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## **28.4 Short Citation Format for Noncase Material in Looseleaf Services**

The short citation format for noncase material in a looseleaf service should conform to the regular short citation format for the particular source cited. Consult the rule that covers the particular source for additional information.



## FAST FORMATS

### **PRACTITIONER AND COURT DOCUMENTS, TRANSCRIPTS, AND APPELLATE RECORDS**

<b>Affidavit</b>	Aff. Kim Faxon ¶¶ 1-3 (Oct. 13, 2004).
<b>Brief</b>	Petr.'s Br. 19 (Apr. 27, 2004).
<b>Court order</b>	Or. Granting Defs.' Mot. S.J. 3-4 (Jan. 20, 2006).
<b>Discovery document</b>	Pl.'s 1st Set Interrogs. Nos. 3, 6, 9 (Oct. 17, 2005).
<b>Pleading</b>	Def.'s 2d Amend. Ans. ¶¶ 5-12 (Apr. 2, 2005).
<b>Hearing transcript</b>	T.R.O. Hrg. Transcr. 9:1 to 12:6 (Sept. 15, 2005).
<b>Appellate record (options)</b>	R. 4. (R. at 4.) R. at 4. [R. 4.] (R. 4.) [R. at 4.]

## 29.1 Scope of Rule

### 29.1(a)

This rule applies to material in a case you are litigating. Consult Rule 12.20 to determine how to cite court documents, transcripts, and records in other cases.

### 29.1(b)

Practitioner and court documents include, but are not limited to, pleadings, motions and responses, briefs, memoranda of law, discovery and disclosure material, affidavits, declarations, evidence, notices, stipulations, orders, and judgments.

## 29.2 Full Citation Format for Practitioner and Court Documents

Unless a local court rule requires otherwise (consult Appendix 2), there are three components to a full citation for a document that was prepared by attorneys, judges, or other participants in a case you are litigating.

Document name • Pinpoint reference • (Exact date).

### *Example:*

Document name	Pinpoint reference	Date
_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____		
Pl.'s Mot. Dismiss ¶ 5 (Feb. 4, 2006).		

### 29.2(a) Document name

- (1) Insert the document name as it appears on the face of the document you are citing. Unless the court you are in has a different rule (consult Appendix 2), you may abbreviate any word listed in Appendix 3, and you may eliminate articles and prepositions in the document name that are not needed for clarity.

- 2) Some attorneys prefer to spell out the document name completely the first time it is cited and only then to use abbreviations. This practice is acceptable.

### *Examples*

<b>Document name</b>	<b>Citation</b>
<b>Plaintiff's Complaint Paragraph 7</b>	Pl.'s Compl. ¶ 7 (May 1, 2005).
<b>Affidavit of Kim Faxon Paragraphs 1–3</b>	Aff. Kim Faxon ¶¶ 1–3 (Oct. 13, 2004).
<b>Defendant's Interroga- tory number 2</b>	Def.'s Interrog. No. 2 (Oct. 2, 2005).

### **9.2(b) Pinpoint reference**

After the document name, provide the most specific pinpoint reference possible. Consult Rule 5.2 for additional information about pinpoint references. Insert one space after the pinpoint reference.

### *Example*

Def.'s 1st Amend. Ans. ¶¶ 1–5 (July 18, 2005).

### **9.2(c) Date**

- 1) For material filed with the court, provide the exact date (month-day-year) on which the document was filed. Abbreviate the month according to Appendix 3(A).
- 2) For material served on opposing counsel, but not filed with the court, provide the exact date (month-day-year) on which the document was served. Abbreviate the month according to Appendix 3(A). When possible, use the date in the certificate of service.
- 3) If the document was not filed or served, provide the exact date (month-day-year) on which it was prepared. Abbreviate the month according to Appendix 3(A).
- 4) If you cannot determine the date, enclose the abbreviation “n.d.,” for “no date,” in the parenthetical.

**Example**

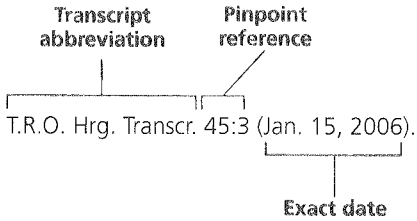
Aff. Pauline K. Livingston ¶ 2 (n.d.).

**29.3 Full Citation Format for Transcripts**

Unless a local court rule requires otherwise (consult Appendix 2), a full citation to a trial, hearing, or deposition transcript contains three components.

Transcript abbreviation • Pinpoint reference • (Exact date).

**Example**



**29.3(a) Document name**

Use Rule 29.2(a).

**29.3(b) Pinpoint reference**

- (1) Use Rule 29.2(b).
- (2) To denote a line number within the transcript, insert the page number, a colon (with no space on either side), and the line number. Thus, 12:3 means that the cited material falls on line 3 of page 12.

**Examples**

<b>Document and pinpoint reference</b>	<b>Citation</b>
Hearing Transcript at page 4, lines 10 through 12:	Hrg. Transcr. 4:10–12 (Feb. 5, 2006).
Volume 2, Trial Transcript pages 47 through 49:	Tr. Transcr. vol. 2, 47–49 (Mar. 21, 2006).
Deposition of Jackson Foster at page 120, line 17, through page 122, line 3:	Depo. Jackson Foster 120:17–122:3 (Aug. 2, 2005).
	<b>or</b>
	Depo. Jackson Foster 120:17 to 122:3 (Aug. 2, 2005).

### 29.3(c) Date

Provide the exact date (month-day-year) or dates on which the proceeding occurred. Abbreviate the month according to **Appendix 3(A)**.

#### *Example*

Tr. Transcr. vol. 1, 49–97 (Feb. 4–5, 2006).

## 29.4 Short Citation Format for Practitioner and Court Documents and for Transcripts

### 29.4(a)

If *id.* is appropriate, use *id.* as the short citation. Consult **Rule 11.3** for additional information on *id.*

### 29.4(b)

If *id.* is not appropriate, include all required components, but omit all parts of an individual's name other than the surname; also omit the date parenthetical. For additional information on surnames, see **Rule 12.2(d)**.

#### *Example*

**Document:** Transcript of the Deposition of Carlton Rhys-Smith (May 23, 2005).  
**Full citation:** Transcr. Depo. Carlton Rhys-Smith 1:1–5:17 (May 23, 2005).  
**Short citation:** Transcr. Depo. Rhys-Smith 4:13.

## 29.5 Full Citation Format for Appellate Records

### 29.5(a) Options

Unless a local court rule requires otherwise (consult **Appendix 2**), a full citation to an appellate record consists of two components: the abbreviation “R.” for “record,” and a pinpoint reference. The entire citation may be enclosed in parentheses or brackets. Acceptable formats are listed below. Once you select a format, use it consistently throughout the document.

**Formats:** R. 4. (R. at 4.)  
R. at 4. [R. 4.]  
(R. 4.) [R. at 4.]

## 29.5(b) Line numbers

To denote a line number within the record, insert the page number, a colon (with no space on either side), and the line number. Thus, 12:3 means that the cited material falls on line 3 of page 12.

### *Example*

The Petitioner, Monique Vasquez, worked as a bank teller for seventeen years. (R. 4.) Her primary job duty was to complete customer transactions. (R. 7:12.)

## 29.6 Short Citation Format for Appellate Records

It is not customary to use *id.* for record citations. Instead, repeat the full citation, as reflected in Rule 29.5(b).

