

16.8 Full Citation Format for State Legislative Debates

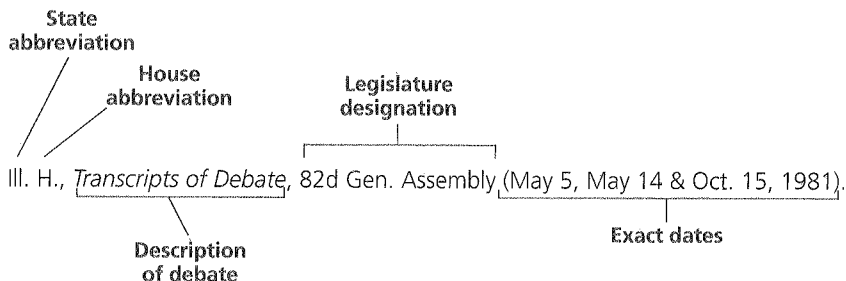
If the state whose debate you are citing has a special citation format, use that format. Consult **Appendix 2** to determine whether a particular state has a citation rule for legislative debates. If the state does not have a special format, use the format listed below.

A full citation to a legislative debate may contain up to eight components, depending on the state and whether the debate is published.

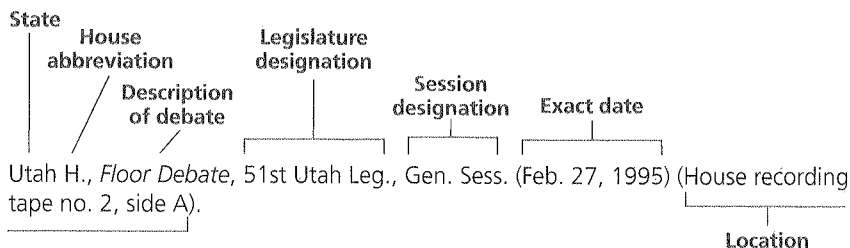
State abbreviation*House abbreviation**Description or published location of debate**, Legislature designation [if available]*, Session designation [if available]*Pinpoint reference [if available]*(Exact date(s))*(Location for unpublished debates).

Examples

Published



Unpublished



16.8(a) State abbreviation

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

16.8(b) State house abbreviation

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

16.8(c) Description or published location of debate

- (1) If the debate is published, provide the name of the source in which it is contained. *Italicize the title.* Insert a comma and one space after the title.
- (2) If the debate is not published, provide a concise description of the debate. (Examples: *Floor Debate*, *Debate on H. 1731*.)
- (3) You may provide the description and the source of publication. If including both, put the description first.

Example

Description	Source of publication

N.Y. Assembly, *Debate on Bill 4843*, *Record of Proceedings* 474 (Mar. 6, 1995).

16.8(d) State legislature designation

Follow Rule 16.1(d).

16.8(e) State session designation

Follow Rule 16.1(e).

16.8(f) Pinpoint reference

Follow Rule 16.1(f).

16.8(g) Date

If available, provide the exact date (month-day-year) of the debate. Abbreviate months according to Appendix 3(A). If the exact date is not available, provide at least the year. Enclose the date in parentheses.

16.8(h) Location for unpublished debates

If the debate is not published, add a parenthetical indicating where a transcript or audio recording of the debate is located.

Example

Tex. Sen., *Debate on Tex. Sen. 31 on the Floor of the Senate*, 74th Leg., Reg. Sess. 1 (Feb. 1, 1995) (transcript available from Senate Staff Services Office).

16.9 Short Citation Format for State Legislative Debates

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 legislature designation, session designation, location parenthetical, and date. Also insert “at” before any pinpoint reference.

Example

Full citation: Tex. Sen., *Debate on Tex. Sen. 31 on the Floor of the Senate*, 74th Leg., Reg. Sess. 1 (Feb. 1, 1995) (transcript available from Senate Staff Services Office).

Short citation: Tex. Sen., *Debate on Tex. Sen. 31 on the Floor of the Senate* at 1.

16.10 State Legislative Journals

Cite legislative journals using the format provided by the state whose journal you are citing (see Appendix 2), or, if not listed in Appendix 2, using the following format. *Id.* may be used as the short citation.

State abbreviation•House abbreviation•J., Legislature designation [if available], Session designation [if available]•Pinpoint reference [if available]•(Date).

Examples

Full citation: Iowa Sen. J., 81st Gen. Assembly, Reg. Sess. 69 (2005).

Short citation: Iowa Sen. J., 81st Gen. Assembly, Reg. Sess. at 69.

Full citation: Haw. H.J., 17th Leg., Reg. Sess. 1467 (1993).

Short citation: Haw. H.J., 17th Leg., Reg. Sess. at 1467.

16.11 Other State Legislative Materials

To cite state legislative materials not specifically addressed in Rule 16, analogize to the closest rule above or to Rule 15, 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.

State abbreviation • House abbreviation [if available] • Document abbreviation • Title • Legislature [if available] • Session [if available] • Pinpoint reference [if available] • (Date) • (Location information for unpublished material).

Example

Cal. Proposition 58 (2004) (available in Westlaw, Ca-Legis-Old database).



FAST FORMATS

COURT RULES, ETHICS RULES AND OPINIONS, AND JURY INSTRUCTIONS

Federal Rules of Civil Procedure	Fed. R. Civ. P. 30.
Federal Rules of Criminal Procedure	Fed. R. Crim. P. 21(a).
State rules of procedure	Mo. R. Civ. P. 56.01(b)(3).
Federal Rules of Evidence	Fed. R. Evid. 801.
Ethics opinion	ABA Formal Ethics Op. 02-425.
Pattern jury instruction	Neb. Pattern Jury Instr. Civ. vol. 1, 1.43 (2004).

17.0

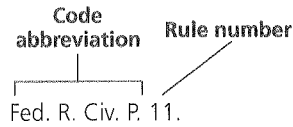
COURT RULES, ETHICS RULES AND OPINIONS, AND JURY INSTRUCTIONS

17.1 Full Citation Format for Rules Currently in Force

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

Code abbreviation • Rule number.

Example



Other examples

Fed. R. Evid. 401.

Fla. R. Crim. Evid. 3.380.

La. Code Civ. P. Ann. art. 1231.

17.1(a) Code abbreviation

Begin with the abbreviation for the code that contains the cited rule. To develop this abbreviation, use the abbreviations listed in **Appendix 3**. Follow **Rule 2.2** on spacing. Omit from the abbreviation all prepositions (e.g., “as,” “on”) and articles (e.g., “the,” “an,” “a”). Insert one space between the abbreviation and the rule number.

Examples (the symbol ▲ denotes a space)

Fed.▲R.▲Crim.▲P.▲21(a).

Ind.▲Sup.▲Ct.▲Admis.▲&▲Disc.▲R.▲5.

R.I.▲R.▲Evid.▲104(b).

17.1(b) Rule number

- (1) After the code abbreviation, insert the rule number and any subdivisions. Include the most specific subdivision possible. Consult **Rules 5, 6, and 9** for additional information on subdivisions.

Examples (the symbol ▲ denotes a space)

Mo.▲R.▲Civ.▲P.▲56.01(b)(3).

N.M.▲R.▲Prof.▲Resp.▲16-707.

Iowa▲Code▲Prof.▲Resp.▲DR 2-101(A).

S.C.▲R.▲Civ.▲P.▲45(b)(1).

- (2) Insert notes, internal operating procedures (abbreviated “I.O.P.”), and similar information after the rule number.

Examples

Fed. R. Evid. 703 advisory comm. nn.

Fed. R. Evid. 1001 hist. n.

11th Cir. R. 34-4, I.O.P. 2(b).

17.2 Full Citation Format for Rules No Longer in Force

If citing a rule no longer in force, such as a rule that has been repealed or superseded, use the citation format for current rules, but, as the date component, include the reason the rule is no longer in force and the year in which it lost effect.

Examples

Tex. R. Civ. Evid. 702 (repealed 1998).

Unif. R. Evid. 9-12 (superseded 1986 by Unif. R. Evid. 201).

17.3 Short Citation Format

When appropriate, use *id.* as a short-form citation for rules, whether current or no longer in force. Consult Rule 11.3 for additional information on *id.* If *id.* is not appropriate, repeat all the components of the full citation.

Example

Full citation: S.C. R. Civ. P. 45(b)(1).

Short citation: S.C. R. Civ. P. 45(b)(1).

17.4 Full Citation Format for Ethics Opinions

17.4(a)

Cite formal and informal ethics opinions by providing the name of the state or entity that issued the opinion, the type of ethics opinion, and the opinion number. If the date is not evident from the opinion number, also include the year in parentheses. You may abbreviate the name of the state and words in the entity's name that appear in **Appendix 3**.

Examples

ABA Formal Ethics Op. 95-396.

ABA Formal Ethics Op. 432 (2004).

