



## FAST FORMATS

### BOOKS, TREATISES, AND OTHER NONPERIODIC MATERIALS

Treatise with single author	William L. Burdick, <i>Handbook of the Law of Real Property</i> § 56 (West 1914).
Treatise with two authors	Lynn M. LoPucki & Elizabeth Warren, <i>Secured Credit: A Systems Approach</i> 700 (4th ed., Aspen Publishers 2002).
Multivolume treatise with three or more authors	Charles Alan Wright, Arthur R. Miller & Mary Kay Kane, <i>Federal Practice and Procedure</i> vol. 7A, § 1758, 114–115 (3d ed., West 2005).
Treatise with editor, but no author	<i>Hart &amp; Wechsler's The Federal Courts and the Federal System</i> 1256–1323 (Richard H. Fallon et al. eds., 5th ed., Found. Press 2003).
Treatise with author and editor	Arthur L. Corbin, <i>Corbin on Contracts</i> vol. 1, § 4.14 (Joseph M. Perillo ed., rev. ed., West 1993).
Treatise with translator	Luigi Miraglia, <i>Comparative Legal Philosophy</i> 324 (John Lisle trans., Boston Book Co. 1912).
Collected works of one author	Oliver Wendell Holmes, <i>Primitive Notions in Modern Law No. II</i> , in <i>The Collected Works of Justice Holmes</i> vol. 3, 21, 22 (Sheldon M. Novick ed., U. Chi. Press 1995).
Collected works of multiple authors	Owen M. Fiss, <i>Group Rights and the Equal Protection Clause</i> , in <i>Law and Philosophy: An Introduction with Readings</i> 380–381 (Thomas W. Simon ed., McGraw Hill 2001).

## 22.0

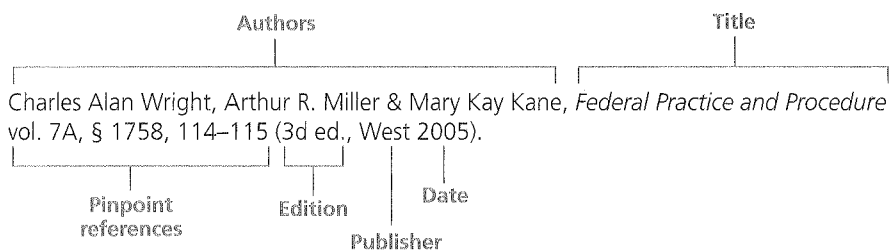
## BOOKS, TREATISES, AND OTHER NONPERIODIC MATERIALS

### 22.1 Full Citation Format

A full citation to a treatise, book, or other nonperiodic work may contain up to eight components.

Author,\*Title\*Pinpoint reference(s)\*(Editor [if any]\*, Translator [if any]\*,  
Edition [if any]\*, Publisher\*Date).

#### Example



#### 22.1(a) Author's name

##### (1) Single author

- (a) Give the author's full name, exactly as it appears on the front cover or title page.
- (b) "Full name" includes designations such as Jr. and III, but does not include degree information, such as J.D., Ph.D., or M.D., or titles of respect, such as "Hon." or "Dr."

#### Example

**Correct:** Kelly T. Sayers, Jr.,  
**Incorrect:** Kelly T. Sayers, Jr., J.D.,

- (c) The author's name should appear in ordinary type and should be separated from the rest of the citation by a comma and one space.

##### (2) Multiple authors

- (a) Include each author's full name (**item 1 in Rule 22.1(a)**), in the order in which the names appear on the front page or title page.

- (b) If the work has **two authors**, separate their names with an ampersand (&).

**Example**

John Smith & Pamela Johnson,

- (c) If the work has **more than two authors**, separate each name from the next with a comma, except for the last two names, which should be separated by an ampersand (&) only.

**Example**

F. Jason Lee, Dianne M. Robinson & Kathleen Y. Wu,

- (d) Alternatively, you may use the phrase “et al.” after the first author’s name to indicate that the work has **three** or more authors. There is no comma before “et al.”

**Example**

F. Jason Lee et al.,

- (e) When citing a single volume of a multivolume work, include only those authors whose names appear on that volume.

**(3) Organizational author**

- (a) If the author is an organization, give the full name of the organization as it appears on the front page or title page. To save space, you may abbreviate any words in the organization name that appear in **Appendix 3 or 5**, and you may omit prepositions that are not necessary for clarity.

**Example**

ABA Sec. Leg. Educ. & Admis. to the B., *Legal Education and Professional Development—An Educational Continuum, Report of the Task Force on Law Schools and the Profession: Narrowing the Gap* 50–54 (ABA 1992).

- (b) If the treatise, book, or document has both a person as author and an organization as author, treat them as multiple authors, and follow **item 2 in Rule 22.1(a)**.

**Example**

ALWD & Darby Dickerson, *ALWD Citation Manual* 101 (3d ed., Aspen Publishers 2006).

- (c) If a work does not have a listed author, or if the author is unknown, begin the citation with the title.

**Example**

*The Supreme Court and Its Justices* ch. 2 (Jesse H. Choper ed., 2d ed., ABA 2000).

**22.1(b) Title**

- 1) Present the title in accordance with **Rule 3** on spelling and capitalization. Do not abbreviate any word in the title unless the word is abbreviated in the cited source. Do not omit prepositions or other words from the title.
- 2) You may include a subtitle. If you include the subtitle, insert a colon and one space between the title and subtitle. However, do not insert a colon if the main title ends with a question mark or exclamation point. If the cover or title page of the book does not include punctuation between a title and subtitle, add a colon.

**Examples**

Catherine A. MacKinnon, *Feminism Unmodified: Discourses on Life and Law* (Harv. J. Press 1988).

Eric Foner, *Who Owns History? Rethinking the Past in a Changing World* (Hill & Wang Publishers 2002).

- 3) Typically italicize the title and any subtitle, but do not italicize information that would be italicized in text, such as case names (**Rule 1.6**).

**Example of case name within title**

James T. Patterson, *Brown v. Board of Education: A Civil Rights Milestone and Its Troubled History* ch. 2 (Oxford U. Press 2001).

- 4) In most instances, separate the title from the pinpoint reference by one space.

**Example**

William L. Burdick, *Handbook of the Law of Real Property* § 56 (West 1914).

- (5) If the title ends in a numeral, separate the title from the pinpoint reference by a comma, one space, and the word “at.”

**Example**

Linda Pollock, *Forgotten Children: Parent-Child Relations from 1500 to 1900*, at 30 (Cambridge U. Press 1984).

**22.1(c) Pinpoint reference**

- (1) Include the exact portion of the book, treatise, or document that relates to the stated proposition or contains the quoted passage.
- (2) Follow Rules 5, 6, and 9 on pages, sections, volumes, and other subdivisions.
- (3) Insert one space after the final subdivision.

**Examples**

<b>Page:</b>	Michael J. Gerhardt, <i>The Federal Impeachment Process: A Constitutional and Historical Analysis</i> 20 (2d ed., U. Chi. Press 2000).
<b>Section:</b>	Joshua Dressler, <i>Understanding Criminal Law</i> § 10.04[A][1] (3d ed., Lexis 2001).
<b>Section and page:</b>	Charles Alan Wright, Arthur R. Miller & Mary Kay Kane, <i>Federal Practice and Procedure</i> vol. 7A, § 1766, 344 (3d ed., West 2005).
<b>Paragraph and page:</b>	Jack B. Weinstein & Margaret A. Berger, <i>Weinstein's Federal Evidence</i> vol. 3, ¶ 502.02, 502-5 (Joseph M. McLaughlin ed., 2d ed., Matthew Bender 2005).
<b>Chapter:</b>	Kevin M. Clermont, <i>Principles of Civil Procedure</i> ch. 4 (West 2005).

**22.1(d) Editor**

- (1) Include any editor listed on the front cover or title page, even if the work has an author.

### Example

Arthur L. Corbin, *Corbin on Contracts* vol. 1, § 4.14 (Joseph M. Perillo ed., rev. ed., West 1993).

- (2) Insert the editor information in the date parenthetical. The editor's name should come before any translator, edition, or publisher information, and before the date.
- (3) Present the editor's full name using the format for authors' names in **Rule 22.1(a)**.
- (4) Insert the abbreviation "ed." for one editor or "eds." for multiple editors. Insert the abbreviation after the last editor's name. Insert a comma and one space after the abbreviation.

### Examples

*Antitrust Goes Global: What Future for Transatlantic Corporation?* 117–118, 134 (Simon J. Evenett, Alexander Lehmann & Benn Steil eds., Brookings Inst. 2000).

*Hart & Wechsler's The Federal Courts and the Federal System* 1256–1323 (Richard H. Fallon et al. eds., 5th ed., Found. Press 2005).

### 22.1(e) Translator

- (1) If the book is a translated version of the original, include that information in the citation, even if the book has an author or editor.

### Example

Luigi Miraglia, *Comparative Legal Philosophy* 324 (John Lisle trans., Boston Book Co. 1912).

- (2) Include any translator's name in the date parenthetical. The translator's name should come before any edition and publisher information and before the date, but after any editor's name.

### Example

*The French Institutionalists: Maurice Hauriou, Georges Renard, Joseph T. Delos* 93–124 (Albert Broderick ed., Mary Welling trans., Harv. U. Press 1970).

