

CONTENTS

<i>About the Authors</i>	<i>xxi</i>
<i>Preface</i>	<i>xxiii</i>
<i>Acknowledgments to the First Edition</i>	<i>xxvii</i>
<i>Acknowledgments to the Second Edition</i>	<i>xxix</i>
<i>Acknowledgments to the Third Edition</i>	<i>xxxi</i>

PART 1

INTRODUCTORY MATERIAL

1

A. Purpose and Use of Citations	3
B. How to Use This Book	4
Overall Organization	4
Organization within Each Part of This Book	5
Finding Tools	6
Caveats	6
Footnotes Versus Endnotes	6
Citing Sources Not Covered in This Book	6
Sources for Additional Information	7
Citing This Book	7
Web Site for Updates and Frequently Asked Questions	7
C. Local Citation Rules	7
D. How Your Word Processor May Affect Citations	8
Margin Justification	8
Default Settings and Quick Correct Features	8

PART 2

CITATION BASICS

11

1.0 Typeface for Citations	13
1.1 Typeface Choices	13
1.2 When to Use Ordinary Type in Citations	13

1.3	When to Use Italics in Citations	13
1.4	Typeface for Punctuation in Citations	14
1.5	Possessive Endings of Italicized Material	14
1.6	Italicized Material within Italicized Material	14
1.7	Italics to Show Emphasis	15
1.8	Italicizing Foreign Words	15
2.0	Abbreviations	16
2.1	Use	16
2.2	Spacing for Abbreviations	16
2.3	Authorities Referred to in Textual Sentences	17
3.0	Spelling and Capitalization	19
3.1	Words in Titles	19
	Sidebar 3.1: Common Prepositions in Titles	20
3.2	General Rules	21
3.3	Capitalizing Specific Words	23
3.4	Capitalization in Selected Non-English Languages	27
3.5	Other Capitalization and Spelling Rules	28
4.0	Numbers	29
4.1	Numbers in Citations	29
4.2	Numbers in Textual Material	29
4.3	Ordinal Numbers	32
5.0	Page Numbers	33
5.1	Initial Pages	33
5.2	Pinpoint Pages	33
	Sidebar 5.1: Importance of Using Pinpoint References	35
5.3	Citing Consecutive Pages	35
5.4	Citing Scattered Pages	35
	Sidebar 5.2: Using Hyphens, En Dashes, and “to” for Spans	36
5.5	Passim	36
6.0	Citing Sections and Paragraphs	37
6.1	General Rules	37
6.2	Spacing	38
	Sidebar 6.1: Inserting the Symbols for Sections and Paragraphs	38
6.3	Unnumbered Paragraphs	38
6.4	Subsections and Subparagraphs	39
6.5	Distinguishing Sections from Subsections	39
6.6	Citing Consecutive Sections or Paragraphs	39
6.7	Citing Scattered Sections or Paragraphs	40

6.8	Citing Consecutive Subdivisions within a Single Section or Paragraph	41
6.9	Citing Scattered Subdivisions within a Single Section or Paragraph	41
6.10	Citing Multiple Subdivisions within Multiple Sections or Paragraphs	41
6.11	Referring to Sections and Paragraphs in Textual Material	42
7.0	Citing Footnotes and Endnotes	43
7.1	General Rules	43
7.2	Preventing Confusion	43
7.3	Footnotes and Endnotes in Short Citations	44
8.0	Supplements	45
8.1	Citing Material Found Only in a Supplement	45
8.2	Citing Material Found Only in the Main Volume	45
8.3	Citing Material in Both the Main Volume and a Supplement	45
8.4	Citing Material in Multiple Supplements	46
9.0	Graphical Material, Appendices, and Other Subdivisions	47
9.1	Citing Graphical Material	47
9.2	Citing Appendices	47
9.3	Citing Other Subdivisions	48
9.4	Preventing Confusion	48
10.0	Internal Cross-References	49
10.1	Definition	49
10.2	Material That May Be Cross-Referenced	49
10.3	<i>Supra</i> and <i>Infra</i>	49
10.4	Format for Internal Cross-References	50
	Sidebar 10.1: The Two Uses of <i>Supra</i>	51
11.0	Introduction to Full and Short Citation Formats	52
11.1	Full Citation Format	52
11.2	Short Citation Format	52
11.3	<i>Id.</i> as a Short Citation	53
	Sidebar 11.1: <i>Id.</i> Versus <i>Ibid.</i>	53
11.4	<i>Supra</i> as a Short Citation	56
PART 3	CITING SPECIFIC PRINT SOURCES	61
FAST FORMATS: CASES		63
12.0	Cases	64
12.1	Full Citation Format	64
12.2	Case Name	64

