

SIDEBAR 12.7 (CONTINUED)

For background on these and other “no citation” rules, see Charles E. Carpenter, *The No-Citation Rule for Unpublished Opinions: Do the Ends of Expediency for Overloaded Appellate Courts Justify the Means of Secrecy?* 50 S.C. L. Rev. 235 (1998), and Melissa H. Weresh, *The Unpublished, Non-Precedential Decision: An Uncomfortable Legality?* 3 J. App. Prac. & Process 169 (2001).

Example

Br. of Petr. at 33, *Camps Newfoundland/Owatonna, Inc. v. Town of Harrison*, 520 U.S. 564 (1997).

12.21 Short Citation Format**12.21(a) *Id.* as the preferred short citation**

If *id.* is appropriate, use it as the preferred short citation. Consult Rules 11.2 and 11.3 for additional information on *id.* and other forms of short citations. If *id.* is not appropriate, use one of the short forms described in Rules 12.21(b) through 12.21(f).

Examples**Document without footnotes**

A divided Court later held that in personam jurisdiction over a defendant based on in-state service of process was valid when the defendant had no minimum contacts with the forum. *Burnham v. Super. Ct. Cal.*, 495 U.S. 604, 628 (1990). In dicta, Justice Scalia's majority opinion reasoned that when a person or property was located in the forum, personal jurisdiction was valid without considering the minimum contacts standard. *Id.* at 609. Justice Brennan's concurring opinion, however, followed the earlier line of decisions and applied the minimum contacts standard, while arriving at the same decision. *Id.* at 628 (Brennan, J., concurring).

Document with footnotes

A divided Court later held that in personam jurisdiction over a defendant based on in-state service of process was valid when the defendant had no minimum contacts with the forum.²³ In dicta, Justice Scalia's majority opinion reasoned that when a

person or property was located in the forum, personal jurisdiction was valid without considering the minimum contacts standard.²⁴

²³*Burnham v. Super. Ct. Cal.*, 495 U.S. 604, 628 (1990).

²⁴*Id.* at 609.

12.21(b) Short citation format when the case name, or part of the case name, is not included in the textual sentence

- (1) When all or part of the cited case's name does not appear in the textual sentence, typically use the following format. You may omit the party's name if the case is being discussed throughout the section or paragraph and there is no danger that the reader will be confused.

Example of the general rule

The Whistleblowers' Protection Act "seeks to protect the integrity of the law by removing barriers to employee efforts to report violations of the law." *Melchi v. Burns Intl. Sec. Servs., Inc.*, 597 F. Supp. 575, 581 (E.D. Mich. 1984). The Act prevents employers from retaliating against employees who report possible violations of the law. *Chandler v. Dowell Schlumberger, Inc.*, 572 N.W.2d 210, 211 (Mich. 1998). However, the Act does not protect employees who make reports in bad faith. *Melchi*, 597 F. Supp. at 583.

Example

Full citation: *Seel v. Van Der Veur*, 971 P.2d 924 (Utah 1998).

Short citation: *Seel*, 971 P.2d at 924.

- (2) When making only a general reference to the case, as opposed to citing a particular page, use the same format but eliminate "at." Use this format *only* when citing to the case as a whole; use a pinpoint page whenever possible. For the page reference, include the initial page.

Example

Correct: *Seel*, 971 P.2d 924.

Incorrect: *Seel*, at 924.

- (3) When selecting which party's name to retain, typically use the first party's name unless using that party's name would cause confusion. For example, using the first party's name would cause confusion if you cited several cases in which the first party's name was Smith. Using the first party's

name would also cause confusion if the first party is a government or geographical designation, such as United States, Massachusetts, or People.

- (4) If it would cause confusion to use the first party's name, use the second party's name.

Example

Full citation: *U.S. v. Chairse*, 18 F. Supp. 2d 1021 (D. Minn. 1998).

Short citation: *Chairse*, 18 F. Supp. 2d at 1024.

- (5) If the name is particularly long, include only that amount necessary for the reader to understand which case is being cited. Rule 12.2(e)(5) describes when and how an organizational party's name may be shortened in a full citation.

Example

Full citation: *Sportsman Store of Lake Charles, Inc. v. Sonitrol Security Sys. of Calcasieu, Inc.*, 725 So. 2d 74 (La. App. 3d Dist. 1998), *rev'd*, 748 So. 2d 417 (La. 1999).

Short citation: *Sportsman Store*, 725 So. 2d at 82–83.

12.21(c) Short citation format when the case name, or part of the case name, is included in the textual sentence

- (1) In general, use the following components:

Volume number • Reporter abbreviation • at • Pinpoint reference.

Examples

Document without footnotes

The decision in *International Shoe* specifically addressed minimum contacts relating to in personam jurisdiction. 326 U.S. at 316.

Document with footnotes

The decision in *International Shoe* specifically addressed minimum contacts relating to in personam jurisdiction.¹⁷

¹⁷326 U.S. at 316.

- 2) When making only a general reference to the case, as opposed to citing a particular page, use the same format but eliminate “at.” As noted in Rule 12.21(b)(2), use general references sparingly. For the page reference, include the initial page. Alternatively, if the cited case has been cited in full format within the same general discussion, the case may be referred to in text by one party’s name without further citation.

Examples

International Shoe also addresses minimum contacts. 326 U.S. 310.

or

International Shoe also addresses minimum contacts.

12.21(d) Short citation formats for online cases

When *id.* is not appropriate, use Rules 12.21(b) and 12.21(c), but replace the reporter volume and reporter abbreviation with the database identifier. Use one asterisk to denote a single pinpoint page and two asterisks to denote multiple pinpoint pages.

Examples

Case name not included in the textual sentence

Full citation: *White v. C.J. Coakley Co.*, 1999 Va. App. LEXIS 261 (May 4, 1999).

Short citation: *White*, 1999 Va. App. LEXIS 261 at *3.

Case name included in the textual sentence

Full citation: *Young v. Apfel*, 1999 WL 325026 (N.D. Ind. May 19, 1999).

Short citation: 1999 WL 325026 at **4–5.

12.21(e) Short citation formats for unpublished cases

When *id.* is not appropriate, follow Rules 12.21(b) and 12.21(c) regarding case names. Then include “slip op. at” and the pinpoint reference.

Example

Full citation: *Operator Serv. Co. v. Croteau*, No. CL961672AI, slip op. at 2 (Fla. 15th Cir. Aug. 5, 1996).

Short citation (case name not included in the textual sentence): *Operator Serv. Co.*, slip op. at 1.

Short citation (case name included in the textual sentence): Slip op. at 1.

12.21(f) Short citation formats for parallel citations

- (1) When the full citation includes parallel citations, *id.* is not an appropriate short citation. *Id.* is not appropriate because *id.* refers to a single source and a parallel citation refers to two or more reporters. However, unless a local court rule provides otherwise, *id.* may be used to refer to the first source in the parallel citation.

Example

Full citation: *Dow Chem. Co. v. Mahlum*, 114 Nev. 1468, 970 P.2d 98 (1998).

Short citation: *Id.* at 1469, 970 P.2d at 99.

- (2) Use the rules regarding case names in 12.21(b) and 12.21(c).
- (3) Unless a local court rule requires otherwise, select **one** of the following short citation formats, which are listed in order of preference. When possible, provide pinpoint references for each cited reporter. Always provide a pinpoint citation for at least the West reporter.

Examples (assume a local rule requires a parallel citation)

Full citation: *O'Connell v. Kirchner*, 513 U.S. 1303, 115 S. Ct. 891, 130 L. Ed. 2d 873 (1995).

Short citation option one: *O'Connell*, 513 U.S. at 1304.

Short citation option two: *Id.* at 1304, 115 S. Ct. at 892, 130 L. Ed. 2d at 875.

Full citation: *Abel v. Fox*, 247 Ill. App. 3d 811, 221 Ill. Dec. 129, 654 N.E.2d 591 (4th Dist. 1995).

Short citation option one: *Abel*, 654 N.E.2d at 592.

Short citation option two: *Id.* at 812, 221 Ill. Dec. at 129, 654 N.E.2d at 592.



FAST FORMATS

CONSTITUTIONS

Full citation format for U.S. Constitution (provision currently in force)

U.S. Const. art. IV, § 5(b).

Full citation format for U.S. Constitution (provision not currently in force)

U.S. Const. amend. XVIII (repealed 1933 by U.S. Const. amend. XXI).

Full citation format for state constitutions (provisions currently in force)

Conn. Const. art. XIII, § 1.
N.J. Const. art. I, ¶ 9.

Full citation format for state constitutions (provisions not currently in force)

Cal. Const. art. XVII (repealed 1949 by Cal. Const. art. XXI).

Short citation format (any constitution)

Id.
Id. at amend. V.

13.0**CONSTITUTIONS****13.1 Which Source to Cite**

Unless citing a constitution for a historical purpose, cite the constitution currently in force.

13.2 Full Citation Format for Constitutions Currently in Force

A full citation to a constitution currently in force contains two components.

Name of constitution • Pinpoint reference.

Example

Name of constitution

U.S. Const. amend. XIV, § 2.

Pinpoint reference

13.2(a) Name of constitution

For the name of the constitution, use the appropriate jurisdictional abbreviation in Appendix 3, followed by one space and the abbreviation “Const.”