ABA Informal Ethics Op. 430 (2003).

Ariz. Ethics Op. 2002-01.

Colo. B. Assn. Formal Ethics Op. 322 (2001).

Minn. Informal Ethics Op. 3 (1986).

Phila. B. Assn. Ethics Op. 2002-4.

17.4(b)

You may insert a comma after an entity name if not doing would cause confusion or make the citation difficult to read.

Examples

St. B. of Cal. Standing Comm. on Prof. Resp. & Conduct, Formal Ethics Op. 2004-167.

D.C. Bar Leg. Ethics Comm., Ethics Op. 326 (2004).

17.4(c)

When possible, include pinpoint information after the opinion number. Consult **Rules 5, 6, 7, and 9** for information about various pinpoint references.

Examples

ABA Formal Ethics Op. 96-401 n. 2.

ABA Formal Ethics Op. 92-368 § I(B).

17.4(d)

You may add an italicized title to the beginning of the citation. Use Rule 3 for capitalization.

Example

Protecting the Confidentiality of Unencrypted E-Mail, ABA Formal Ethics Op. 99-413.

17.4(e)

You may include parenthetical information about print or electronic sources that reprint the rule. See Rule 46 for additional information on parentheticals.

Examples

N.J. Comm. on Atty. Advert. Op. 27 (reprinted in 9 N.J. Law. 2405 (Dec. 11, 2000)).

Tex. Ethics Op. 533 (2000) (available at 2000 WL 987291).

17.4(f)

If an opinion has been superseded or withdrawn, analogize to Rule 17.2. If an opinion has been revised, note that information parenthetically.

Examples

ABA Formal Ethics Op. 320 (1968) (withdrawn in ABA Formal Ethics Op. 00-419).

ABA Formal Ethics Op. 94-386 (revised Oct. 15, 1995).

17.5 Short Citation Format for Ethics Opinions

Use *id.* when appropriate (Rule 11.3). If *id.* is not appropriate, repeat all components except any date in a parenthetical. In some instances, the full citation format and the short citation format will be identical.

Examples

Full form: D.C. Bar Leg. Ethics Comm., Ethics Op. 326 (2004).

Short form: D.C. Bar. Leg. Ethics Comm., Ethics Op. 326.

Full form: Ohio Ethics Op. 2000-3.

Short form: Ohio Ethics Op. 2000-3.

17.6 Full Citation Formats for Jury Instructions

17.6(a) Pattern, standard, or approved instructions

A full citation to a pattern, standard, or approved set of jury instructions includes the name of the instructions, the volume if any, the rule or section number, the edition after the first, and the date. You may abbreviate words in the title if they appear in **Appendix 3**.

Examples

Ill. Pattern Jury Instr. Crim. 1.01 (4th ed. 2000).

Ind. Pattern Jury Instr. Civ. vol. 2, 31.03 (2d rev. ed. 2001).

11th Cir. Pattern Jury Instr. § 6 (2000).

17.6(b) Unofficial jury instructions

Cite unofficial jury instructions like a book (**Rule 22**).

Example of full citation

Stephen A. Saltzburg & Harvey S. Perlman, *Federal Criminal Jury Instructions I-2*, 11.01 (2d ed., Michie Co. 1991).

Kevin F. O'Malley et al., *Federal Jury Practice and Instructions* vol. 2, § 23.05 (5th ed., West 2000).

17.7 Short Citation Formats for Jury Instructions

For any type of jury instruction, use *id.* as a short form when appropriate (**Rule 11.3**). For standard, pattern, or approved jury instructions, use the format in **Rule 17.6**, but drop the edition and date. For unofficial jury instructions, use the short citation formats in **Rule 22.2**.

Examples

Pattern instruction: 11th Cir. Pattern Jury Instr. § 6.

**Unofficial instruction:
(Document without footnotes)** Saltzburg & Perlman, *Federal Criminal Jury Instructions* at I-2, 11.01.

(Document with footnotes) Saltzburg & Perlman, *supra* n. 25, at I-2, 11.01.



FAST FORMATS

LOCAL ORDINANCES

Codified ordinance

Boone Co. Code Ordin. (Ky.) § 91.39
(2003).

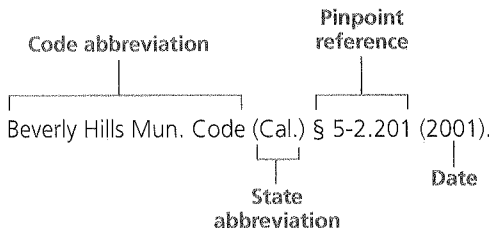
Uncodified ordinance

Ft. Lauderdale, Fla., Code Ordin. 12-
5 (May 7, 2002).

18.0**LOCAL ORDINANCES****18.1 Full Citation Format for Codified Ordinances**

A full citation to a codified ordinance contains four components.

Abbreviated name of code • (State abbreviation) • Pinpoint reference • (Date).

Example**18.1(a) Abbreviated name of code**

- (1) Provide the abbreviated name of the local or municipal code.
- (2) Include the political subdivision name, such as a city, even if it is not part of the official title.
- (3) Use the abbreviations in **Appendices 1 and 3**, and the spacing conventions in **Rule 2.2**.
- (4) Eliminate prepositions, such as “of” or “for,” from the abbreviated name.
- (5) Insert one space after the last part of the code abbreviation.

Example

Name of code: Municipal Code City of Reno, Nevada.

Citation: Mun. Code Reno (Nev.) § 18.06.445(a) (2003).

Other examples

Austin City Code (Tex.) § 3-1-1 (2001).

Boone Co. Code Ordin. (Ky.) § 91.39 (2003).

Phila. City Code & Home Rule Charter (Pa.) § 16-202 (current through Jan. 2002).

18.1(b) State abbreviation

After the code abbreviation, include the state abbreviation from the list in **Appendix 3(B)**. Enclose the abbreviation in parentheses.

18.1(c) Pinpoint reference

After the state abbreviation, insert the subdivision that contains the specific ordinance cited. Ordinances may be designated by sections, articles, chapters, or other subdivisions. Consult Rules 5, 6, and 9 for additional information about subdivisions.

Examples

Glendale Mun. Code (Ariz.) ch. 15 (2001).

Shreveport Code Ordin. (La.) § 24-42 (2000).

18.1(d) Date

After the subdivision, insert the year of the code. If the ordinance is available only online, you may use a “current through” date (see the Philadelphia example in Rule 18.1(a)). Enclose the year in parentheses.

SIDEBAR 18.1

LOCATING ORDINANCES ON THE INTERNET

It is often difficult to locate local ordinances in print format. However, the following Web sites provide compilations of ordinances from many local governments. In addition, LexisNexis and Westlaw have limited municipal code databases.

FindLaw’s State Resource Index:

<http://www.findlaw.com/11stategov/index.html>

General Code Advantage:

<http://www.generalcode.com/webcode2.html>

Municipal Code Corporation:

<http://www.municode.com>

Seattle Public Library:

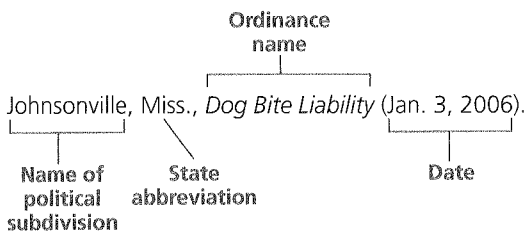
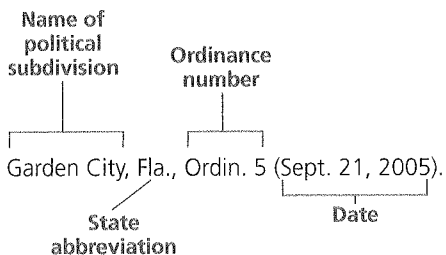
http://www.spl.org/default.asp?pageID=collection_municodes

18.2 Full Citation for Uncodified Ordinances

A full citation to an uncodified ordinance contains four components.

Name of political subdivision, ●State abbreviation, ●Ordinance number or *Name* ●(Exact date).

Examples (hypothetical jurisdictions)



18.2(a) Name of political subdivision and state abbreviation

- (1) Include the name of the political subdivision and the abbreviated name of the state. Insert a comma and one space between the political subdivision and the state abbreviation.
- (2) Do not abbreviate the name of the subdivision unless the name appears in Appendix 3.
- (3) Use the abbreviations in Appendix 3(B) to abbreviate the state name. Insert a comma and one space after the state abbreviation.

18.2(b) Ordinance number or name

- (1) If providing the ordinance number, use the abbreviation “Ordin.”; then insert one space after the ordinance number.
- (2) If an ordinance does not have a number, provide the ordinance name in italics. Use Rule 3 for capitalization.

