

Stanford Law Review



THE REDBOOK—VOLUME 64

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Introduction

The Redbook is the guide that the *Stanford Law Review* [hereinafter *SLR*] uses to explain, clarify, and expand upon the stylistic conventions of *The Bluebook: A Uniform System of Citation* (Columbia Law Review Ass'n et al. eds., 19th ed. 2010) [hereinafter *The Bluebook* or *BB*]. *The Redbook* is not comprehensive: it merely supplements *The Bluebook*.

For issues on which *The Bluebook* is silent—for instance, on numerous grammatical questions—*SLR* follows the conventions of *The Chicago Manual of Style* (Univ. of Chi. Press eds., 16th ed. 2010) [hereinafter *CMS*], available at <http://www.chicagomanualofstyle.org> (via Stanford subscription). To ensure off-campus access, follow the library's guide to proxying at <http://library.stanford.edu/apcproxy/>. *CMS* can seem intimidating at first, but its straightforward layout makes it relatively easy to use. Chapters 5 through 9 (“Grammar and Usage,” “Punctuation,” “Spelling, Distinctive Treatment of Words, and Compounds,” “Names and Terms,” and “Numbers”) contain almost all of the relevant material. Try consulting the printed book (with a comprehensive index) if you find the online edition overwhelming.

Most of the rules in *The Redbook* are merely clarifications and explanations of the relevant *BB* and *CMS* rules and are followed by a bracketed reference indicating the relevant rule from the original source. Where the rules below are a matter of *SLR* style that isn't specifically discussed in either *BB* or *CMS*, we indicate as much.

No set of rules—not even the combined might of *The Redbook*, *BB*, and *CMS*—can comprehensively cover every situation that might arise. **The most important feature of editing is that it be consistent.** Therefore, if you have any questions as you're editing, please bring them to the attention of an SE or ME as soon as possible so that a consistent policy can be established for the entire piece.

COMMENTS & ANNOTATIONS

SLR encourages the use of comments to explain any changes that might be ambiguous, to point out confusing editing issues, or to ask questions. Simply type your comment between brackets near the relevant text and highlight the entire passage [like this].¹ Please direct each comment to the appropriate person using annotation symbols to introduce the text: “AA” for author or “SE” for Senior Editor.

AA (Author Attention) - Use AAs to alert the author to substantive issues: (1) textual changes that either clarify the author's presentation or substantively change the analysis, (2) questions or comments regarding ambiguities in the piece, and/or (3) incomprehensible passages which require more attention. Please word your comments tactfully and provide suggestions for improvement.

SE (Senior Editor) - Use SE notations to alert your Senior Editor to ambiguities and to other problems better resolved by *SLR* staff than by the author. Describe the nature of the problem, suggest a solution, and, if it's an editing concern, direct the SE's attention to any portion of *BB*, *The Redbook*, or *CMS* that may be relevant in resolving the issue. Also use SE to alert your team leader to citechecking problems which require special care, particularly where the citation does not provide enough information or where the cited source does not seem to match the author's text in a way that indicates that the citation is erroneous. Please explain the problem in as much detail as possible. Use an analogous format to make comments to the Technical Managing Editor (**TME**) about technical changes to make (font size, block quote, margin issues, etc.).

¹ When inserting comments, please take care to avoid inserting unnecessary spaces. Thus, place all comments directly next to the relevant text, without any spaces between the comment and the text. [Like this.]

RCC Comments - Comments preceded with RCC indicate a source that could not be citechecked. Before using an RCC comment, the member should have made a good faith effort to find the source, including making an ILL request through Crown Library if necessary. You should ask your team member if she's done this—if not, ask her to try to find the source before inserting a RCC. If it still can't be located, you should ask our EEs, or even ask the author if he or she has a copy of the source in an AA comment.

EDITING PROSE

When editing an author's prose, the first priority is to ensure that the writing is free of grammatical and spelling errors. The second priority is to ensure that the article communicates its ideas as clearly as possible, while preserving the author's style. If you see a clear way to tighten or clarify a sentence, go ahead and make the change. That may include things like breaking up excessively long run-on sentences, or specifying the antecedents of ambiguous pronouns. But at the same time, be sure not to remove personal idiosyncrasies that comprise an author's style, like the use of appropriate contractions. This is admittedly a fuzzy area. When in doubt, flag your proposed change with an SE comment, and your Senior Editors will check to make sure the end result doesn't veer from the author's voice.

If you notice inconsistencies throughout the piece (like inconsistent hyphenation of a phrase), insert a comment for your SE to ensure that necessary changes are made throughout the article. We suggest that you make a list of inconsistencies and questions for your SE in order prevent other editors from constantly undoing and redoing minor editorial revisions.