### SIDEBAR 29.1

#### INSERTING DOCUMENT NAMES AND RECORD CITES IN MEMORANDA AND COURT DOCUMENTS

When referring to a court document, practitioner document, transcript, or appellate record in a memorandum, brief, or similar document, you may (a) put the entire citation in bold, (b) enclose the entire name in parentheses, or (c) use both bold and parentheses. Such techniques help readers identify the references quickly.

### *Example*

The company eliminated twenty-seven jobs on January 2, 2005. (**Deposition of Marian Guerrero ¶ 4 (Aug. 19, 2005).**) It then closed the motor parts division on January 30, 2005. (*Id.* at ¶ 5.)



## FAST FORMATS

### **SPEECHES, ADDRESSES, AND OTHER ORAL PRESENTATIONS**

#### **Unpublished speech**

James B. Comey, Dep. U.S. Atty. Gen.,  
Address, *Health Care Fraud* (ABA,  
May 13, 2004) (copy on file with  
*Wake Forest Law Review*).

Norman Veasey, Speech,  
*Juxtaposing Best Practices and  
Delaware Corporate Jurisprudence*  
(Chi., Ill., May 4, 2004) (copy on file  
with *The Business Lawyer*, University  
of Maryland School of Law).

#### **Published speech**

Stephen Breyer, Lecture, *Our  
Democratic Constitution* (N.Y.U. L.  
Sch., N.Y.C., N.Y., Oct. 22, 2001), in  
77 N.Y.U. L. Rev. 245 (2002).



**30.0**

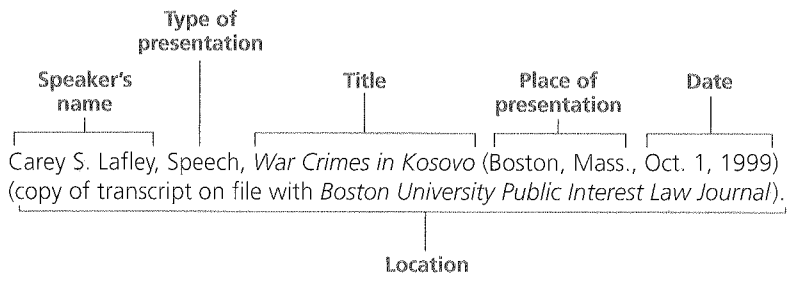
**SPEECHES, ADDRESSES, AND OTHER ORAL PRESENTATIONS**

**30.1 Full Citation Format for Unpublished Speeches, Addresses, and Other Oral Presentations**

A full citation to an unpublished speech, address, or other oral presentation consists of six elements.

Speaker's name, \*Type of presentation, \*Subject or title of presentation \*(Place of presentation, \*Exact date) \*(Location).

*Example (hypothetical)*



**30.1(a) Speaker's name**

Give the speaker's full name. Follow Rule 22.1(a) for book authors. If the speaker is not generally known, you may include the speaker's title or position after his or her name. You may abbreviate words in the title or position that appear in Appendix 3, and you may eliminate articles and prepositions not needed for clarity.

*Example*

Carl Shapiro, Dep. U.S. Asst. Atty. Gen., Address, *Mergers with Differentiated Products* (ABA, Nov. 9, 1995) (copy on file with *George Mason Law Review*).

**30.1(b) Type of presentation**

In ordinary type, describe the presentation. Capitalize the initial letter of each word. Examples of types of presentations include Speech, Address, Commencement Address, CLE Presentation, Remarks, and Panel Remarks. Insert a comma and one space after the type of presentation.

### 30.1(c) Subject or title of presentation

- (1) If the speech has a formal title, use that title.
- (2) If the speech does not have a formal title, provide a concise description of the subject matter.
- (3) Present the title or subject in italics, and follow **Rule 3** on capitalization.
- (4) Insert one space after the subject or title.

### 30.1(d) Place of presentation

- (1) After the title or subject, insert an opening parenthesis.
- (2) Indicate the place where the presentation was given or the organization before whom the presentation was given. The place may be a city and state, school, organization, or meeting name.
- (3) You may abbreviate the place using the lists in **Appendix 3** and **Appendix 5**.
- (4) Insert a comma and one space after the place of presentation.

### *Examples*

Kay Pasley & Theodore Futris, Presentation, *Annotation of Recent Research Literature: Remarriage and Stepfamilies (1995–1997)* (Stepfamily Assn. of Am. Prof. Training Seminar, Apr. 1998) (copy on file with *William & Mary Journal of Women and the Law*).

Rudolph Bernhart, Address, *Implementation of the Dayton Accord* (Univ. Conn. Sch. L., Oct. 18, 1996) (copy on file with *Connecticut Journal of International Law*).

### 30.1(e) Date

If available, provide the exact date (month-day-year) on which the speech or presentation was given. Abbreviate the month according to **Appendix 3(A)**. At a minimum, provide the year. Insert a closing parenthesis after the date.

### 30.1(f) Information about how to locate source

If the speech was transcribed or recorded, describe in a separate parenthetical where or how readers might obtain a copy. You may abbreviate the name of the organization that maintains the source using the lists in **Appendix 3** and **Appendix 5**.

## 30.2 Short Citation Format for Unpublished Speeches, Addresses, and Other Oral Presentations

### 30.2(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.

### 30.2(b) Documents without footnotes

If *id.* is not appropriate, use the following format:

Author's last name,\*Type of presentation,\**Subject* or *title of presentation*.

#### *Example*

**Full citation:** Carey S. Lafley, Speech, *War Crimes in Kosovo* (Boston, Mass., Oct. 1, 1999) (copy of transcript on file with *Boston University Public Interest Law Journal*).

**Short citation:** Lafley, Speech, *War Crimes in Kosovo*.

### 30.2(c) Documents with footnotes

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

Author's last name,\**supra* n. Note number.

#### *Example*

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<sup>148</sup>Carey S. Lafley, Speech, *War Crimes in Kosovo* (Boston, Mass., Oct. 1, 1999) (copy on file with *Boston University Public Interest Law Journal*).

<sup>157</sup>Lafley, *supra* n. 148.

## 30.3 Published Presentations

If the presentation has been published, use the following format:

Speaker's name,\*Type of presentation,\**Subject* or *title of presentation*\*(Place of presentation,\*Exact date)\*, in\*Citation for source

## Example

### Full citation

Derrick A. Bell, Jr., Lecture, *California's Proposition 209: A Temporary Diversion on the Road to Racial Disaster* (Loy. L. Sch., L.A., Cal., Jan. 17, 1997), in 30 Loy. L.A. L. Rev. 1447 (1997).

### Short citation (in document without footnotes when *id.* is not appropriate)

Bell, 30 Loy. L.A. L. Rev. at 1460.

### Short citation (in document with footnotes when *id.* is not appropriate)

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<sup>22</sup>Bell, *supra* n. 82, at 1460.



## FAST FORMATS

### INTERVIEWS

**In-person interview**

Interview with Regina Ashmon, Sec. Coord., ABA Disp. Res. Sec. (Nov. 18, 2004).

**Telephone interview**

Telephone Interview with Bruce Walsh, Full Prof. & Assoc. Dept. Head of Ecology & Evolutionary Biology, U. Ariz. (Feb. 11, 2005).