18.2(c) Date

After the ordinance number, give the exact date (month-day-year) on which the ordinance was adopted. Abbreviate the month according to Appendix 3(A). Enclose the date in parentheses.

18.3 Short Citation Format for Codified and Uncodified Ordinances

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 state abbreviation for codified ordinances and the date for all ordinances.

Examples

Full citation: Beverly Hills Mun. Code (Cal.) § 5-2.201 (2001).

Short citation: Beverly Hills Mun. Code at § 5-2.201.

Full citation: Johnsonville, Miss., *Dog Bite Liability* (Jan. 3, 2006).

Short citation: Johnsonville, Miss., *Dog Bite Liability*.



FAST FORMATS

FEDERAL ADMINISTRATIVE AND EXECUTIVE MATERIALS

Code of Federal Regulations	31 C.F.R. § 515.329 (2005).
Federal Register	69 Fed. Reg. 55719 (Sept. 16, 2005).
Agency decision	<i>Appolo Fuels, Inc. v. Off. of Surface Mining Reclamation & Enforcement</i> , 100 Int. Dec. 63, 65-70 (Dept. Int., Bd. Land App. 1993).
Attorney General opinion	39 Op. Atty. Gen. 509, 514 (1940).
Office of Legal Counsel opinion	17 Op. Off. Leg. Counsel 1, 2-3 (1993).
Executive Order	Exec. Or. 12778, 3 C.F.R. 359, 360 (1992).

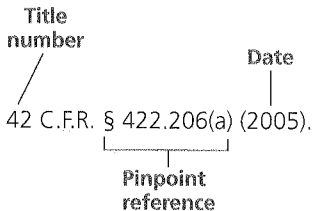
19.1 Full Citation Format for Code of Federal Regulations

Cite final federal administrative rules and regulations to the Code of Federal Regulations, which is abbreviated “C.F.R.”

A full citation to the Code of Federal Regulations consists of four components.

Title number • C.F.R. • Pinpoint reference • (Date).

Example



19.1(a) Title number

Insert the title number of the C.F.R. volume that contains the cited subdivision. Insert one space after the title number. Note that the title numbers for C.F.R. do not correspond exactly to the title numbers in the United States Code (U.S.C.).

19.1(b) C.F.R. abbreviation

After the title number, insert “C.F.R.” as the abbreviation for Code of Federal Regulations. Insert one space after the abbreviation.

19.1(c) Pinpoint reference

Cite the particular section or other subdivision that contains the referenced rules or regulations. For additional information on subdivisions, consult Rules 5, 6, and 9. Insert one space after the pinpoint reference.

Examples

31 C.F.R. pts. 730–774 (2005).

31 C.F.R. ch. V (2005).

31 C.F.R. § 515.329 (2005).

29 C.F.R. app. § 1630.2(j) (2005).

19.1(d) Date

(1) Current print or official electronic version

When citing the print or the official electronic version of C.F.R., typically include the year of current title; enclose the date in parentheses. The “official” electronic version is found on GPO Access, <http://www.gpoaccess.gov/cfr/index.html>. See **Sidebar 19.1** for information regarding when each title of C.F.R. is published. Use **Rule 19.1(d)(3)** for historical references.

(2) C.F.R. on unofficial electronic databases

When citing a C.F.R. provision that is available on an unofficial electronic database, such as LexisNexis or Westlaw, include the name of the database provider and the specific date (month-day-year) through which the C.F.R. is current on that database. Use **Appendix 3(A)** to abbreviate the month. Enclose the name of the database provider and the date in parentheses. See **Sidebar 19.1** for additional information about C.F.R. provisions available on LexisNexis and Westlaw.

(3) Historical references

If citing a rule or regulation for a historical purpose, enclose the selected year, not the current year, in parentheses.

Examples

Current print version: 48 C.F.R. § 53.246 (2005).

Current electronic version: 14 C.F.R. § 1201.102 (Westlaw current through July 1, 2005).

7 C.F.R. § 305.2 (Lexis current through July 13, 2005).

Historical reference: 20 C.F.R. § 404.140 (1998).

19.1(e) Title

If it would assist readers, you may begin the citation with the title of the rule or regulation. Present the title in ordinary type. Insert a comma and one space

SIDEBAR 19.1**DETERMINING THE DATE OF
CURRENT C.F.R. VOLUMES**

The current Code of Federal Regulations consists of approximately 200 volumes. Although C.F.R. volumes are replaced each year with updated volumes, not all volumes are reprinted simultaneously. Instead, the set is revised in quarters, as follows:

Title numbers	Revision date
1–16	January 1
17–27	April 1
28–41	July 1
42–50	October 1

LexisNexis and Westlaw constantly recodify the C.F.R. to incorporate changes from the Federal Register, just as they constantly recodify federal statutes in U.S.C.S. and U.S.C.A., respectively. Thus, the print version and the electronic version of C.F.R. available on the U.S. Government's Web sites may differ from those on these unofficial databases. Therefore, if you cite a C.F.R. provision from LexisNexis or Westlaw, it is important to convey that information parenthetically, as described in **Rule 19.1(d)(2)**.

after the title. Use **Rule 3** for capitalization. If the title is extremely long, it may be shortened, so long as the reader can easily identify the cited material.

Example

Determination of Endangered or Threatened Status for Four Plants from Southwestern California and Baja California, Mexico, 50 C.F.R. pt. 17 (2005).

**19.2 Short Citation Format for Code of
Federal Regulations**

When appropriate, use *id.* as a short-form citation for rules and regulations in C.F.R. Consult **Rule 11.3** for additional information on *id.* If *id.* is not appropriate, repeat all required components except the date. Insert “at” before the pinpoint reference.

Example

Full citation: 31 C.F.R. § 515.329 (2005).

Short citations: *Id.* at ch. V.

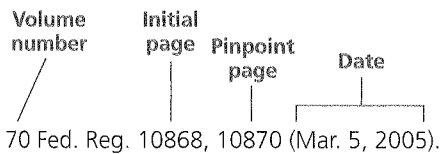
31 C.F.R. at § 515.329.

19.3 Full Citation Format for Federal Register

Cite to the Federal Register for any final regulations that are not printed in C.F.R., all proposed federal rules and regulations, and notices. The abbreviation for the Federal Register is “Fed. Reg.”

A full citation to the Federal Register contains five components.

Volume number • Fed. Reg. • Initial page • Pinpoint page • (Exact date).

Example**19.3(a) Volume number**

Insert the number of the Federal Register volume that contains the cited material. Insert one space after the volume number.

19.3(b) Federal Register abbreviation

After the volume number, insert “Fed. Reg.” as the abbreviation for the Federal Register. Insert one space after the abbreviation.

19.3(c) Pages

Insert the initial page for the rule, regulation, or other material, and, when possible, the pinpoint page. Consult **Rule 5.2** for additional information about pinpoint pages. Separate the initial page from the pinpoint page with a comma and one space.

Examples

70 Fed. Reg. 1506, 1586 (Jan. 7, 2005).

70 Fed. Reg. 4791, 4793–4794 (proposed Jan. 24, 2005).

19.3(d) Date

Because the Federal Register is published daily, include the exact date (month-day-year) of the cited volume. Abbreviate the month according to the list in **Appendix 3(B)**. Enclose the date in parentheses.

When citing a proposed rule or regulation, include that information parenthetically.

Example of proposed regulation

66 Fed. Reg. 307, 307 (proposed Jan. 3, 2001).

19.3(e) Citation to C.F.R.

When the Federal Register indicates that a rule or regulation will appear in the Code of Federal Regulations, provide that information parenthetically, as illustrated below.

Examples

69 Fed. Reg. 75, 839 (Dec. 20, 2004) (to be codified at 31 C.F.R. pt. 10).

70 Fed. Reg. 9013, 9015–9016 (proposed Feb. 24, 2005) (to be codified at 11 C.F.R. § 300.64(a)).

19.3(f) Title

- (1) You may begin the citation with the title of the rule or regulation. Present the title in ordinary type. Insert a comma and one space after the title. Use **Rule 3** for capitalization.

Example

September 11th Victim Compensation Fund of 2001, 67 Fed. Reg. 11233 (Mar. 13, 2002).

- (2) If the material cited does not have a formal name, you still may include a description for the citation. Present the description in ordinary type, and include a comma and one space before the rest of the citation.

Examples

Notice, 70 Fed. Reg. 1730 (Jan. 10, 2005).

Meeting Notice, 65 Fed. Reg. 70382 (Nov. 22, 2000).

19.4 Short Citation Format for Federal Register

When appropriate, use *id.* as a short-form citation for rules and regulations in the Federal Register. Consult **Rule 11.3** for additional information on *id.* If *id.* is not appropriate, repeat all required components except the initial page number and the date. Insert “at” before any pinpoint reference.

Example

Full citation: 70 Fed. Reg. 1506, 1586 (Jan. 7, 2005).