Stylistic Conventions

SPACING

SLR uses only *one* space after periods, colons, or semicolons. Using two spaces is never correct. The easiest way to meet this rule is to use Microsoft Word’s “find and replace” function at the end of your edit (find two spaces and replace with one). Run this a couple of times to catch instances where an author may have inadvertently put three or more spaces between sentences. If you are using a PC and find that the “find and replace” function is creating an endless loop by “finding” deleted spaces, go to the *Review* menu, and switch to “Final” view rather than “Final Showing Markup” view before running the search. To deal with the same problem on a Mac, go to the *Tools* menu and deselect “Markup.” **[This rule is Redbook style, and is consistent with CMS 6.7.]**

FONT SIZE

You should not need to worry about this, but the regular text in *SLR* articles is in size 10.5, block quotes are in 9.5, and footnotes are in 9. *If you notice a problem, insert a TME comment.* Do not change the font size yourself.

GENDER NEUTRALITY

An author may use the pronoun gender of her choice. The alternate use of “he” and “she” is preferred. Do not, however, alter an author’s style to conform to *SLR* preference. **[Redbook]**

INTERNAL REFERENCES TO THE ARTICLE

Articles and other pieces are divided into “Parts.” Be sure that an author refers **only** to “Parts” or “Subparts” of the piece. Do not use “section” to describe a part of a piece. Also note that “Part” should always be capitalized—e.g., “In the next Part of this Article, I discuss the evidence issues.” **[Redbook]** Similarly, “Introduction” and “Conclusion” should be capitalized. **[Redbook]**

Because we capitalize “Parts” of pieces, we also capitalize references to the pieces themselves. As a result, “Article,” “Comment,” “Book Review,” and “Note” *should* be capitalized when an author is referring to the piece being edited—e.g., “In this Article, I will lay out the authoritative canons of pet law.” **[Redbook]**

When an article refers to other pages or footnotes in the article itself, use “p./pp.” and “note/notes” to introduce the desired material (e.g., “*See infra* p. 50 and notes 33-36.”). This helps to distinguish internal references from citations to outside sources, which do not employ these signals. **[BB 3.5]** Citations to footnotes in outside sources, rather than in the piece being edited, begin with “n./nn.” **[BB 3.2(b)]**

ACRONYMS

When an author is introducing an acronym, the acronym should be placed in parentheses and should **not** be surrounded with quotation marks. **[Redbook]** *Examples:*

Correct: The North Atlantic Treaty Organization (NATO) includes the United States.

Incorrect: The North Atlantic Treaty Organization (“NATO”) includes the United States.

Equally incorrect: The North Atlantic Treaty Organization—NATO—includes the United States.

NUMBERS, ORDINALS & ACCOMPANYING SYMBOLS

Numbers - In textual sentences (in both text and in footnotes), numbers from zero to ninety-nine should *generally* be spelled out and larger numbers should appear in numeral form. [BB 6.2] There are, however, a number of exceptions to this general rule:

- Numbers at the beginning of a sentence are spelled out. [BB 6.2]
- If there is a *series* of numbers, numerals should be used for the entire series if any of the numbers is larger than ninety-nine (for text). [BB 6.2]
- If the number has a decimal point, use numerals. [BB 6.2]
- Fractions standing alone or followed by “of a(n)” are *generally* spelled out (e.g., “half of an orange”). [CMS 9.14]
- If the author repeatedly uses percentage or dollar figures in the article, numerals should be used for those amounts. Note that there is not a space between the numeral and the percentage sign or dollar sign. [BB 6.2]
- Part or subdivision numbers should not be spelled out (i.e., “Part II” or “Part 2,” *not* “Part Two”). [BB 6.2]
- Round numbers like “hundred,” “thousand,” etc., can be spelled out, *if done so consistently*. [BB 6.2] (If the author is inconsistent, spell out the round numbers.) [Redbook]
- When the number refers to a person’s age, the number is always spelled out (e.g., “twelve-year-old”). [Redbook]
- If two or more numbers invite a comparison to each other and using numerals would aid the reader, numerals should be used. [Redbook]
- When referring to the number of a table or other figure, use a numeral. [Redbook]

Commas are only used for numerals where the number is 10,000 or greater. Numerals between 1000 and 9999 should always appear without a comma. [BB 6.2]

If you’re still not sure what to do, *CMS* has a number of rules on this at *CMS 9.1-66*, though they should only be used when *BB* rules don’t dictate a result. When relying on one of the *CMS* rules, give your Senior Editor the rule number in a comment.