- (3) Present the translator's full name using the format for authors' names in **Rule 22.1(a)**.

- (4) Insert the abbreviation “trans.” for single or multiple translators. Insert the abbreviation after the last translator’s name. Insert a comma and one space after the abbreviation.

### Examples

Jean-Francois Lyotard, *The Post-modern Condition: A Report on Knowledge* 53–60 (Geoff Bennington & Brian Massumi trans., U. Minn. Press 1984).

*The Complete Letters of Sigmund Freud to Wilhelm Fliess, 1887–1904*, at 264 (Jeffrey Moussaieff Masson ed. & trans., Belknap Press 1985).

## 22.1(f) Edition

- (1) If the cited work is an edition other than the original or first edition, indicate the edition in the date parenthetical.
- (2) Include the edition after any editor or translator information but before the publisher and date.
- (3) Typically cite the most current edition that relates to the cited passage or proposition.
- (4) Use an ordinal contraction (such as 3d for third) to denote the edition. Consult **Rule 4.3** for more information on ordinals. Also include any other pertinent information about the edition. Abbreviate any words listed in **Appendix 3**. For example, cite a revised edition as “rev. ed.”
- (5) Insert a comma and one space after the edition.

### Examples

Deborah L. Rhode, *Professional Responsibility: Ethics by the Pervasive Method* pt. II (2d ed., Aspen L. & Bus. 1998).

*The Changing Constitution* ch. 1, 338 (Jeffrey Jowell & Dawn Oliver eds., 3d ed., Clarendon Press 1994).

### Other examples

<b>First edition:</b>	(MacMillan 1954).
<b>Second edition:</b>	(2d ed., Aspen Publishers 2006).
<b>Third revised edition:</b>	(3d rev. ed., Little, Brown & Co. 1987).
<b>Fifth abridged edition:</b>	(5th abridged ed., Cambridge U. Press 1947).
<b>Pocket edition:</b>	(pocket ed., West 2003).

## 22.1(g) Printings of editions

- (1) Typically do not include information about a particular printing of an edition.

- (2) Include information about the printing only if it differs from other printings of that edition in a way that affects the substance of the cited material.
- (3) If including information about the printing, insert that information after the edition, and use the year of the printing. Abbreviate printing as “prtɡ.” Use an ordinal contraction, such as “2d,” to indicate the number of the printing. Consult **Rule 4.3** for additional information on ordinals.
- (4) Insert a comma and one space after the printing information.

### *Examples*

Jonathan Elliot, *The Debates in the Several State Conventions on the Adoption of the Federal Constitution* vol. 1, xv (2d ed., 2d prtɡ., J.B. Lippincott Co. 1937).

Karl N. Llewellyn, *The Bramble Bush* 68 (3d prtɡ., Oceana Publications 1969).

### **22.1(h) Star editions**

- (1) In a few well-known works, such as William Blackstone’s *Commentaries* and certain Greek and Latin works, the page of the original work is indicated by an asterisk (\*) in the margins or text of later editions.
- (2) If using a source with this “star pagination,” you may exclude the pagination in the more current edition and eliminate all information concerning editors, translators, editions, publishers, and dates.
- (3) Insert one asterisk (\*) before a single page and two asterisks (\*\*) before multiple pages. Do not insert a space after the asterisk.

### *Examples*

William Blackstone, *Commentaries* vol. 4, \*292.

William Blackstone, *Commentaries* vol. 1, \*\*50–51.

### **22.1(i) Publisher**

- (1) Include the publisher information in the date parenthetical. You may abbreviate any words listed in **Appendices 3** and **5**. You may omit prepositions and articles not needed for clarity.
- (2) Include the publisher information before the date but after any editor, translator, or edition information.
- (3) Insert one space after the publisher’s name.



## Examples

Daniel R. Cowans, *Bankruptcy Law and Practice* vol. 2, § 4.4 (7th ed., Lexis 1998).

Angela Roddey Holden, *Legal Issues on Pediatrics and Adolescent Medicine* 39 (Yale U. Press 1985).

- (4) If the title page identifies two or more publishers—not simply two or more offices or divisions of the same publisher—include all publishers, in the order presented on the title page. Include the year of publication for each, and separate entries with a comma and one space.

## Example

H.G. Wells, *The Time Machine* (J.M. Dent 1895, Charles E. Tuttle 1993).

## 22.1(j) Date

- (1) Give the most current date provided on the copyright page or title page of the book, treatise, or document.
- (2) The date will come after the editor, translator, edition, and publisher information. Insert a closing parenthesis after the date.
- (3) When citing a single volume of a multivolume work, provide the date of the cited volume.
- (4) Typically provide only the year of publication. If an exact date will help readers, you may include it. Abbreviate the month in an exact date according to Appendix 3(A).
- (5) Consult Rule 8 to determine whether and how to cite a main volume or supplement.

## Examples

### Supplement only

Alan Meisel, *The Right to Die* (John Wiley & Sons Supp. 2003).

### Main volume and supplement

Charles A. Sullivan et al., *Employment Discrimination* vol. 3, § 10.2.2, 409 (Little, Brown & Co. 1988 & Supp. 1991).

- (6) If citing an older work, which is typically defined as one published before 1900, you may cite either the original source or a modern edition. If citing a modern edition, you may include the date of original publication in a separate parenthetical.

**Example**

Charles Dickens, *Bleak House* (Bantam Classics 1983) (originally published 1853).

- (7) If citing a well-known work that has been republished, you also may include the original date in a separate parenthetical.

**Example**

Ernest Hemingway, *The Sun Also Rises* (Charles Scribner's Sons 1954) (originally published 1926).

**22.1(k) Works in a series**

- (1) When citing a work that is part of a series, include the series number and any description in the date parenthetical. If the series includes the name of the publisher, do not repeat the publisher's name.
- (2) Use the lists in **Appendix 3** to abbreviate any information relating to the series. You may omit prepositions that are not necessary for clarity.
- (3) Insert a comma and one space after the series information.

**Examples**

*Child Abuse, Neglect, and the Foster Care System* (PLI Course Handbook Series No. 475, 2003).

Bernard Black et al., *Outside Director Liability 2–4* (Stan. L. Sch. Working Paper No. 250, 2003).

U.S. Gen. Acctg. Off., *Economic Performance: Highlights of a Workshop on Economic Performance Measures 3* (Pub. No. GAO-05-796SP, 2005).

**22.1(l) Collected works of one author**

To cite a work by one author that appears in a collection of that author's works, use the following format. Omit any information, such as a translator, that is not relevant to the cited shorter work.

Author's name, <sup>Ⓢ</sup>*Title of shorter work*, <sup>Ⓢ</sup>in <sup>Ⓢ</sup>*Title of larger work* <sup>Ⓢ</sup>Initial page or subdivision of shorter work<sup>Ⓢ</sup>, Pinpoint subdivision<sup>Ⓢ</sup>(Editor [if any])<sup>Ⓢ</sup>, Translator [if any]<sup>Ⓢ</sup>, Edition [if any]<sup>Ⓢ</sup>, Publisher<sup>Ⓢ</sup>(Date).

**Example**

Oliver Wendell Holmes, *Primitive Notions in Modern Law No. II*, in *The Collected Works of Justice Holmes* vol. 3, 21, 22 (Sheldon M. Novick ed., U. Chi. Press 1995).

**22.1(m) Collected works of several authors**

To cite a shorter work within a collection of works by several authors, use the following format. Omit any components, such as a translator, that are not relevant to the cited shorter work. Use this rule to cite introductions, forewords, prefaces, and other similar sections.

Author of shorter work, \*Title of shorter work\*, in \*Author of larger work\* [if any], \*Title of larger work\* \*Initial page or subdivision of shorter work\*  
Pinpoint subdivision \*(Editor [if any]\*, Translator [if any]\*, Edition [if any]\*,  
Publisher \* Date).

**Examples**

Bernard Rudden, *Economic Theory v. Property Law: The Numerus Clausus Problem*, in *Oxford Essays in Jurisprudence* 239, 242 (John Eekelaar & John Bell eds., 3d ed., Clarendon Press 1987).

John Foster Dulles, *Introduction*, in Arthur H. Dean, *William Nelson Cromwell 1854–1948: An American Pioneer* i, iii (Ad Press, Ltd. 1957).

**22.1(n) The Bible, the Koran, and the Talmud**

- (1) To cite a biblical reference, use the following format. Do not insert a space before or after the colon. Within the version component, you may abbreviate any word that appears in **Appendix 3**. For a short citation, use *id.* when appropriate. Otherwise, repeat the full citation.

*Book name*\*Chapter:Line\*(Version, if relevant).

**Examples**

*John* 3:16 (King James).

*Psalms* 147:8–9 (New Intl.).

I *Corinthians* 10:6 (New Am. Stand.).

*Matthew* 5:17.

- (2) To cite a passage from the Koran, cite chapter and verse, separated by a colon. You may use the spelling “Koran” or “Qur’an.” If relevant, you may cite a particular translation. For a short citation, use *id.* when appropriate. Otherwise, repeat the full citation.

## Examples

Koran 2:256.

