

P R E F A C E

The Association of Legal Writing Directors created the *ALWD Citation Manual* because lawyers, judges, law teachers, and law students need a citation manual that is easy to use, easy to teach from, and easy to learn from.

ALWD was fortunate to recruit for this purpose a leading authority on American legal citation, Dean Darby Dickerson of the Stetson University College of Law. Dean Dickerson has a thorough knowledge of the forms of legal citation used throughout the United States for the last century or more. And as a professional legal writing teacher, she writes in a style marked by clarity and conciseness.

In her work on the third edition, Dean Dickerson was guided by the same principles she was in writing the first two editions—that the *Manual* should be easy to use and have a clear style. Her work was informed by the insights of a number of people, including the ALWD Citation Manual Advisory Committee, which reviewed and offered detailed comments on the manuscript.

Every effort has gone into writing and printing the book in a format that is accessible as well as gentle on the eye. Among its attributes are flexibility where it facilitates good writing without hindering the easy identification and verification of the cited source, a single and consistent set of rules for all forms of legal writing, a set of rules that reflects a consensus in the legal profession about how citations should function, and an appendix that includes the court-mandated citation rules of every state. To keep the size of this edition manageable, some materials appear on the ALWD Web site, <http://www.alwd.org>. Those materials are cross-referenced in the *Manual*.

The goals for the third edition were to refine and clarify rules and to respond to users' inquiries. Below are some of the most notable changes in the third edition.

Rule 1
(typeface)

Information has been added in **Rule 1.1** and in **Sidebar 23.2** about how to use large and small capital letters as a typeface when submitting material to law journals and book publishers that require that typeface.

Rule 2
(abbreviations)

Rule 2.3 now permits abbreviation of “U.S.” in case citations that appear in textual sentences (**Rule 12.2(e)** was also revised to acknowledge this change).

Rule 3
(capitalization)

Sidebar 3.1 provides a list of prepositions commonly used in titles. New **Rule 3.4** addresses capitalization rules for titles in French, German, and Spanish.

Rule 6
(sections and paragraphs)

An addition explains how to prevent confusion when citing both page numbers and section and paragraph numbers.

Rule 7
(footnotes and endnotes)

New **Rule 7.2** provides guidance about how to prevent confusion when citing both page numbers and footnote or endnote numbers. New **Rule 7.3** provides additional guidance about how to cite footnotes and endnotes when using the *id.* short citation format.

Rule 8
(supplements)

New **Rule 8.4** addresses citing material that appears in multiple supplements.

Rule 9
(other subdivisions)

An addition explains how to prevent confusion when citing both page numbers and other subdivisions, such as appendices and tables.

Rule 11
(short citations)

This rule has been clarified to explain when the term “at” is used in short citation formats.

Rule 12
(cases)

Additional guidance has been provided about how to cite bankruptcy cases. In addition, new sections of **Rule 12.2** explain how to cite popular case names and how to present cases with multiple decisions. **Rule 12.4** regarding which reporter or reporters to cite has been rewritten to clarify the rules presented in the first and second editions.

Rule 14
(statutes)

This rule now provides that titles of statutes should be presented in ordinary type, not italics. Although the *Manual* attempted to achieve uniformity by indicating that all titles should be presented in italics, it simply has not become common practice to italicize the titles of statutes and statute-like material; thus, we opted to reflect the format used by most practicing attorneys. In addition, **Sidebar 14.2** now indicates that the abbreviation “U.S.C.” may be used in textual sentences. Finally, throughout the *Manual*, the term “LEXIS,” when used to denote the publisher now known as LexisNexis, has been changed to “Lexis.”

- Rule 19**
(federal administrative and executive materials)
- Revised **Rule 19** provides additional guidance about how to cite Code of Federal Regulations sections that appear in electronic databases. It also clarifies how to cite proposed federal regulations. New **Rule 19.13** shows how to cite patents.
- Rule 21**
(citing sources)
- Rule 21** has been expanded to include rudimentary information about citing basic international, foreign, and inter-governmental sources.
- Rule 22**
(books and treatises)
- New information was added about how to cite books with multiple publishers and books in a language other than English. Information and examples also have been provided about how to cite the Koran and the Talmud.
- Rule 23**
(periodicals)
- New sections have been added about how to cite letters to the editor, cartoons and comic strips, and advertisements. **Rule 23** also now provides specific guidance about whether to italicize the comma when a title ends with quotation marks.
- Rule 24**
(A.L.R.)
- New examples show the format for A.L.R.6th and A.L.R. Fed. 2d.
- Rule 37**
(unpublished material)
- New **Rule 37.3** explains how to cite working papers, including material that appears on SSRN.
- Rule 40**
(World Wide Web)
- New **Rule 40.3** explains how to cite weblogs.
- Rule 44**
(signals)
- A clarification in **Rule 44.4** and **Rule 46.1** indicates that explanatory parentheticals should be used to assist readers and need not be included any time a signal is used.
- Rule 45**
(order of citation)
- The list now includes foreign, international, and intergovernmental organizations, and clarifies where material from electronic sources should be inserted.
- Rule 48**
(altering quoted material)
- New **Rule 48.3** addresses the relatively rare situation when an author needs to insert a footnote into the middle of a block quotation.
- Appendices**
- All appendices now appear in the book. In both the first and second editions, portions of **Appendices 1, 2, 4, and 5** appeared only on the ALWD Web site, and **Appendices 1A and 8** appeared only on the Web site. **Appendix 2** now includes lists of subject matter abbreviations that can be used when preparing material for California and New York

courts and practitioners. In addition, country and region abbreviations have been added to **Appendix 3**.

In addition, the index has been expanded and examples throughout the *Manual* have been updated.

We appreciate input that will help us with the ongoing process of making the *Manual* as complete, accurate, and user-friendly as possible. If you find any errors or omissions in this *Manual*, or if you have suggested revisions, please notify Darby Dickerson at darby@law.stetson.edu, or at 1401 61st Street South, Gulfport, FL 33707.

The Association of Legal Writing Directors
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