**Interview conducted by another**

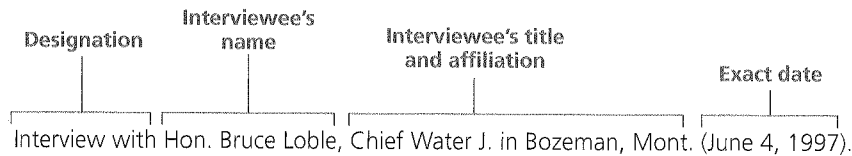
Telephone Interview by M. Celine Cannon with Hon. Mary S. Scriven, U.S. Mag. J., M.D. Fla. (Aug. 1, 2005).

## 31.1 Full Citation Format for Interviews Conducted by the Author

A full citation to in-person or telephone interviews you conducted consists of four components.

Designation • Interviewee's name • Interviewee's title and affiliation • (Exact date).

### Example



### 31.1(a) Designation

1) For an in-person interview you conducted, begin "Interview with."

#### Example

Interview with James F. Flanagan, Oliver Ellsworth Prof. of Fed. Prac., U. of S.C. Sch. of Law (Oct. 4, 2004).

2) For a telephone interview you conducted, begin "Telephone Interview with."

#### Example

Telephone Interview with Tammy Wilsker, Equal Just. Works Fellow, U. Miami Children & Youth L. Clinic (May 12, 2004).

### 31.1(b) Interviewee's name

Insert the interviewee's full name. Follow Rule 22.1(a) for book authors.

### 31.1(c) Interviewee's title and affiliation

1) In ordinary type, give the interviewee's official title and affiliation. Examples of affiliations include companies, organizations, schools, and government

agencies and departments. You may abbreviate any words listed in **Appendix 3**. You may eliminate articles and prepositions not needed for clarity.

- (2) If the interviewee does not have a formal title or affiliation, provide a concise description of the person's job, position, or responsibilities. You may abbreviate any words listed in **Appendix 3**.
- (3) Follow **Rule 3** concerning capitalization.
- (4) Insert one space after the interviewee's title and affiliation or other identification.

### **31.1(d) Date**

Provide the exact date (month-day-year) on which you conducted the interview. Abbreviate the month using **Appendix 3(A)**. Enclose the date in parentheses.

### **31.1(e) Additional information**

You may provide in a parenthetical any additional information that would assist the reader. Examples include an indication about where to obtain the interviewer's notes, a written transcript of the interview, or an audiotape of the interview. If available and relevant to the paper you are writing, you also may include, within the date parenthetical, the place where the interview occurred.

#### *Examples*

Interview with Matthieu Reeb, Sec. Gen. Ct. of Arb. for Sport in Lausanne, Switz. (May 25, 2004) (notes on file with Author).

Interview with Joseph Cirincione, Senior Assoc. & Dir., Non-proliferation Project, Carnegie Endowment for Intl. Peace (Nov. 19, 2004) (audio file available at [http://www.chicagopublicradio.org/audio\\_library/wv\\_ranov04.asp#19](http://www.chicagopublicradio.org/audio_library/wv_ranov04.asp#19) (accessed Jan. 22, 2005)).

Interview with Ann Chaitovitz, Dir. of Sound Recordings, Am. Fedn. of TV & Radio Artists (S.W. Music Conf., Austin, Tex., Mar. 20, 2004).

## **31.2 Full Citation Format for Interviews Conducted by Another**

If you did not personally conduct the interview, use the format above, but change the designation (**Rule 31.1(a)**) to also include the interviewer's full name.

#### *Examples (hypothetical)*

Interview by Ebony, Jet & Am. Urban Radio Network with William J. Clinton, Pres. of U.S. (Mar. 27, 1998).

Telephone Interview by M. Celine Cannon with Hon. Mary S. Scriven, U.S. Mag. J., M.D. Fla. (Aug. 1, 2005).

### 31.3 Short Citation Format

#### 31.3(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.

#### 31.3(b) Documents without footnotes

If *id.* is not appropriate, use the following format:

Designation, ● Interviewee's full name.

#### Example

**Full citation:** Interview with Linda Lee, Supervisory Atty., Fed. Energy Reg. Commn. (July 20, 1998).

**Short citation:** Interview with Linda Lee.

#### 31.3(c) Documents with footnotes

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

Designation, ● *supra* n. Note number.

#### Example

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<sup>18</sup>Telephone Interview by M. Celine Cannon with Hon. Mary S. Scriven, U.S. Mag. J., M.D. Fla. Aug. 1, 2005).

<sup>57</sup>Telephone interview, *supra* n. 18.





## FAST FORMATS

### LETTERS AND MEMORANDA

#### Unpublished letter or memorandum

Ltr. from Maryann Jones, Acting Dean, W. St. U. College of L., to Ellen F. Rosenblum, Sec., ABA, *Accreditation* 1 (Aug. 29, 2003) (on reserve with Western State University College of Law, Law Library, Reference Desk).

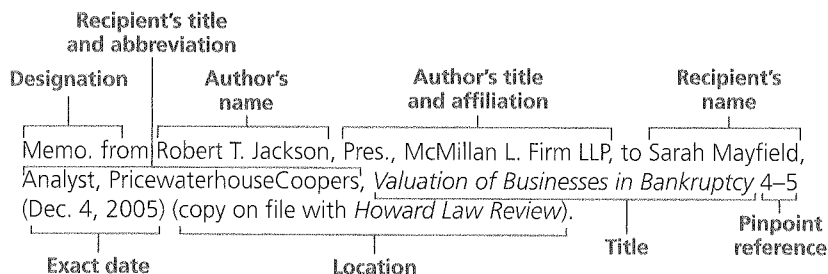
#### Published letter or memorandum

Ltr. from William Lloyd Garrison to Rev. Samuel J. May (July 17, 1845), in *The Letters of William Lloyd Garrison* vol. 3, 303 (Walter M. Merrill ed., Harv. U. Press 1974).

**32.0****LETTERS AND MEMORANDA****32.1 Full Citation Format for Unpublished Letters and Memoranda**

A full citation to a letter or memorandum consists of ten components.

Designation • Author's name • Author's title and affiliation • to • Recipient's name • Recipient's title and affiliation • *Title or Subject* • Pinpoint reference • (Exact date) • (Location).

**Example (memorandum)****32.1(a) Designation**

Begin the citation with the phrase “Ltr. from,” “Memo. from,” or a similar description.

**32.1(b) Author's name**

Include the author's full name. Follow Rule 22.1(a) for books.

**32.1(c) Author's title and affiliation**

Follow Rule 31.1(c) for interviews. Insert a comma, the word “to,” and one space after the title and affiliation.

**Example**

Memo. from William R. Yates, Dep. Exec. Assoc. Commr., U.S. Dept. Homeland sec., to Reg. Dirs., Dist Dirs., Officers-in-Charge & Serv. Ctr. Dirs., *Addition of Citizen Grandparents and Citizen Legal Guardians as Eligible Applicants Pursuant to INA* §22 (Jan. 21, 2003) (available at <http://uscis.gov/graphics/lawsregs/handbook/olMemo91.pdf>).

### **32.1(d) Recipient's name**

Insert the recipient's name according to **Rule 31.1(c)** for interviews. For “open letters,” use the example below.

#### ***Example***

Memo. from Robert E. Fabricant, Gen. Counsel, EPA, to Marianne L. Horinko, Acting Adminstr., EPA, *EPA's Authority to Impose Mandatory Controls to Address Global Climate Change under the Clean Air Act 4–5* (Aug. 28, 2003) (copy on file with *Columbia Law Review*).