Qur'an 51:1–10 (Abdullah Yusuf Ali trans.).

- (3) The Talmud consists of the Mishnah and Gemara. The Mishnah is divided into six orders. The Gemara provides a commentary on these codified laws. The Babylonian Talmud and the Jerusalem Talmud use different Gemara. The Babylonian Talmud takes precedence. Typically cite by order or seder, then tractate. It also is acceptable to cite the Talmud like a book.

## Example

Babylonian Talmud, Eruvin 13b.

Jerusalem Talmud, Terumot 8:4.

*The Babylonian Talmud* 50 (Michael L. Rodkinson ed. & trans., 2d ed., Talmud Socy. 1918).

## 22.1(o) Books in a foreign language

Cite a book published in a language other than English like any other book. You may need to consult the colophon at the end of the book to retrieve publication information that typically appears on the title or copyright page of English-language books. If it will help readers, provide a translation of the title in square brackets. For capitalization in languages other than English, see Rule 3.4.

## Examples

Gabriel Garcia Marquez, *El amor en los tiempos del cólera* [*Love in the Time of Cholera*] (Penguin 1996).

Antoine de Saint-Exupéry, *Der Kleine Prinz* [*The Little Prince*] (Harvest Books 2001).

## 22.2 Short Citation Format for Works Other Than Those in a Collection

### 22.2(a) *Id.*

If appropriate, use *id.* as the short citation. For additional information on the use of *id.*, consult Rule 11.3. If *id.* is not appropriate, the form of the short citation will vary depending on the type of document you are writing.

### 22.2(b) Documents without footnotes

If *id.* is not appropriate, use the following format. You may shorten the title by using “hereinafter,” as described in Rule 11.4(d).

Author’s last name,® *Title*®at® Pinpoint reference.

**Example**

**Full citation:** Deborah L. Rhode, *Professional Responsibility: Ethics by the Pervasive Method* pt. II (2d ed., Aspen L. & Bus. 1998) [hereinafter Rhode, *Professional Responsibility*].

**Short citation:** Rhode, *Professional Responsibility* at pt. II.

**22.2(c) Documents with footnotes**

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

Author's last name, <sup>19</sup>*supra* n. Note number<sup>20</sup>, at <sup>21</sup>Pinpoint reference.

**Example**


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<sup>19</sup>Deborah L. Rhode, *Professional Responsibility: Ethics by the Pervasive Method* pt. II (2d ed., Aspen L. & Bus. 1998).

<sup>25</sup>Rhode, *supra* n. 19, at pt. II.

**Example of short citation for two authors**

Jackson & Murphy, *supra* n. 7, at 299.

**Example of short citation for three or more authors**

Nance et al., *supra* n. 10, at 21.

**22.3 Short Citation Format for Works in a Collection**

For items cited under Rule 22.1(l) or 22.1(m), use the following short citation formats.

**22.3(a) Documents without footnotes**

- (1) If appropriate, you may use *id.* to refer to the shorter work within the collection. Do not use *id.* to refer to the larger work (Rule 11.3). Instead, use the *supra* format to refer to the larger work (Rule 11.4).

**Example**

**Full citation:** Bernard Rudden, *Economic Theory v. Property Law: The Numerus Clausus Problem*, in *Oxford Essays in Jurisprudence* 239, 242 (John Eekelaar & John Bell eds., 3d ed., Clarendon Press 1987).

**Short citation, if referring**

**to Rudden:** *Id.* at 240.

**Short citation to another work:** Andrew Ashworth, *Belief, Intent, and Criminal Liability*, in *Oxford Essays in Jurisprudence*, *supra*, at 2.

**Incorrect:** Andrew Ashworth, *Belief, Intent, and Criminal Liability*, in *id.* at 1.

- (2) If *id.* is not appropriate for the shorter work, include the author's last name, the main title of the shorter work (but not the subtitle), the word "at," and a pinpoint reference.

**Example**

**Full citation:** Bernard Rudden, *Economic Theory v. Property Law: The Numerus Clausus Problem*, in *Oxford Essays in Jurisprudence* 239, 242 (John Eekelaar & John Bell eds., 3d ed., Clarendon Press 1987) [hereinafter *Oxford Essays*].

**Short citation:** Rudden, *Economic Theory v. Property Law* at 242.

**22.3(b) Documents with footnotes**

- (1) If appropriate, you may use *id.* to refer to the shorter work within the collection. Do not use *id.* to refer to the larger work. Instead, use the *supra* format to refer to the larger work (Rule 11.4).

**Example**

<sup>33</sup>Bernard Rudden, *Economic Theory v. Property Law: The Numerus Clausus Problem*, in *Oxford Essays in Jurisprudence* 239, 242 (John Eekelaar & John Bell eds., 3d ed., Clarendon Press 1987).

<sup>34</sup>*Id.* at 243.

<sup>35</sup>Andrew Ashworth, *Belief, Intent, and Criminal Liability*, in *Oxford Essays in Jurisprudence*, *supra* n. 33, at 1, 2.

- (2) If *id.* is not appropriate for the shorter work, you may use the *supra* format (Rule 11.4) to refer to the shorter work. Even under this circumstance, it is still permissible to use *supra* to refer to the larger work.

Last name of author of shorter work, <sup>33</sup>*supra* n. Note number<sup>34</sup>, at<sup>35</sup>Pinpoint reference.

## Example

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<sup>33</sup>Bernard Rudden, *Economic Theory v. Property Law: The Numerus Clausus Problem*, in *Oxford Essays in Jurisprudence* 239, 242 (John Eekelaar & John Bell eds., 3d ed., Clarendon Press 1987).

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<sup>39</sup>Rudden, *supra* n. 33, at 242.

<sup>40</sup>Andrew Ashworth, *Belief, Intent, and Criminal Liability*, in *Oxford Essays in Jurisprudence*, *supra* n. 33, at 2.



## FAST FORMATS

### LEGAL AND OTHER PERIODICALS

Law review article  
(consecutively paginated  
periodical)

Cass R. Sunstein, *Affirmative Action, Caste, and Cultural Comparisons*, 97 Mich. L. Rev. 1311, 1315 (1999).

Law review article  
(nonconsecutively paginated  
periodical)

Betsy Brandborg, *Changing Rules of Conduct*, 27 Mont. Law. 6 (Apr. 2002).

Student-written law review article

Pamela M. Dubov, Student Author, *Circumventing the Florida Constitution: Property Taxes and Special Assessments, Today's Illusory Distinction*, 30 Stetson L. Rev. 1469, 1500 (2001).

Symposium

Symposium, *Conceiving a Code for Creation: The Legal Debate Surrounding Human Cloning*, 53 Hastings L.J. 987 (2002).

Newspaper

Matt Richtel, *Suit to Limit Net Access at a Library Is Dismissed*, 149 N.Y. Times G3 (Jan. 21, 1999).

Newsletter

Joseph K. Scully, *Taking the Offensive When Defending a Deposition: Questioning Your Own Witness*, 16 Prod. Liab. (newsltr. of the ABA Sec. Litig.) 13 (Spring 2005).

Electronic journal

Jordan B. Michael, *Automobile Accidents Associated with Cell Phone Use: Can Cell Phone Service Providers Be Held Liable under a Theory of Negligence?* 11 Rich. J.L. & Tech. 2, 6 n. 19 (Winter 2005), <http://law.richmond.edu/jolt/v11i2/article5.pdf>.

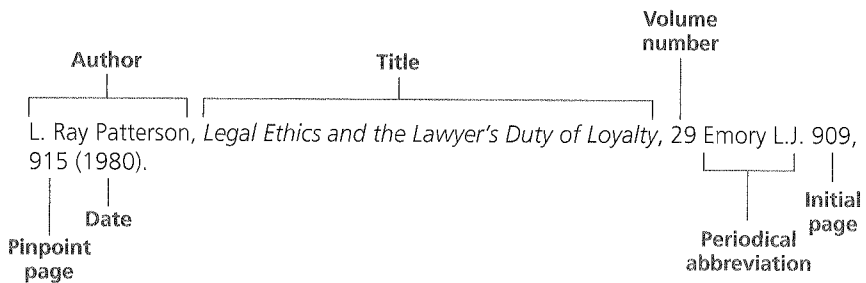


## 23.1 Full Citation Format

Citations to articles in journals, law reviews, newspapers, newsletters, and other periodicals typically contain seven components.

Author, Title, Volume number, Periodical abbreviation, Initial page, Pinpoint page, (Date).

### Example



### 23.1(a) Author's name

#### (1) Single, multiple, and unknown authors

Follow Rule 22.1(a).

#### (2) Student authors

If the article was written by a student author, insert "Student Author" after the author's full name. The phrase "Student Author" should be offset with commas. If the name of the student is not listed, begin the citation with "Student Author."

### Example

Kathryn J. Ball, Student Author, *Horizontal Equity and the Tax Consequences of Attorney-Client Fee Agreements*, 74 Temp. L. Rev. 387, 407-408 (2001).

When one author is a student but the other is not, include the "Student Author" designation after the student's name.

**IDENTIFYING STUDENT AUTHORS**

It is sometimes difficult to determine whether an author is a student. Use these guidelines to help identify student authors.

First, student-written articles often are printed at the back of each law review issue.