Sidebar 12.1: Distinguishing Case Names from Party Names	65
Sidebar 12.2: Public Official Named as a Party	71
Sidebar 12.3: Explanation of Commonly Used Procedural Phrases	75
12.3 Reporter Volume	76
12.4 Reporter Abbreviation	76
Chart 12.1: Common Reporter Abbreviations	77
Sidebar 12.4: Early Supreme Court Reporters	80
Sidebar 12.5: Locating Parallel Citations	81
12.5 Page Numbers	82
12.6 Court Abbreviation	83
12.7 Date	86
12.8 Subsequent History	87
Sidebar 12.6: Information about Denials of Certiorari	88
12.9 Prior History	90
12.10 Additional Rules Concerning Subsequent and Prior History	91
12.11 Parenthetical Information	93
Chart 12.2: Abbreviations for Titles of Judges and Other Judicial Officials	94
12.12 Cases Published Only on LexisNexis or Westlaw	94
12.13 Cases Not Yet Reported	95
12.14 Table Cases and Federal Appendix Cases	96
12.15 Cases on the Internet	97
12.16 Neutral Citations	98
12.17 Cases Published Only in a Looseleaf Service	98
12.18 Unreported Cases	98
12.19 Early Federal Circuit Cases	99
12.20 Court Documents, Transcripts, and Records	99
Sidebar 12.7: Court Rules Prohibiting or Limiting Citation of Unreported Cases in Briefs	100
12.21 Short Citation Format	101
FAST FORMATS: CONSTITUTIONS	106
13.0 Constitutions	107
13.1 Which Source to Cite	107
13.2 Full Citation Format for Constitutions Currently in Force	107
13.3 Full Citation Format for Constitutions No Longer in Force	108
13.4 Short Citation Format	108
Sidebar 13.1: Referring to Constitutions in Text	109
FAST FORMATS: STATUTORY CODES, SESSION LAWS, AND SLIP LAWS	110
14.0 Statutory Codes, Session Laws, and Slip Laws	111
14.1 Which Source to Cite	111

14.2	Full Citation, Print Format for Federal Statutes Currently in Force	111
	Sidebar 14.1: Date of United States Code	114
14.3	Full Citation, Print Format for Federal Statutes No Longer in Force	115
14.4	Full Citation, Print Format for State Statutes	115
14.5	Statutes Available on Electronic Databases	116
14.6	Short Citation, Print Format for Federal and State Statutes	117
14.7	Full Citation Format for Federal Session Laws Currently in Force	117
	Sidebar 14.2: Referring to Statutes in the Text	118
14.8	Full Citation Format for Federal Session Laws No Longer in Force	120
14.9	Full Citation Format for State Session Laws	120
14.10	Short Citation Format for Federal and State Session Laws	121
14.11	Full Citation Format for Federal Slip Laws	121
14.12	Full Citation Format for State Slip Laws	122
14.13	Short Citation Format for Federal and State Slip Laws	122
FAST FORMATS: OTHER FEDERAL LEGISLATIVE MATERIALS		123
15.0	Other Federal Legislative Materials	124
15.1	Full Citation Format for Unenacted Bills and Resolutions	124
	Sidebar 15.1: Types of Proposed Laws	125
15.2	Short Citation Format for Unenacted Bills and Resolutions	127
15.3	Enacted Bills and Joint Resolutions	127
15.4	Full Citation Format for Enacted Simple and Concurrent Resolutions	127
15.5	Short Citation Format for Enacted Simple and Concurrent Resolutions	128
15.6	Proposed House and Senate Amendments	128
15.7	Full Citation Format for Congressional Hearings	129
15.8	Short Citation Format for Congressional Hearings	131
15.9	Full Citation Format for Numbered Congressional Reports, Documents, and Prints	132
15.10	Short Citation Format for Numbered Congressional Reports, Documents, and Prints	135
15.11	Unnumbered Reports, Documents, and Prints	135
15.12	Full Citation Format for Congressional Debates Occurring after 1873	135
15.13	Short Citation Format for Congressional Debates Occurring after 1873	137
15.14	Full Citation Format for Congressional Debates through 1873	138
15.15	Short Citation Format for Congressional Debates through 1873	138

