



THE COLUMBIA UNDERGRADUATE
LAW REVIEW

Style and Citation Manual
Updated Spring 2012

A Note About This Guide

Welcome to the *CULR* Style and Citation Manual.

This guide was composed to address two principal aims:

- 1) To bring the *CULR* into conformity with other law reviews and follow the established guidelines of the discipline.
- 2) To establish uniformity between the articles within individual issues of the *Columbia Undergraduate Law Review* and to create a style precedent for future editions.

The manual is divided into four sections: Typefaces, Punctuation, Numbers, and Citations. Within each section, there are two levels of subdivisions (a, b, c, . . . and i, ii, iii, . . .). Many of the rules are accompanied by examples, which appear in blue text.

This style manual is the definitive authority for the editors of the *CULR*. These rules take precedence over any other style guide (Chicago, MLA, etc.). If there are inconsistencies, or if you have questions during the editing process, please contact either the Executive Editor or the Assistant Executive Editor.

Finally, this guide is based virtually *entirely* off of the University of Chicago Manual of Legal Citation (Twentieth Anniversary Edition). The Executive Board of the *CULR* greatly appreciates the provision of this resource by the University of Chicago Law Review.

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.

b. The following should be italicized:

i. Case names

[ex. *Brown v Board of Education*, 14 US 92 (1492).]

ii. Names of periodicals and journals

[ex. James Smith, “Elements of Liberty,” *Journal of Politics*]

iii. Books and treatise titles

[ex. Charles Freeman, *The Greek Achievement*, Hackett]

iv. Uncommon foreign words

[ex. The law school’s *raison d’etre* had vanished.]

NOTE: Keep diacritic (accent) markings (ë, ò, ù).

v. Words to be emphasized in text or notes

[ex. Diana really, *really* wants to finish her paper tonight.]

NOTE: Common legal phrases, such as “ex parte” or “de facto,” need not be italicized.

NOTE: Articles or essays within periodicals or books should be placed in quotations, not italicized

[ex. “Tercets on Fortune,” *Machiavelli: The Major Works and Others.*]

c. Quotes. Use for works within a larger work (articles in a publication, sections of a document, chapters of a book, a poem in a collection)

[ex. “Lordship and Bondage,” *Phenomenology of Spirit* **not** *Lordship and Bondage*]

d. 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.

e. Double italics. Where material that should be italicized (like a case name or a foreign word) is contained in material that should be italicized (like a book title) the former material should not be italicized.

[ex. John Q. Smith, *The Supreme Court: Brown v. Board of Education and the 1955 term.*]

f. Dashes.

i. Hyphen. Use a hyphen (-) to:

- separate numbers that are not inclusive, such as telephone numbers and social security numbers;
- separate the elements of a compound word that is ordinarily hyphenated in a dictionary or other authoritative source such as a word book;
- separate the elements of a compound word if confusion is likely without the hyphen;
- separate the elements of some compound words bearing prefixes or suffixes;
- separate the elements of some compound adjective. (A compound adjective is (combine adverb + adjective, put the hyphen unless ending in 'ly')

ii. Em Dashes. Use an em dash (—) to:

- denote a sudden break in thought that causes an abrupt change in sentence structure.
- set off an element added to give emphasis or explanation by expanding a phrase occurring in the main clause
- Em dashes (or double hyphens) should neither be preceded nor followed by a space.

g. Ellipses. Omissions must be noted. Indicate the omission of a word or 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 and each other by single spaces.

i. Ellipses should not be included at the end of quoted material unless it is important to show that the quote continues.

ii. 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.

h. Brackets. When a letter in a quoted sentence must be changed from lower to upper case or vice versa, enclose it in brackets.

- i.** Don't modify quotes other than changing the case of a letter.

i. Parentheses. If the material within the parenthesis is a full sentence, the punctuation belongs inside, whereas incomplete sentences should have the punctuation outside of the parenthesis.

j. Capitalization. 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” only when the referent is unambiguously defined. “Circuit” should only be capitalized when it appears in the title of a particular court. Names or parts of a constitution or statute may be capitalized when used in an English sentence as proper nouns, such as “First Amendment.” When referring to the United States Congress, “Congress” is capitalized.

k. Other rules of style.