Second, within a law review, student articles are typically designated as “Notes,” “Comments,” “Case Comments,” or “Recent Developments.”

Third, in many law reviews, the names of student authors are given at the end, not the beginning, of the article.

Finally, look for a footnote describing the author’s background. An author described as a J.D. candidate is a student.

**Example**

Kristen David Adams & Josephine Thomas, Student Author,

**23.1(b) Title**

- (1) Present the title, including any subtitle, in accordance with **Rule 3** on spelling and capitalization. Do not abbreviate any word in the title unless the word is abbreviated in the cited source. Do not omit prepositions or other words from the title. For articles written in a language other than English, follow **Rule 22.1(o)**.

**Example**

Kent D. Syverud, *ADR and the Decline of the American Civil Jury*, 44 *UCLA L. Rev.* 1935, 1942 (1997).

- (2) If the article does not have a specific title, include the designation given the piece by the periodical; for example, “Book Review.”

**Example**

William R. Davis, *Book Review*, 72 *Conn. B.J.* 407 (Oct. 1998) (reviewing *Connecticut Product Liability Law*).

- (3) Italicize the title, but do not italicize matter that would be italicized in text, such as case names and publication names (**Rule 1.6**).

### **Example**

Leslie Friedman Goldstein, *Between the Tiers: The New[est] Equal Protection and Bush v. Gore*, 4 U. Pa. J. Const. L. 372 (2002).

- (4) Typically insert a colon and one space between the title and subtitle. Newspapers often insert a semicolon between the title and subtitle; retain the semicolon in this instance. If there is no punctuation between a title and subtitle, add a colon. However, do not insert the colon if the title ends with a question mark or exclamation point. If a title ends with a quotation mark, place the ending punctuation, except the comma that follows the title, inside of the quotation mark. At the end of the complete title, typically insert a comma and one space.

### **Examples (exceptions to the general rule)**

Assaf Hamdani, *Who's Liable for Cyberwrongs?* 87 Cornell L. Rev. 901 (2002).

Eric Lichtblau, *Phone Tape Reveals Flight 11 Attendant Yelled, "Oh My God!"* Star-Ledger (Newark, N.J.) C3 (Sept. 20, 2001).

Neil Gotanda, *A Critique of "Our Constitution Is Color-Blind"*, 44 Stan. L. Rev. 1 (1991).

### **23.1(c) Volume number**

- (1) Insert the volume number of the periodical in which the article appears.

### **Example**

Dennis W. Archer, *Diversity and Legal Education*, 37 Ind. L. Rev. 339 (2003).

- (2) If a law review does not have a volume, insert the year in place of the volume number. Do not repeat the date at the end of the citation.

### **Example**

Jonathan C. Lipson, *Financing Information Technologies: Fairness and Function*, 2001 Wis. L. Rev. 1067.

- (3) If another type of periodical, such as a newspaper, does not have a volume number or if the volume number is not readily available, omit that component. See the examples in **Rule 23.1(d)**. Insert one space after the volume number.

### 23.1(d) Periodical abbreviation

- 1) After the volume number, include the abbreviation for the periodical. Typically omit the words “a,” “at,” “in,” “of,” and “the” from the abbreviation. Also omit colons and slashes, and everything following them.
- 2) Use **Appendix 5** to determine the appropriate abbreviation for the periodical. If the periodical is not listed in **Appendix 5**, use the abbreviations listed in **Appendix 3**. Insert one space after the periodical abbreviation.
- 3) When citing a **newspaper**, if the place of publication is not well known or evident from the periodical’s title, include the place of publication immediately after the periodical abbreviation. Enclose the publication information in parentheses, using state abbreviations found in **Appendix 3**. Insert one space after the parenthetical information.

#### Examples

Michael Vigh, *Trib Suit a Hot Potato for Judges; 2 Have Recused Selves and Others May Follow*, Salt Lake Trib. B2 (July 14, 2002).

*Rush to Campaign for Bush*, Post & Courier (Charleston, S.C.) B4 (Jan. 15, 2000).

- 4) When citing a **newsletter**, you may include the name of the issuing organization. Also, if readers cannot otherwise determine that the publication is a newsletter, you may indicate that fact parenthetically. You may abbreviate any words in the organization’s name that appear in **Appendix 3** and omit articles and prepositions not needed for clarity.

#### Examples

David C. Wilkes, *Negative Job Reference May Now Expose Employers to Title VII Liability*, 22 Litig. News (newsltr. of the ABA Sec. Litig.) 1 (Sept. 1997).

*State Court Couldn’t Adjudicate Adequacy of Notice*, West’s Bankr. Newsltr. 2 (May 22, 2002).

### 23.1(e) Page numbers

- 1) After the periodical abbreviation, include the initial page number (the page on which the article starts).
- 2) Then, if referring to specific pages within the article, include the relevant pinpoint references. Consult **Rule 5.2** for additional information on pages and pinpoint references. Separate the initial page number from the pinpoint citation with a comma and one space. Insert one space after the final page reference.

### 23.1(f) Date

- (1) Enclose the date in parentheses.
- (2) When the issues of a particular periodical are **consecutively paginated**, include only the year of publication. A periodical is consecutively paginated if the first issue in a particular year begins on page 1; the second issue picks up with the numbering where the first issue left off, such as page 307; and so on. Most law reviews and law journals are consecutively paginated. **Appendix 5** distinguishes between consecutively paginated and nonconsecutively paginated journals; a ★ means that the journal is nonconsecutively paginated.

#### Example

Barbara B. Aldave, *Misappropriation: A General Theory of Liability for Trading on Nonpublic Information*, 13 Hofstra L. Rev. 101, 122 (1984).

- (3) When the issues of a particular periodical are **not consecutively paginated**, include the exact date as shown on the first page or cover. Use **Appendix 3** to abbreviate months. If the periodical does not contain a date, insert the issue number instead (example: No. 4, 2002). A periodical is nonconsecutively paginated when each issue begins on page 1: for example, the January issue begins on page 1, the February issue begins on page 1, and so on. Most bar association journals, newspapers, and newsletters are nonconsecutively paginated. A ★ beside the periodical's entry in **Appendix 5** indicates that it is nonconsecutively paginated.

#### Examples

Steve Seidenberg, *Reporting Errors: Lawyers Need to Consult Federal Law before Ordering Credit Reports for Litigation*, 91 ABA J. 20 (Apr. 2005).

Donna An, *Federal Wetland Grants Program Reaches a Milestone*, 27 Natl. Wetlands Newsltr. 3 (May–June 2005).

Linda Buckley, *A Hole in the Safety Net*, Newsweek 40, 40 (May 13, 2002).

- (4) If a law review uses a year as the volume number, do not repeat the date. See the example in Rule 23.1(c)(2).

### 23.1(g) Symposia, colloquia, survey issues, and special issues

When citing an *entire* symposium, colloquium, survey, or special issue, as opposed to a single article within the issue, follow the format in the examples listed below. The page cited is the page on which the symposium begins.

## Examples

symposium, *Issues in Space Law*, 6 Chi. J. Intl. L. 1 (2005).

Special Issue, *Ethical Issues in Representing Older Clients*, 62 Fordham L. Rev. 961 (1994).

### 23.1(h) Multipart articles

When citing an article that has been published in multiple parts, follow the examples listed below.

## Examples

### Citing all parts

John P. Dawson, *Negotiorum Gestio: The Altruistic Intermeddler* (pts. 1 & 2), 74 Harv. L. Rev. 817, 74 Harv. L. Rev. 1073 (1961).

Vernon Countryman, *Executory Contracts in Bankruptcy* (pts. 1 & 2), 57 Minn. L. Rev. 139 (1973), 58 Minn. L. Rev. 479 (1974).

### Citing one part

Gary Peller, *The Metaphysics of American Law* (pt. 2), 73 Cal. L. Rev. 1152 (1985).

### 23.1(i) Electronic journals

When citing an article from an electronic journal, that is, from a journal published only on the Internet, use the following format. Consult **Rule 40.1(c)** for information on the Uniform Resource Locator (URL).

Author, ● *Title*, ● Volume number ● Periodical abbreviation ● Sequential article number ●, Pinpoint paragraph [if available] ● (Exact date) ●, URL.

## Examples

Jordan B. Michael, *Automobile Accidents Associated with Cell Phone Use: Can Cell Phone Service Providers Be Held Liable under a Theory of Negligence?* 11 Rich. J.L. & Tech. 2, 6 n. 19 (Winter 2005), <http://law.richmond.edu/jolt/v11i2/article5.pdf>.

Job Frieden, *Regulatory Arbitrage Strategies and Tactics in Telecommunications*, 5 N.C. J.L. & Tech. 227, § 5 n. 10 (2004), [http://www.jolt.unc.edu/Vol5\\_I2/web/frieden%20v5i2.htm](http://www.jolt.unc.edu/Vol5_I2/web/frieden%20v5i2.htm).

### 23.1(j) Letter to the editor

To cite a letter to the editor, include the author's full name (**Rule 22.1(a)**) followed by "Ltr. to the Ed." Include any title in italics, then insert information

about the publication, including the volume (if available), publication abbreviation, section and page number, and exact date.