15.16 Congressional Journals	139
15.17 United States Code Congressional and Administrative News	139
15.18 Declaration of Independence	140
15.19 Other Legislative Materials	140

FAST FORMATS: OTHER STATE LEGISLATIVE MATERIALS 141

16.0 Other State Legislative Materials	142
16.1 Full Citation Format for State Unenacted Bills, Files, and Resolutions	142
16.2 Short Citation Format for State Unenacted Bills, Files, and Resolutions	145
16.3 State Enacted Bills, Files, and Resolutions	145
16.4 Full Citation Format for State Legislative Hearings	145
16.5 Short Citation Format for State Legislative Hearings	147
16.6 Full Citation Format for State Legislative Reports, Documents, and Prints	148
16.7 Short Citation Format for State Legislative Reports, Documents, and Prints	150
16.8 Full Citation Format for State Legislative Debates	151
16.9 Short Citation Format for State Legislative Debates	153
16.10 State Legislative Journals	153
16.11 Other State Legislative Materials	153

FAST FORMATS: COURT RULES, ETHICS RULES AND OPINIONS, AND JURY INSTRUCTIONS 155

17.0 Court Rules, Ethics Rules and Opinions, and Jury Instructions	156
17.1 Full Citation Format for Rules Currently in Force	156
17.2 Full Citation Format for Rules No Longer in Force	157
17.3 Short Citation Format	157
17.4 Full Citation Format for Ethics Opinions	158
17.5 Short Citation Format for Ethics Opinions	159
17.6 Full Citation Formats for Jury Instructions	160
17.7 Short Citation Formats for Jury Instructions	160

FAST FORMATS: LOCAL ORDINANCES 161

18.0 Local Ordinances	162
18.1 Full Citation Format for Codified Ordinances	162
Sidebar 18.1: Locating Ordinances on the Internet	163
18.2 Full Citation Format for Uncodified Ordinances	163
18.3 Short Citation Format for Codified and Uncodified Ordinances	165