Ordinals - In textual sentences, both in text and in footnotes, whether an ordinal should be written as “2nd” or “second” is controlled by how the number should appear according to the rule above (that is, the general rule is that ordinals of numbers under one hundred should be written out). Note that when used in citations, ordinals ending in 2 or 3 are written as “2d,” “3d,” and “22d,” *not* “2nd,” “3rd,” and “22nd.” [BB 6.2(b)]

Abbreviated ordinals should not appear superscripted (e.g., “4th,” *not* “4th”). [BB 6.2(b)(i)] You should turn off Microsoft Word’s AutoFormat function for ordinals:

- For PCs: Go to the *Microsoft Office* button (top left corner). Select *Word Options* (bottom bar). Select *Proofing*. Select *AutoCorrect*. Click the *AutoFormat As You Type* tab, and deselect “Ordinals (1st) with superscript.”
- For Macs: Go to the *Word* menu (top left corner). Select *Preferences*. Select *AutoCorrect* (under *Authoring and Proofing Tools*). Click the *AutoFormat As You Type* tab. Under the “Replace as you type” menu, deselect “Ordinals (1st) with superscript.”

Symbols - Dollar and percent symbols (i.e., “\$” and “%”) should be used when numerals are used, and spelled out when numbers are spelled out; however, never use these symbols to begin a sentence. When used with a number, there should not be a space between “\$” or “%” and the numeral. [BB 6.2(d)]

“Section” is always spelled out in text, *except when referring to a provision in the U.S. Code or a federal regulation. Examples:*

- The answer can be found in section 274 of the Restatement of Torts.
- According to 4 U.S.C. § 2, stars are only added to the American flag on the Fourth of July.

However, even when referring to a provision in the U.S. Code or a federal regulation, the section symbol should never begin a sentence. **[BB 6.2(c)]**

A line break should never separate a symbol from its associated numeral. To prevent this, insert a nonbreaking space (Ctrl+Shift+Space on a PC; Option+Space on a Mac) between the symbol and the numeral. This most often comes up when using § and ¶. *Example:*

Correct: My favorite section in the *United States Code* is of course the celebrated 42 U.S.C. § 1983.

Incorrect: My favorite section in the *United States Code* is of course the celebrated 42 U.S.C. § 1983.

DATES

If a date spans multiple years, retain all digits (e.g., “1987-1997”). **[Redbook]** And, when referring to decades or centuries, do not insert an apostrophe (e.g., “1800s,” *not* “1800’s”). **[CMS 9.34]** Further, in accordance with the general rules that apply to numbers, references to particular centuries should be spelled out (e.g., “twentieth century,” *not* “20th century”).

QUOTATIONS: PUNCTUATION, FORMATTING, ALTERATIONS & OMISSIONS

Punctuation - Periods and commas are enclosed within quotation marks. Semicolons, colons, and question marks are not, unless they are part of the quoted material. **[CMS 6.9-10]** *SLR* uses smart quotes (e.g., “and”) for quoted material, not inch marks (e.g., "and"). This is another problem that can be fixed using find & replace.

Formatting - If a quotation consists of *fifty or more* words, it should be “block quoted”—that is, indented on the right and left without quotation marks. This applies to quotations in the footnote text as well as in the main text, but not to quotations in explanatory parentheticals. **[BB 5.1]** *If you notice a problem, insert a TME comment.* Do not change the formatting yourself.

Make sure that the block quotation reflects the paragraph structure of the original source. For example, if an entire paragraph is omitted, four periods should be inserted on a new line to reflect the omission. Or, if an entire paragraph is quoted, then the first word of the block quotation should be further indented. For more on paragraph structure, read **BB 5.1(iii)**.

Alterations - When quoted language is *altered*, use brackets. This includes changing a letter from upper case to lower case or vice versa. **[BB 5.2]**

Do not alter the style of quoted material to conform to *BB*, *CMS*, or *Redbook* rules. For example, if the original source says “Calvin is 6 years old,” leave the numeral as it is, even though it violates *Redbook* and *BB* rules. If the original source makes a significant error (i.e., one that a reader without *Redbook* or *BB* knowledge would notice), use “[sic]” to indicate that the error is simply a faithful reproduction of the original source. For example: “*Calvin and Hobbes* were [sic] a great comic strip.” **[BB 5.2]**

Omissions - Omissions in quotations are indicated by the insertion of an ellipsis: three periods *separated by spaces*, and set off by a space before the first and after the last period (e.g., “ . . . ”). Note that Microsoft Word has its own ellipsis “style” in which there are no spaces separating the periods (i.e., “...”), but this is not the ellipsis style that *SLR* uses. [BB 5.3]

An ellipsis should never be broken across a line; use nonbreaking spaces (Ctrl+Shift+Space) between the periods.

Omissions at the end of a quotation *that stands alone as a sentence* are indicated by (1) an ellipsis and (2) a period, which means that there are *four* periods separated by nonbreaking spaces (with a space before the ellipsis). [BB 5.3(b)(iii)] *Example:*

Original sentence: The weather outside is spectacular, and I wonder why I find myself indoors updating *The Redbook*.