### *Examples*

Nancy A. Ransom, Ltr. to the Ed., *Better Eating, through Home Ec?* N.Y. Times A22 (Sept. 8, 2003).

Linda Wightman, Ltr. to the Ed., Orlando Sent. G2 (Oct. 5, 2003).

## **23.1(k) Cartoon or comic strip**

To cite a cartoon or comic strip, include the artist's full name (using **Rule 22.1(a)** on authors), the descriptive term "Cartoon" or "Comic Strip" in ordinary type, the title (if available) of the cartoon or comic strip in italics, and information about the publication in which the cartoon or comic strip appears, including the volume (if available), publication abbreviation, section and page number, and exact date.

### *Examples*

Peter Steiner, Cartoon, *On the Internet, Nobody Knows You're a Dog*, 69 New Yorker 61 (July 5, 1993) (available at <http://www.epatric.com/funstuff/dog/>).

Scott Adams, Comic Strip, *Dilbert*, Bos. Globe D16 (Aug. 15, 2002).

## **23.1(l) Advertisement**

To cite an advertisement, include the name of the product, the company, or the institution that is the subject of the advertisement. Next include the word "Advertisement" in ordinary type. Then insert information about the publication in which the advertisement appears, including the volume (if available), publication abbreviation, section and page number, and exact date.

### *Examples (hypothetical)*

Taryn Rose, Advertisement, *Vanity Fair* 23 (Sept. 27, 2005).

Southwest Airlines, Advertisement, 12 *Travel World* 96 (Jan. 17, 2006).

## **23.2 Short Citation Format**

### **23.2(a) *Id.***

If appropriate, use *id.* as the short citation. For additional information on *id.*, consult **Rule 11.3**. If *id.* is not appropriate, the form of the short citation will vary depending on the type of document you are writing.

### 23.2(b) Documents without footnotes

If *id.* is not appropriate, use the following format. You may shorten the title by using “hereinafter,” as explained in Rule 11.4(d).

Author’s last name, Volume number, Periodical abbreviation, at Pinpoint reference.

#### Example

**Full citation:** L. Ray Patterson, *Legal Ethics and the Lawyer’s Duty of Loyalty*, 29 Emory L.J. 909, 915 (1980).

**Short citation:** Patterson, 29 Emory L.J. at 917–920.

### 23.2(c) Documents with footnotes

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

Author’s last name, *supra* n. Note number, at Pinpoint reference.

#### Example

<sup>2</sup>L. Ray Patterson, *Legal Ethics and the Lawyer’s Duty of Loyalty*, 29 Emory L.J. 909, 915 (1980).

. . . .

<sup>4</sup>Patterson, *supra* n. 2, at 917–918.

#### SIDEBAR 23.2

### JOURNALS THAT USE LARGE AND SMALL CAPITAL LETTERS

As explained in Rule 1.1, some law journals require authors to use large and small capital letters as a typeface convention in footnotes. Although the *ALWD Citation Manual* does not use this typeface, the authors realize that writers may need to use this convention. Below is a short guide about how to use large and small capital letters in footnote citations for *commonly cited* sources.



**Statutes and court rules**

Use large and small capital letters for the statutory or code abbreviation.

**Examples**

CAL. PENAL CODE ANN. § 893 (West 2005).

25 ME. REV. STAT. ANN. § 2803-B(1)(K) (2005).

Mo. Rev. Stat. § 115.133 (2004).

UTAH R. CIV. P. 7(b)(2).

**Books and treatises**

Use large and small capital letters for author names and titles.

**Example**

ROBERT D. BICKEL & PETER F. LAKE, *THE RIGHTS AND RESPONSIBILITIES OF THE MODERN UNIVERSITY: WHO ASSUMES THE RISKS OF COLLEGE LIFE?* (Carolina Academic Press 1999).

**Law review articles and periodicals**

Use large and small capital letters for law review and periodical abbreviations.

**Example**

Stephen M. Bainbridge, *Why a Board? Group Decisionmaking in Corporate Governance*, 55 VAND. L. REV. 1 (2002).

**Restatements and model codes**

Use large and small capital letters for titles (Restatements) and title abbreviations (codes).

**Examples**

RESTATEMENT (THIRD) OF TORTS §§ 3–4 (discussion dft. 1999).

MODEL R. PROF. CONDUCT 2.1 (ABA 2004).



## FAST FORMATS

### A.L.R. ANNOTATIONS

- First Series** P.H. Vartanian, *"Res Ipsa Loquitur" as a Presumption or a Mere Permissible Inference*, 167 A.L.R. 658, 660 (1947).
- Second Series** R.D. Hursh, *Propriety and Effect of Jury in Civil Case Taking Depositions to Jury Room*, 57 A.L.R.2d 1011, 1017 (1958).
- Third Series** Milton Roberts, *Civil Liability of Physician for Failure to Diagnose or Report Battered Child Syndrome*, 97 A.L.R.3d 338, 339 (1980).
- Fourth Series** Sara L. Johnson, *Liability of Employer, Supervisor, or Manager for Intentionally or Recklessly Causing Employee Emotional Distress*, 52 A.L.R.4th 853, 855 (1987).
- Fifth Series** Cynthia J. Haycock, *Insurer's Waiver of Defense of Statute of Limitations*, 104 A.L.R.5th 331, 336 (2002).
- Sixth Series** George L. Blum, *Criminal Record as Affecting Applicant's Moral Character for Purposes of Admission to the Bar*, 3 A.L.R.6th 49 (2005).
- Federal Series** Majorie A. Shields, *Admissibility of Evidence Discovered in Search of Defendant's Property or Residence Authorized by Defendant's Spouse*, 154 A.L.R. Fed. 579, 581 (1999).
- Federal Series, Second** Robin Cheryl Miller & Jason Binimow, *Marriage between Persons of Same Sex—United States and Canadian Cases*, 1 A.L.R. Fed. 2d 1 (2005).

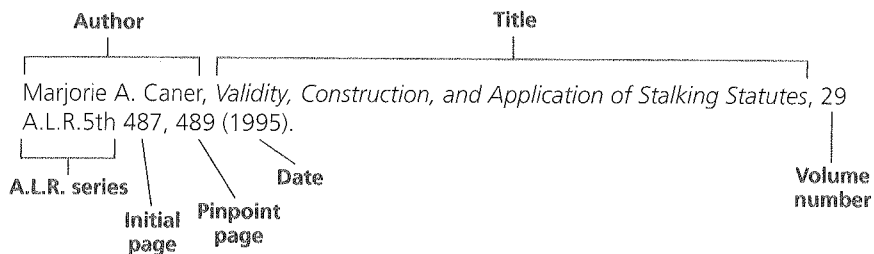
Note the space between A.L.R. and Fed.

## 24.1 Full Citation Format

A full citation to an A.L.R. (American Law Reports) annotation contains seven components.

Author, Title, Volume number, A.L.R. series, Initial page, Pinpoint page, Date.

### Example



### 24.1(a) Author's name

Follow Rule 22.1(a) for books.

### Examples

Kristine C. Karnezis, *Validity of State Statutory Cap on Punitive Damages*, 103 A.L.R.5th 379, 382 (2002).

### Unsigned annotation

*Per Diem Compensation of Public Officer*, 1 A.L.R. 276, 279 (1919).

### 24.1(b) Annotation title

Follow Rule 23.1(b) for legal periodicals.

### 24.1(c) Volume number

After the title, give the volume number in which the annotation appears. Insert one space after the volume number.

**CHART 24.1****ABBREVIATIONS FOR A.L.R. SERIES**

(The symbol ▲ denotes a space.)

First Series (1919–1948)	A.L.R.
Second Series (1948–1965)	A.L.R.2d
Third Series (1965–1980)	A.L.R.3d
Fourth Series (1980–1992)	A.L.R.4th
Fifth Series (1992–2005)	A.L.R.5th
Sixth Series (2005–current date)	A.L.R.6th
Federal Series (1969–2005)	A.L.R.▲Fed.
Federal Series, Second (2005–current date)	A.L.R.▲Fed.▲2d

**24.1(d) A.L.R. series**

- (1) After the volume number, include the A.L.R. series.
- (2) The A.L.R. series consists of the abbreviation “A.L.R.,” which stands for American Law Reports, and the series number or designation.
- (3) Abbreviations for the various A.L.R. series are listed in **Chart 24.1**.
- (4) Insert one space after the series.

**24.1(e) Page numbers**

Follow Rule 23.1(e) for legal periodicals.

**24.1(f) Date**

Include the year in which the A.L.R. volume that contains the cited annotation was published. Enclose the year in parentheses.

**24.2 Short Citation Format**

Follow Rule 23.2 for legal periodicals.

**Examples****Document without footnotes**

**Full citation:** Deborah F. Buckman, *Reverse Confusion Doctrine under State Trademark Law*, 114 A.L.R.5th 129, 142 (2003).

**Short citations:** Buckman, 114 A.L.R.5th at 137.  
*Id.* at 141.

## Document with footnotes

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<sup>2</sup>Cara Yates, *Application of State Law to Age Discrimination in Employment*, 51 A.L.R.5th 1, 7 (1997).

<sup>3</sup>*Supra* n. 1 (listing various state statutes concerning age discrimination).

<sup>4</sup>Yates, *supra* n. 2, at 9–12.