Examples (the symbol ▲ denotes a space)

Ala.▲Const.▲art.▲IV,▲§▲88.

Conn.▲Const.▲art.▲XIII,▲§▲1.

N.J.▲Const.▲art.▲I,▲¶▲9.

13.2(b) Pinpoint reference

After the name of the constitution, include the relevant pinpoint reference. Be as specific as possible, including all sections and subsections. Use the subdivision abbreviations in Appendix 3(C).

Examples

U.S. Const. art. I.

U.S. Const. amend. XIV, § 2.

U.S. Const. art. I, § 9, cl. 2.

U.S. Const. preamble.

Ohio Const. art. IV, § 5(b).

Utah Const. art. VIII, § 4.

13.2(c) Date

Do not include the date for a constitutional provision currently in force.

13.2(d) Other information

You may parenthetically include information about amendments or other information that would assist readers.

Example

Iowa Const. art. 2, § 1 (amended 1868).

13.3 Full Citation Format for Constitutions No Longer in Force

If citing a constitutional provision that is no longer in force, such as a provision that has been repealed or superseded, use the citation format for current constitutions, but explain in a parenthetical why the provision is no longer in force, and include the year in which it lost effect. You may include the year in which the repealed or superseded provision was enacted.

Examples

U.S. Const. amend. XVIII (repealed 1933 by U.S. Const. amend. XXI).

Cal. Const. art. XXV (repealed 1949 by Cal. Const. art. XXVII).

La. Const. art. I, § 6 (1921) (superseded 1974 by La. Const. art. I, § 22).

Or. Const. art. II, § 6 (repealed 1927).

13.4 Short Citation Format

When appropriate, use *id.* as a short-form citation for constitutional provisions (whether current or no longer in force). Consult Rule 11.3 for additional

information on *id.* Do not use any other citation format. In other words, if *id.* is not appropriate, repeat the full citation.

Example

Full citation: U.S. Const. art. I, § 10, cl. 3.

Short citation: *Id.* at art. VI, cl. 2.

SIDEBAR 13.1

REFERRING TO CONSTITUTIONS IN TEXT

When referring to a constitutional provision in a textual sentence, do not use the citation format. Instead, spell out the provision. See **Rule 6.11** for additional information.

Example

Article IX, section 1 of the Florida Constitution provides that “[a]dequate provision shall be made by law for a uniform system of free public schools.”



FAST FORMATS

STATUTORY CODES, SESSION LAWS, AND SLIP LAWS

| | |
|--|---|
| Full citation format for United States Code | 19 U.S.C. § 2411 (2000). |
| Full citation format for United States Code Annotated (citing a supplement) | 18 U.S.C.A. § 2441 (West Supp. 2004). |
| Full citation format for United States Code Service (citing main volume and a supplement) | 18 U.S.C.S. § 2241 (Law. Coop. 1991 & Lexis Supp. 2005). |
| Full citation format for state statute (<i>consult Appendix 1 for each state's format</i>) | Ga. Code Ann. § 9-9-17 (2004). Okla. Stat. tit. 5, § 11 (2004). |
| Statutes available on electronic database | Del. Code Ann. tit. 13, § 101(a), (d) (Westlaw current through 2005 1st Reg. Sess.). |
| Short citation formats for federal and state statutes | <i>Id.</i> 19 U.S.C. § 2411. Ga. Code Ann. § 17-10-30. § 17-10-30. |
| Federal session law | Pub. L. No. 109-2, 119 Stat. 12 (2005). |
| State session law (<i>consult Appendix 1 for each state's format</i>) | 1985 N.J. Laws 308. |
| Federal slip law | Pub. L. No. 108-173, § 1201 (Dec. 8, 2003), 2003 U.S.C.C.A.N. (117 Stat.) 2066, 2469. |
| State slip law | Ill. Pub. Act. No. 94-4, § 5 (June 1, 2005) (available in Westlaw at 2005 Ill. Legis. Serv. P.A. 94-4). |

14.1 Which Source to Cite

14.1(a)

When possible, cite a statute in a code rather than in a session law.

14.1(b)

When two codes contain the same statute, usually cite the official code. Official codes are identified in **Appendix 1**. You may cite the print or online version of the code.

14.1(c)

If the official code is not readily available or does not yet contain the cited statute, cite an unofficial code. You may cite the print or online version of the unofficial code.

14.1(d)

If the statute does not appear in an official or unofficial code, cite the session law. You also may cite a session law if you want readers to review the statute in the form enacted by the legislature.

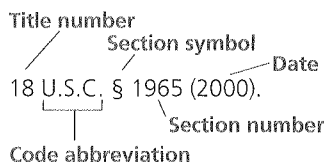
14.1(e)

If the statute is not in a code or in a session law, cite a slip law.

14.2 Full Citation, Print Format for Federal Statutes Currently in Force

A full citation to a federal statute currently in force typically has five or six components, depending on whether the code is official or unofficial.

Title number*Code abbreviation*Section symbol*Section number*(Publisher [unofficial only]*Date).

Example**14.2(a) Title number**

- (1) Federal statutes are grouped by subject matter. Each subject matter is called a “title” and is given a number. The title number can be found on the spine and front cover of a code volume.
- (2) Start the citation with the title number. Insert one space after the title number.

14.2(b) Code abbreviation

- (1) After the title, insert the abbreviation for the code.
- (2) The official code for federal statutes is United States Code, which is abbreviated “U.S.C.” The two unofficial codes are United States Code Annotated, which is abbreviated “U.S.C.A.,” and United States Code Service, which is abbreviated “U.S.C.S.”
- (3) If citing material within the Internal Revenue Code, the abbreviation “I.R.C.” may be substituted for “U.S.C.” When using the “I.R.C.” abbreviation, omit the title number. See **Appendix 7(A)** for additional information on I.R.C.

Examples

28 U.S.C. § 1679 (2000).

42 U.S.C.A. § 1997e(a) (West 2005).

3 U.S.C.S. § 1103(a)(1) (Lexis 2005).

I.R.C. § 104 (2000).

14.2(c) Section symbol

Insert one section symbol (§) when citing a single section. Insert two section symbols (§§) when citing multiple sections. Insert one space after the last section symbol. Consult **Sidebar 6.1** for instructions on how to insert a section symbol into your paper.

14.2(d) Section number

- (1) After the section symbol or symbols, include the specific section number or numbers you are citing. Be as specific as possible. Consult **Rule 6.4** for more detailed rules on citing sections.

Examples (the symbol ▲ represents a space):

| | |
|--|----------------------------------|
| Single section: | 18▲U.S.C.▲§▲1965▲(2000). |
| Multiple, consecutive sections: | 18▲U.S.C.▲§§▲1961–1965▲(2000). |
| Multiple, consecutive subsections: | 18▲U.S.C.▲§▲1961(a)–(d)▲(2000). |
| Multiple, nonconsecutive sections: | 18▲U.S.C.▲§§▲1961,▲1965▲(2000). |
| Multiple, nonconsecutive subsections: | 18▲U.S.C.▲§▲1961(a),▲(f)▲(2000). |

- (2) To cite material in an appendix, use the format in the example.

Examples

46 U.S.C. app. § 1279e(d)(1)(B) (2000).

18 U.S.C. app. §§ 1–16 (2000).

- (3) Include any reference to a note or similar information after the section number. You may use a parenthetical to identify which of several named notes is being cited.

Examples

28 U.S.C. § 1350 n. (2000).

50 U.S.C. § 1701 n. (2000) (Assistance to Sudan).

28 U.S.C. § 1359 hist. nn. (2000).

14.2(e) Publisher

- (1) Do not include a publisher for U.S.C.
- (2) Within the parenthetical that contains the date, insert “West” as the publisher for U.S.C.A. and “Lexis” as the publisher for U.S.C.S. Insert one space after the publisher’s name.

14.2(f) Date

- (1) Include the year in which the particular volume you are using was published. Use the date on the spine of the volume, on the copyright page, or on the title page—in that order of preference. See **Sidebar 14.1** regarding the date of U.S.C. Enclose the year in parentheses.

- 2) You may need to provide the date for the main volume, a supplement, or both. For information on which date to include, consult Rule 8.

Examples

Cited material appears only in the main volume

8 U.S.C. § 1965 (2000).

8 U.S.C.A. § 1965 (West 2005).

8 U.S.C.S. § 1965 (Lexis 2005).

Cited material appears only in a supplement

8 U.S.C. § 1965 (Supp. 2002).

6 U.S.C.A. § 6202 (West Supp. 2005).

10 U.S.C.S. § 1232h(b) (Lexis Supp. 2005).

Cited material appears in both the main volume and a supplement

8 U.S.C. § 1965 (2000 & Supp. 2002).

6 U.S.C.A. § 6202 (West 2000 & Supp. 2005).

10 U.S.C.S. § 3473 (Lexis 1997 & Supp. 2005).

SIDEBAR 14.1

DATE OF UNITED STATES CODE

A new edition of the United States Code is prepared every six years. The most recent edition is the 2000 edition. Use the 2000 version unless you are doing historical research. Use the 2000 date even if the copyright page contains another date. The next series will be dated 2006, but it typically takes a year or so for the government to issue the new set.