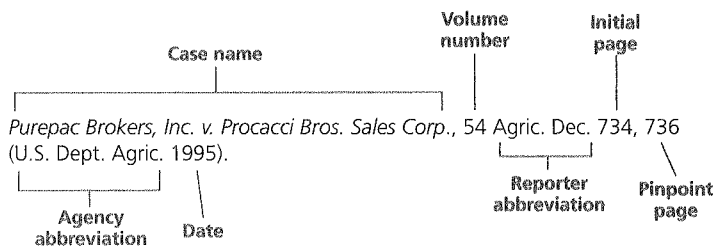
Short citation: 70 Fed. Reg. at 1510.

Id.: *Id.* at 1550.

19.5 Full Citation Format for Agency Decisions

A full citation to an administrative decision, such as an adjudication or arbitration, typically contains seven components.

Case name, ◉ *Volume number* ◉ *Reporter abbreviation* ◉ *Initial subdivision* ◉, *Pinpoint subdivision* ◉ (*Agency abbreviation* ◉ *Date*).

Example**19.5(a) Case name**

Follow Rule 12.2 for cases.

19.5(b) Volume number

After the case name, include the volume number of the reporter cited. Insert one space after the volume number.

19.5(c) Reporter abbreviation

- (1) After the volume number, cite either the official or the unofficial reporter that contains the agency decision.
- (2) Appendix 8 lists abbreviations for many federal agencies' official reporters. If the reporter you are citing is not listed there, use abbreviations listed in Appendix 3.

Examples

Official reporter: *Appollo Fuels, Inc. v. Office of Surface Mining Reclamation & Enforcement*, 100 Int. Dec. 63, 65–70 (Dept. Int., Bd. Land App. 1993).

Unofficial reporter: *REA Express, Inc. v. Bhd. of Ry., Airline & Steamship Clerks*, Lab. L. Rpt. ¶ 10,546 (S.D.N.Y. 1974).

19.5(d) Subdivisions

- (1) After the reporter abbreviation, insert the initial subdivision. In bound reports, the initial subdivision will likely be a page number; however, in looseleaf services, the subdivision may be a paragraph or another division (Rule 28.1(e)).
- (2) If citing a particular part of the decision, insert a comma, one space, and then the pinpoint subdivision. Consult Rule 5.2 for additional information on pinpoint references.
- (3) Insert one space after the final subdivision.

19.5(e) Agency abbreviation

Include the abbreviation for the agency that rendered the decision. The agency abbreviation appears in the parenthetical that contains the date. Use Appendix 3 to determine agency abbreviations. After the agency abbreviation, insert one space before the date.

19.5(f) Date

Follow Rule 12.7.

19.6 Short Citation Format for Agency Decisions

Follow Rule 12.21.

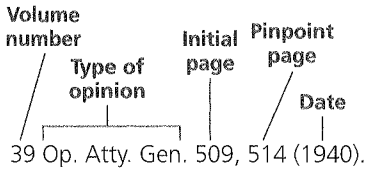
19.7 Full Citation Format for Attorney General Opinions and Justice Department Office of Legal Counsel Opinions

A full citation to an advisory opinion of the Attorney General or Office of Legal Counsel consists of five components.

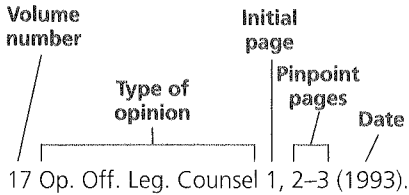
Volume number • Type of opinion • Initial page • Pinpoint page • (Date).

Examples

Attorney General



Office of Legal Counsel



19.7(a) Volume number

Insert the volume number of the source that contains the cited opinion. Insert one space after the volume number.

19.7(b) Type of opinion

- (1) Start this component with the abbreviation “Op.” for opinion. Insert one space after the abbreviation.
- (2) If the opinion is from the Attorney General, and thus published in Opinions of the Attorneys General of the United States, insert the abbreviation “Atty. Gen.”

SIDEBAR 19.2

PURPOSE OF ATTORNEY GENERAL OPINIONS

Attorney General opinions are somewhat different from other agency decisions. They are written in response to inquiries from federal government officials and are advisory in nature. Thus, they are not binding unless adopted by the requesting office. Today, the Attorney General issues very few formal opinions. Instead, the Justice Department’s Office of Legal Counsel tends to issue opinions.

- (3) If the opinion is from the Office of Legal Counsel, and thus published in Opinions of the Office of Legal Counsel, insert the abbreviation “Off. Leg. Counsel.”

19.7(c) Pages

Insert the initial page on which the cited material begins. To cite a particular part of the opinion, include a pinpoint reference (Rule 5.2). Insert a comma and one space between the page references. Insert one space after the final page number.

19.7(d) Date

Include the year of the volume in which the opinion appears. Enclose the year in parentheses.

19.7(e) Title

You may begin the citation with the title of the opinion. Present the title in ordinary type. Insert a comma and one space after the title.

Example

Relative Rank of Navy and Army Officers, 34 Op. Atty. Gen. 521, 523 (1925).

19.8 Short Citation Format for Attorney General Opinions and Justice Department Office of Legal Counsel Opinions

When appropriate, use *id.* as a short-form citation. Consult Rule 11.3 for additional information on *id.* If *id.* is not appropriate, repeat all required components except the initial page number and the date. Insert “at” before the pinpoint page.

Example

Full citation: 13 Op. Off. Leg. Counsel 370, 371 (1989).

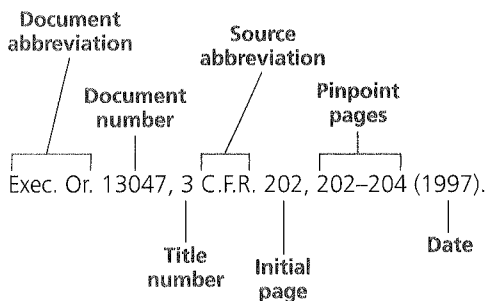
Short citation: 13 Op. Off. Leg. Counsel at 371.

19.9 Full Citation Format for Executive Orders, Proclamations, Determinations, and Reorganization Plans

A full citation to an order, a proclamation, a determination, or a reorganization plan prepared by the President of the United States contains six or seven components.

Document abbreviation•Document number•, Title number•Source abbreviation•Initial subdivision•, Pinpoint subdivision•(Date).

Example



Other examples

Exec. Reorg. Plan 3, 3 C.F.R. 1072 (1970).

Exec. Procl. 6518, 3 C.F.R. 265, 265-267 (1992).

Exec. Determ. 85, 50 Fed. Reg. 7901 (Feb. 16, 1985).

19.9(a) Document abbreviation

- (1) Begin with the abbreviation “Exec.” for executive.
- (2) Then insert the abbreviation for the particular type of document. Use “Or.” for order, “Procl.” for proclamation, “Determ.” for determination, and “Reorg. Plan” for reorganization plan.

19.9(b) Document number

Insert the document number as it appears on the source.

19.9(c) Title number and source abbreviation

- (1) Presidential orders, proclamations, and reorganization plans are printed in Title 3 of the Code of Federal Regulations. Thus, insert 3 as the title number, followed by one space and the abbreviation “C.F.R.”
- (2) If the document is not in the Code of Federal Regulations or has not yet appeared there, cite the appropriate title of the Federal Register.

Examples

Exec. Or. 12834, 3 C.F.R. 580 (1993).

Exec. Procl. 7720, 68 Fed. Reg. 59515 (Oct. 10, 2003).

19.9(d) Subdivisions

Insert the page or other subdivision on which the specific document begins. To refer to material within the document, insert a comma, one space, and the relevant pinpoint citation. Consult **Rules 5, 6, and 9** for additional information on subdivisions.

Examples

Exec. Or. 12778, 3 C.F.R. 359, 360 (1992).

Exec. Or. 12291, 3 C.F.R. 127, 128, § 2(c) (1981).

Exec. Or. 12435, 3 C.F.R. § 202 (1983).

19.9(e) Date

- (1) When citing C.F.R., follow **Rule 19.1(d)**.
- (2) When citing Fed. Reg., insert the exact date (month-day-year) of the cited volume. Enclose the date in parentheses.

19.9(f) Title

You may begin the citation with the document title. Present the title in ordinary type and capitalize words according to **Rule 3**. Insert a comma and one space after the title.

Example

Establishing the President's Homeland Security Advisory Council and Senior Advisory Committees for Homeland Security, 67 Fed. Reg. 13241 (Mar. 19, 2002).

19.9(g) Document reprinted in other sources

You may include a citation to another source that contains the cited document, such as United States Code, United States Code Congressional and Administrative News, or Statutes at Large. Include such information in a separate parenthetical that begins “reprinted in.”