## FAST FORMATS

### LEGAL DICTIONARIES

Legal dictionary

*Black's Law Dictionary* 101 (Bryan A. Garner ed., 8th ed., West 2004).

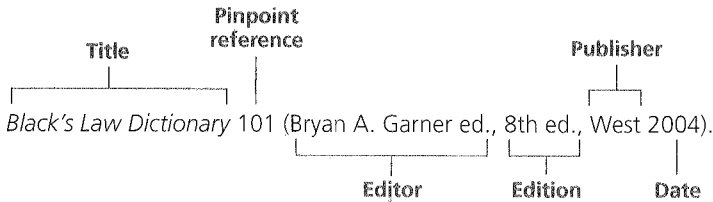
James R. Fox, *Dictionary of International and Comparative Law* 56 (Oceana Publications 2003).

## 25.1 Full Citation Format

Cite a dictionary like a book under Rule 22.1. Some dictionaries, however, do not have named authors or editors.

Author [if any], \*Title\* Pinpoint reference (Editor [if any], Edition, Publisher Date).

### Example



### Other examples

*Black's Law Dictionary* 101 (6th ed., West 1990).

*Black's Law Dictionary* 240–241 (Bryan A. Garner ed., 2d pocket ed., West 2001).

David Mellinkoff, *Dictionary of American Legal Usage* 56 (West 1992).

Alan Gilpin, *Dictionary of Environmental Law* 42 (John Wiley & Sons 1996).

## 25.2 Short Citation Format

Follow Rule 22.2 for books.

### Example (document without footnotes)

**Full citation:** *Black's Law Dictionary* 240–241 (Bryan A. Garner ed., 2d pocket ed., West 2001).

**Short citation:** *Black's Law Dictionary* at 250.  
*Id.* at 255.

## 25.3 Nonlegal Dictionaries

Cite a nonlegal dictionary like a book under Rule 22.1. Follow Rule 25.2 for short citation formats.

## Examples

*Merriam-Webster's Collegiate Dictionary* 1547 (11th ed., Merriam-Webster 2003).

*Oxford English Dictionary* vol. 1, 207 (J.A. Simpson & E.S.C. Weiner eds., Oxford U. Press 1989).





## FAST FORMATS

### LEGAL ENCYCLOPEDIAS

Am. Jur. 2d

67 Am. Jur. 2d *Robbery* § 91 (2003).

C.J.S.

30A C.J.S. *Entertainment and Amusement* § 65(a) (1992).

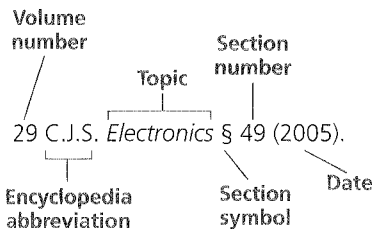
## 26.0

## LEGAL ENCYCLOPEDIAS

## 26.1 Full Citation Format

A full citation to a legal encyclopedia consists of six components.

Volume number • Encyclopedia abbreviation • Title or Topic • § • Section number • (Date).

*Example**Other examples*

76 Am. Jur. 2d *Trusts* §§ 1–4 (2005 & Supp. 2005).

9 Fla. Jur. 2d *Charities* § 36 (2004).

## 26.1(a) Volume number

- (1) Start the citation with the number of the encyclopedia volume in which the cited material appears.
- (2) Designate the volume with a numeral and any accompanying letter that appears on the spine or title page. Insert one space after the volume number.

*Examples (the symbol ▲ represents a space)*

60A▲Am▲Jur▲2d▲*Pensions*▲§▲1098▲(2003).

13A▲Cal▲Jur▲3d▲*Consumer▲and▲Borrower▲Protection▲Law*▲§§▲156–157▲(2004).

## 26.1(b) Encyclopedia abbreviation

- (1) After the volume number, insert the abbreviated name of the encyclopedia.
- (2) Chart 26.1 lists abbreviations for several legal encyclopedias. If the encyclopedia you are citing is not in this chart, use the abbreviations below and those in Appendix 3 as guides to formulate an abbreviated title.

## CHART 26.1

## ENCYCLOPEDIA ABBREVIATIONS

(The symbol ▲ denotes a space.)

Encyclopedia Name	Abbreviation
American Jurisprudence	Am.▲Jur.
American Jurisprudence, Second	Am.▲Jur.▲2d
Corpus Juris	C.J.
Corpus Juris Secundum	C.J.S.
California Jurisprudence, Third	Cal.▲Jur.▲3d
Florida Jurisprudence, Second	Fla.▲Jur.▲2d
Georgia Jurisprudence	Ga.▲Jur.
Illinois Jurisprudence	Ill.▲Jur.
Indiana Law Encyclopedia	Ind.▲L.▲Ency.
Kentucky Jurisprudence	Ky.▲Jur.
West's Maryland Law Encyclopedia	Md.▲L.▲Ency.
Massachusetts Jurisprudence	Mass.▲Jur.
Michigan Civil Jurisprudence	Mich.▲Civ.▲Jur.
New York Jurisprudence, Second	N.Y.▲Jur.▲2d
Ohio Jurisprudence, Third	Ohio▲Jur.▲3d
Pennsylvania Jurisprudence, Second	Pa.▲Jur.▲2d
Pennsylvania Law Encyclopedia	Pa.▲L.▲Ency.
South Carolina Jurisprudence	S.C.▲Jur.
Tennessee Jurisprudence	Tenn.▲Jur.
Texas Jurisprudence, Third	Tex.▲Jur.▲3d
Lexis's Jurisprudence of Virginia and West Virginia	Va.▲&▲W.▲Va.▲Jur.

- (3) Include the series number, for any series after the first, in the abbreviation. Present the series as an ordinal contraction (such as 2d). Consult Rule 4.3 for additional information on ordinals. Insert one space after the encyclopedia abbreviation.

### 26.1(c) Title or topic

- (1) After the encyclopedia abbreviation, include the complete name of the title or topic (in other words, the major subdivision) you are citing. Do not abbreviate words in the title or topic name. You can find the full topic name on the page within the encyclopedia on which the topic begins.

- 2) Do not include the name of specific subsections.
- 3) Italicize the name of the topic or title. Capitalize words according to Rule 3.
- 4) Insert one space after the title or topic.

### Example

<b>Title:</b>	Robbery
<b>subsection:</b>	§ 91 Judgment, Sentence, and Punishment
<b>Correct citation:</b>	67 Am. Jur. 2d <i>Robbery</i> § 91 (2003).
<b>Incorrect citation:</b>	67 Am. Jur. 2d <i>Judgment, Sentence, and Punishment</i> § 91 (2003).

### 26.1(d) Section symbol

- 1) After the title or topic, insert one section symbol (§) to cite one section or two section symbols (§§) to cite multiple sections. Insert one space after the last section symbol.
- 2) Consult Rule 6 for additional information about sections and subdivisions. Consult Sidebar 6.1 to find out how to physically insert the section symbol.

### 26.1(e) Section number

- 1) After the section symbol, insert the specific section or sections that contain the pertinent information.
- 2) Be as specific as possible, and include all relevant subsections.
- 3) As noted in Rule 26.1(c), do not include the name of the section or subsection in the citation.
- 4) Insert one space after the last section number.

### Examples

<b>Single section:</b>	44 Fla. Jur. 2d <i>Real Property Sales and Exchanges</i> § 39 (2005).
<b>Multiple, consecutive sections:</b>	44 Fla. Jur. 2d <i>Real Property Sales and Exchanges</i> §§ 29–30 (2005).
<b>Multiple, consecutive subsections:</b>	11 C.J.S. <i>Bonds</i> § 21(a)–(b) (1995).
<b>Multiple, nonconsecutive sections:</b>	64 Cal. Jur. 3d <i>Wills</i> §§ 10, 14 (1994).
<b>Multiple, nonconsecutive subsections:</b>	30A C.J.S. <i>Entertainment and Amusement</i> § 65(a), (c) (1992).

## 26.1(f) Date

Use the year in which the particular encyclopedia volume you are using was issued. Enclose the year in parentheses. Consult **Rule 8** regarding when and how to cite a main volume, a supplement, or both.

### *Examples*

#### **Cited material appears only in the main volume**

79A C.J.S. *Securities Regulation* § 4 (1995).

#### **Cited material appears only in a supplement**

79A C.J.S. *Securities Regulation* § 14 (Supp. 2005).

#### **Cited material appears in both the main volume and a supplement**

76 Am. Jur. 2d *Trusts* § 1 (2005 & Supp. 2005).

## 26.2 Short Citation Format

When appropriate, use *id.* as a short-form citation for legal encyclopedia citations. For additional information on *id.*, consult **Rule 11.3**. Otherwise, repeat all components of the full citation, but omit the date parenthetical.