Ltr. from Arnold Schwarzenegger, Cal. Gov., to Cal. State Sen., *Senate Bill 1520* (Sept. 29, 2004) (available at [http://www.governor.ca.gov/govsite/pdf/press\\_release/SB\\_1520\\_sign.pdf](http://www.governor.ca.gov/govsite/pdf/press_release/SB_1520_sign.pdf)).

Open Ltr. from Gary Francione, Prof., Rutgers Sch. of L., *California Senate Bill 1520* (Oct. 7, 2004) (copy on file with *Animal Law*).

### **32.1(e) Recipient's title and affiliation**

Follow **Rule 31.1(c)** for interviews.

### **32.1(f) Subject**

Provide the title or concisely describe the subject of the letter or memorandum. Present the title or subject in italics.

### **32.1(g) Pinpoint reference**

Include, if possible, the page or other subdivision on which the cited material appears. Consult **Rule 5.2** for additional information on pinpoint citations. Insert one space after the pinpoint reference.

#### ***Example (hypothetical)***

Ltr. from Stacey J. Straub, Pres., Salmons & Co., to Vincent A. Branton, Atty. at Lockheed Martin, *Security Issues 1–3* (Jan. 26, 2006) (copy on file with *Stetson Law Review*).

### **32.1(h) Date**

Follow **Rule 31.1(d)** for interviews.

### **32.1(i) Location**

In a separate parenthetical, describe where or how readers might obtain a copy of the letter or memorandum. You may abbreviate the name of the organization that maintains the source using **Appendix 3**, and you may omit prepositions and articles not needed for clarity.

**Example**

Ltr. from Joe Barton, Chairman, H. Comm. on Energy & Com., to Mark McClellan, Commr., FDA, *Barton, Greenwood Seek Information from FDA on Antidepressants 1* (Mar. 24, 2004) (available at [http://energycommerce.house.gov/108/Letters/03242004\\_1242.htm](http://energycommerce.house.gov/108/Letters/03242004_1242.htm)).

**32.2 Short Citation Format for Unpublished Letters and Memoranda****32.2(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.

**32.2(b) Documents without footnotes**

If *id.* is not appropriate, use the following format:

Designation, Author's full name, Pinpoint reference.

**Example**

**Full citation:** Ltr. from Stacey J. Straub, Pres., Salmons & Co., to Vincent A. Branton, Atty. at Lockheed Martin, *Security Issues 1–3* (Jan. 26, 2006) (copy on file with *Stetson Law Review*).

**Short citation:** Ltr. from Stacey J. Straub at 1.

**32.2(c) Documents with footnotes**

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

Designation, *supra* n. Note number, Pinpoint reference.

**Example**

<sup>14</sup>Ltr. from Stacey J. Straub, Pres., Salmons & Co., to Vincent A. Branton, Atty. at Lockheed Martin, *Security Issues 1–3* (Jan. 26, 2006) (copy on file with *Stetson Law Review*).

<sup>17</sup>Ltr., *supra* n. 14, at 2.

### **32.3 Published Letters and Memoranda**

Cite published letters and memoranda according to Rule 22.1(l) or 22.1(m) for collected works.



## FAST FORMATS

### VIDEO AND VISUAL RECORDINGS AND BROADCASTS

**Movie**

*To Kill a Mockingbird* (United Artists 1962) (motion picture).

**Television show**

*Ed*, "Hidden Agendas" (NBC Jan. 20, 2004) (TV series).

**Entire television series**

*Perry Mason* (CBS 1957–1966) (TV series).

**News broadcast**

*American Morning* (CNN Dec. 31, 2005) (TV broad.).

### 33.1 Full Citation Format

A full citation to a video or visual recording—which would include films, motion pictures, broadcasts, television shows, videotapes, filmstrips, and slide shows—consists of either four or five components, depending on whether the program is nonepisodic (like a movie) or episodic (like a television series). If the program is episodic, the citation will vary depending on whether you are referring to a particular episode or to the series as a whole.

A full citation to a nonepisodic recording or broadcast includes four components.

*Title* (Recorder or Producer) (Date) (Type of recording).

#### Example (nonepisodic)

Title	Producer	Date	Type of recording
<i>First Monday in October</i>	(Paramount)	1981	(motion picture).

A full citation to an episodic recording or broadcast includes five components.

*Title*, “Episode” (Recorder or Producer) (Exact date) (Type of recording).

#### Example (episodic—one episode)

Title	Episode	Producer	Exact date	Type of recording
<i>Ally McBeal</i> ,	“Homecoming”	(Fox Broad. Co.)	Feb. 25, 2002	(TV series).
				└───┬───┘ Type of recording

#### 33.1(a) Title

- (1) Begin the citation with the title of the recording or broadcast.
- (2) Italicize the title. Use Rule 3 for capitalization.
- (3) If the recording or broadcast is episodic, such as a weekly television series or a daily news broadcast, begin with the name of the program, not the name of the episode, even if you intend to cite an episode by name.

### 33.1(b) Episode

- (1) If referring to a specific episode, include the episode title after the main title.

#### *Example*

*CSI: Miami*, "Legal" (CBS July 18, 2005) (TV series).

- (2) If an episode does not have a title, do not make one up. Include only the program title.

#### *Example*

*Anderson Cooper 360°* (CNN July 29, 2005) (TV broad.).

- (3) If an episode does not have a title but you are citing a particular segment of that episode which does have a title, you may include the segment title in place of the episode title.

#### *Example*

*CBS Evening News with Dan Rather*, "Eye on America Series on Health Maintenance Organizations" (CBS July 24–26, 1995) (TV broad.).

- (4) Put the episode or segment title in ordinary type, and enclose it in quotation marks. Insert one space after the episode or segment title.

### 33.1(c) Subdivisions

If the cited source has subdivisions, such as scene numbers from a DVD, you may include that information after the episode information or, if no episode, after the title.

#### *Example*

*The Castle* scene 5 (Miramax Home Ent. 2005) (DVD).

### 33.1(d) Recorder or producer

- (1) After the title, insert an opening parenthesis.
- (2) Include the name of the person or company who recorded, broadcasted, or produced the program.
- (3) If the recording was not commercially made, include the name of the individual or organization that made the recording.
- (4) Use any appropriate abbreviations listed in **Appendix 3** or any common acronyms, such as ABC, CBS, CNN, CSPAN, ESPN, HBO, and NBC.
- (5) Insert one space after the recorder or producer name.



## Examples

*The Paper Chase* (Fox Home Ent. 2003) (DVD).

*Professionalism for New Lawyers* (Prof. Comm. St. B. of Tex. 1995–1996) (videotape).

### 33.1(e) Date

#### (1) Nonepisodic recording

- (a) For commercial, nonepisodic recordings, include the year in which the recording was released, and then insert a closing parenthesis and one space.
- (b) For noncommercial, nonepisodic recordings, include the exact date (month-day-year) on which the recording was made, and then insert a closing parenthesis and one space.
- (c) If a recording was originally released on one date and later re-released, you may include information about both releases or just the version cited.

#### **Example (recording re-released in different format)**

*Reversal of Fortune* (Warner 1990) (motion picture) & (Warner Home Video 1990) (videotape movie).

#### (2) Episodic recordings

- (a) To cite a particular episode, include the exact date (month-day-year) on which the recording was broadcast or released. See the example in item 1 in Rule 33.1(b).
- (b) To cite an entire series, include the span of dates during which the show originally aired. If the series is still running, insert “present” after the hyphen or en dash.