- i.** Use “for example” in place of “e.g.” and “that is” in place of “i.e.”
- ii.** When a single noun is made possessive, add an “apostrophe-s,” even if the noun ends in “s.” With a plural noun, only add an “apostrophe-s” to indicate possession.
- iii.** The word “none” is singular, not plural.
- iv.** If one were to use the subjunctive tense in a sentence, one would be wise to use that tense consistently across all verbs that one would wish to include in the sentence.
- v.** “That” should only be used to introduce a restrictive “defining clause,” which serves to identify the entity being talked about; in this use it should never be preceded by a comma.
- vi.** “Which” is to be used with non-restrictive clauses, which give additional information about an entity that has already been identified; in this context, “which” is always preceded by a comma.
- vii.** Include the first and last name of an individual referenced in the text or endnotes for the first time, using the last name only is acceptable for every additional reference.

2. Punctuation

a. Omit periods and apostrophes whenever possible.

[ex. “D.C. Circuit” is written as “DC Circuit.”]

- i.** Omit the periods in “Jr” and “Sr”

NOTE: Periods should appear in a case name if part of a party’s proper name.

- ii.** Omit the period following the “v” in the case name, but retain periods in the names of the parties.

[ex. *T.H.D. Co v Smith*]

iii. People’s initials get periods, but no spaces for multiple initials.

[ex. R.H. Coase, Franklin D. Roosevelt]

b. Use abbreviations sparingly. Abbreviations should be used only if they easily recognized, and then sparingly. Months of the year, geographic terms, and ordinal numbers should be spelled out.

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

[ex. The New York City Police Department (NYPD) is not corrupt.]

i. Omit periods from well-known acronyms.

When referring to an organization or other entity that is usually referred to by an acronym (“FBI,” “NLRB”), periods should be omitted, even in text or case name abbreviations.

[ex. The SEC has prosecuted attorneys for insider trading.]

ii. Abbreviations in case names are rarely used. Defer to the official name used by a legal authority.

iii. Do not abbreviate directions. Capitalize directions only when referring to a proper noun.

[ex. north, west, northern, North Caroline, Upper West Side]

iv. Do not abbreviate foreign country names. It is admissible to use common names of countries, provided that they are appropriate (use “The Netherlands instead of “Holland.”).

[ex. France (not The Republic of France)]

v. Do not abbreviate state names. Do not use postal abbreviations.

[ex. New York, New York (not New York, NY)]

vi. Do not abbreviate counties, cities, and smaller subdivisions.

vi. Do not abbreviate months of the year.

d. Serial commas. 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.

[ex. I like red, blue, and green.]

3. Numbers

a. Ordinal numbers. For ordinal numbers in citations, use 1st, 2nd, 3rd, 4th, etc. In text, follow the convention for whole numbers described below.

[ex. She finished in third place.]

[ex. He finished in 100th place.]

[ex. Taxes are due each year on April 15.]

[ex. The First Amendment is about freedom of speech.]

Note: Do not superscript ordinal numbers.

b. Write out percent. A percent should always be expressed as a numeral followed by “percent.”

[ex. 34 percent (not 34%, thirty-four percent)]

c. Whole numbers. Spell out whole numbers from one to ninety-nine. Spell out any such one to ninety-nine multiple of hundreds, thousands, millions, and so on.

[ex. twenty-six, forty thousand]

d. Numerals. Use numerals for numbers greater than ninety-nine, for numbers that incorporate decimal points, and for dates. Use numerals to be consistent with other numbers expressed as numerals.

[ex. Almost 300 million people live in the US as of April 30, 1975.]

e. Currency. Use numerals for dollar amounts.

[ex. The jury awarded \$27 million in damages.]

f. Starting sentences with numbers. Whenever a number starts a sentence, spell it out (as long as it is under 100).

[ex. Thirty-two percent of staffers attended the meeting.]

4. Citations

a. Cite at the case name. Place a pin cite after the case name.

[ex. In *Han v Stanton*,¹ the court held...

Endnotes:

1) 531 US 98 (2000).]

b. Multiple authorities. 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.