### *Example*

**Full citation:** 61 Cal. Jur. 3d *Unfair Competition* § 7 (2003).

**Short citation:** 61 Cal. Jur. 3d *Unfair Competition* §§ 5–7.

***Id.*:** *Id.* at § 2.



## FAST FORMATS

### **RESTATEMENTS, MODEL CODES, UNIFORM LAWS, AND SENTENCING GUIDELINES**

Restatement (first series)	<i>Restatement of Security</i> § 141 (1941).
Restatement (second series)	<i>Restatement (Second) of Agency</i> § 27 (1958).
Restatement (third series)	<i>Restatement (Third) of Suretyship and Guaranty</i> § 11 (1996).
Restatement (draft)	<i>Restatement (Third) of Suretyship</i> § 31 (4th tent. dft. 1995).
Model code	Model Penal Code § 2.02(2)(a)(i) (ALI 1985). Model Penal Code: Sentencing § 6B.04, 184 (ALI prelim. dft. no. 3, 2004).
ABA model ethics codes	Model R. Prof. Conduct 2.1 (ABA 2004). Model Code Prof. Resp. DR 5-105(B) (ABA 1978). Model Code Prof. Resp. EC 7-1 (ABA 1981). Model Code Jud. Conduct canon 3A (ABA 2002).
Uniform law	Unif. Trade Secrets Act § 1(4), 14 U.L.A. 438 (1990).
Sentencing guidelines	<i>U.S. Sentencing Guidelines Manual</i> § 4B1.2(a) (2001).

## 27.0

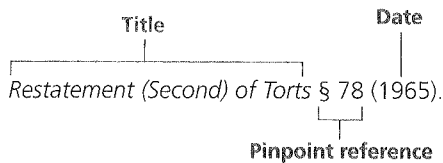
## RESTATEMENTS, MODEL CODES, UNIFORM LAWS, AND SENTENCING GUIDELINES

### 27.1 Full Citation Format for Restatements

A full citation to a Restatement, which is a publication of the American Law Institute, may have three or four components, depending on whether the Restatement is in final or draft form.

*Title* • Pinpoint reference • (Draft information [if any]) • Date).

#### Example



#### 27.1(a) Title

- (1) Include the title of the Restatement using the following format. Do not abbreviate words in the title.

*Restatement* • (Series [if any]) • *Subject matter*

- (2) If the Restatement contains a subtitle, include it as part of the title. Do not abbreviate words in the subtitle. Consult Rule 22.1(b)(2) for additional information on formatting subtitles.

#### Example

*Restatement (Third) of Property: Mortgages* § 3.1 (1997).

- (3) If the Restatement has a series, include it in a parenthetical after the word “Restatement.” Spell out the series number.

#### Example

*Restatement (Second) of Contracts* § 90 (1981).

- (4) Italicize the title and any series or subtitle, and use Rule 3 on capitalization. Insert one space after the title or any subtitle.

## SIDEBAR 27.1

## SUBJECT MATTERS OF RESTATEMENTS

At this point, available Restatements include Agency, Business Associations, Conflict of Laws, Contracts, Foreign Relations Law of the United States, Judgments, The Law Governing Lawyers, Property, Restitution and Unjust Enrichment, Security, Suretyship and Guaranty, Torts, Trusts, and Unfair Competition.

**27.1(b) Pinpoint reference**

- (1) After the title, include the relevant pinpoint reference. Be as specific as possible, and include all sections, subsections, and other relevant subdivisions, such as comments and illustrations. Consult **Rules 5, 6, and 9** for additional information about subdivisions.
- (2) Abbreviate subdivisions using the lists in **Appendix 3(C)**. Insert one space after the final subdivision.

**Examples**

*Restatement (Second) of Conflict of Laws* § 291 cmt. g (1971).

*Restatement of Property: Servitudes* § 453 illus. 1 (1944).

**27.1(c) Draft information**

- (1) If citing a draft Restatement, indicate in the date parenthetical the type and number of the draft. Insert one space between the draft information and the date. Insert a comma before the date *only* if the draft information ends with a numeral.
- (2) If the draft is numbered, present that information as an ordinal contraction (**Rule 4.3**) before the type of draft. If the draft is unnumbered, include only the type of draft. You may abbreviate any words listed in **Appendix 3**.

**Examples**

**Numbered official draft:** *Restatement of Contracts* § 111 (1st off. dft. 1928).

**Numbered tentative draft:** *Restatement (Third) of Suretyship* § 31 (4th tent. dft. 1995).



**Numbered proposed draft:** *Restatement (Third) of Restitution and Unjust Enrichment* (proposed dft. no. 6, 2004).

**Unnumbered discussion draft:** *Restatement (Third) of Torts* §§ 3–4 (discussion dft. 1999).

**Unnumbered proposed draft:** *Restatement (Third) of Trusts: Prudent Investor Rule* § 227 (proposed final dft. 1990).

## 27.1(d) Date

Insert the year of the volume you are citing. Use the date of publication, not the date of adoption. Insert a closing parenthesis after the year.

## 27.2 Short Citation Format for Restatements

When appropriate, use *id.* as a short-form citation for Restatements. For additional information on *id.*, consult Rule 11.3. If *id.* is not appropriate, include all required components except the information in the date parenthetical.

### Example

**Full citation:** *Restatement (Second) of Contracts* § 90 (1979).

**Short citation:** *Restatement (Second) of Contracts* § 90.

**Id.:** *Id.* at § 87.

## 27.3 Model Codes and Acts

### 27.3(a)

Cite model codes and acts analogously to federal statutes under Rules 14.2 and 14.6.

### 27.3(b)

Abbreviate words in the title of the code or act that appear in Appendix 3. You may omit articles and prepositions that are not needed for clarity.

### 27.3(c)

Include the year of the version that you are citing; before the date, include the organization that promulgated the code or act. Abbreviate the organization's name using Appendix 3.

**Examples**

**Full citation:** Model Penal Code § 2.02(2)(a)(i) (ALI 1985).

**Short citation options:** Model Penal Code § 2.02(2)(a)(i).  
§ 2.02(a)(i).  
*Id.* at § 2.02(a)(ii).

**Full citation:** Rev. Model Bus. Corp. Act § 15.05(c) (ABA 1984).

**Short citation options:** Rev. Model Bus. Corp. Act § 15.05(c).  
§ 15.05(c).  
*Id.* at § 15.05(a).

**Full citation:** Model R. Prof. Conduct 3.1 (ABA 2004).

**Short citation options:** Model R. Prof. Conduct 3.3(a).  
*Id.* at R. 2.1.

**7.3(d)**

When citing a tentative or proposed draft, provide that information in the date parenthetical; use the year of the draft. Insert a comma before the date *only* if the draft information ends with a numeral.

**Examples**

Model Code of Pre-arraignment Proc. § 5260.5 (ALI proposed off. dft. 1975).

Model Land Dev. Code app. A (ALI tent. dft. no. 3, 1971).

Model Relocation Act § 10 (Am. Acad. Matrimonial Laws. tent. dft. 1996).

**7.3(e)**

As with any other source, you may parenthetically note where to locate a particular model code or act online or in a print source (**Rule 38**).

**Example**

Model Code Jud. Conduct for State A.L.J.s canon 3 (Natl. Conf. A.L.J.s 1999) (available at <http://www.naalj.org>).

**7.4 Uniform Laws****7.4(a)**

Cite uniform laws analogously to federal statutes under **Rules 14.2** and **14.6**.

**7.4(b)**

Abbreviate words in the title of the code or act that appear in **Appendix 3**. You may omit articles and prepositions that are not needed for clarity.

**27.4(c)**

Whenever possible, include a reference to Uniform Laws Annotated (U.L.A.).

**Example**

**Full citation:** Unif. Arb. Act §§ 1–33, 7 U.L.A. 6 (Supp. 2001).

**Short citation options:** Unif. Arb. Act § 33, 7 U.L.A. 6.

Unif. Arb. Act § 33.

§ 33

7 U.L.A. 6.

*Id.* at § 32.

**27.4(d)**

When a U.L.A. citation is used, include only the date on the copyright page of the U.L.A. main volume or supplement, depending on where the cited information is located (**Rule 8**). If a U.L.A. citation cannot be provided, include the year in which the uniform act was adopted or last amended.

**Examples**

Unif. Parentage Act § 803(b)(2), 9B U.L.A. 364 (2001).

Unif. Interstate Family Support Act § 205 (amended 1996).

**27.4(e)**

If a uniform act has been withdrawn, superseded, or amended, include that information parenthetically.

**Example**

Unif. Sales Act § 17, 1 U.L.A. 309 (1950) (withdrawn 1962).

**27.4(f)**

If citing a uniform law as adopted by a particular jurisdiction, cite the statute from that jurisdiction using **Rules 14.4** and **14.6**, and **Appendix 1**.

**Examples**

Del. Stat. Ann. tit. 6, § 2-206 (2000). [Delaware version of UCC § 2-206]

Tex. Bus. & Com. Code Ann. § 2.206 (1994). [Texas version of UCC § 2-206]

N.Y. Code of Prof. Resp. DR 4-101(c)(2) (1999). [New York version of the Model Code of Professional Responsibility DR 4-101(c)(2)]

## 7.5 Sentencing Guidelines

Cite sentencing guidelines using the following examples. For questions not answered by these examples, analogize to **Rule 22** for books.

### Examples

1.S. *Sentencing Guidelines Manual* § 4B1.2(a) (2004).

1.S. *Sentencing Guidelines Manual* app. C, at 106–107 (2004).

1.S. *Sentencing Guidelines Manual* § 1B1.3 cmt. background (2004).



