



# The Institute for Inclusion in the Legal Profession Style Guide\*

## I. HOW TO USE THIS STYLE GUIDE

The Institute for Inclusion in the Legal Profession Style Guide is designed to aid authors in preparing their articles for publication with the Institute. It should therefore be consulted before submitting any article for publication. Below, the author will find several helpful resources regarding:

- 1) Proper use of citations
- 2) Common grammatical mistakes, and
- 3) A Bluebook cheat sheet

## II. COMMON AUTHORITIES AND RESOURCES

### **Citations:**

THE BLUEBOOK: A UNIFORM SYSTEM OF CITATION (Columbia Review Ass'n et al. eds., 20th ed. 2015).

### **Grammar:**

THE CHICAGO MANUAL OF STYLE (16th ed. 2010)

WILLIAM STRUNK, JR. & E.B. WHITE, THE ELEMENTS OF STYLE (4th ed. 2000)

GRAMMAR GIRL: QUICK AND DIRTY TIPS, <http://grammar.quickanddirtytips.com/> (last visited Oct. 13, 2012).

## III. PROPER USE OF CITATIONS

Generally, a citation is required whenever the information contained in the sentence is derived from another source. ALL factual assertions MUST be sourced and cited. Citations always appear after punctuation with the exception of dashes, parentheses, or colons. For legal scholarship, footnotes are used rather than in-text citations.

Due to the nature of IILP's work, much of the scholarship contains numbers and statistics. Whenever a number or statistic is used, a citation should follow containing the source from which the numbers or statistics were pulled or derived.

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\* The Institute would like to thank the New York Law School Law Review for providing their style guide as a template for this style guide.

Where possible, cite directly to the studies that contain the statistics or numbers. For example: if an author cites to a Department of Labor study, the author should cite the study conducted by the Department of Labor and not another article discussing the Department's findings.

#### IV. GRAMMAR CHEAT SHEET

##### Percentages (%)

- When used in text, spell out the word “percent”
  - Ex: Twenty percent of the respondents stated . . .
- When used in charts, the percentage symbol (%) should be used in the first cell of a column of percentages but not repeated unless other cells in the chart mix percentages with raw numbers

##### Hyphens (-):

- Used to connect two words that function together as a single noun or concept
  - Ex: Two-thirds, Tie-in
- A hyphen is also used to connect two words that, as a pair, serve as an adjective or modifier for the next word or phrase, usually a noun
  - Ex: high-risk choice, seventeen-year period
- **Do not** use a hyphen to connect American races or ethnicities:
  - **Correct:** Native American, Asian American, African American, etc.
  - **Incorrect:** Native-American, Asian-American, African-American

##### En dashes (–):

- The en dash connects things that specify any type of range, including things related to each other by distance or time.
  - Ex: May–September magazine issue, pages 295–300, etc.
- En dashes are also used to connect prefixes to a proper open compound
  - Ex: pre–World War II
- Do not place a space before or after an en dash

##### Em dashes (—):

- The em dash allows an additional thought to be added within or to a sentence, in a manner similar to parentheses, by setting that thought apart from the rest of the sentence.
- No space should appear before or after the em dash.

### **How to insert an en dash or em dash using Microsoft Word:**

The en dash and em dash are created in MS Word by going to Insert → Symbol. In the table of symbols, the Font setting should be (normal text). In the Subset menu, choose General Punctuation. Find and highlight the correct dash. You can check to lower left-hand corner for the name of the symbol to verify that you are inserting the correct dash.

### **Placements of Punctuation In and Around Quotations:**

- Periods (.) and Commas (,) appear inside of quotation marks.
- All other punctuation goes outside of the quotation.

### **Spacing after Punctuation:**

- Only one space should appear after punctuation. As a reminder, no space should appear before or after an en dash (–) or an em dash (—).
- When using an ellipsis, place one space in between each period. An ellipsis is correctly formatted if it looks like this ( . . . )

### **Serial Commas:**

- Place a comma after the last noun in a list.
  - Ex: I enjoy pizza, pasta, and other Italian foods.
  - **Incorrect:** I enjoy pizza, pasta and other Italian foods.