[ex. “See, for example, *Davis v Kantner*; *Cohen v. CULR*; *Brown v Board*”]

c. 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). Generally, if the parenthetical is a fragment, the first word of the parenthetical should be a present participle. Articles such as “the” and “a” should not be omitted from parenthetical language.

d. Describing concurring, dissenting, majority, or plurality opinions. When citing to 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.

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 (to avoid the mess of double parentheses).

f. Multiple explanatory parentheticals: order and spacing. Date parentheticals come first, followed by the authoring judge (if necessary). An explanatory parenthetical is always placed at the *very end* of a citation, after date, authoring judge, or cross-references.

g. 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), or note number (n), or any combination of these.

Other internal ordering systems may be referred to in a sensible way. For example, a few well known works indicate the pagination of a specific earlier edition with an asterisk at the appropriate place in the margin of the text. The particular edition used may be cited if desired.

- h. Law review sections or parts.** By convention, sections of law review pieces are not referred to by symbol, but are referred to by the word “Section” or “Part.”
- i. Full name in cite only.** Cite to 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.
- j. 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 “ed.”
[ex. David Kairys, ed, *The Politics of Law...*]
A translator should be indicated in an explanatory parenthetical.
[ex. *On Truth and Lies* (Oxford 1957) (Edith Honeywell, trans.)]
- k. Multiple authors.** Separate two authors’ names with “and” rather than an ampersand (“&”). When there are three authors, separate the first and second with a comma, and the second and third with a comma and “and.”
[ex. Richard Posner, Frank Easterbrook, and Richard Corn]
If there are more than three authors, list the first author and then “et al”.
[ex. Paul M. Bator, et al, *The Meaning of Judicial Review...*]
- l. 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” *only* if the authority is the *only* one cited in the immediately preceding sentence or endnote. “Id” cannot be used even if the additional authority is merely cited in a parenthetical subsequent history, or “quoting” or “citing” reference.
- m. Using “Id.”** “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, and should never be italicized.
- n. Universal form for court cases.** Use the following form when citing case names:
{case name}, {volume number} {reporter} {1st page}, {cited page}
({court} {year}).

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

o. Case names.

- i.** Do not include “State of” or “Secretary of” in case names.
- ii.** Do, however, include “City of” or “County of,” to avoid confusion among similar-named government bodies (New York State versus New York City).
- iii.** Write out “United States in case names”
- iv.** Don’t use “ex rel.”

p. 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.

i. Supreme Court. When citing to a United States Supreme Court case, it is not necessary to indicate such in the parenthetical.

ii. Federal appellate courts. When citing to a United States Court of appeals cause, abbreviate the circuit in the parenthetical.

[ex. (6th Cir 1985)]

iii. Federal district courts. When citing to a United States District Court, the abbreviation should always be included in the parenthetical. Always 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.

[ex. (SDNY 2003).]

iv. 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.

[ex. (Ala 1985).]

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

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

[ex. Herbert Wechsler, “Toward Neutral Principles of Constitutional Law,” 73 *Nature* 1, 9 (1959).]

i. Title. Never shorten a periodical title on first reference, even if it’s long.

- ii. **Style.** Article titles should never be italicized. Put them in quotations.
- iii. **Secondary titles or subheads.** Put a colon to separate a title from a subtitle.

r. Cited page. There should always be a pinpoint cite to specific pages cited.

s. Books and treatises. Books and treatises should be cited in the following form:

{author}, {volume number} {*title*} {cited subdivision and/or page}
({publisher} {edition} {year}).

[ex. James J. White and Robert S. Summers, *Handbook of the Law under the Uniform Commercial Code* § 14-6 at 563 (West 2d ed 1980).]

Note: Each new volume of a multivolume work takes a new full cite when it is first introduced.

- i. **Volume number.** Replace roman numerals with Arabic numerals.
- ii. **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 cite after a colon. Book and treatise titles should be italicized.
- iii. **Edition.** Give the number of the edition cited unless citing to a first or single edition.

t. Constitutions. Cite to constitutions in the following form:

{state or country} Const {subdivisions}.

[ex. US Const Art I, § 9, cl 2.]

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

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

- ii. **Other founding legal documents.** When citing to other founding legal documents, use the general form for constitutions as far as possible.

u. 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.