## FAST FORMATS

### LOOSELEAF SERVICES AND REPORTERS

**Case in looseleaf reporter**

*Glasow v. DuPont de Nemours & Co.*,  
7 Trade Reg. Rep. (CCH) 74,791,  
101,998 (N.D. May 17, 2005).

**Material in transfer binder**

*Copyright.Net Music Publg. v.*  
*MP3.Com*, [2002–2003 Transfer  
Binder] Copy. L. Dec. (CCH) ¶ 28,613,  
35,941 (S.D.N.Y. 2003).

**Noncase material in looseleaf  
service**

*At-Will Worker Can Bring § 1981  
Action, Court Rules, Fair Empl.* (BNA)  
(July 17, 2003).

## 28.0

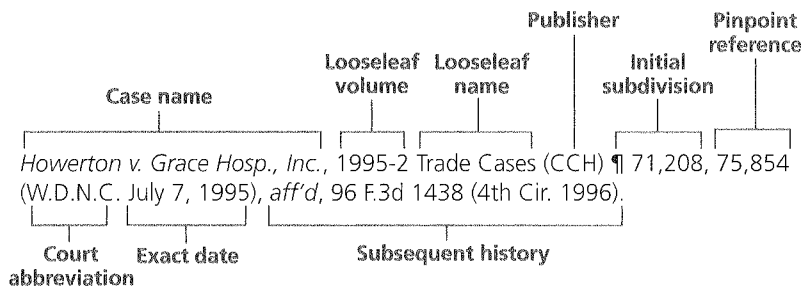
## LOOSELEAF SERVICES AND REPORTERS

## 28.1 Full Citation Format for Cases and Administrative Decisions in Looseleaf Services

A full citation to a case printed in a looseleaf service or reporter is similar to a full citation for a case under Rule 12. The typical components are

*Case name*, •Looseleaf volume•Looseleaf name or abbreviation• (Publisher)•Initial subdivision•, Pinpoint reference•(Court abbreviation• Exact date),•Subsequent history.

### Example



### 28.1(a) Case name

Follow Rule 12.2 for cases.

### 28.1(b) Looseleaf volume

- After the case name, present the volume of the looseleaf service in which the case appears. The volume of a looseleaf service may be a number, a year, a descriptive subtitle from the volume's spine, or a combination of these.

### Examples (the volume appears in green)

*U.S. v. Med. Mut. of Ohio*, 1998-1 Trade Cases (CCH) ¶ 50,846, 51,942 (N.D. Ohio Sept. 30, 1998).

*Bradley v. U.S.*, 91-2 U.S. Tax Cases (CCH) ¶ 50332 (2d Cir. June 24, 1991).

- (2) When the volume designation, or part thereof, might be confused with the looseleaf abbreviation, enclose the volume in brackets.

**Example (the volume appears in green)**

*N.W. Aerospace Training Corp. v. Commr. of Revenue*, [2 Minn.] State Tax Rep. (CCH) ¶ 202-603 (Minn. Tax Ct. Apr. 4, 1995).

- (3) If the volume is a transfer binder, the volume designation should also include the years covered by that binder.

**Examples (the volume appears in green)**

*Taft v. Ackermans*, [Current Transfer Binder] Fed. Sec. L. Rep. (CCH) 93,245, 96,224 (S.D.N.Y. Apr. 13, 2005).

*Fullerton v. State*, [1996–2002 Transfer Binder] Blue Sky L. Rep. (CCH) 74,211, 77,954 (Nev. Sept. 19, 2000).

- (4) Insert one space after the volume.

### 28.1(c) Looseleaf abbreviation

Follow Rule 12.4 concerning reporter abbreviations. Use Appendix 3 to determine which words in the looseleaf service title may be abbreviated; also use Rule 4.3 to abbreviate any ordinals, such as 2d for “second,” in the title. Insert one space after the name or abbreviation.

**Examples (the symbol ▲ denotes a space)**

Full name	Abbreviation
Congressional Index	▲ Cong.▲ Index▲
Employment Safety and Health Guide	▲ Empl.▲ Safety▲ &▲ Health▲ Guide▲
Federal Rules of Evidence Service Second	▲ Fed.▲ R.▲ Evid.▲ Serv.▲ 2d▲
Federal Tax Coordinator Second	▲ Fed.▲ Tax▲ Coord.▲ 2d▲

### 28.1(d) Publisher

- (1) Include the name of the looseleaf publisher.
- (2) Use the abbreviations in Chart 28.1. If the publisher is not listed in Chart 28.1, use the abbreviations in Appendix 3.

- (3) Enclose the publisher name or abbreviation in parentheses. Insert one space after the closing parenthesis.

**CHART 28.1**

**ABBREVIATIONS FOR LOOSELEAF PUBLISHERS**

Name	Abbreviation
American Bar Association	ABA
Aspen Publishers	Aspen Publishers
Bureau of National Affairs, Inc.	BNA
Clark Boardman Callaghan	CBC
Commerce Clearing House, Inc.	CCH
Environmental Law Institute	ELI
LexisNexis	Lexis
LRP Publications	LRP
Matthew Bender	Matthew Bender
National Association of College and University Attorneys	NACUA
Pike & Fischer	P & F
Prentice-Hall	PH
Research Institute of America, Inc.	RIA
University Publishing Group	U. Pub. Group
West Group	West

### 28.1(e) Subdivision information

#### (1) Looseleaves divided by paragraphs

Insert the paragraph assigned to the cited case. If available, also include a page number as the pinpoint reference.

**Example (the symbol ▲ denotes a space)**

*In re Silicon Graphics, Inc. Secs. Litig.*, [1997 Transfer Binder] Fed. Sec. L. Rep. (CCH) ▲1▲99,468,▲97,133▲(N.D. Cal. May 23, 1997).

#### (2) Looseleaves divided by pages

Include the initial page number. Then, if referring to specific pages within the case, include the relevant pinpoint page reference (Rule 5.2).



**SIDEBAR 28.1****UNDERSTANDING PARAGRAPHS IN  
LOOSELEAF SERVICES**

A “paragraph” in looseleaf terminology is a term of art and usually does not refer to a single block of type. Instead, it can designate any quantity of material and typically spans several pages. In services numbered by paragraphs, each case is typically assigned a single paragraph number. The process of determining the paragraph number to cite can sometimes be confusing, as some pages within the source may contain both a paragraph number and a page number. When a service contains both paragraph and page numbers, the paragraph number is preceded by the paragraph symbol (§).

**Example (the symbol ▲ denotes a space)**

*In re Savitt/Adler Litig.*, 26 Media L. Rep. (BNA)▲1882,▲1883▲ (N.D.N.Y. Feb. 5, 1998).

**(3) Looseleaves divided by report number**

Provide the report number, preceded by the abbreviation “No.” When available, also cite a section, paragraph, or page number.

**Example (the symbol ▲ denotes a space)**

*SEC v. Eskind*, 29 Sec. Rep. & L. Reg. (BNA)▲No.▲27,▲934▲(N.D. Cal. June 26, 1997).

**(4) Other subdivisions**

If a looseleaf is divided by some other subdivision, use the subdivisions identified within the source. Analogizing from the above rules for other subdivisions, provide enough information so that readers can locate the cited material. Consult Rules 5, 6, and 9 for additional information on subdivisions.

**Examples****Section and page**

*EEOC v. Golden St. Glass Co.*, Equal Empl. Compl. Man. (CCH) § 615.1, 3202 (C.D. Cal. Mar. 6, 1980).

**Decision number**

*Don Weber II v. Commr.*, [2004 Transfer Binder] Tax Ct. Rep. (CCH) Dec. 55,588, 4389 (U.S.T.C. Mar. 22, 2004).

**28.1(f) Court abbreviation**

Follow Rule 12.6 for cases.

**28.1(g) Date**

Follow Rule 12.7 for cases.

**28.1(h) Subsequent history**

Present subsequent history information in accordance with Rules 12.8 and 12.10.

**28.1(i) Other information**

Follow Rules 12.9 (prior history) and 12.11 (parenthetical information).

**28.2 Short Citation Format for Cases and Administrative Decisions in Looseleaf Services**

Follow Rule 12.21 for cases.

**Example**

**Full citation:** *Howerton v. Grace Hosp., Inc.*, 1995-2 Trade Cases (CCH) ¶ 71,208 (W.D.N.C. July 7, 1995), *aff'd*, 96 F.3d 1438 (4th Cir. 1996).

**Short citation:** *Howerton*, 1995-2 Trade Cases ¶ 71,208, 75,856.

**28.3 Full Citation Format for Noncase Material in Looseleaf Services**

For noncase material within a looseleaf service, follow the rule that covers the particular source, and then add the looseleaf citation.

**Examples**

*Internet Service Provider Not Liable for User's Infringement*, 2 Copy. L. (CCH) No. 290, 4 (May 24, 2002).

*Industry Canada Issues Final Rules Defining "Secure Electronic Signatures"*, 10 Elec. Com. & L. Rep. (BNA) No. 9, 194 (Mar. 2, 2005).

*House Commerce Committee Plans September Markup of Anti-spam Bill*, [2003 Transfer Binder vol. 8, pt. 2] 8 Elec. Com. & L. Rep. (BNA) No. 34, 838 (Sept. 10, 2003).