FAST FORMATS: FEDERAL ADMINISTRATIVE AND EXECUTIVE MATERIALS	166
19.0 Federal Administrative and Executive Materials	167
19.1 Full Citation Format for Code of Federal Regulations	167
Sidebar 19.1: Determining the Date of Current C.F.R. Volumes	169
19.2 Short Citation Format for Code of Federal Regulations	169
19.3 Full Citation Format for Federal Register	170
19.4 Short Citation Format for Federal Register	171
19.5 Full Citation Format for Agency Decisions	172
19.6 Short Citation Format for Agency Decisions	173
19.7 Full Citation Format for Attorney General Opinions and Justice Department Office of Legal Counsel Opinions	173
Sidebar 19.2: Purpose of Attorney General Opinions	174
19.8 Short Citation Format for Attorney General Opinions and Justice Department Office of Legal Counsel Opinions	175
19.9 Full Citation Format for Executive Orders, Proclamations, Determinations, and Reorganization Plans	175
19.10 Short Citation Format for Executive Orders, Proclamations, Determinations, and Reorganization Plans	178
19.11 Executive Agreements	178
19.12 Other Presidential Documents	178
19.13 Patents	179
19.14 Other Administrative and Executive Materials	180
Sidebar 19.3: Citing Tax Materials	180
FAST FORMATS: STATE ADMINISTRATIVE AND EXECUTIVE MATERIALS	181
20.0 State Administrative and Executive Materials	182
20.1 Full Citation for State Administrative Codes	182
20.2 Short Citation Format for State Administrative Codes	182
20.3 Full Citation Format for State Administrative Registers	182
20.4 Short Citation Format for State Administrative Registers	183
20.5 Full Citation Format for State Agency Decisions	183
20.6 Short Citation Format for State Agency Decisions	183
20.7 Full Citation Format for State Attorney General Opinions	183
20.8 Short Citation Format for State Attorney General Opinions	184
20.9 State Executive Materials	184
20.10 Other State Administrative and Executive Materials	185
FAST FORMATS: TREATIES AND CONVENTIONS, INTERNATIONAL SOURCES, AND FOREIGN SOURCES	186

21.0 Treaties and Conventions to Which the United States Is a Party, International Sources, and Foreign Sources	187
21.1 Full Citation Format for Treaties and Conventions Currently in Force	187
21.2 Full Citation Format for Treaties and Conventions No Longer in Force	189
21.3 Short Citation Format for Treaties and Conventions	189
Chart 21.1: Selected Bound Treaty Sources	190
Sidebar 21.1: Internet Access to International Materials	191
21.4 Selected International Law Sources	191
21.5 Selected Foreign Sources	197
Sidebar 21.2: Other Foreign and International Materials	200
FAST FORMATS: BOOKS, TREATISES, AND OTHER NONPERIODIC MATERIALS	201
22.0 Books, Treatises, and Other Nonperiodic Materials	202
22.1 Full Citation Format	202
22.2 Short Citation Format for Works Other Than Those in a Collection	212
22.3 Short Citation Format for Works in a Collection	213
FAST FORMATS: LEGAL AND OTHER PERIODICALS	216
23.0 Legal and Other Periodicals	217
23.1 Full Citation Format	217
Sidebar 23.1: Identifying Student Authors	218
23.2 Short Citation Format	223
Sidebar 23.2: Journals That Use Large and Small Capital Letters	224
FAST FORMATS: A.L.R. ANNOTATIONS	226
24.0 A.L.R. Annotations	227
24.1 Full Citation Format	227
Chart 24.1: Abbreviations for A.L.R. Series	228
24.2 Short Citation Format	228
FAST FORMATS: LEGAL DICTIONARIES	230
25.0 Legal Dictionaries	231
25.1 Full Citation Format	231
25.2 Short Citation Format	231
25.3 Nonlegal Dictionaries	231
FAST FORMATS: LEGAL ENCYCLOPEDIAS	233
26.0 Legal Encyclopedias	234
26.1 Full Citation Format	234
Chart 26.1: Encyclopedia Abbreviations	235
26.2 Short Citation Format	237

