.com/children-and-the-law>

Court Case Names:

case name, volume reporter 1st page, cited page (court & year).

Chicago: *Iowa Electric Light & Power v Local Union* 204, 834 F2d 1424, 1427 (8th Cir 1987).

Using the same citation more than once:

When citing an authority for the first time, give the full citation. Thereafter, make references to the same authority by "id" so long as the authority is the *only* one cited in the immediately preceding sentence or endnote.

"id" should be in lower-case as such, never italicized, emboldened, underlined, or quoted. If the page number from which the referred information is taken is different from that of the preceding reference to the cited work, write "id at" followed by the page number. "id"

should not be followed by a period unless it appears at the end of a sentence.

¹ Peter Schotten. “*Marbury v. Madison*, Rightly Understood.” 33 *Perspectives on Political Science* 134,136 (2004).

² id at136

³ id at 135

5. *CULR* Specific Points

1. At the top of the paper, include in the following order:

Paper title

Author’s name

Author’s school and year

Abstract

2. All footnotes should be converted to endnotes. On Microsoft Word, click “Insert,” then select

“Footnote,” and then “Options...”

3. Papers should include **both** a “Works Cited” section and an endnotes section.

4. Endnotes should be formatted in Arabic numerals (1, 2, 3), not Roman numerals (i, ii, iii) or

symbols (*, ^, +).