#### **Example (entire series)**

*L.A. Law* (NBC 1986–1994) (TV series).

*The West Wing* (NBC 1999–present) (TV series).

### 33.1(f) Type of recording

In a separate parenthetical, describe the type or form of the recording. Examples include motion picture, TV series, TV movie, TV broad., videotape, videotape movie, DVD recording, and slide show.

#### **Example**

*My Cousin Vinny* (20th Cent.-Fox 2001) (DVD).

### 33.1(g) Transcript information

If a transcript of the program is available, you may include the pinpoint reference (Rule 5.2) after the title. Also indicate where or how readers might obtain a transcript of the broadcast.

#### *Examples*

*60 Minutes*, "Readin', Writin' & Commercials" 14–15 (CBS Oct. 10, 1993) (TV broad., transcr. available from Burrelle's Info. Servs., vol. XXVI, no. 4).

*World News Tonight with Peter Jennings* (ABC Aug. 19, 1993) (TV broad., transcr. available in LEXIS, News library, ABCnews file).

*World News Tonight with Peter Jennings* (ABC Feb. 16, 2005) (TV broad., transcr. available at <http://abcnews.go.com/WNT/story?id=506354&page=1>).

### 33.2 Short Citation Format

#### 33.2(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.

#### 33.2(b) Documents without footnotes

If *id.* is not appropriate, include the title, any subdivision information, and the type of recording.

#### *Example*

**Full citation:** *Trial by Jury* (Warner Bros. 2000) (DVD).

**Short citations:** *Trial by Jury* (DVD).

*Trial by Jury* scene 10 (DVD).

#### 33.2(c) Documents with footnotes

If *id.* is not appropriate, use the *supra* format that follows. Consult Rule 11.4 for additional information on *supra*. You may use "hereinafter" to shorten the title.

Title, <sup>61</sup>*supra* n. Note number.

#### *Example*

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<sup>61</sup>*World News Tonight with Peter Jennings* (ABC June 12, 2002) (TV broad.) [hereinafter *World News*].

<sup>75</sup>*World News*, *supra* n. 61.



## FAST FORMATS

### SOUND RECORDINGS

Recording

Nirvana, *Nevermind* (Geffen Recs. 1991) (CD).

Recording in larger collection

Kevin Shields, *City Girl*, in *Lost in Translation* (Emperor Norton 2003) (CD).

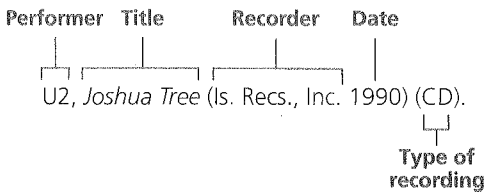
## 34.0

## SOUND RECORDINGS

## 34.1 Full Citation Format for Entire Recordings

A full citation to a sound recording—which includes records, cassette and other tapes, compact discs, digital video discs, and other forms of recorded sound—contains five components. Use Rule 34.2 to cite a single work within a collection.

Performer or composer, *Title* (Recorder) (Date) (Type of recording).

*Example*

## 34.1(a) Performer or composer

Provide the performer's or composer's full name. Follow Rule 22.1(a) for books.

## 34.1(b) Title

In italics, present the title, including any subtitle. Insert one space after the title or subtitle.

## 34.1(c) Recorder

Provide the name of the recording company. Follow Rule 33.1(c) for video recordings.

## 34.1(d) Date

Follow item 1 in Rule 33.1(d) for video recordings.

## 34.1(e) Type of recording

In a separate parenthetical, describe the type or form of the recording. Examples include CD (compact disc), DVD (digital video disc), MD (minidisk), SACD (super audio CD), HD-CD (high definition CD), cassette tape, master tape, 33 rpm L.P., and 45 rpm L.P.

### **Examples**

(Warner Records, Inc. 2006) (DVD).

(Univ. Mich. Sch. L. May 12, 1998) (cassette tape).

## **34.2 Full Citation Format for a Single Work in a Collection**

A full citation for a single work in a collection contains seven components.

Performer or Composer, *Title of shorter work*, in *Title of collection* (Recorder Date) (type of recording).

### **Examples**

Joni Mitchell, *Both Sides Now*, in *Love Actually: Original Motion Picture Soundtrack* (J-Recs. 2003) (CD).

Alanis Morissette, *Ironic*, in *Jagged Little Pill* (Maverick/Reprise Recs. 1995) (CD).

## **34.3 Additional Information**

You may add in a parenthetical any information that further describes the recording or that would assist the reader.

### **Examples**

Ray Charles, *Here We Go Again*, in *Genius Loves Company* (Concord Recs. 2004) (CD) (featuring Norah Jones).

Joseph Silverstein, *Vivaldi: The Four Seasons* (Telarc 1990) (CD) (with the Boston Symphony Orchestra, conducted by Seiji Ozawa).

## **34.4 Short Citation Format for Sound Recordings**

Follow Rule 22.2 for entire works and Rule 22.3 for single works in a collection.



## FAST FORMATS

### MICROFORMED MATERIALS

Microformed materials  
(not available in print)

David M. Bearden, *Defense Cleanup and Environmental Programs: Authorization and Appropriations for FY2001*, at 1-2 (microformed on *Major Studies and Issue Briefs of the Congressional Research Service 2000 Supplement*, No. 00-RL-30554a, U. Publications Am. 2000).

Telegram from Elisha Baxter, Gov. Ark., to Pres. U.S. (Apr. 15, 1874) (microformed on *Ltrs. Received by the Dept. Just. from the St. of Ark. 1871-1884*, Microfilm Publication M1418, Natl. Archives).

Paul Lucas, *Essays in the Margin of Blackstone's Commentaries 230-231* (unpublished Ph.D. dissertation, Princeton U. 1962) (microformed on U. Microfilms).

### 35.1 Full Citation Format for Microform Collections Containing Material Also Available in Print Format

When a source is available in print format, cite the print version. You may parenthetically add a citation to the microform location. Identify the microform service. You may abbreviate any words in the service name that appear in Appendix 3, and you may omit any articles and prepositions not needed for clarity. In addition, if the service assigns a unique identifier to each reproduced document, include that identifier after the service name.

#### *Example*

H.R. Subcomm. on Cts. & Intell. Prop. of the Jud. Comm., *Hearings on H.R. 2441* (Feb. 8–9, 1996) (microformed on Cong. Info. Serv. No. 96-H521-18:1).

### 35.2 Full Citation Format for Microform Collections Containing Material Not Otherwise Available

#### 35.2(a)

When the source is available only in a microform collection, use the normal format for the type of source cited. For example, if citing a letter, use Rule 32.

#### 35.2(b)

Then, in a separate parenthetical, insert “microformed on.” Also include the organization that issued the microform, the name of the collection (if any), and any unique identifier assigned to the document by the organization. You may abbreviate words in the organization name that appear in Appendix 3. You also may omit articles and prepositions in the organization name not needed for clarity.

#### *Examples*

Gen. Acctg. Off., *Interstate Child Support: Mothers Report Receiving Less Support from Out-of-State Fathers* (1992) (microformed on U.S. Docs. GA1.13:HRD-92-39FS).

John Pendleton, *Despatch No. 1 to the Sec. of St., Buenos Aires, Sept. 22, 1851* (microfilmed on Despatches from the U.S. Ministers to Argentina, 1817–1906, Microcopy No. 69, reel 9, Natl. Archives Microfilm Publications).