### **Commonly Misused Words & Expressions:**

- **Can v. May:** “Can” means “am (is, are) able.” “May” indicates something is permissible.
- **i.e. v. e.g.:**
  - i.e. means “that is.” He had an obvious flaw, i.e., his laziness.
  - e.g. means “for the sake of example.” I enjoy winter sports, e.g., skiing, snowboarding, and sledding.
- **Than v. Then:**
  - Than is used to compare two things.
  - Then refers to a past point in time.
- **That v. Which**
  - That is a defining, or restrictive, pronoun
    - Ex: Pizza that is less than an inch deep is not Chicago-style pizza. (Defines a type of pizza)

- Which is a non-defining, or non-restrictive, pronoun
  - Ex: Pizza, which is a favorite among Chicagoans, can be either bad for you or good for you. (Adds a fact about the only food in question)
- **That v. Who**
  - That is used when talking about an object
    - Mary belongs to an organization that specializes in saving children.
    - A microwave is a machine that reheats food.
  - Who is used when talking about a person
    - Mary is the one who enjoys swimming
    - Bob, who is married to Will, came to our wedding.

## V. BLUEBOOK CHEAT SHEET

**Signals (Rule 1.2):** Signals inform how a source supports a proposition within the text. Below, you will find common signals used in legal scholarship

- **[no signal]:** cited authority: 1) directly states the proposition, 2) identifies the source of a quotation, or 3) identifies an authority referred in the text.
  - Use [no signal] when directly quoting an authority or when stating numerical data from an authority
- ***E.g.,***: cited authority states the proposition; other authorities do too, but citation to them would not be helpful or necessary. When using “*e.g.*,” provide a parenthetical after the source to explain to the reader its relevance. “*e.g.*” may be attached to another signal. When used with another signal, the first comma is italicized, but the second is not “*See, e.g.*,”
- ***See***: cited authority clearly supports the proposition but requires an inferential step.
- ***See also***: cited authority constitutes additional source material helpful to the reader.
- ***See generally***: cited authority presents helpful background information related to the proposition. Provide a parenthetical after the citation to explain to the reader the source’s relevance.
- When using a signal as a verb, do not italicize them.
  - **Ex:** For an interesting critique of this claim, see \_\_\_\_\_.

### Cases (Rule 10):

- Generally, a case citation should follow this format:

- [first party] v. [second party], [reporter volume number] [reporter abbreviation] [first page of case], [specific page cited] [(date of decision)]
- **Ex:** *Meritor Sav. Bank v. Vinson*, 477 U.S. 57, 60 (1986).
- **Note the following:**
  - The name of the case is italicized
  - The comma after the case name is not italicized
- When citing a lower court decision, i.e., a decision not from the U.S. Supreme Court or a state supreme court, include the court's name within the date parenthetical.
  - **Ex:** *Commonwealth v. Virelli*, 620 A.2d 543 (Pa. Super. Ct. 1992).
  - **Ex:** *United States v. Andolschek*, 142 F.2d 503 (2d Cir. 1944).
- Once you have cited a case in full, you may use the short form to cite the case. A short form may include any of the following formats. A short form case citation may not use the *supra* form.
  - *Youngstown Sheet & Tube Co. v. Sawyer*, 343 U.S. at 585
  - *Youngstown Sheet & Tube Co.*, 343 U.S. at 585
  - *Youngstown*, 343 U.S. at 585
  - 343 U.S. at 585
  - *Id.* at 585.

### **Books, Reports, and Other Nonperiodic Materials (Rule 15):**

- Generally, a citation to a book, report, or other nonperiodic material (treatises, white papers, dictionaries, encyclopedias, etc.) should follow this format:
  - [AUTHOR'S FULL NAME], [TITLE OF PIECE] [page cited] ([name of any editors or translators] [eds. or trans.], [edition cited] [year of publication])
  - **Ex:** FRANCIS A. CAREY, ORGANIC CHEMISTRY 310 (Kent A. Peterson et al. eds., 6th ed. 2006).
  - **Note the following:**
    - The Author's name and the title of the piece is in small caps
    - Information contained in the date parenthetical appears in ordinary roman font.
- When citing a report that is available online, use the following format:
  - U.S. DEP'T OF JUSTICE, LEGAL AUTHORITIES SUPPORTING THE ACTIVITIES OF THE NATIONAL SECURITY AGENCY DESCRIBED BY THE PRESIDENT 25 (2006), *available at* <http://f11.findlaw.com/news.findlaw.com/hdocs/docs/nsa/dojnsa11906.pdf>.
  - Notice that a comma follows after the date of publication, then the word "*available at*", then the hyperlink, concluded with a period.