FAST FORMATS: RESTATEMENTS, MODEL CODES, UNIFORM LAWS, AND SENTENCING GUIDELINES	238
27.0 Restatements, Model Codes, Uniform Laws, and Sentencing Guidelines	239
27.1 Full Citation Format for Restatements	239
Sidebar 27.1: Subject Matters of Restatements	240
27.2 Short Citation Format for Restatements	241
27.3 Model Codes and Acts	241
27.4 Uniform Laws	242
27.5 Sentencing Guidelines	244
FAST FORMATS: LOOSELEAF SERVICES AND REPORTERS	245
28.0 Looseleaf Services and Reporters	246
28.1 Full Citation Format for Cases and Administrative Decisions in Looseleaf Services	246
Chart 28.1: Abbreviations for Looseleaf Publishers	248
Sidebar 28.1: Understanding Paragraphs in Looseleaf Services	249
28.2 Short Citation Format for Cases and Administrative Decisions in Looseleaf Services	250
28.3 Full Citation Format for Noncase Material in Looseleaf Services	250
28.4 Short Citation Format for Noncase Material in Looseleaf Services	251
FAST FORMATS: PRACTITIONER AND COURT DOCUMENTS, TRANSCRIPTS, AND APPELLATE RECORDS	252
29.0 Practitioner and Court Documents, Transcripts, and Appellate Records	253
29.1 Scope of Rule	253
29.2 Full Citation Format for Practitioner and Court Documents	253
29.3 Full Citation Format for Transcripts	255
29.4 Short Citation Format for Practitioner and Court Documents and for Transcripts	256
29.5 Full Citation Format for Appellate Records	256
29.6 Short Citation Format for Appellate Records	257
Sidebar 29.1: Inserting Document Names and Record Cites in Memoranda and Court Documents	257
FAST FORMATS: SPEECHES, ADDRESSES, AND OTHER ORAL PRESENTATIONS	258
30.0 Speeches, Addresses, and Other Oral Presentations	259
30.1 Full Citation Format for Unpublished Speeches, Addresses, and Other Oral Presentations	259
	xv

30.2 Short Citation Format for Unpublished Speeches, Addresses, and Other Oral Presentations	261
30.3 Published Presentations	261
FAST FORMATS: INTERVIEWS	263
31.0 Interviews	264
31.1 Full Citation Format for Interviews Conducted by the Author	264
31.2 Full Citation Format for Interviews Conducted by Another	265
31.3 Short Citation Format	266
FAST FORMATS: LETTERS AND MEMORANDA	267
32.0 Letters and Memoranda	268
32.1 Full Citation Format for Unpublished Letters and Memoranda	268
32.2 Short Citation Format for Unpublished Letters and Memoranda	270
32.3 Published Letters and Memoranda	271
FAST FORMATS: VIDEO AND VISUAL RECORDINGS AND BROADCASTS	272
33.0 Video and Visual Recordings and Broadcasts	273
33.1 Full Citation Format	273
33.2 Short Citation Format	276
FAST FORMATS: SOUND RECORDINGS	277
34.0 Sound Recordings	278
34.1 Full Citation Format for Entire Recordings	278
34.2 Full Citation Format for a Single Work in a Collection	279
34.3 Additional Information	279
34.4 Short Citation Format for Sound Recordings	279
FAST FORMATS: MICROFORMED MATERIALS	280
35.0 Microformed Materials	281
35.1 Full Citation Format for Microform Collections Containing Material Also Available in Print Format	281
35.2 Full Citation Format for Microform Collections Containing Material Not Otherwise Available	281
35.3 Short Citation Format	282
FAST FORMATS: FORTHCOMING WORKS	283
36.0 Forthcoming Works	284
36.1 Full Citation Format	284
36.2 Short Citation Format	284

FAST FORMATS: UNPUBLISHED WORKS AND WORKING PAPERS	285
37.0 Unpublished Works and Working Papers	286
37.1 Full Citation Format for Unpublished Works	286
37.2 Short Citation Format for Unpublished Works	287
37.3 Working Papers	287
PART 4	289
ELECTRONIC SOURCES	
38.0 General Information about Online and Electronic Citation Formats	291
38.1 Source Available in Print and Electronic Formats	291
38.2 Source Available Only in Electronic Format	292
Sidebar 38.1: Accessing and Preserving Electronic Sources	293
FAST FORMATS: WESTLAW AND LexisNexis	294
39.0 Westlaw and LexisNexis	295
39.1 Full Citation Format When a Unique Identifier Is Available	295
39.2 Full Citation Format When a Unique Identifier Is Not Available	295
39.3 Short Citation Format for Westlaw and LexisNexis Citations	296
39.4 Compilation of Materials from Electronic Databases	297
FAST FORMATS: WORLD WIDE WEB SITES	299
40.0 World Wide Web Sites	300
40.1 Full Citation Format	300
40.2 Short Citation Format	305
Sidebar 40.1: Types of Web Sites and Indicia of Reliability	305
40.3 Weblogs	307
FAST FORMATS: ELECTRONIC MAIL	308
41.0 Electronic Mail	309
41.1 Full Citation Format for Personal E-mail	309
41.2 Full Citation Format for E-mail Sent to a Discussion Group or Listserv	309
41.3 Short Citation Format for E-mail	310
FAST FORMATS: CD-ROM MATERIAL	311
42.0 CD-ROM Material	312
42.1 Full Citation Format	312
42.2 Short Citation Format	313