### 35.3 Short Citation Format

If *id.* is appropriate, use *id.* as the appropriate short citation. Consult **Rule 11.3** for additional information on *id.* If *id.* is not appropriate, use the short form for the original type of document.





## FAST FORMATS

### FORTHCOMING WORKS

#### Forthcoming works

Saikrishna Prakash, *New Light on the Decision of 1789*, 91 Cornell L. Rev. \_\_\_\_ (forthcoming 2006) (copy on file with *Minnesota Law Review*).

William Domnarski, *The Great Justices, 1941–54: Black, Douglas, Frankfurter, and Jackson in Chambers* (U. Mich. Press forthcoming 2006).

**36.0****FORTHCOMING WORKS****36.1 Full Citation Format**

If a work has not yet been published but is scheduled for publication, cite the work using the same format that will be used when the work is published, with the following changes.

**36.1(a) Unavailable information**

If the citation format requires a volume, an initial page number, or other subdivision, and the subdivisions are not yet available, insert three underlined spaces (\_\_\_\_) in place of the volume, page number, or subdivision.

**36.1(b) Date**

Include the term “forthcoming” before the date.

**36.1(c) Pinpoint reference and location**

If the unpublished manuscript is available, add a parenthetical that provides the pinpoint page—in the unpublished manuscript—on which the cited material can be located. Also describe where or how readers can locate the unpublished manuscript. Abbreviate “manuscript” as “ms.”

**Examples**

Cass R. Sunstein, *Chevron Step Zero*, 92 Va. L. Rev. \_\_\_\_ (forthcoming 2006) (ms. at 10–15, copy on file with Harv. L. Sch. Lib.).

Sean Hagan, *Designing a Legal Framework to Restructure Sovereign Debt*, 36 Geo. J. Intl. L. \_\_\_\_ (forthcoming 2005) (ms. at 11–15, copy on file with Author).

Kim S. Hunt & Michael Connelly, *Advisory Guidelines in the Post-Blakely Era*, 17 Fed. Senten. Rep. \_\_\_\_ (forthcoming 2005) (draft available at [http://sentencing.typepad.com/sentencing\\_law\\_and\\_policy/2005/01/in\\_praise\\_of\\_ad.html](http://sentencing.typepad.com/sentencing_law_and_policy/2005/01/in_praise_of_ad.html)).

James J. Brudney & Corey Ditslear, *Canons of Construction and the Elusive Quest for Neutral Reasoning*, 58 Vand. L. Rev. \_\_\_\_ (forthcoming 2005) (available in SSRN).

**36.1(d) Forthcoming cases**

Cite cases that have not yet been reported according to **Rule 12.18**.

**36.2 Short Citation Format**

If *id.* is appropriate, use it as the preferred short citation. Consult **Rule 11.3** for additional information on *id.* Otherwise, use the short form for the published version of the cited authority. For example, use **Rule 23.2** for legal periodicals.



## FAST FORMATS

### UNPUBLISHED WORKS AND WORKING PAPERS

#### Unpublished manuscript

Barry Friedman, *The History of the Countermajoritarian Difficulty, Part Two: Reconstruction's Political Court* 10–12 (unpublished ms., Oct. 25, 2001) (copy on file with Virginia Law Review Association).

#### Unpublished thesis or dissertation

Beatrice Dong, *An Analysis of the International Hotel Struggle* (unpublished A.B. senior honors thesis, U. Cal., Berkeley, Nov. 22, 1994) (on file with Dept. Ethnic Stud., U. Cal., Berkeley).

Charles W. Bethany, Jr., *The Guilty Plea Program* 4–7 (unpublished advanced course thesis, J. Advoc. Gen.'s Sch., Apr. 1959) (on file in J. Advoc. Gen.'s Sch. Lib., Charlottesville, Va.).

#### Working papers

Giancarlo Corsetti et al., *International Lending of Last Resort and Moral Hazard: A Model of IMF's Catalytic Finance* (Natl. Bur. Econ. Research Working Paper No. 10125, Dec. 2003) (available at <http://papers.nber.org/papers/w10125.pdf>).

## 37.0

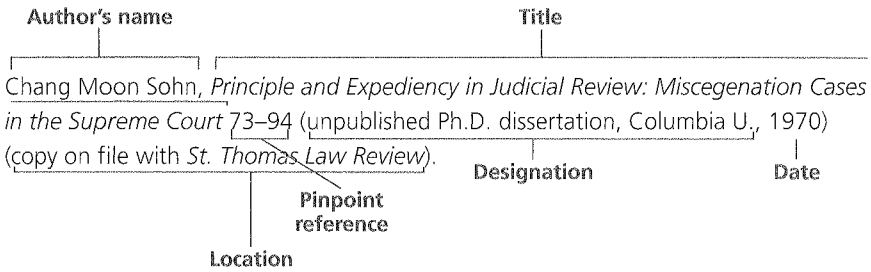
## UNPUBLISHED WORKS AND WORKING PAPERS

**37.1 Full Citation Format for Unpublished Works**

Use this rule for sources, other than cases, that are unpublished and not scheduled for publication. Use Rule 12.18 for unpublished cases. Use Rule 36 for works that currently are unpublished but are forthcoming in published format.

A full citation to an unpublished work, such as an unpublished manuscript, thesis, or dissertation, contains six components.

Author's name, •Title•Pinpoint reference•(Designation, •Exact date, [if available])•(Location).

**Example****37.1(a) Author's name**

Insert the author's full name according to Rule 22.1(a) for books.

**37.1(b) Title**

Insert the title and any subtitle according to Rule 22.1(b).

**37.1(c) Pinpoint reference**

Insert the relevant pinpoint reference according to Rules 5.2 and 22.1(c).

**37.1(d) Designation**

Insert an opening parenthesis; then describe the cited work. For unpublished manuscripts, insert the phrase "unpublished ms." For a thesis or dissertation, insert "unpublished" and then (1) the degree for which the paper was written, (2) the type of paper, and (3) the school at which the thesis was written. Use

any appropriate abbreviations listed in Appendix 3. Insert a comma and one space after the designation.

### **Example**

Alexandra Chirinos, *Finding the Balance between Liberty and Security* (unpublished LL.M. thesis, Queen's U., Belfast, Ire., 2004) (copy on file with Harv. L. Sch. Lib.).

### **37.1(e) Date**

If available, provide the exact date (month-day-year) of the unpublished work. If a full date is not available, include as much information as possible. Abbreviate months using Appendix 3(A). Insert a closing parenthesis after the date.

### **Example**

(unpublished LL.M. thesis, Dec. 10, 2002, Yale U. L. Sch.).

### **37.1(f) Location**

In a separate parenthetical, describe where or how readers can obtain a copy of the unpublished work.

### **Example**

Lenda Cook, *Relationships among Learning Style Awareness, Academic Achievement, and Locus-of-Control of Community College Students 75* (unpublished Ph.D. dissertation, U. Fla., 1989) (on file with Dissertation Abstracts Intl.).

## **37.2 Short Citation Format for Unpublished Works**

Follow Rule 22.2 for books.

## **37.3 Working Papers**

When citing a working paper, analogize to Rules 36.1 and 36.2 for other unpublished works, but include the name of the sponsoring organization, the term “Working Paper,” and, if available, the working paper number in the parenthetical that also contains the date. You may abbreviate words in the sponsoring organization’s name that appear in Appendix 3(E), and you may omit prepositions and articles in the name that are not needed for clarity.