Volumes of the United States Code Annotated and the United States Code Service are issued only as required for updating; thus, different volumes of these codes will have different dates. When citing these codes, use the date on the copyright page.

14.2(g) Name of act

You may include the name of the act. If included, insert the name, in ordinary type, before the title number. Separate the name from the title number with a comma and one space. Capitalize words in the title using Rule 3.

Example

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101–12117 (2000).

14.2(h) Explanatory parentheticals

You may include a separate explanatory parenthetical to indicate the significance of the source. Insert one space after the end of the citation and the start of the explanatory parenthetical. Examples of information that might be included are the date of enactment, the date a statute took effect, the date a statute was amended, and a quotation from the statute. For additional information on explanatory parentheticals, consult **Rule 46**.

Examples

35 U.S.C. § 1 (2000) (enacted under the Patent Act of 1952, 66 Stat. 792 (1952)).

17 U.S.C. § 109(a) (2000) (providing that “the owner of a particular copy . . . lawfully made under this title, or any person authorized by such owner, is entitled, without the authority of the copyright owner, to sell or otherwise dispose of the possession of that copy”).

14.3 Full Citation, Print Format for Federal Statutes No Longer in Force

Cite statutes no longer in force using **Rule 14.2**, but include a statement that the statute was repealed or superseded, followed by the year in which the statute ceased to be in force.

Example

26 U.S.C. § 1071(a) (repealed 1995).

14.4 Full Citation, Print Format for State Statutes

Each state has at least one code that contains statutes only from that state. The abbreviations and formats for state codes are included in **Appendix 1**, which is arranged alphabetically by state. To the extent consistent with the entries in **Appendix 1**, also follow **Rules 14.2(c), (d), (f), (g), and (h)**. If a state statute is no longer in force, analogize to **Rule 14.3**.

Examples of state statutes currently in force

Vt. Stat. Ann. tit. 16, § 822(a)(1) (2000 & Supp. 2004).

Fla. Stat. § 608.471 (2004).

Fla. Stat. Ann. § 608.471 (West 2001 & Supp. 2005).

Mich. Comp. Laws § 445.1532 (2004).

215 Ill. Comp. Stat. 5/356m (2003).

Cal. Ins. Code Ann. § 1872.8 (West 1993).

Md. Bus. Reg. Code Ann. § 14-227 (2004).

N.Y. Bus. Corp. Law § 713(a) (McKinney 2003).

Tex. Rev. Civ. Stat. Ann. art. 4413(37) (West Supp. 2004–2005).

14.5 Statutes Available on Electronic Databases

If you wish to cite a state or federal statute that is available on an electronic database, use the regular citation forms in **Rules 14.2** and **14.4**, except in the date parenthetical also include the name of the database provider and the date through which the statute is current in the database.

Examples

Ga. Code Ann. § 7-1-841 (Westlaw current through 2004 1st Spec. Sess.).

Ky. Rev. Stat. Ann. § 15.733 (Lexis current through 2004 Extraordinary Sess.).

14.5(a)

Use the date information provided by the database, which may be a year, an exact date, or a legislative session.

14.5(b)

If **Appendix 1** lists a publisher for the print version of unofficial codes in which the statute appears, put the electronic database name after the publisher's name (if any); otherwise, start the parenthetical with the electronic database name.

Examples

Ohio Rev. Code Ann. § 911.01 (Anderson, findlaw.com current through Nov. 30, 2004).

N.H. Rev. Stat. Ann. § 80:31 (Westlaw current through 2004 Reg. Sess.).

14.5(c)

Within the date parenthetical, abbreviate months, publisher names, and other words that appear in **Appendix 3**.

14.6 Short Citation, Print Format for Federal and State Statutes

If *id.* is appropriate, use *id.* as the preferred short citation format (Rule 11.3). In documents with footnotes, if *id.* is not appropriate, use all required components of the full citation, but omit the date. In documents without footnotes, if *id.* is not appropriate, use one of the following short citation formats listed below. In selecting a format, ensure that the short citation will not confuse the reader.

Example (documents with footnotes)

¹²¹18 U.S.C. § 1965 (2000).

¹²²*Id.* at § 1961.

. . .

¹²⁶18 U.S.C. § 1965.

Examples (document without footnotes)

Full citation (United States Code): 42 U.S.C. § 12101 (2000).

Short citation options: 42 U.S.C. § 12101.
§ 12101.
Id. at § 12102.

Full citation (named statute): Administrative Procedure Act § 5(d), 5 U.S.C. § 554(e) (2000).

Short citation options: Administrative Procedure Act § 5(d).
§ 5(d).
5 U.S.C. § 554(e).
Id. at § 5(a).

Full citation (state statute): Okla. Stat. Ann. tit. 21, § 73 (West 2002).

Short citation options: Okla. Stat. Ann. tit. 21, § 73.
tit. 5, § 6.
§ 6.
Id. at § 4.

14.7 Full Citation Format for Federal Session Laws Currently in Force

The full citation for federal session laws currently in force contains nine components.

Law abbreviation•No.•Law number•Pinpoint reference•Volume number•Stat.•Initial page•Pinpoint page•(Date).

SIDEBAR 14.2

REFERRING TO STATUTES IN THE TEXT

When referring to a statute in a textual sentence, do not use the citation format. Instead, except for U.S.C., spell out the code name.

Examples

Arizona Revised Statutes Annotated § 13-4304(4)(b) contains a marital exception, under which a spouse must hold the property as separate property to claim innocent owner status.

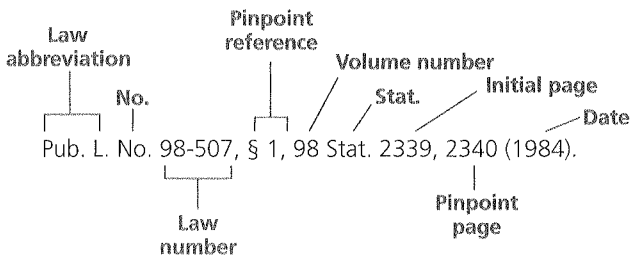
Delaware Code Annotated title 14, section 1917 concerns the collection and deposit of school taxes.

Title 15 U.S.C. § 53(b) does not authorize the Federal Trade Commission to seek monetary remedies.

If the statute is clearly identified in the sentence, you need not place a citation after the sentence. Also consult **Rule 6.11**, which concerns referring to sections and paragraphs in textual material. Always spell out subsections, such as “chapter” and “title,” that cannot be designated with symbols.

Note that including the statute name and number in the text is not always the most effective way to present the legal point to the reader.

Example



14.7(a) Law abbreviation

Federal laws are either public laws or private laws. The abbreviation for public law is “Pub. L.” The abbreviation for private law is “Priv. L.” Insert one space after the law abbreviation.

14.7(b) Law number

- (1) After the appropriate law abbreviation, include the law number, preceded by the abbreviation “No.” and one space.
- (2) Current laws are numbered with two parts, such as 107-49. The number 107 represents the number of the Congress that enacted the law (the 107th Congress). The number 49 indicates the chronological sequence of enactment (the 49th law enacted by the 107th Congress).
- (3) Insert a comma and one space after the number.

14.7(c) Volume number

After the law number, insert the volume number within Statutes at Large where the cited session law appears. Insert one space after the volume number.

14.7(d) Abbreviation for Statutes at Large

- (1) After the volume number, insert “Stat.” as the abbreviation for Statutes at Large. Insert one space after the abbreviation.
- (2) If the statute is not yet available in Statutes at Large, cite a commercial source, such as United States Code Congressional and Administrative News (U.S.C.C.A.N.) or United States Law Week (U.S.L.W.), or an electronic source, such as LexisNexis, Westlaw, or the Internet. If the volume number of Statutes at Large is available, include that information parenthetically, as shown below.

Example of U.S.C.C.A.N. citation

Pub. L. No. 103-322, § 320935, 1994 U.S.C.C.A.N. (108 Stat.) 2137.

14.7(e) Pages

After “Stat.,” insert the page on which the cited law begins. Insert one space after the initial page.

14.7(f) Pinpoint references

When possible, include pinpoint references for both the law number and the Statutes at Large citation. Laws are often divided by section, while Statutes at Large is divided by pages. Consult **Rule 5.2** for additional information on pinpoint references.

Example

, Pub. L. No. 104-294, § 201, 110 Stat. 3488, 3491 (1996).

14.7(g) Date

After the final page reference, insert the year for the cited volume of Statutes at Large. Enclose the year in parentheses.

14.7(h) Title

You may begin the citation with the title of the act. Present the title in ordinary type. Insert a comma and one space after the title. Use **Rule 3** for capitalization.

Example

Economic Espionage Act of 1996, Pub. L. No. 104-294, § 201, 110 Stat. 3488, 3491 (1996).

14.7(i) Explanatory parenthetical

You may include any parenthetical explanation after the citation that will clarify the reference or otherwise assist readers. Consult **Rule 46** for additional information about explanatory parentheticals.

Examples

Economic Espionage Act of 1996, Pub. L. No. 104-294, § 201, 110 Stat. 3488, 3491 (1996) (amending 18 U.S.C. § 1030(e)(2)).

Pub. L. No. 104-104, § 302, 110 Stat. 56, 118–124 (1996) (to be codified at 47 U.S.C. § 571).