### **Periodicals (Rule 16):**

- Generally, a citation to a journal article or other periodic material should follow this format:
  - [Author's full name], [*title of article*], [journal number] [abbreviation of journal] [page on which article begins], [specific page(s) cited] [(date of publication)]
  - **Ex:** Charles A. Reich, *The New Property*, 73 YALE L.J. 733, 737–38 (1964)
  - **Note the following:**
    - The Author's name is not italicized or in small caps
    - The title of the piece is italicized
    - The name of the journal is in small caps
    - None of the commas should be italicized

### Newspapers (Rule 16.6):

- A citation to a news article has a separate citation format from other periodic materials. The citation should follow this format:
  - [Author's name], [*Title of piece*], [NAME OF NEWSPAPER], [date of article], at [page on which article is found]
  - **Ex:** Ari L. Goldman, *O'Connor Warns Politicians Risk Excommunication over Abortion*, N.Y. TIMES, June 15, 1990, at A1.
  - **Ex:** *Cop Shoots Tire, Halts Stolen Car*, S.F. CHRON., Oct. 10 1975, at 43
  - **Note the following:**
    - The Author's name appears in ordinary roman font
    - The title of the piece is italicized
    - The name of the newspaper is in small caps
    - None of the commas should be italicized
- When citing a news article that appears online, the cite should look like the following:
  - John M. Broder, *Geography Is Dividing Democrats over Energy*, N.Y. TIMES, Jan. 27, 2009, at A1.
  - **BECOMES:** John M. Broder, *Geography Is Dividing Democrats over Energy*, N.Y. TIMES (Jan. 27, 2009), <http://www.nytimes.com/2009/01/27/science/earth/27coal.html>.

### Online Sources (Rule 18):

- As a general matter, if a source is available in print, then the printed version of the source should be used
- When citing directly to an internet source, the citation should follow this format:
  - [Author's name], [*title of piece*], [INSTITUTIONAL NAME] (Time stamp of article), [URL]

- **Ex:** Eric Posner, *More on Section 7 of the Torture Convention*, VOLOKH CONSPIRACY (Jan. 29, 2009, 10:04 AM), <http://www.volokh.com/posts/1233241458.shtml>.
- **Ex:** *Pavement Planning New Album Release*, GLIDE MAG. (Nov. 6, 2009), <http://www.glidemagazine.com/articles/55317/pavement-planning-new-album-release.html>.
- **Note the following:**
  - The Author's name appears in ordinary roman font
  - The title of the piece is italicized
  - The institutional name is in small caps
  - A comma follows the time stamp
  - No "available at"
  - None of the commas are italicized
- If an article does not contain a time stamp, then the following format should be used:
  - Review of *The Hitchhiker's Guide to the Galaxy: Collector's Edition*, ROTTEN TOMATOES, [http://www.rottentomatoes.com/m/hitchhikers\\_guide\\_to\\_the\\_galaxy\\_the\\_collectors\\_edition](http://www.rottentomatoes.com/m/hitchhikers_guide_to_the_galaxy_the_collectors_edition) (last visited Jan. 6, 2004).
  - **Note the following:**
    - The date parenthetical appears after the URL
    - The words "last visited" appear in the date parenthetical
    - The date used corresponds with the date that the URL was last checked by the author

## VI. AUTHOR BIOGRAPHICAL INFORMATION

Biographical information about the author should be removed from any footnotes or endnotes. Upon an article's acceptance for publication, authors will be asked to submit a biography of no more than 4-5 paragraphs along with a color photograph of themselves which will be used in the "About the Authors" section of the publication. All biographical information that might appear in any footnotes or endnotes should be included in the Author's Biography that is submitted to IILP.