Examples

Exec. Or. 11246, 3 C.F.R. 167 (1965) (reprinted in 42 U.S.C. § 2000e app. 538–541 (2000)).

Exec. Or. 11785, 3 C.F.R. 874 (1974) (reprinted in 1974 U.S.C.C.A.N. 8277).

Exec. Reorg. Plan 3, 3 C.F.R. 1072 (1970) (reprinted in 84 Stat. 2086 (1970)).

9.10 Short Citation Format for Executive Orders, Proclamations, Determinations, and Reorganization Plans

When appropriate, use *id.* as a short-form citation. Consult Rule 11.3 for additional information on *id.* If *id.* is not appropriate, repeat all required components, except the initial page number and the date. Insert “at” before the pinpoint page.

Example

Full citation: Exec. Or. 12778, 3 C.F.R. 359, 360 (1992).

Short citation: Exec. Or. 12778, 3 C.F.R. at 360.

***Id.*:** *Id.* at 359.

9.11 Executive Agreements

Follow Rule 21 for international treaties.

9.12 Other Presidential Documents

Cite other presidential documents, such as presidential papers and speeches, to one of the following sources, in this order of preference:

Public Papers of the Presidents

Weekly Compilation of Presidential Documents

United States Code Congressional and Administrative News

Examples

Public Papers of the Presidents

Full citation: John F. Kennedy, *Inaugural Address*, 1961 Pub. Papers 1, 1–3.

Short citation: 1961 Pub. Papers at 3.

Weekly Compilation of Presidential Documents

- Full citation:** William J. Clinton, *Statement on Signing the 1999 Emergency Supplemental Appropriations Act*, 35 Wkly. Comp. Pres. Docs. 961 (May 31, 1999).
- Short citation:** 35 Wkly. Comp. Pres. Docs. at 962.

United States Code Congressional and Administrative News

- Full citation:** *Statement of President George Bush upon Signing S. 1745*, 1991 U.S.C.C.A.N. 768, 769.
- Short citation:** 1991 U.S.C.C.A.N. at 769.

19.13 Patents

19.13(a) Full Citation Format for Patents

Include “U.S. Patent No.,” the patent number (using commas as illustrated below), and the exact date (month-day-year) on which the patent was filed. Use the month abbreviations in **Appendix 3(A)**, and enclose the date in parentheses.

If relevant to the paper you are writing, you may include the patent name (in ordinary type) or the date on which the patent was issued.

If citing a patent application, include “App.” before “No.” and use the application number instead of the patent number.

To cite a particular part of the patent, insert the pinpoint reference before the date. Consult **Rule 9** for additional information on subdivisions.

Examples

U.S. Patent No. 4,396,601 (filed Sept. 3, 1982).

U.S. Patent No. 6,918,136 fig. 2 (filed Feb. 1, 2001).

U.S. Patent No. 4,396,601 (filed Sept. 3, 1982 & issued Apr. 24, 1984).

U.S. Patent App. No. 20,050,107,339 abstract (filed Sept. 3, 2004).

Service Operations on a Computer System, U.S. Patent No. 6,918,055 (filed Mar. 20, 2002).

19.13(b) Short Citation Format for Patents

- (1) In citations, to prepare the short form, use the full citation format, but delete the date parenthetical.

Example

Full citation: U.S. Patent No. 4,396,601 (filed Sept. 3, 1982).

Short citations: U.S. Patent No. 4,396,601.
U.S. Patent No. 4,396,601 fig. 1.

Id.: *Id.*
Id. at fig. 1.

- (2) In textual sentences, the following short form, which includes an apostrophe followed by the last three digits of the patent may be used. Do not use this form if more than one patent would have the same designation.

Example

Full citation: U.S. Patent No. 4,396,601 (filed Sept. 3, 1982).

Short form in text: the '601 Patent

19.14 Other Administrative and Executive Materials

To cite federal administrative and executive materials not specifically addressed in Rule 19, 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, Document number Source abbreviation Pinpoint reference (Agency abbreviation Date).

Examples

SEC No-Action Letter: *Sullivan & Cromwell*, SEC No-Action Ltr., 2005 SEC No-Act. LEXIS 612 (June 1, 2005).

Securities Act Release: Secs. Act Release 2205, Fed. Sec. L. Rep. ¶ 19,116 (SEC Mar. 3, 2005).

SIDEBAR 19.3**CITING TAX MATERIALS**

Citation information for commonly used tax materials is contained in Appendix 7. For tax materials not contained in Appendix 7, consult Gail Levin Richmond, *Federal Tax Research: Guide to Materials and Techniques* (6th ed., Found. Press 2002), or *TaxCite: A Federal Tax Citation and Reference Manual* (ABA Sec. Taxn. 1995).



FAST FORMATS

STATE ADMINISTRATIVE AND EXECUTIVE MATERIALS

Consult Appendices 1 and 2
for each state's specific citation formats.

State administrative code	2 Va. Admin. Code 5-150-100 (2005).
State administrative register	29 S.C. Register 14 (May 27, 2005).
State agency decision	<i>Bass v. Dept. of Lab. & Empl. Sec.</i> , 7 Fla. Career Servs. Rptr. ¶1 290, at 1063 (Fla. Pub. Empl. Rel. Commn. Oct. 14, 1992). <i>Torres v. Manpower, Inc.</i> , 2005 Fla. Div. Adm. Hear. LEXIS 966 (June 6, 2005).
State attorney general opinion	Tex. Atty. Gen. Op. GA-0336, 30 Tex. Register 3947 (July 8, 2005). Tex. Atty. Gen. Op. GA-0328, 2005 Tex. AG LEXIS (June 8, 2005). Tex. Atty. Gen. Op. GA-0328, 2005 WL 1381843 (June 8, 2005).
State executive order	<i>Establishing the Education Salary Schedule Improvement Committee</i> , Del. Exec. Or. 50, 1:9 Del. Admin. Register (Mar. 1, 1998). <i>Extension of Requirements on Ethics, Financial Controls and Accounting Procedures to the State's Authorities, Agencies and Commissions</i> , N.J. Exec. Or. 41, 37 N.J. Register 2591(a) (July 18, 2005). <i>Louisiana's Plan for Access to Mental Health Care</i> , La. Exec. Or. KBB 05-16 § 5 (June 30, 2005) (available at Off. St. Register, http://www.state.la.us/osr/other/2005KBBexo.htm).

STATE ADMINISTRATIVE AND EXECUTIVE MATERIALS

20.0

20.1 Full Citation for State Administrative Codes

Each state has its own administrative code, which is the state equivalent of the Code of Federal Regulations. The citation typically includes a title number, the abbreviated name of the code, the pinpoint subdivision, and the year. If citing a current state administrative code provision from LexisNexis or Westlaw, follow [Rule 19.1\(d\)\(2\)](#) for the date parenthetical. The format for each state's code is listed in [Appendix 1](#). Follow the format for the particular code you are citing. If necessary, consult [Rule 19.1](#) for additional guidance.

Examples

1. Ala. Admin. Code r. 135-X-5-.03 (2005).

2. Regs. Conn. State Agencies § 3-90-1 (2005).

3. Ia. Comp. R. & Regs. r. 80-2-8-.04 (Westlaw current through June 30, 2005).

4. Ohio Admin. Code 109:1-3-01 (2005).

20.2 Short Citation Format for State Administrative Codes

Using the specific state format in [Appendix 1](#), analogize to [Rule 19.2](#) regarding the Code of Federal Regulations.

Examples

1. Ala. Admin. Code r. 135-X-5-.03.

2. Regs. Conn. State Agencies § 3-90-1.

20.3 Full Citation Format for State Administrative Registers

Some, but not all, states have administrative registers, which are similar to the Federal Register. Consult [Appendix 1](#) to determine whether a particular state has an administrative register and, if so, the correct citation format. As with the Federal Register, include the exact date listed on the front cover. If necessary, consult [Rule 19.3](#) for additional guidance.

Examples

52 D.C. Register 5957 (June 24, 2005).

31 Fla. Admin. Wkly. 2507 (July 8, 2005).

1028 Mass. Register 27 (June 17, 2005).

592 Wis. Admin. Register 11 (June 14, 2005).

20.4 Short Citation Format for State Administrative Registers

Using the specific state format in Appendix 1, analogize to Rule 19.4 regarding the Federal Register.

Examples

1028 Mass. Register at 28.

592 Wis. Admin. Register at 12.

20.5 Full Citation Format for State Agency Decisions

Analogize to Rule 19.5 and, when necessary, Rule 12. Include the state abbreviation before the agency abbreviation. Because these materials are often most easily located in an online or electronic database, you may include that information using the rules in Part 4 of this book.

Examples

In re Application of S. Cal. Edison Co., 2002 WL 468030 (Cal. Pub. Util. Commn. Mar. 6, 2002).