14.8 Full Citation Format for Federal Session Laws No Longer in Force

When citing a session law for a federal statute that is no longer in force, use **Rule 14.7**, but parenthetically add the fact and the date that the statute was repealed or superseded.

Example

Pub. L. No. 67-98, § 219(f), 42 Stat. 227, 247 (1921) (repealed 1939).

14.9 Full Citation Format for State Session Laws

Many states publish their own session laws. The abbreviations and formats for state session laws are included in **Appendix 1**. If a state session law is no longer in force, analogize to **Rule 14.8**.

Examples of state session laws currently in force

1985 N.J. Laws 308.

1993 Tenn. Pub. Acts ch. 534, § 1(c).

14.10 Short Citation Format for Federal and State Session Laws

If *id.* is appropriate, use *id.* as the preferred short citation format. Consult Rule 11.3 for additional information on *id.* If *id.* is not appropriate, use the following format or analogize to Rule 14.6:

Volume number • Session law abbreviation • at • Pinpoint reference.

Examples

Full citation (with title included): Economic Espionage Act of 1996, Pub. L. No. 104-294, § 201, 110 Stat. 3488, 3491 (1996).

Short citation: 110 Stat. at 3491.

Full citation: 1996 Alaska Sess. Laws 52.

Short citation: 1996 Alaska Sess. Laws at 53.

14.11 Full Citation Format for Federal Slip Laws**14.11(a)**

A full citation for a federal slip law contains four components.

Law abbreviation • No. • Law number • (Exact date).

Examples

Public law: Pub. L. No. 107-151 (Mar. 13, 2002).

Private law: Priv. L. No. 104-2 (July 29, 1996).

14.11(b)

When possible, also include a reference to United States Code Congressional and Administrative News, United States Law Week, or an online source, and to the Statutes at Large volume in which the law will appear.

Example

Pub. L. No. 105-304 (Oct. 28, 1998), 1999 U.S.C.C.A.N. (112 Stat.) 2680.

14.12 Full Citation Format for State Slip Laws

Cite state slip laws according to Rule 14.11, with the following changes:

- (1) Add the state abbreviation to the front of the slip law abbreviation.
- (2) Use the numbering format adopted by the particular state.
- (3) When possible, include information about how readers might easily access the slip law.

Examples

Ill. Pub. Act No. 91-1003, § 5 (Aug. 23, 2004) (available in Westlaw at 2004 Ill. Legis. Serv. P.A. 91-3).

Ill. Pub. Act No. 91-1003, § 5 (Aug. 23, 2004) (available at Ill. Gen. Assembly, *State of Illinois, Public Acts, 93d General Assembly*, <http://www.legis.state.il.us/publicacts/pubact91/acts/91-0003.html> (accessed Mar. 23, 2005)).

14.13 Short Citation Format for Federal and State Slip Laws

If *id.* is appropriate, use *id.* as the preferred short citation format. Consult Rule 11.3 for additional information on *id.* If *id.* is not appropriate, use all required components of the full citation format, but omit the date parenthetical and add a pinpoint reference, when available.

Examples

Full citation: Pub. L. No. 106-4 (Mar. 25, 1999).

Short citation: Pub. L. No. 106-4 at § 2(a).

Full citation: Pub. L. No. 105-304 (Oct. 28, 1998), 1999 U.S.C.C.A.N. (112 Stat.) 2680.

Short citation: Pub. L. No. 105-304 at § 1, 1999 U.S.C.C.A.N. at 2681.

Full citation: Ill. Pub. Act No. 91-1003, § 5 (Aug. 23, 2004) (available in Westlaw at 2004 Ill. Legis. Serv. P.A. 91-3).

Short citation: Ill. Pub. Act. No. 91-1003 at § 15(a).



FAST FORMATS

OTHER FEDERAL LEGISLATIVE MATERIALS

| | |
|--|---|
| Unenacted House bill | H.R. 6, 109th Cong. § 142 (Apr. 18, 2005). |
| Unenacted Senate resolution | Sen. Res. 283, 108th Cong. (Dec. 9, 2003). |
| Enacted House simple resolution | H.R. Res. 723, 108th Cong. (2004) (enacted). |
| Congressional hearing | H.R. Jud. Comm., <i>The Quality Health-Care Coalition Act of 1998: Hearings on H.R. 4277</i> , 105th Cong. 82-83 (July 29, 1998). |
| Congressional report | H.R. Rpt. 107-468 § 2 (May 16, 2002). Sen. Rpt. 107-108, at 18-19 (Dec. 5, 2001). |
| Congressional debate, permanent edition | 116 Cong. Rec. 591 (1970). |
| Congressional debate, daily edition | 148 Cong. Rec. H2634 (daily ed. May 20, 2002). |
| United States Code Congressional and Administrative News | 2004 U.S.C.C.A.N. 668, 678-679. |

15.0

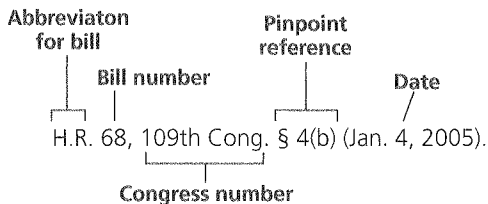
OTHER FEDERAL LEGISLATIVE MATERIALS

15.1 Full Citation Format for Unenacted Bills and Resolutions

A full citation to an unenacted bill or resolution contains either five or six components, depending on the date.

Abbreviation for type of bill or resolution • Number of bill or resolution •, Congress number •, Session number [for older bills and resolutions] • Pinpoint reference [if available] • (Exact date).

Example (House Bill)



Other examples

| | |
|--------------------------------------|--|
| House Resolution: | H.R. Res. 126, 109th Cong. (Mar. 1, 2005). |
| House Concurrent Resolution: | H.R. Con. Res. 55, 107th Cong. (Mar. 7, 2003). |
| House Joint Resolution: | H.R. Jt. Res. 45, 108th Cong. (Apr. 2, 2003). |
| Senate Bill: | Sen. 67, 109th Cong. (Jan. 25, 2005). |
| Senate Resolution: | Sen. Res. 11, 106th Cong. (Jan. 7, 1999). |
| Senate Concurrent Resolution: | Sen. Con. Res. 72, 108th Cong. (Oct. 3, 2003). |
| Senate Joint Resolution: | Sen. Jt. Res. 100, 103d Cong. (June 8, 1993). |

15.1(a) Abbreviation for type of bill or resolution

Use the following abbreviations to designate the type of bill or resolution. Insert one space after the last part of the abbreviation.

| Type | Abbreviation |
|-------------------|--------------|
| House Bill: | H.R. |
| House Resolution: | H.R. Res. |

| Type | Abbreviation |
|-------------------------------|----------------|
| House Concurrent Resolution: | H.R. Con. Res. |
| House Joint Resolution: | H.R. Jt. Res. |
| Senate Bill: | Sen. |
| Senate Resolution: | Sen. Res. |
| Senate Concurrent Resolution: | Sen. Con. Res. |
| Senate Joint Resolution: | Sen. Jt. Res. |

15.1(b) Number

After the abbreviation for the type of bill or resolution, insert the number of the bill or resolution. Insert a comma and one space after the number.

15.1(c) Congress number

- (1) After the number of the bill or resolution, designate the Congress in which the bill or resolution was introduced.
- (2) To provide this designation, first give the ordinal contraction for the Congress number. Consult **Rule 4.3** for additional information on ordinals. Then insert a space and the abbreviation “Cong.” (*examples*: 103d Cong.; 104th Cong.)
- (3) If a session number is required, insert a comma and one space after “Cong.” If a session number is not required, insert only a space after “Cong.”

SIDEBAR 15.1

TYPES OF PROPOSED LAWS

Proposed laws are presented in one of four forms: the bill, the joint resolution, the concurrent resolution, and the simple resolution. The most common form used in both the House of Representatives and the Senate is the bill.

While the same rules, **Rules 15.1** and **15.2**, apply to all types of unenacted bills and resolutions, different rules apply to enacted bills and resolutions:

- | | |
|-----------------------------|---|
| Rule 15.3: | Enacted bills and joint resolutions |
| Rules 15.4 and 15.5: | Enacted simple resolutions and concurrent resolutions |

15.1(d) Session number

- (1) If the bill or resolution was introduced **before** 1881 (for the House) or 1847 (for the Senate), indicate whether the bill was introduced during the first, second, or third session of the particular Congress. For later Congresses, the session can be inferred from the year and thus should not be included.

Example

H.R. Res. 88, 39th Cong., 1st Sess. (Jan. 8, 1866).

- (2) Use the ordinal contraction “1st” for first, “2d” for second, and “3d” for third.
- (3) Insert one space after the ordinal; then use the abbreviation “Sess.” for session. Insert one space after the abbreviation “Sess.”

15.1(e) Pinpoint reference

When referring to only part of the bill or resolution, give that subdivision after the Congress or session number. Bills and resolutions typically are divided by sections. For additional information on sections and other subdivisions, consult **Rule 6**. Insert one space after the subdivision information.

Examples

H.R. Res. 282, 106th Cong. § 2 (Jan. 6, 1999).

Sen. 178, 109th Cong. § 3 (Jan. 26, 2005).

15.1(f) Date

Include the exact date for the version of the bill or resolution cited. When it would be helpful to the reader, note the status of the bill or resolution parenthetically.