### **Examples**

Bernard Black et al., *Liability Risk for Outside Directors: A Cross-Border Analysis* 3, 16 (U. Tex. L. & Econ. Working Paper No. 27, 2004) (available at <http://ssrn.com/abstract=557070>).

Roberta S. Karmel, *Should a Duty to the Corporation Be Imposed on Institutional Shareholders?* 24–30 (Brooklyn L. Sch. Pub. L. & Leg. Theory Working Paper Series, Research Paper No. 11, May 2004) (available at <http://ssrn.com/abstract=546642>).

Geoffrey Stapledon & Jeffrey J. Lawrence, *Do Independent Directors Add Value?* (Working Paper, U. Melbourne, 1999) (copy on file with Author).

Magali Delmas & Yesim Tokat, *Deregulation Process, Governance Structures and Efficiency: The U.S. Electric Utility Sector* (U. Cal. Energy Inst. Working Paper Series, Mar. 2003) (available at [http://www.ucei.berkeley.edu/PDF/EPE\\_004.pdf](http://www.ucei.berkeley.edu/PDF/EPE_004.pdf)).

P A R T

4

**ELECTRONIC SOURCES**

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## 38.1 Source Available in Print and Electronic Formats

### 38.1(a)

- (1) If a source is available in print and electronic formats, typically cite *only* the print source if it is readily available to most readers. Types of material that are readily available in print include most cases, constitutions, statutes, federal administrative materials, and law reviews.
- (2) After the print citation, you *may* add a parenthetical with the electronic citation if it will help readers access the source more easily. Rule 38.1(b) describes how to format the parenthetical.

### Examples

<b>Constitution (Rule 13):</b>	Mo. Const. art. V, § 21 (available at <a href="http://www.moga.state.mo.us/const/a05021.htm">http://www.moga.state.mo.us/const/a05021.htm</a> ).
<b>Treatise (Rule 22):</b>	<i>Wigmore on Evidence</i> vol. 1, § 21 (Peter Tillers ed., rev. ed., Little, Brown & Co. 1983) (available at <a href="http://www.loislaw.com">http://www.loislaw.com</a> ; <i>select Treatises, Evidence library</i> ).
<b>Traditional Law Review Article (Rule 23):</b>	Patrick Emory Longan, <i>Judicial Professionalism in a New Era of Judicial Selection</i> , 56 Mercer L. Rev. 913 (2005) (available at <a href="http://www.law.mercer.edu/academics/lawreview/lrissue.cfm?lrissu eid=32">http://www.law.mercer.edu/academics/lawreview/lrissue.cfm?lrissu eid=32</a> ).

- (3) Consult Rules 12.12 and 12.15 regarding electronic and Internet citations for cases. Consult Rule 14.5 regarding electronic and online statute citations.

### 38.1(b)

- (1) If the print source either is difficult to locate or is more widely available in electronic format, cite the print source *and* add a parenthetical that cites the electronic version. Hard-to-locate sources include wire service reports, certain government reports, state administrative materials, out-of-state newspapers, and foreign sources.
- (2) If a source is available electronically in multiple places, such as Westlaw, LexisNexis, and the Internet, you need cite only one source; you may cite multiple sources if that will help the reader.

- 3) When selecting which electronic source to cite, select the place that the document is the most readily accessible by most readers; thus, a Web-based source might be preferred over a CD-ROM for accessibility. You also should select sources that have high indicia of trustworthiness; thus, a government-sponsored Web site (.gov) might be preferred over some commercial Web sites (.com). See **Sidebar 40.1** for information about different types of Web sites and indicia of reliability.
- 4) Begin the parenthetical containing the electronic citation with a descriptive phrase such as “available in” or “available at.” Then include the electronic citation. Use **Rules 39** through **42** to determine how to cite specific electronic sources. When citing a Web site in this context, include only the URL. See **Rule 40.1(d)** for additional information on URLs. When citing other electronic sources, do not repeat information provided in the print citation, such as the date.

### Examples

Bill Torpy, *U.S. Opens Trial in Brown’s Killing: Two Acquitted in Dekalb Now Face Federal Charges*, *Atl. J. & Const.* D3 (July 11, 2005) (available at 2005 WLNR 10829748).

Beverly Wang, *For Souter, Seizure Ruling May Hit Home*, *Wash. Post* A4 (July 25, 2005) (available in Lexis, News library, WPOST file).

U.S. Census Bureau, *Statistical Abstract of the United States* 119 (121st ed. 2001) (available at <http://www.census.gov/prod/2002pubs/01statab/stat-ab01.html>).

## 38.2 Source Available Only in Electronic Format

If a source is available or readily accessible only in electronic format, use the electronic format for the specific type of source you are citing. While citation formats for most electronic sources appear in **Rules 39** through **42**, the citation formats for cases that appear only in electronic format are located in **Rules 12.12** and **12.15**, and the citation format for electronic journals is in **Rule 23.1(i)**.

**SIDEBAR 38.1****ACCESSING AND PRESERVING ELECTRONIC SOURCES**

More and more sources are available in electronic format. Not all attorneys, however, have access to authorities in electronic format. Moreover, the attorneys who do have access may be not able to access those resources at all times. For example, an attorney may be working in a different location, or an electronic resource might be temporarily unavailable because of a power outage or other difficulty. In addition, many resources on the Internet are transient; they might be there one day but gone the next, or the URL (Uniform Resource Locator—or address) might change between the time you cite the source and the time readers attempt to access it.

In light of these concerns, cite a print source whenever possible. In addition, if you are relying on an Internet citation, always print a hard copy for future reference, in case the document is later removed from the place where you located it.



## FAST FORMATS

### WESTLAW AND LEXISNEXIS

**Westlaw citation (with unique identifier)**

Dennis Shanahan, *New Asia-Pacific Climate Plan—Bush and Howard Accept Greenhouse Effect Will Make Things Hot*, Australian 1 (July 27, 2005) (available at 2005 WLNR 11691492).

**Westlaw citation (without unique identifier)**

Tony Mauro, *Is John Roberts the Next Justice? The Two Most Important Attributes for the D.C. Circuit Judge: A Giant Intellect and a Tiny Paper Trail*, 28 Leg. Times 1 (Feb. 21, 2005) (available at WL, 2/21/2005 Legal Times 1).

**LexisNexis citation (without unique identifier)**

Schuyler M. Moore, *Film-Related Provisions of the 2004 Tax Act* pt. II (ALI-ABA Course of Study Materials, Ent., Arts & Sports L., Course No. SK035, Jan. 2005) (available at Lexis, CLE library, ALLCLE file).

**39.0****WESTLAW AND LEXISNEXIS****39.1 Full Citation Format When a Unique Identifier Is Available****39.1(a)**

A unique identifier is a code assigned to a document that will permit you to locate that document on Westlaw or LexisNexis. The identifier typically consists of a year, the database name (typically WL or Lexis), and a document number. Unique identifiers for law reviews and other periodicals often consist of a volume, journal abbreviation, and page. For example, 62 LALR 303 is Westlaw's identifier for the article that starts on page 303 in volume 62 of the *Louisiana Law Review*. It is most common, however, to cite only the print source for a law review (Rule 38.1(a)).

**39.1(b)**

Use the format below for sources, other than cases, statutes, and C.F.R. sections, found on Westlaw and LexisNexis that have unique identifiers. Follow Rule 12.12 when citing a case available only on Westlaw or LexisNexis. Follow Rule 14.5 when citing a statute available on Westlaw or LexisNexis.