Hills v. Dept. of Children & Fam. Servs., 2002 WL 845370 (Fla. Div. Admin. Hrgs. May 1, 2002).

20.6 Short Citation Format for State Agency Decisions

Follow Rule 12.21.

20.7 Full Citation Format for State Attorney General Opinions

Analogize to Rule 19.7, but include the state abbreviation at the beginning of the opinion abbreviation. Because these materials are often most easily located

in an online or electronic database, you may include that information using the rules in **Part 4** of this book. You also may include a parallel citation to a state administrative code or register.

Examples

Colo. Atty. Gen. Op. 05-02, 2005 Colo. AG LEXIS 3.

Neb. Op. Atty. Gen. No. 05006, 2005 WL 620437 (Neb. A.G.).

R.I. Atty. Gen. Unofficial Op. PR 02-1, 2002 WL 31115077 (R.I. A.G.).

Tex. Atty. Gen. Op. GA-0336, 30 Tex. Register 3947 (July 8, 2005).

Tex. Atty. Gen. Op. JC-0465 4–5 (Feb. 21, 2002) (available at <http://intranet1.oag.state.tx.us/opinions/jc/JC0465.pdf>).

20.8 Short Citation Format for State Attorney General Opinions

Analogize to Rule 19.8.

Examples (documents without footnotes)

Neb. Op. Atty. Gen. No. 05006, 2005 WL 620437 at *4.

Tex. Atty. Gen. Op. JC-0465 at 5.

Example (document with footnotes)

¹⁷Tex. Atty. Gen. Op. JC-0465, *supra* n. 4, at 2–3.

20.9 State Executive Materials

Analogize to **Rules 19.9, 19.10, and 19.12**. Include the state abbreviation as part of the document abbreviation or source abbreviation. Because these materials are often most easily located in an online or electronic database, you may include that information using the rules in **Part 4** of this book. You also may include a parallel citation to a state administrative code or register.

Examples

Connecticut Executive Order

Conn. Exec. Or. 25 (Feb. 8, 2002) (available at <http://www.state.ct.us/governor/executiveorders/no25.htm>).

Washington Executive Order

Organ Donation and Other Life-Giving Procedures, Wash. Exec. Or. 02-01 (May 7, 2002) (available at http://www.governor.wa.gov/eo/eo_02-01.htm).

Announcement by Texas Governor, printed in Texas Register

Gov. George W. Bush, *Appointments Made June 9, 1999*, 24 Tex. Register 4637 (June 25, 1999).

20.10 Other State Administrative and Executive Materials

To cite state administrative and executive materials not specifically addressed, analogize to the closest rule above or to **Rule 19**, 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,•Document number•Source abbreviation• Pin-point reference•(State abbreviation•Agency abbreviation•Exact date).

Examples**Response from California Fair Political Practices Commission**

Ginger Osborne, File No. A-03-108, 2003 WL 21436603 at *3 (Cal. Fair Pol. Pracs. Commn. June 11, 2003).

New York State Controller Opinion (analogy to Rule 20.7)

N.Y. St. Controller Op. 01-3, 2001 WL 1178525 at *1.



FAST FORMATS

TREATIES AND CONVENTIONS, INTERNATIONAL SOURCES, AND FOREIGN SOURCES

Treaty

Treaty of Peace between the Allied and Associated Powers and Austria
pt. XII, art. 372 (Sept. 19, 1919), T.S.
No. 8.

Convention

Convention for the Unification of Certain Rules Relating to International Transportation by Air
(Oct. 12, 1929), 49 Stat. 3000.

United Nations Charter

UN Charter art. 1, ¶ 3.

**International Court of Justice
Decision**

Fisheries Case (U.K. v. Nor.), 1951
I.C.J. 116.

See **Rule 21.5** for examples of selected foreign sources.

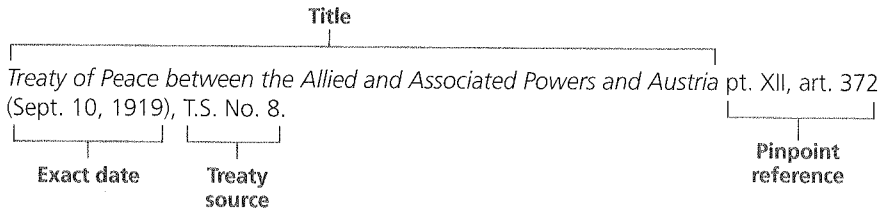
TREATIES AND CONVENTIONS TO WHICH THE UNITED STATES IS A PARTY, INTERNATIONAL SOURCES, AND FOREIGN SOURCES

21.1 Full Citation Format for Treaties and Conventions Currently in Force

A full citation to a treaty, a convention, or an executive agreement to which the United States is a party, and that is currently in force, has four components.

Title • Pinpoint reference • (Exact date) • Treaty source.

Example



21.1(a) Title

- (1) For the title, include both a subject matter description and the form of the agreement.
- (2) Use the exact subject matter description or title that appears on the title page.
- (3) Use the first form description that appears on the title page. Examples of form descriptions include “Treaty,” “Convention,” “Protocol,” and “Agreement.”
- (4) Present the title in italics. Capitalize words according to Rule 3. Insert one space after the title.

21.1(b) Pinpoint reference

When citing only part of an agreement, give the appropriate subdivision or appended document. Use the subdivision abbreviations listed in **Appendix 3(C)**. Consult **Rules 5, 6, and 9** for additional information on subdivisions.

Examples

Agreement between the Government of the United States of America and the Government of the Republic of Mali for Cooperation in the Globe Program preamble (Nov. 19, 1997), State Dept. No. 98-7.

Fisheries North Pacific Memorandum of Understanding between the United States of America and Japan § 5(a) (June 8, 1987), T.I.A.S. No. 11272.

1.1(c) Date

- 1) As a general rule, give the exact date (month-day-year) of signing. See Appendix 3(A) for abbreviations of months.
- 2) If the parties signed on different dates, provide the date on which the last party signed.
- 3) If the date of signing is not available, include **one** of the following dates, in this order of preference: the effective date; the date on which ratifications were exchanged between or among the signatories; the date of ratification by the President of the United States; the date of ratification by the Senate; any other date of significance.
- 4) When the date of signing is not used, include the significance of the date you are using. If a description is not included within the date parenthetical, readers will assume the date is that of the signing.
- 5) Enclose the date in parentheses, and place a comma and one space after the closing parenthesis.

Examples

Date of signing

Convention for the Unification of Certain Rules Relating to International Transportation by Air (Oct. 12, 1929), 49 Stat. 3000.

Other date

Protocol on Environmental Protection to the Antarctic Treaty of 1 December 1959 entered into force Jan. 14, 1998), 30 I.L.M. 1461.

1.1(d) Treaty source

1) Which source to cite

After the date, include the citation to **one** source in which the treaty appears. The treaty source cited may be an official source or an unofficial source, including an Internet location.

2) Bound official or unofficial treaty source citations

For an official or unofficial treaty source citation, include the volume number (if any), the abbreviation for the source, the initial page on which the treaty

begins, and any pinpoint pages or other subdivisions (Rule 5.2). Abbreviations and citation formats for commonly used treaty sources are listed in Chart 21.1.

Examples

Treaty on the Protection of Artistic and Scientific Institutions and Historic Monuments (signed Apr. 13, 1935), 49 Stat. 3267.

Treaty Relating to the Uses of the Waters of the Niagara River (Feb. 27, 1950), 1 U.S.T. 694.

(3) Internet citation

For treaties that can be easily located on the Internet, the source citation should include the name of the treaty; any pinpoint subdivision, such as a section or article; the date as described in Rule 21.1(c); and the URL (Internet address) of the source.

Example

Inter-American Convention on Letters Rogatory art. 4 (Apr. 15, 1980), <http://www.oas.org/En/prog/juridico/english/Treaties/b-36.html>.

21.2 Full Citation Format for Treaties and Conventions No Longer in Force

When citing an agreement, or part of an agreement, no longer in force, use the citation format for current agreements, but add a parenthetical that indicates when and why the agreement was terminated or otherwise lost effect.

Example

Convention between the United States of America and Spain Concerning Trade-Marks (terminated Apr. 14, 1903, by treaty of July 3, 1902), 11 Bevans 563.

21.3 Short Citation Format for Treaties and Conventions

21.3(a)

When appropriate, use *id.* as the preferred short citation. Consult Rule 11.3 for more information on *id.*

21.3(b)

When *id.* is not appropriate, use one of the formats listed below. Be sure to select the format for the type of document you are writing—either one with

CHART 21.1

SELECTED BOUND TREATY SOURCES

(The symbol ▲ denotes a space.)