Examples

H.R. 8336, 95th Cong. 101 (July 14, 1977) (as introduced).

H.R. 8336, 95th Cong. 101 (Sept. 8, 1977) (as reported by House Comm. on Int. & Insular Affairs).

H.R. 8336, 95th Cong. 101 (Feb. 20, 1978) (as passed by House Feb. 14).

15.1(g) Title

You may begin the citation with the title of the bill or resolution. Present the title in ordinary type. Insert a comma and one space after the title. Use **Rule 3** for capitalization.

Example

Graduation for All Act, H.R. 547, 109th Cong. §§ 201–203 (Feb. 2, 2005).

15.1(h) Parenthetical information

You may parenthetically include any explanation after the citation that will clarify the reference or otherwise assist readers. Consult Rules 15.1(f) and 46 for additional information about explanatory parentheticals.

Example

H.R. Res. 123, 109th Cong. (Feb. 17, 2005) (resolution, introduced by Rep. Peter T. King, to establish a Select Committee on POW and MIA Affairs).

15.2 Short Citation Format for Unenacted Bills and Resolutions

If *id.* is appropriate, use *id.* as the preferred short citation format. Consult Rule 11.3 for additional information on *id.* Otherwise, use all required components of the full citation format, but omit the date parenthetical and include the word “at” before any pinpoint reference.

Example

Full citation: H.R. 988, 109th Cong. § 702 (Feb. 17, 2005).

Short citation: H.R. 988, 109th Cong. at §§ 701–703.

***Id.*:** *Id.* at § 703.

15.3 Enacted Bills and Joint Resolutions

Cite enacted bills and joint resolutions as statutes pursuant to Rule 14, except when using the bill or joint resolution to document legislative history. In that case, follow Rule 15.1.

15.4 Full Citation Format for Enacted Simple and Concurrent Resolutions

15.4(a)

Cite an enacted simple or concurrent resolution as an unenacted bill or resolution under Rule 15.1, but use only the year and add the term “enacted” parenthetically.

15.4(b)

When possible, include a parenthetical reference to the Congressional Record (for simple resolutions) or to Statutes at Large (for concurrent resolutions) to assist readers in locating the source. Because only enacted resolutions are printed in Statutes at Large, “(enacted)” may be eliminated as redundant when a Statutes at Large reference is included.

Examples

H.R. Res. 723, 108th Cong. (2004) (enacted).

H.R. Con. Res. 25, 106th Cong. (1999) (enacted).

Sen. Res. 29, 107th Cong. (2001) (enacted).

Sen. Con. Res. 115, 108th Cong. (2005) (enacted).

With reference to Congressional Record (daily edition)

H.R. Res. 188, 109th Cong. (2005) (enacted) (reprinted in 151 Cong. Rec. H1802 (daily ed. Apr. 6, 2005)).

With reference to Statutes at Large

H.R. Con. Res. 464, 107th Cong. (2002) (enacted) (reprinted in 116 Stat. 3150).

15.5 Short Citation Format for Enacted Simple and Concurrent Resolutions

If *id.* is appropriate, use *id.* as the preferred short citation format. Consult Rule 11.3 for additional information on *id.* Otherwise, use all required components of the full citation format, but omit the date and any reference to the Congressional Record or to Statutes at Large. Insert “at” before the pinpoint reference.

Example

Full citation: Sen. Con. Res. 8, 109th Cong. § 1 (2005) (enacted) (reprinted in 151 Cong. Rec. S825 (daily ed. Feb. 1, 2005)).

Short citation: Sen. Con. Res. 8, 109th Cong. at § 1.

***Id.*:** *Id.* at § 1.

15.6 Proposed House and Senate Amendments

Cite proposed amendments analogously to bills and resolutions under Rule 15.1. After the citation, parenthetically note the bill or resolution for which the amendment is proposed.

Examples

H.R. Amend. 280, 109th Cong. (June 15, 2005) (amendment to H.R. 2862).

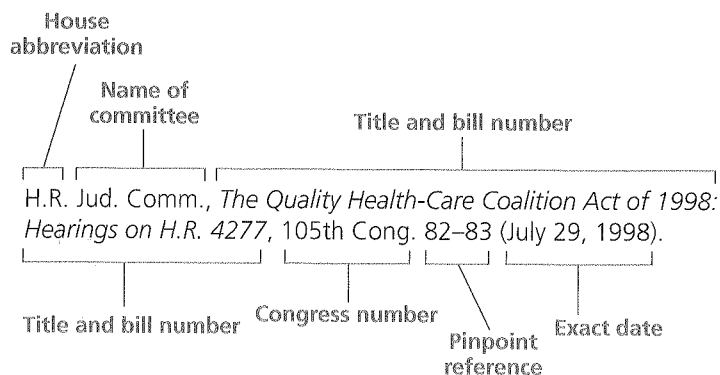
Sen. Amend. 287, 109th Cong. (Apr. 5, 2005) (amendment to Sen. 600).

15.7 Full Citation Format for Congressional Hearings

A full citation to congressional hearings contains six or seven components, depending on when the hearings were held.

House abbreviation • Name of committee or subcommittee • *Title and bill number* • Congress number • Session number [for older hearings] • Pinpoint reference • (Exact date).

Example



Other examples

Sen. Subcomm. on Commun. of the Comm. on Com., Sci. & Transp., *Broadband Access in Rural America*, 106th Cong. 83-86 (Mar. 29, 2000).

H.R. Comm. on Agric., *Examine New Generation Cooperatives and Strategies to Maximize Farm and Ranch Income*, 108th Cong. 67-186 (Oct. 16, 2003).

15.7(a) House abbreviation

Begin the citation with the abbreviation “H.R.” for House of Representatives or “Sen.” for Senate.

15.7(b) Name of committee or subcommittee

- (1) After the house abbreviation, provide the abbreviated name of the committee or subcommittee before which the hearings were held. You may omit articles and prepositions not needed for clarity.
- (2) If the hearings were before a subcommittee, also indicate the name of the committee.
- (3) Present the name in ordinary type and follow Rule 3 concerning capitalization of titles.
- (4) To conserve space, you may abbreviate any parts of the committee or subcommittee name that are listed in Appendix 3.
- (5) Insert a comma and one space after the name.

15.7(c) Title and bill number

- (1) After the committee or subcommittee name, insert the title of the hearing as it appears on the cover of the published hearing.
- (2) Do not repeat the name of the committee or subcommittee within the title.
- (3) When available, include the bill or resolution number, even if it is not part of the subject matter title.
- (4) Present the title and bill number in italics.
- (5) Insert a comma and one space after the title.

Examples

H.R. Subcomm. on Telecomm. & Internet of the Comm. of Energy & Com., *Junk Fax Prevention Act of 2004*, 108th Cong. 3–5 (June 15, 2004).

H.R. Comm. of Educ. & Workforce, *H.R. 4283, College Access and Opportunity Act*, 108th Cong. 43 (May 12, 2004).

15.7(d) Congress number

Follow Rule 15.1(c).

15.7(e) Session number

Follow Rule 15.1(d).

15.7(f) Pinpoint reference

Follow Rule 15.1(e).

15.7(g) Date

Provide the exact date of the hearing. Enclose the date in parentheses. Abbreviate months according to Appendix 3(A).

15.7(h) Parenthetical information

You may include any explanation after the citation that will clarify the reference or otherwise assist readers; for example, you might identify the person testifying before the committee. Consult **Rule 46** regarding explanatory parentheticals.

Example

H.R. Subcomm. on Cts., Internet & Intell. Prop. of the Comm. of Jud., *Ninth Circuit Court of Appeals Judgeship and Reorganization Act of 2003*, 108th Cong. 6 (Oct. 21, 2003) (testimony of the Hon. Mary M. Schroeder, Chief Judge of the U.S. Court of Appeals for the Ninth Circuit).

15.8 Short Citation Format for Congressional Hearings

The form of the short citation will vary depending on the type of document you are writing.

15.8(a) Documents without footnotes

If *id.* is appropriate, use *id.* as the preferred short citation format. Consult **Rule 11.3** for additional information on *id.* If *id.* is not appropriate, use the following format:

Committee abbreviation, Congress number, Session number [for older hearings] at Pinpoint reference.

Example

Full citation: H.R. Subcomm. on Cts., Internet & Intell. Prop. of the Comm. of Jud., *Ninth Circuit Court of Appeals Judgeship and Reorganization Act of 2003*, 108th Cong. 6 (Oct. 21, 2003).

Short citation: H.R. Subcomm. on Cts., Internet & Intell. Prop., 108th Cong. at 6.

15.8(b) Documents with footnotes

If *id.* is appropriate, use *id.* as the preferred short citation format. Consult **Rule 11.3** for additional information on *id.* If *id.* is not appropriate, use the *supra* format that follows. Consult **Rule 11.4** for additional information on *supra*.

Committee abbreviation, *supra* n. Note number, at Pinpoint reference.

Example

¹⁹H.R. Subcomm. on Com. & Admin. L. of the Jud. Comm., *The Bankruptcy Reform Act of 1998—Hearings of H.R. 3150*, 105th Cong. 2 (Mar. 10, 1998).