**39.1(c)**

Within the regular citation for the source, you may omit an initial page or a pinpoint citation if it is not available on LexisNexis or Westlaw and you are providing a unique identifier.

Regular citation for print source (available at Unique identifier).

**Example**

Citation for print  
source (newspaper)

Robert Dodge, *Bush Learning His Economics from Experts*, Dallas Morn. News 1D (June 28, 1999) (available at 1999 WL 4131653).

Unique identifier

**39.2 Full Citation Format When a Unique Identifier Is Not Available**

If a unique database identifier is not available, use the following formats.

For Lexis: Regular citation for print source (available at Lexis, Library name, File name).

**Example**

## Citation for print source (book)

Mark Lee, *Trademark Essentials* pt. III (ALI-ABA Course of Study Materials, Ent., Arts & Sports L., Course No. SC47, Jan. 22–24, 1998) (available at Lexis, CLE library, ALLCLE file).

Library  
name

File  
name

**Example for source available only online**

Associated Press, *Task Force to Study Restoring Voting Rights to Felons* (June 20, 2001) (available at Lexis, Nexis library, AP file).

For Westlaw: Regular citation for print source (available in WL, Database name).

**Example**Citation for print source  
(state regulation)

## Database name

10 Ind. Admin. Code 1.5-4-4 (2005) (available at WL, IN-ADC database).

## 39.3 Short Citation Format for Westlaw and LexisNexis Citations

**39.3(a) *Id.***

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, the short citation format will depend on the type of document you are writing and the type of document you are citing.

**39.3(b) Print and electronic version**

If the citation contains both a print version and an electronic version, eliminate the electronic version in the short citation.

**Example****Full citation (newspaper):**

Laura Vanderkam, *If 'Roe' Were Overturned*, USA Today 15A (July 27, 2005) (available at 2005 WLNR 11752503).

<b>Short citation (document without footnotes):</b>	Vanderkam, USA Today at 15A.
<b>Short citation (document with footnotes):</b>	Vanderkam, <i>supra</i> n. 117, at 15A.

### 39.3(c) Only electronic version

If the citation contains only an electronic citation, retain any unique database identifier or database description. Also, if the electronic version contains star paging, you should include that information. Consult **Rule 12.12(b)** for additional information on star paging.

#### Examples

<b>Full citation (online newsletter):</b>	<i>Trials of the Rich and Famous</i> , 17 WL Password (May/June 1997) (available at 1997 WL 343532).
<b>Short citation (document without footnotes):</b>	<i>Trials of the Rich and Famous</i> , 1997 WL 343532.
<b>Short citation (document with footnotes):</b>	<i>Trials of the Rich and Famous</i> , <i>supra</i> n. 3.
<b>Full citation (no unique identifier):</b>	Mark Lee, <i>Trademark Essentials</i> pt. III (ALI-ABA Course of Study Materials, Ent., Arts & Sports Law, Course No. SC47, Jan. 22–24, 1998) (available at Lexis, CLE library, ALLCLE file).
<b>Short citation (document without footnotes):</b>	Lee at pt. III (Lexis, CLE library, ALLCLE file).
<b>Short citation (document with footnotes):</b>	Lee, <i>supra</i> n. 41, at pts. I–III.

## 39.4 Compilation of Materials from Electronic Databases

When you compile material by searching an electronic database, include the words “Search of,” or another appropriate description, followed by the name of the database searched. You may then describe the search by including search terms used and parts of the database searched. In a parenthetical, provide the exact date (month–day–year) on which the search was performed. Abbreviate the month using **Appendix 3(A)**. In a separate explanatory parenthetical, you may include additional information about the parameters of the search that would help readers find and verify the information.

In addition, you may include compilation information in a textual sentence, as shown in the third example below.

#### Examples

Search in Westlaw, TP-ALL library, using the search “ludwig or II w/2 wittgenstein” (Sept. 1, 2004) (yielding 729 results).

Courts regularly cite the works of William Shakespeare. Search of Westlaw, ALLCASES library (Aug. 2, 2005) (searching for the term "Shakespeare" and finding 2,794 cases).

An April 15, 2005, terms and connectors search conducted in the LexisNexis "US & Canadian Law Reviews, Combined" database using the search "elec! /s dereg!" yielded more than nine hundred articles published from April 1, 1985 to April 1, 2005.





## FAST FORMATS

### WORLD WIDE WEB SITES

**Web document with fixed date**

FBI, *The Case of the Explosive Shoes and Other Amazing Stories from the FBI Lab*, <http://www.fbi.gov/page2/july05/shoebomb071805.htm> (July 18, 2005).

**Web document with posted updates (breaking news)**

CNN, *Reward Offered in Missing Pregnant Woman Case*, <http://www.cnn.com/2005/US/07/28/Philadelphia.missing.ap/index.html> (posted July 28, 2005, 2:15 p.m. EDT).

**"Accessed" document**

Workforce Innovation, *Florida's Minimum Wage*, [http://www.floridajobs.org/resources/fl\\_min\\_wage.html](http://www.floridajobs.org/resources/fl_min_wage.html) (last accessed July 28, 2005).

**Site "last updated"**

P.L. Fitzgerald, *Stetson College of Law, Faculty and Courses, International Business Transactions*, <http://www.law.stetson.edu/fitz/courses/ibt/> (last updated May 20, 2004).

**Web citation using keystroke identifier**

Lib. Cong., *THOMAS: A Century of Lawmaking for a New Nation: U.S. Congressional Documents and Debates 1774-1875*, <http://thomas.loc.gov/>; *select Historical Documents* (last updated May 1, 2003).

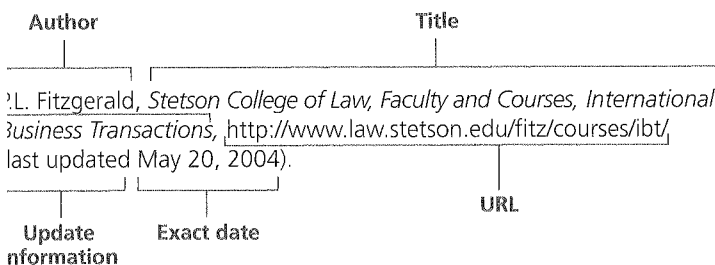
## 40.0

## WORLD WIDE WEB SITES

**40.1 Full Citation Format**

or cases on the World Wide Web, consult **Rule 12.15**. Otherwise, a full citation to a World Wide Web site contains six components.

Author or Owner, Title Pinpoint reference [if available], URL (Access or update information Exact date).

**Example****40.1(a) Author's or owner's name**

Give the full name of the person or organization that authored the cited material. If an author name is not available, include the full name of the site owner. Follow **Rule 22.1(a)** for author and owner names. If the site does not have an owner or author, start with the title.

**Examples**

James H. Wyman, *Florida Law Online*, <http://www.floridalawonline.net/> (last updated Dec. 5, 2004).

U.S. Fed. Jud. Ctr., *History of the Federal Judiciary*, <http://www.fjc.gov/history/home.nsf> (accessed July 10, 2005).

**40.1(b) Title**

- 1) Always include the main title or top-level heading of the Web site.
- 2) If citing a particular section or page of a site, also include that information. Separate the section or page from the main title with a comma and one space. Also separate subsections with a comma and one space.