Treaty Source	Type	Abbreviation and Format
Senate Treaty Documents	Official	Sen.▲Treaty▲Doc.▲No.▲ Treaty number
State Department	Official	State▲Dept.▲No.▲Treaty number
Statutes at Large	Official	Volume number▲Stat.▲Page number
Treaties and Other International Acts Series	Official	T.I.A.S.▲No.▲Treaty number
Treaty Series	Official	T.S.▲No.▲Treaty number
United States Treaties and Other International Agreements	Official	Volume number▲U.S.T.▲ Page number
Senate Executive Documents	Official	S.▲Exec.▲Doc.▲Document number
European Treaty Series	Unofficial	European▲T.S.▲No.▲Treaty number
Hein's United States Treaties and Other International Agreements	Unofficial	Hein's▲T.S.▲No.▲KAV▲ Treaty number
International Legal Materials	Unofficial	Volume number▲I.L.M.▲ Page number
League of Nations Treaty Series	Unofficial	Volume number▲L.N.T.S.▲ Page number
O.A.S. Treaty Series	Unofficial	O.A.S.▲T.S.▲No.▲Treaty number
Pan-American Treaty Series	Unofficial	Volume number▲Pan.-Am. ▲T.S.▲Page number
Parry's Consolidated Treaty Series	Unofficial	Volume number▲Consol.▲ T.S.▲Page number
Tax Treaties	Unofficial	(Cite according to Rule 28 [looseleafs])
Treaties and Other International Agreements of the United States of America (Charles I. Bevans comp.)	Unofficial	Volume number▲Bevans▲ Page number
United Nations Treaty Series	Unofficial	Volume number▲U.N.T.S.▲ Page number

SIDEBAR 21.1

INTERNET ACCESS TO INTERNATIONAL MATERIALS

International materials, including treaties to which the United States is a party, are often difficult to locate. However, more and more international materials may be accessed easily via the Internet. For this reason, an Internet citation may be substituted for a bound treaty source.

footnotes or one without footnotes. In documents with footnotes, consult **Rule 11.4** for additional information on “hereinafter” designations.

Examples (the symbol ▲ denotes a space)

Full citation
(document without footnotes): *Treaty on the Protection of Artistic and Scientific Institutions and Historic Monuments* (signed Apr. 13, 1935), 49 Stat. 3267.

Short citation
(document without footnotes): 49 Stat. at 3268.

Full citation
(document with footnotes): *Treaty on the Protection of Artistic and Scientific Institutions and Historic Monuments* (signed Apr. 13, 1935), 49 Stat. 3267 [hereinafter *Protection Treaty*].

Short citation
(document with footnotes): *Protection Treaty*, *supra* n.▲—, at 3268.

21.4 Selected International Law Sources

International legal material comes from intergovernmental organizations—which also are referred to as “public international organizations”—such as the United Nations, and from nongovernmental organizations, which often are referred to as “NGOs.” Because the membership of intergovernmental organizations consists of nation-states, these organizations typically are established by treaty. International NGOs usually are formed to advance a common purpose, and may be formed by agreement or charter.

21.4(a) United Nations materials generally

The largest intergovernmental organization is the United Nations, which, as of August 2005, had 191 members. The United Nations was established on June

26, 1945, when 51 states signed the UN Charter. Abbreviate United Nations as “UN,” without internal periods.

21.4(b) UN Charter

A full citation to the UN Charter includes the following three components.

UN Charter◉Article number◉, Paragraph number [if available].

Examples

UN Charter art. 1, ¶ 3.

UN Charter arts. 12(1).

21.4(c) Subsidiary UN organizations

In researching and citing UN materials, writers should distinguish between the UN itself, with its six primary organs, and the larger system of related organizations, programs, funds, commissions, and committees. The primary organs of the UN are the Security Council, the General Assembly, the Secretariat, the International Court of Justice (Rule 21.4(f)), the Economic and Social Council, and the Trusteeship Council. In total, the UN has more than one hundred subsidiary and related organizations. No one agency controls all UN information, but publications can be obtained from the UN Web site and the UN Sales Office, from primary organs, and from subsidiary organizations.

Cite all UN materials using the abbreviations for the body in question. Examples of sources appear in subsequent sections.

21.4(d) Sources for UN material

(1) Official records

The main sources of information are Official Records, cited “OR,” which contain reports of meetings, supplements, and annexes. The Official Records are the preferred citation for UN materials. The United Nations Dag Hammarskjöld Library has published an online guide, located at <http://www.un.org/Depts/dhl/resguide/symbol.htm>, to assist writers in understanding the structure of the UN symbols.

Citations to Official Records typically contain three sets of abbreviations:

Symbol for primary organ◉Symbol for subsidiary body◉Type of document.

Most UN documents contain primary symbols that identify the organ that is either issuing the document or to which the document is directed. The primary symbol will start the citation. Primary symbols include the following:

- A General Assembly
- S Security Council
- E Economic and Social Council
- ST Secretariat

Other significant bodies, while not primary organs of the UN, have their own identifying primary symbol. These include the following:

- CRC/C Committee on the Rights of the Child
- DP UN Development Programme
- TD UN Conference on Trade and Development
- UNEP UN Environment Programme

The second and, when relevant, third, components of a UN citation indicate which subsidiary body of an entity was the author of a document. These symbols include the following:

- AC Ad hoc committee
- C Standing or permanent committee
- CN Commission
- CONF Conference
- GC Governing council
- PC Preparatory committee
- SC Subcommittee
- Sub. Subcommission
- WG Working group

The final component of the citation identifies the nature of the document. Below are several examples.

- PET Petitions
- PV Verbatim records of meetings (*proces-verbaux*)
- RES Resolutions
- SR Summary records of meetings

Use the following format to cite Official Records of meetings of the primary organs or other gatherings.

UN®Organization abbreviation®, Session number [if available] or year since the organization was founded®, Meeting number and pinpoint®, Document number(s)®(Year).

Examples

UN SCOR, 60th year, 5215th mtg. at 3, UN Doc. S/PV.5215 (June 24, 2005).

UN GAOR 3d Comm., 39th Sess., 65th mtg. at 20, UN Doc. A/C.3/39/SR.65 (1984).

(2) UN resolutions and reports

UN resolutions and reports appear as supplements to documents published in the Official Records. For supplements and resolutions, use the following format.

Title [if to a resolution commonly known by its name and noting the author if not otherwise clear from the name]•Resolution or report number•UN•Organization abbreviation•, Session number [if available] or year since the organization was founded•, Document number(s)•(Year).

Examples

Universal Declaration of Human Rights, GA Res. 217(III), UN GAOR, 3d Sess., Supp. No. 13, UN Doc. A/810 (1948).

UN SCOR, 47th Sess., 3116th mtg., UN Doc. S/RES/777 (1992).

Report of the Open-Ended Working Group on the Question of Equitable Representation on and Increase in the Membership of the Security Council and Other Matters Related to the Security Council, UN GAOR, 58th Sess., Supp. No. 48, UN Doc. A/58/47 (2003).

(3) Other UN documents

In addition to the Official Records, the UN and its subsidiary organizations also produce documents. When used in this context, “documents” are texts submitted to a principal organ or a subsidiary organ of the United Nations, usually for internal use in conjunction with pending agenda items. Documents may be produced by mimeograph or word processing. The four general categories of documents are documents for general distribution, documents for limited distribution to depository libraries, restricted documents available to UN staff, and provisional meeting papers. All categories of documents are assigned UN classification numbers. If a document first produced for internal use is later reprinted as an Official Record, cite the Official Record; otherwise, use the following format.

Author or issuing body•Title•Document(s) number, including pinpoint citation•(Year).

Examples

Statement by the UNEP Governing Council on Sustainable Development, UN Doc. UNEP/GC.15/L.37, Annex II (1989).

Final Act of the United Nations Diplomatic Conference of Plenipotentiaries on the Establishment of an International Criminal Court, UN Doc. A/CONF.183/10, Annex I, Res. E (1998).

(4) Sales publications

Sales publications are materials provided for use or sale to the general public and are not preferred sources. Each sales document has a sales number that identifies the language, year, and category of the sales document. Cite sales documents generally according to the rules for books (Rule 22), and include the components listed below.

Author, *Title*, Pinpoint reference, UN document number [if available], Sales number (Year).

Example

UN Dept. Econ. & Soc. Affairs, *An Integrated Approach to World Development* 24, E.04.II.A.2 (2004).

21.4(e) League of Nations

The League of Nations was the predecessor organization to the United Nations. It was formed after World War I and disbanded in 1946, although its functions largely ceased after the outbreak of World War II. Like the United Nations, it consisted of the League itself, including the Council, Assembly, and Secretariat, and some official subordinate organizations. In addition, the League authorized the creation of various committees and commissions. Also, as with the United Nations, there were related organizations, such as the Permanent Court of International Justice.

To cite the League Covenant, include the article and, if relevant, paragraph.