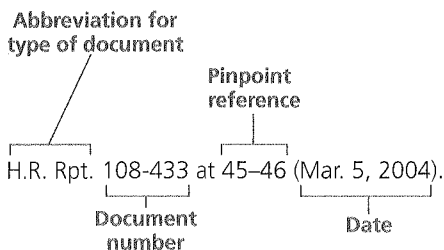
²⁵H.R. Subcomm. on Com. & Admin. L., *supra* n. 19, at 5.

15.9 Full Citation Format for Numbered Congressional Reports, Documents, and Prints

Because numbered reports, documents, and prints are most easily accessed by their number, a full citation will contain four components.

Abbreviation for type of document • Document number • Pinpoint reference • (Exact date).

Example (House Report)



Other examples

| | |
|---------------------------------|---|
| House Document: | H.R. Doc. 108-14 (Jan. 7, 2003). |
| House Committee Print: | H.R. Comm. Print 105-19 app. B (Dec. 10, 1998). |
| Senate Report: | Sen. Rpt. 106-37 at 9–12 (Mar. 26, 1999). |
| Senate Executive Report: | Sen. Exec. Rpt. 105-5 pt. 4 (Oct. 30, 1997). |
| Senate Document: | Sen. Doc. 106-51 at 1 (Apr. 30, 1999). |
| Senate Committee Print: | Sen. Comm. Print 108-47 (July 2004). |

15.9(a) Abbreviation for type of document

Use the following abbreviations to designate the type of report, document, or print. Insert one space after the last part of the abbreviation.

15.9(e) Author and title

You may include the author's name and the document title. Italicize the title. You may abbreviate the name of an institutional author using the terms in Appendix 3.

Examples

Sen. Comm. on Env. & Pub. Works, *Children's Environmental Health: What Role for the Federal Government?* Sen. Comm. Print. 107-062 (Nov. 30, 2002).

Charles W. Johnson, *How Our Laws Are Made*, H.R. Doc. 108-93 foreword (rev. & updated June 20, 2003).

15.9(f) Parenthetical information

You may parenthetically include any explanation after the citation that will clarify the reference or otherwise assist readers. Consult **Rule 46** regarding explanatory parentheticals.

Example

Sen. Exec. Rpt. 106-1 (Mar. 24, 1999) (concerning nuclear safety).

15.9(g) References to U.S.C.C.A.N. and Congressional Record

Federal committee reports are selectively published in the United States Code Congressional and Administrative News and the Congressional Record. When possible, include a parenthetical reference to one of these sources, which are often more readily available to most readers than are the congressional reports themselves.

Examples

United States Code Congressional and Administrative News

Sen. Rpt. 109-27 at 27 (July 14, 1987) (reprinted in 1987 U.S.C.C.A.N. 682, 707).

Congressional Record

H.R. Conf. Rpt. 108-779 (Nov. 17, 2004) (reprinted in 150 Cong. Rec. H9895-9959 (daily ed. Nov. 17, 2004)).

15.10 Short Citation Format for Numbered Congressional Reports, Documents, and Prints

If *id.* is appropriate, use *id.* as the preferred short citation format. Consult Rule 11.3 for additional information on *id.* Otherwise, use all required components of the full citation format, but omit the date.

Example

Full citation: H.R. Conf. Rpt. 109-123 §§ 2–4 (June 14, 2005).

Short citation: H.R. Conf. Rpt. 109-123 at § 3.

id.: *id.* at § 4.

15.11 Unnumbered Reports, Documents, and Prints

Cite unnumbered reports, documents, and prints as reports by an institutional author under Rule 22.1(a), item 3. Treat the Congress number as part of the author's name. Include the abbreviation for the type of document in the date parenthetical.

Example

Staff of Sen. Comm. on Banking, Hous. & Urb. Affairs, 94th Cong., *Report of the Securities and Exchange Commission on Questionable and Illegal Corporate Payments and Practices 2–3* (Sen. Comm. Print 1976).

15.12 Full Citation Format for Congressional Debates Occurring after 1873

Cite congressional debates to a compiled source, such as the Congressional Record. The Congressional Record is published daily while either house is in session. This format is known as the “daily edition.” In addition, a bound volume of the Congressional Record, called the “permanent edition,” is published at the end of each congressional session. The permanent edition is the preferred source for most research. Accordingly, citations to the Congressional Record should be to the bound edition unless the cited material is available only in the daily edition. The daily edition and the permanent edition do not use the same system of pagination.

A full citation to a congressional debate occurring after 1873 contains either four or five components, depending on whether the citation is to the daily edition or the permanent edition of the Congressional Record.

Examples

Permanent edition

Volume number • Cong. Rec. • Pinpoint page • (Date).

| | | |
|------------------|------------------|---------|
| Volume number | Pinpoint page | Date |
| / | / | / |
| 116 | Cong. Rec. 591 | (1970). |

Congressional Record abbreviation

Daily edition

Volume number • Cong. Rec. • Pinpoint page with house designation • (daily ed. • Exact date).

| | | |
|------------------|------------------|----------------------------|
| Volume number | Pinpoint page | Exact date |
| / | / | / |
| 151 | Cong. Rec. S8988 | (daily ed. July 26, 2005). |

Congressional Record abbreviation

15.12(a) Volume number

Begin with the volume number of the Congressional Record in which the debate appears. Insert one space after the volume number.

15.12(b) Abbreviation for Congressional Record

After the volume number, insert the abbreviation “Cong. Rec.” Insert one space after the abbreviation.

15.12(c) Pages

1) After “Cong. Rec.” insert the page or pages on which the debate appears.

Example (permanent edition)

24 Cong. Rec. 32408–32409 (1978).

2) When citing the daily edition, follow the format for the permanent edition, but insert “H” before the page number if referring to a House debate and “S” before the page number if referring to a Senate debate.

Example

149 Cong. Rec. H9748–9750 (daily ed. Oct. 21, 2003).

- (3) Insert one space after the page number.

15.12(d) Edition and date

- (1) When citing the permanent edition, include only the year. Enclose the year in parentheses.
- (2) When citing the daily edition, enclose the following information in parentheses: (a) the phrase “daily ed.” and (b) the exact date (month-day-year) of the Congressional Record cited. Place one space after “daily ed.” Abbreviate the month according to **Appendix 3(A)**.

Examples

Permanent edition: 124 Cong. Rec. 32408 (1978).

Daily edition: 150 Cong. Rec. S11653–11660 (daily ed. Nov. 19, 2004).

15.12(e) Parenthetical information

You may include parenthetically any other information that might assist readers, such as the name of the cited speaker. Consult **Rule 46** regarding explanatory parentheticals.

Example

51 Cong. Rec. S546–547 (daily ed. Jan. 26, 2005) (statement of Sen. Jeff Bingaman).

15.13 Short Citation Format for Congressional Debates Occurring after 1873

If *id.* is appropriate, use *id.* as the preferred short citation format. Consult **Rule 11.3** for additional information on *id.* If *id.* is not appropriate, keep all required components, but eliminate the date and insert “at” before the pinpoint page.

Examples

Permanent edition

Full citation: 124 Cong. Rec. 32408 (1978).

Short citation: 124 Cong. Rec. at 32408.

***Id.*:** *Id.* at 32409.

Daily edition**Full citation:** 150 Cong. Rec. S11653 (daily ed. Nov. 19, 2004).**Short citation:** 150 Cong. Rec. at S11653.**Id.:** *Id.* at S11653.**15.14 Full Citation Format for Congressional Debates through 1873**

For debates through 1873, cite the appropriate source listed below.

| DATE | CONGRESS | SOURCE | CITATION FORMAT |
|-----------|---|---------------------|---|
| 1789–1824 | 1st Cong. to 18th Cong., 1st Sess. | Annals of Congress | Volume number [Ⓢ] Annals of Cong. [Ⓢ] Pinpoint page [Ⓢ] (Year). <i>Example</i> 18 Annals of Cong. 1766 (1819). |
| 1824–1833 | 18th Cong., 2d Sess. to 25th Cong., 1st Sess. | Register of Debates | Volume number [Ⓢ] Register of Debates [Ⓢ] Pinpoint page [Ⓢ] (Year). <i>Example</i> 11 Register of Debates 130 (1835). |
| 1833–1873 | 25th Cong., 2d Sess. to 42d Cong., 2d Sess. | Congressional Globe | Cong. Globe, [Ⓢ] Congress number [Ⓢ] Cong. [Ⓢ] , Session number [Ⓢ] Sess. [Ⓢ] Pinpoint page [Ⓢ] (Year). <i>Example</i> Cong. Globe, 41st Cong., 1st Sess. 500–501 (1869). |

15.15 Short Citation Format for Congressional Debates through 1873

If *id.* is appropriate, use *id.* as the preferred short citation format. Consult Rule 11.3 for additional information on *id.* If *id.* is not appropriate, use the appropriate short citation format below.

- Annals of Congress:** Volume number • Annals of Cong. • at • Pinpoint page.
Example: 18 Annals of Cong. at 1766.
- Register of Debates:** Volume number • Register of Debates • at • Pinpoint page.
Example: 11 Register of Debates at 130.
- Congressional Globe:** Cong. Globe, • Congress number • Cong. •, Session number • Sess. • at • Pinpoint page.
Example: Cong. Globe, 41st Cong., 1st Sess. at 500.