- i. **Sources.** For federal statutes, the codification appears in the official United States Code (“USC”), the United States Code Annotated (“USCA”), and the United States Code Service (“USCS”). Original acts appear in the United States Statutes at Large (“Stat”).
- ii. **Official versus unofficial.** Wherever possible, cite to the official codification (for example, USC, not USCA or USCS).

- iii. **Codification versus act.** Cite to both the codification and the act if the material relied upon is not contained in the codification (for example, statements of legislative findings or purposes often are not codified). If the Article simply mentions the existence of a statutory provision, only the codification cite is needed.
- iv. **Scattered codes.** For acts that are codified in scattered sections of a single title of the United States Code, cite to the original act and then indicate the scattered codification.
- v. **Secondary legislative sources.** If neither the codification nor the act is available, cite to a legislative looseleaf service or to another secondary source, such as the United States Code Congressional and Administrative News (“USCCAN”).

v. Citation to a codification. General form:

{(optional) name of act} {(on first reference) “popular name” (or) “abbreviation”}, {title or volume number} {codification} {subdivision} ({publisher if unofficial codification} {year}).

[ex. National Labor Relations Act (“NLRA”), 29 USC §§151–69 (1982). Subdivided Lands Act, Cal Bus & Prof Code § 11000 (West 1964).]

- i. **Name of act.** Give the official name of the act or title. This part of the citation may be omitted if the name is not helpful. If you use the name and intend either to shorten it or use a popular name (“Patriot Act”) on later reference, follow the official name with a parenthetical containing the unofficial name.
- ii. **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.).
- iii. **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.
- iv. **Section numbers.** If section numbers are continued, follow the rules for multiple page numbers.
- v. **Subsection letters.** If subsection letters are continued, then the en dash should be followed by only so much of the cite as is needed to convey the range cited.
- vi. **Double §§.** When referring to multiple section numbers, use two section symbols (§§). However, only multiple *section* numbers merit two section symbols, not multiple *subsection* numbers.

W. Legislative materials other than federal. Cite as follows:

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

Note: The session may be omitted if the legislature only has one session, and the publication may be omitted where there is no published volume containing the material

X. 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}.

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

- i. House or senate.** When citing to recent editions of the Congressional Record, be sure to indicate if you are citing to H or S pages.
- ii. 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.
- iii. Treaties.** Treaties and agreements to which the United States is party should be cited with *both* the official and unofficial citation.
{name of treaty}, {official citation}, {unofficial citation} ({year signed}).
[ex. Treaty with Iraq on Commerce and Navigation, 53 Stat 1790, Treaty Ser No 960 (1939).]

Y. Foreign Materials. In general, foreign materials should be cited according to customary practice in the source country. The citation rules for a particular type of material's American equivalent may serve as a proxy.

- i. Cases.** Unless the foreign jurisdiction's practice says otherwise, both common law and civil war cases may be cited as directed above.
- ii. Constitutions.** Foreign constitutions should be cited as directed above.

Z. Internet sources. Internet sources are transient in nature and often unreliable, so they should be cited with caution, and only if a paper source is not available. For only resources, provide the traditional citation for that type of document, followed by the "URL," which is the exact electronic address of that source. Also include the date the source was last accessed, preceded by "visited." Use the following form:

{author}, {title}, {volume and publication} ({publisher and date}), online at {URL} (visited {date accessed}).

[ex. Raymond J. Kopp and Paul R. Portney, *Mock Referenda for Intergenerational Decisionmaking*, 5 Discussion Paper 97-48 (Resources for the Future 1997), online at http://www.rff.org/disc_papers/PDF_files/9748.pdf (visited Apr 15, 1998).]

a1. Omissions. It may be appropriate to omit author, title, date, or other citation elements, or they may be unavailable.

b1. Enclose quotations of 3 or less full lines in double quotation marks.

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

c1. Set off quotations of more than three full lines as left-indented block quotations. Do

not indent to the right. Do not enclose indented block quotations in quotation marks.

d1. Put all punctuation *inside* the quotation marks, except for the following:

i. Semicolons or colons.

ii. Question marks and exclamation points if they were not part of the original quotation.

e1. Format citations in endnotes.