PART 5**INCORPORATING CITATIONS INTO DOCUMENTS****315****43.0 Citation Placement and Use****317**

43.1 Placement Options 317

[Sidebar 43.1: Using Your Word Processor to Format Footnotes](#) 320

43.2 Frequency of Citation 320

43.3 Number of Sources to Cite 321

43.4 Guidelines for Determining Which Authorities to Cite in a Legal Memorandum or Court Document 322

44.0 Signals**323**

44.1 Purpose of Signals 323

44.2 Use of Signals 323

44.3 Categories of Signals 324

44.4 Signals and Explanatory Parentheticals 325

44.5 Capitalizing Signals 325

44.6 Placement and Typeface of Signals 325

44.7 Repeating Signals 326

44.8 Order of Signals and Punctuation between Different Signals 326

45.0 Order of Cited Authorities**328**

45.1 Applicability 328

45.2 Punctuation between Citations 328

45.3 General Ordering Rules 328

45.4 Specific Order of Authorities 330

46.0 Explanatory Parentheticals and Related Authority**335**

46.1 Using Explanatory Parentheticals 335

[Sidebar 46.1: Using Explanatory Parentheticals Effectively](#) 335

46.2 Placement of Explanatory Parentheticals 336

46.3 Formatting Explanatory Parentheticals 337

46.4 Related Authority and Commentary 337

PART 6**QUOTATIONS****339****47.0 Quotations****341**

47.1 Using Quotations 341

47.2 Accuracy 341

47.3 Relation to Text 341

47.4 Short Quotations 341

47.5 Longer Quotations 344

47.6 Epigraphs 346

47.7 Quotations within Quotations 346

48.0 Altering Quoted Material	348
48.1 Altering the Case of a Letter	348
48.2 Adding, Changing, or Deleting One or More Letters	348
48.3 Adding a Footnote within a Block Quotation	348
48.4 Substituting or Adding Words	349
48.5 Altering Typeface	349
48.6 Mistakes within Original Quoted Material	350
49.0 Omissions within Quoted Material	351
49.1 General Considerations When Omitting Material within a Quotation	351
49.2 Indicating Omissions	351
49.3 When to Use an Ellipsis	351
49.4 How to Use Ellipses	353
PART 7	APPENDICES
	357
Appendix 1: Primary Sources by Jurisdiction	359
Appendix 1A: West Regional Reporter Coverage	407
Appendix 2: Local Court Citation Rules	409
Appendix 3: General Abbreviations	453
Appendix 4: Court Abbreviations	463
Sidebar A4.1: The Structure of State Court Systems	464
Sidebar A4.2: Dissecting a Federal District Court Abbreviation	469
Appendix 5: Abbreviations for Legal Periodicals	471
Appendix 6: Legal Memorandum Example	519
Appendix 7: Federal Taxation Materials	523
Sidebar A7.1: Versions of the Internal Revenue Code	524
Sidebar A7.2: Case Names in Older Tax Authorities	527
Sidebar A7.3: Categories of Tax Regulations	529
Sidebar A7.4: Document Numbers Before and After 2533	533
Chart A7.1: Abbreviations for Less Frequently Cited Tax Materials	538
Appendix 8: Selected Official Federal Administrative Publications	539
<i>Index</i>	541