15.16 Congressional Journals

Both the House of Representatives and the Senate publish their official proceedings in journals. The journals contain motions, actions taken, and roll-call votes but not the text of debates or other proceedings. Journals are published at the end of each session and can be cited using the following formats. *Id.* or the format designated below may be used as the short citation.

Examples

Full citation: H.R. J., 105th Cong., 2d Sess. 2755–2786 (1998).

Short citation: H.R. J., 105th Cong., 2d Sess. at 2757.

Full citation: Sen. J., 1st Cong., 1st Sess. 117 (1789).

Short citation: Sen. J., 1st Cong., 1st Sess. at 117.

15.17 United States Code Congressional and Administrative News

15.17(a)

United States Code Congressional and Administrative News, abbreviated “U.S.C.C.A.N.,” is a commercial publication that reprints the text of federal acts. Since 1941, it also has reprinted congressional committee reports on a selective basis.

15.17(b)

When it will assist readers to locate the cited material, include the U.S.C.C.A.N. citation in a parenthetical.

15.17(c)

When citing U.S.C.C.A.N. as part of a full citation, include an opening parenthesis, the phrase “reprinted in,” the year of the volume, one space, the abbreviation

‘U.S.C.C.A.N.,’ one space, the page on which the cited source begins, a comma, one space, a pinpoint page reference, and a closing parenthesis.

15.17(d)

When presenting U.S.C.C.A.N. as part of a short citation, include “reprinted n,” the year of the volume, one space, the abbreviation “U.S.C.C.A.N.,” one space, the word “at,” one space, and the pinpoint page within the parentheses.

Example

Full citation: Sen. Rpt. 108-507 at 1 (May 20, 2004) (reprinted in 2004 U.S.C.C.A.N. 726, 726).

Short citation: Sen. Rpt. 108-507 at 1 (reprinted in 2004 U.S.C.C.A.N. at 726).

15.18 Declaration of Independence

Cite the Declaration of Independence as *Declaration of Independence* [¶ 3] (1776). Consult Rule 6.3 for additional information.

15.19 Other Legislative Materials

To cite legislative materials not specifically addressed in Rule 15, analogize to the closest rule above or use the following format. If the suggested format does not work exactly for your source, include as much of the information called for below as possible.

Title, Document abbreviation, Congress number, Cong., Pinpoint reference (Exact date).

Example

Sen. Calendar, 109th Cong. 34 (July 26, 2005).



FAST FORMATS

OTHER STATE LEGISLATIVE MATERIALS

Consult Appendices 1 and 2 for information specific to the state whose material you are citing.

| | |
|-----------------------|---|
| Unenacted house bill | Mass. H. 3190, 183d Leg., Jt. Sess. 1482 (Mar. 29, 2004). |
| Unenacted senate bill | Tenn. Sen. Jt. Res. 31, 104th Gen. Assembly (Mar. 17, 2005). |
| Legislative hearing | Md. Jt. Comm. on Children, Youth & Fams., <i>Review of Policies and Procedures of Group Homes in Maryland</i> , 2005 Reg. Sess. (June 21, 2005). |
| Legislative document | Me. Sen. Doc. 807, 121st Leg., 2d Spec. Sess. (Apr. 15, 2004). |
| Legislative report | Haw. H. Stand. Comm. Rpt. No. 203, 2005 Leg., Reg. Sess. (2005). |
| Legislative debate | Tex. Sen., <i>Debate on Tex. H. 4 on the Floor of the Senate</i> , 78th Leg., Reg. Sess. (May 16, 2003) (transcript available from Senate Staff Services Office). |

16.0

OTHER STATE LEGISLATIVE MATERIALS

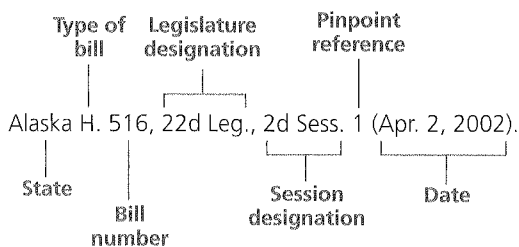
16.1 Full Citation Format for State Unenacted Bills, Files, and Resolutions

If the state whose bill, file, or resolution you are citing has a special citation format, use that format. Consult **Appendix 2** to determine whether a particular state has a citation rule for unenacted bills, files, or resolutions. If the state does not have a special format, use the format below.

A full citation to an unenacted bill, file, or resolution may contain up to seven components, depending on the state.

State abbreviation • Abbreviation for type of bill, file, or resolution • Bill, file, or resolution number • Legislature designation [if available] • Session designation [if available] • Pinpoint reference [if available] • (Exact date).

Example (Alaska House Bill)



Other examples

- Arizona Senate Bill:** Ariz. Sen. 1427, 45th Leg., 2d Reg. Sess. (May 15, 2002).
- Colorado Senate Joint Resolution:** Colo. Sen. Jt. Res. 1027, 63d Gen. Assembly, 2d Reg. Sess. (May 8, 2002).
- Georgia House Bill:** Ga. H. 410, 146th Gen. Assembly, 2001–2002 (May 10, 2002).
- Minnesota House File:** Minn. H. File 3731, 82d Reg. Sess. (May 14, 2002).
- Nebraska Legislative Resolution:** Neb. Leg. Res. 460, 97th Leg., 2d Reg. Sess. (Apr. 19, 2002).
- Virginia House Joint Resolution:** Va. H. Jt. Res. 782, 2003 Sess. (Jan. 21, 2003).

16.1(a) State abbreviation

Include the state abbreviation as listed in Appendix 3(B). Insert one space after the abbreviation.

16.1(b) State abbreviation for type of bill, file, or resolution

Insert the abbreviation for the type of document cited. Use the abbreviations listed below and in Appendix 3 to develop the appropriate abbreviation. If a word is not listed below or in Appendix 3, spell it out.

| Word | Abbreviation |
|----------------------------------|-------------------------|
| Bill: | [Omit the word "Bill."] |
| File: | File |
| Concurrent: | Con. |
| General: | Gen. |
| House: | H. |
| House of Delegates: | H. |
| House of Representatives: | H. |
| Joint: | Jt. |
| Legislative: | Leg. |
| Resolution: | Res. |
| Senate: | Sen. |

Examples

| | |
|--|---|
| California Assembly Bill: | Cal. Assembly 1229, 2005–2006 Reg. Sess. 1 (June 14, 2005). |
| Connecticut Senate Bill: | Conn. Sen. 603, 2002 Reg. Sess. 1–2 (Mar. 11, 2002). |
| Delaware House Concurrent Resolution: | Del. H. Con. Res. 25, 143d Gen. Assembly (May 11, 2005). |

16.1(c) State bill, file, or resolution number

After the abbreviation for the type of bill, file, or resolution, insert the number of the bill, file, or resolution. Insert a comma and one space after the number.

16.1(d) State legislature designation

- (1) Identify the legislature in which the bill, file, or resolution was introduced.
- (2) Begin with an ordinal contraction (such as 43d) for the legislature or assembly number (Rule 4.3). If the state does not number its legislature or assembly, provide any other description used by the state. You may abbreviate any words listed in Appendix 3 or Rule 16.1(b).

- 3) If a session designation is available, add it by inserting a comma and one space after the legislature designation, followed by the session designation. If it is not available, simply insert one space after the legislature designation.

Examples

Iowa H. File 2192, 79th Gen. Assembly, 2d Sess. (May 11, 2002).

Myo. Sen. 127, 56th Leg. (Feb. 16, 2001).

N.Y. Assembly 7797, 228th Annual Leg. Sess. (May 2, 2005).

16.1(e) State session designation

When available, include the legislative session. Designate the session with an ordinal contraction (such as 1st), an abbreviation for any description used by the state whose legislation is cited (such as “Spec.” for Special), and the abbreviation “Sess.” for Session. Insert one space after the session designation.

Examples

V.H. H. 1420, 157th Leg., 2d Year (May 16, 2002).

Okla. Sen. 10, 47th Leg., 1st Spec. Sess. (June 16, 1999).

Ut. H. 393, 65th Biennial Sess. (Feb. 26, 1999).

16.1(f) Pinpoint reference

When referring to only part of the bill, file, or resolution, cite that particular subdivision, such as a page or section number. For additional information on sections and other subdivisions, consult **Rules 5, 6, and 9**. Insert one space after the subdivision information.

16.1(g) Date

If available, include the exact date (month-day-year) on which the bill or resolution was introduced. Abbreviate the month according to **Appendix 3(A)**. If the exact date is not available, include at least the year. Enclose the date in parentheses.

16.1(h) Title

You may begin the citation with the title of the bill, file, or resolution. Present the title in ordinary type. Insert a comma and one space after the title. Use **Rule 3** for capitalization.

Example

Regional Transit Authority, La. H. Con. Res. 264, 1999 Reg. Sess. (June 3, 1999).

16.2 Short Citation Format for State Unenacted Bills, Files, and Resolutions

If *id.* is appropriate, use *id.* as the preferred short citation format. Consult **Rule 11.3** for additional information on *id.* Otherwise, use all required components of the full citation format, but omit the date parenthetical and include the word “at” before any pinpoint reference.