Example

League of Nations Covenant art. 11, ¶ 1.

21.4(f) International tribunals

(1) International Court of Justice

Use the following components when citing a decision on the merits from the International Court of Justice in full format.

Case name (First Party v. Second Party), Reporter year Reporter abbreviation Initial page, Pinpoint page.

Examples

Full citation format

Fisheries Case (U.K. v. Nor.), 1951 I.C.J. 116.

N. Sea Continental Shelf Cases (Ger. v. Den.; Ger. v. Neth.), 1969 I.C.J. 3, 230.

Short citation format (if *id.* is not appropriate)

Fisheries Case, 1951 I.C.J. at 131.

N. Sea Cases, 1969 I.C.J. at 15–21.

(2) Permanent Court of International Justice

Use the following components to cite decisions of the Permanent Court of International Justice in full format.

Case name (First Party v. Second Party), Reporter Year Reporter abbreviation Series numbers, Number and/or page number.

Examples

Full citation format

Case of the S.S. Lotus (Fr. v. Turk.), 1927 P.C.I.J. Ser. A, No. 10, at 18.

Case Concerning the Payment of Various Serb. Loans Issued in Fr. (Fr. v. Serb.), 1929 P.C.I.J. Ser. A, Nos. 20/21, at 41.

Status of E. Carelia, Advisory Op., 1923 P.C.I.J. Ser. B, No. 5.

Short citation format (if *id.* is not appropriate)

S.S. Lotus, 1927 P.C.I.J. at 18.

Serb. Loans, 1929 P.C.I.J. at 41.

(3) Other international tribunals

To cite decisions from other international tribunals, analogize to the examples above; use **Rule 12** on cases for additional guidance.

Examples

International Criminal Tribunal for the Former Yugoslavia

Prosecutor v. Deronjić, Sentencing Judgement, Case No. IT-02-61-S, ¶¶ 5, 18–19, 228 (Intl. Crim. Trib. for the Former Yugo., Tr. Chamber II, Mar. 30, 2004).

Prosecutor v. Deronjić, Judgement on Sentencing Appeal, Case No. IT-02-61-A (Intl. Crim. Trib. for the Former Yugo., App. Chamber, July 20, 2005).

International Criminal Tribunal for Rwanda

Prosecutor v. Rwamakuba, Decision on the Defence Motion Regarding Will-Say Statements, Case No. ICTR-98-44C-T, ¶ 7 (Int'l. Trib. Rwanda, Tr. Chamber III, July 14, 2005).

21.5 Selected Foreign Sources

This *Manual* cannot, for space reasons, provide full coverage of foreign sources. The Association of Legal Writing Directors is in the process of completing a companion volume on foreign and international sources that will provide greater detail and coverage. The purpose of this section is to provide general guidance about citing foreign sources and to provide a limited number of examples from selected foreign countries.

21.5(a) General principles

- (1) When possible, follow local conventions (such as citation guides for a particular country) for the country within which the source originated. For example, use Canadian conventions when citing a Canadian case.
- (2) Include enough information for a law-trained reader to find the cited source. It is always appropriate, and often is helpful to international researchers, to cite an electronic source, such as a Web site.
- (3) When citing non-English sources in English-language publications or for English-speaking audiences, include translation information parenthetically, especially for titles, as illustrated in **Rule 22.1(o)** for books.
- (4) As explained in **Rule 3.4** with regard to French, German, and Spanish titles, capitalize foreign titles in Roman alphabets as they would be in that particular language.
- (5) When presenting material in a foreign language, reproduce all accent and other marks as they appear in the original (for example, école, Fähre, etc.). Most word-processing programs include “multinational” symbols.
- (6) It is customary to transliterate sources from countries that do not use the Roman alphabet. “Transliteration” involves converting characters in one alphabet, or phonetic sounds, into another alphabet. Accordingly, material in Arabic, Chinese, Hebrew, Japanese, Korean, Russian, and Ukrainian should be transliterated for English-speaking audiences. As just a few examples, the Library of Congress, the Modern Language Association, and *The Chicago Manual of Style* each have transliteration systems.

21.5(b) Selected foreign materials

Listed below are sample citations from selected foreign countries. Use these examples only as guides; when listed, consult the citation guide for the country.

(1) Australia

Examples

Constitution

Constitution, sec. 51(xxvi).

Statute

Trade Marks Act 1995 (Cth).

Case

Koowarta v. Bjelke-Petersen (1982) 153 CLR 168.

Vakauta v. Kelly (1988) 13 NSWLR 502.

Australian citation guide

Melbourne University Law Review Association, *Australian Guide to Legal Citation*, <http://muir.law.unimelb.edu.au/aglc.asp> (2d ed. 2002).

(2) Canada

Examples

Constitutional statutes

Constitution Act, 1867 (U.K.), 30 & 31 Vict., c. 3, reprinted in R.S.C. 1985, App. II, No. 5.

Canada Act 1982 (U.K.), 1982, c. 11.

Constitution Act, 1982, being Schedule B to the *Canada Act 1982* (U.K.), 1982, c. 11.

Canadian Charter of Rights and Freedoms, Part I of the *Constitution Act, 1982* (U.K.), being Schedule B to the *Canada Act 1982* (U.K.), 1982, c. 11.

Statutes

Interpretation Act, R.S.C. 1985 c. I-21, s. 5(1).

Access to Education Act, S.B.C. 2001, c. 1.

Cases

L. Socy. Upper Can. v. Skapinker, [1984] 1 S.C.R. 357.

Vaughn v. Can., [2005] 1 S.C.R. 146, 2005 SCC 11. [includes neutral citation]

Wigle v. Allstate Ins. Co. of Can. (1984), 49 O.R. (2d) 101 (H.C.). [semi-official reporter citation]

Canadian citation guide

McGill Law Journal, *Canadian Guide to Uniform Legal Citation* (5th ed., Carswell 2002).

(3) Mexico

Examples

Constitution (Constitución Política de los Estados Unidos Mexicanos)

Artículo 7 de la Constitución Política de los Estados Unidos Mexicanos.

Legislation

Example of a citation from the Federal Civil Code (Código Civil Federal): C.C.F. art. 997.

Example of a statute: Ley Federal del Derecho de Autor, Art. 21.

Case

SJF, 8a, T.I, Segunda Parte, tribunal Colegiado de Circuito, Jun. 1988, p. 451.

Note: It is permissible to include the English translation in a parenthetical that follows the Spanish version.

(4) Russian Federation

Examples

Constitution

Konst. RF art. 125, § 1 (1993) (Russ.).

Statute

Federal Law on Counteracting Extremist Activity, July 25, 2002, No. 114-F2, *Sobr. Zakonod, RF*, 2002, No. 30, Item 3031.

Cases

Case Concerning the 1995 Federal Law "On Elections of the Deputies of the State Duma," *Sobr. Zakonod. RF*, (1995), No. 49, Item 4867.

Case Concerning the Constitutionality of Art. 97(5) of the Criminal Procedure Code of the RSFSR, (1996) *Vest. Konst. Suda RF*, No. 4, p. 2.

In re Barov, *Buill. Verkh. Suda RF*, 1993, No. 2, Item 15, pp. 3–6.

Note: Transliterate from Cyrillic.

(5) Singapore

Examples

Constitution

Constitution of the Republic of Singapore (1999 Rev. Ed.), art. 58.

Statute

Administration of Muslim Law Act (Cap. 3, 1999 Rev. Ed. Sing.), s. 35(2).

Case

Kok Seng Cheng v. Bukit Timah Turf Club, (1993) 2 Sing. L.R. 388 (C.A.).

Singapore citation guide

Singapore Academy of Law, *The Singapore Academy of Law Style Guide*, <http://www.sal.org.sg/Pdf/SALStyleGuide-2004Ed-20050401.pdf> (2004 ed., Apr. 2005 consol. reprint).

(6) United Kingdom

Examples

Statutes

Primary legislation: Lunacy Act 1934 s 14(4)(k).

Secondary legislation: Local Authority Precepts Order 1897 SR & O 1897/208.

Cases

Macarthy v. Smith [1981] QB 180 [1981] 1 All ER 111.

Re Bourne [1978] 2 Ch 43 (Ch).

Costello v Chief Constable of Derbyshire Constabulary [2001] EWCA Civ 381, [2001] 1 WLR 1437. [includes neutral citation]

English citation guide

University of Oxford Commonwealth Law Journal, *The Oxford Standard Citation of Legal Authorities*, <http://denning.law.ox.ac.uk/published/bigoscola.pdf> (2002).

SIDEBAR 21.2

OTHER FOREIGN AND INTERNATIONAL MATERIALS

Citation formats for other foreign and international materials—such as United Nations materials, international law cases, and primary sources from many foreign countries—are presented in *ALWD Citation Manual: International Sources* (Aspen Publishers forthcoming).