Example

Full citation: Conn. Sen. 1359, 1999 Reg. Sess. 2 (Mar. 17, 1999).
Short citation: Conn. Sen. 1359, 1999 Reg. Sess. at 2.
Id.: *Id.* at 1.

16.3 State Enacted Bills, Files, and Resolutions

Cite enacted bills, files, and resolutions as statutes pursuant to **Rule 14** except when using the bill, file, or resolution to document legislative history. In that case, follow **Rule 16.1**.

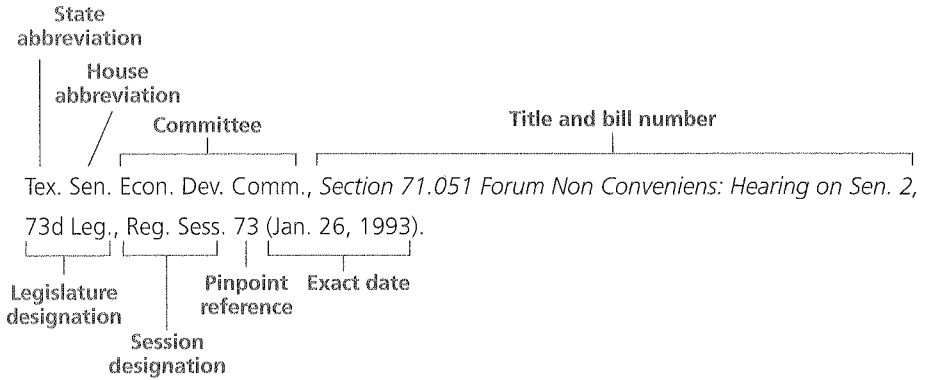
16.4 Full Citation Format for State Legislative Hearings

If the state whose legislative hearing you are citing has a special citation format, use that format. Consult **Appendix 2** to determine whether a particular state has a citation rule for legislative hearings. If the state does not have a special format, use the format below.

A full citation to a legislative hearing may contain up to eight components, depending on the state.

State abbreviation®House abbreviation®Name of committee or subcommittee,®*Title and bill number*®, Legislature designation [if available]®, Session designation [if available]®Pinpoint reference [if available]®(Exact date).

Examples



Cal. Leg. Assembly Comm. on Crim. Justice, *Constitutional Issues Relative to the Death Penalty: Special Hearing on Criminal Justice*, 1977 Reg. Sess. 2–6 (Jan. 24, 1977).

16.4(a) State abbreviation

Include the state abbreviation as listed in **Appendix 3(B)**. Insert one space after the abbreviation.

16.4(b) State house abbreviation

Insert the abbreviation “H.” for House, House of Representatives, or House of Delegates, or “Sen.” for Senate.

16.4(c) Name of state committee or subcommittee

- (1) After the house abbreviation, provide the name of the committee before which the hearings were held. You may omit articles and prepositions not needed for clarity.
- (2) If the hearings were before a subcommittee, insert a comma and one space after the name of the committee and then include the name of the subcommittee. Insert a comma and one space after the name.
- (3) Present the committee and subcommittee names in ordinary type, and follow **Rule 3** concerning capitalization of titles.
- (4) To conserve space, you may abbreviate any parts of the committee or subcommittee name that appear in **Appendix 3**.

16.4(d) State title and bill number

- (1) After the committee or subcommittee name, insert the title of the hearing as it appears on the cover of the published hearing.
- (2) Do not repeat the name of the committee or subcommittee within the title.
- (3) When available, include the bill or resolution number, even if it is not part of the subject matter title.
- (4) Present the title and bill number in italics. Use **Rule 3** for capitalization.
- (5) Insert a comma and one space after the title and bill number.

Example

Cal. Sen. R. Comm., *Hearing on Preschool for All Program, Assembly 712*, 2003–2004 Reg. Sess. (Aug. 31, 2004).

16.4(e) State legislature designation

Follow Rule 16.1(d).

16.4(f) State session designation

Follow Rule 16.1(e).

16.4(g) Pinpoint reference

Follow Rule 16.1(f).

16.4(h) Date

Follow Rule 16.1(g).

16.4(i) Parenthetical information

You may include any parenthetical explanation after the citation that will clarify the reference or otherwise assist readers; for example, you might identify the person testifying before the committee. Consult **Rule 46** regarding explanatory parentheticals. Consult **Rule 15.7(h)** for an analogous example.

16.5 Short Citation Format for State Legislative Hearings

The form of the short citation will vary depending on the type of document you are writing.

16.5(a) Documents without footnotes

If *id.* is appropriate, use *id.* as the preferred short citation format. Consult **Rule 11.3** for additional information on *id.* If *id.* is not appropriate, use the following format:

State abbreviation³•House abbreviation³•Name of committee or subcommittee,³*Title and bill number*³, at³Pinpoint reference.

Example

Full citation: Tex. H. Jud. Comm., *The Texas Determinate Sentencing Act for Juveniles: Hearings on Tex. H. 682, 70th Leg., Reg. Sess. 1 (Mar. 2, 1987)*.

Short citation: Tex. H. Jud. Comm., *The Texas Determinate Sentencing Act for Juveniles: Hearings on Tex. H. 682*, at 1.

16.5(b) Documents with footnotes

If *id.* is appropriate, use *id.* as the preferred short citation format. Consult **Rule 11.3** for additional information on *id.* If *id.* is not appropriate, use the *supra* format that follows. Consult **Rule 11.4** for additional information on *supra*.

Committee abbreviation,³*supra* n. Note number³, at³Pinpoint reference.

Example

³Tex. H. Jud. Comm., *The Texas Determinate Sentencing Act for Juveniles: Hearings on Tex. H. 682, 70th Leg., Reg. Sess. 1 (Mar. 2, 1987)*.

²⁹Tex. H. Jud. Comm., *supra* n. 3, at 1.

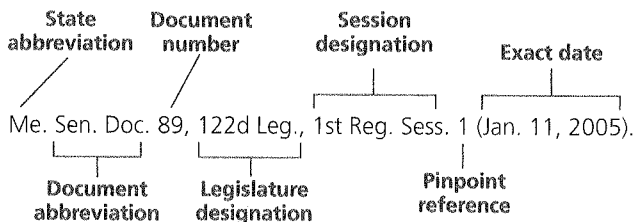
16.6 Full Citation Format for State Legislative Reports, Documents, and Prints

If the state whose report, document, or print you are citing has a special citation format, use that format. Consult **Appendix 2** to determine whether a particular state has a citation rule for reports, documents, or prints. If the state does not have a special format, use the format listed below.

A full citation to a legislative report, document, or print may contain up to seven components, depending on the state.

State abbreviation³•Abbreviation for type of document³•Document number,³ Legislature designation [if available]³, Session designation [if available]³•Pinpoint reference [if available]³•(Exact date).

Example (Maine Senate Document)



Other example (Hawaii Senate Standing Committee Report)

Haw. Sen. Stand. Comm. Rpt. 502, 22d Leg., Reg. Sess. 1 (2003).

16.6(a) State abbreviation

Include the state abbreviation as listed in Appendix 3(B). Insert one space after the abbreviation.

16.6(b) Abbreviation for type of document

Use the following abbreviations, and the abbreviations in Appendix 3, to designate the type of report, document, or print you are citing. Spell out words not listed below or in Appendix 3. Insert one space after the last part of the abbreviation.

| Type | Abbreviation |
|---------------------------|--------------|
| Committee: | Comm. |
| Conference: | Conf. |
| Document: | Doc. |
| House: | H. |
| House of Delegates: | H. |
| House of Representatives: | H. |
| Joint: | Jt. |
| Legislature, Legislative: | Leg. |
| Report: | Rpt. |
| Senate: | Sen. |

16.6(c) Number

After the abbreviation for the type of document, insert the number assigned by the state.

16.6(d) State legislature designation

Follow Rule 16.1(d).

16.6(e) State session designation

Follow Rule 16.1(e).

16.6(f) Pinpoint reference

If referring to only part of the report, document, or print, cite that particular subdivision. For additional information on subdivisions, consult Rules 5, 6, and 9. Insert one space after the subdivision information. Consult Rule 15.9(c) for analogous examples.

16.6(g) Date

If available, provide the exact date (month-day-year) on which the report, document, or print was ordered to be printed. Abbreviate the month according to Appendix 3(A). Note that, for some documents, only the month and year, or only the year, are available. Enclose the date in parentheses.

16.6(h) Author and title

You may include the author's name and the title. Italicize the title. You may abbreviate the name of an institutional author using the terms in Appendix 3. Consult Rule 15.9(e) for analogous examples.

16.6(i) Parenthetical information

You may parenthetically include any explanation after the citation that will clarify the reference or otherwise assist readers. Consult Rule 46 regarding explanatory parentheticals. Consult Rule 15.9(f) for an analogous example.

16.7 Short Citation Format for State Legislative Reports, Documents, and Prints

If *id.* is appropriate, use *id.* as the preferred short citation format. Consult Rule 11.3 for additional information on *id.* Otherwise, use all required components of the full citation format, but omit the legislative designation, session designation, and date. Insert “at” before any pinpoint reference.

Example

Full citation: Me. Sen. Doc. 89, 122d Leg., 1st Reg. Sess. 1 (Jan. 11, 2005).
Short citation: Me. Sen. Doc. 89 at 1.