Correct: “The weather outside is spectacular”

Where language *after the end* of a quoted sentence is deleted and is followed by further quotation, retain the punctuation at the end of the quoted sentence (without adding an additional space) and insert an ellipsis before the remainder of the quotation. [BB 5.3(b)(v)] *Example:*

Original sentences: The weather outside is spectacular. The sun is shining, and birds are singing. Nevertheless, I am still indoors updating *The Redbook*.

Correct: “The weather outside is spectacular. . . . Nevertheless, I am still indoors updating *The Redbook*.”

Where an omission follows a comma or other punctuation, keep the punctuation if it is helpful or grammatically necessary, but otherwise omit it. [CMS 13.52] You can check this easily by imagining how the amended sentence would look without the ellipsis, and seeing whether it would need punctuation. *Example:*

Original sentence: Rhett Butler, like many men, didn’t give a damn.

Correct: “Rhett Butler . . . didn’t give a damn.”

Incorrect: “Rhett Butler, . . . didn’t give a damn.”

Even more incorrect: “Rhett Butler, . . . , didn’t give a damn.”

Note how silly the last two examples would look without the ellipsis: “Rhett Butler, didn’t give a damn” and “Rhett Butler, , didn’t give a damn” are both obviously wrong. Likewise:

Original sentence: Toto, I’ve got a feeling we’re not in Kansas any more.

Correct: “Toto, . . . we’re not in Kansas any more.”

Incorrect: “Toto . . . we’re not in Kansas any more.”

Again, it’s clear that without the ellipsis, the amended sentence should include the comma. “Toto we’re not in Kansas any more” is obviously wrong.

SPELLING & HYPHENATION

Spelling - Always use the form that the dictionary says is preferred. Use *Merriam-Webster's Collegiate Dictionary* (11th ed. 2008), an online copy of which is available at <http://www.m-w.com>. If a word doesn't appear at all in *Merriam-Webster's*, you can also check the *Oxford English Dictionary* at <http://www.oed.com>. **Do not simply trust your Microsoft Word dictionary.** Different versions of Word have different dictionaries; furthermore, people often add words to their Word dictionaries, meaning that different computers' dictionaries can differ substantially.

If these dictionaries do not endorse one spelling over another, use the spelling with fewer letters. For example, if the dictionaries don't dictate one option, you should use "traveling," not "travelling."

Plurals - For guidance on creating plurals, consult **CMS 7.5-14**.

Hyphenation - Hyphenation often confuses editors. In fact, it is probably the most difficult thing editors deal with on a regular basis. Any time you're confused, flag the issue for the Senior Editor so that she can ensure consistency throughout the article.

Useful assistance on hyphenation is available from **CMS 7.77-.85**, particularly **Tables 1-4 in 7.85**: "Compounds According to Category," (e.g., "age terms," "time"); "Compounds According to Parts of Speech" (e.g., "noun + adjective," "phrases, noun"); "Compounds Formed with Specific Terms" (e.g., "quasi," "web"); and "Words Formed with Prefixes" ("neo," "pro"). When faced with a hyphenation question, LOOK AT THESE TABLES. They'll often have exactly the phrase you're looking for, in which case you can make the appropriate edit and move on. If the tables do not provide a clear answer, follow the CMS rules, as explained below:

First, *identify how the word/phrase is being used*.

- If the phrase is being used as a *unit modifier (adjective)*, the default rule is that the phrase is hyphenated (e.g., "large-scale project," "twelve-year-old girl," "well-read book"). There are a couple of prominent exceptions to this rule:
 - If the first word of the phrase is an adverb ending in "ly," then there is no hyphenation (e.g., "hardly read book").
 - If the phrase appears after the noun it modifies, hyphenation is generally unnecessary (e.g., "family-owned businesses," but "businesses that are family owned"²).
 - Words that often appear together are not hyphenated, even when the phrase is used as an adjective (e.g., "common law rules," "civil rights cases").
- If the word/phrase is being used as a *noun*:
 - Look to see if a prefix (that is, it couldn't stand as a word on its own) is generating the need for a hyphen. Prominent examples of such prefixes are anti-, extra-, neo-, non-, over-, pre-, post-, semi-, and under-, although this does not exhaust the list. In such cases, the "phrase" should be treated as one word (e.g., prehistoric, neoclassical). There are a couple of exceptions to this rule as well:

² Note also in this example that "family" is a noun, not an adverb, so the previous exception does not apply.

- If the prefix precedes a date or proper noun, retain the hyphen (e.g., pre-Langellian, mid-1980s).
- If eliminating the hyphen would cause confusion, retain it (e.g., un-ionize).
- If the first part of the word/phrase is not a prefix, then look the word up in *Merriam-Webster's* (see **Spelling** above). If there is no listing of the word/phrase in any of these resources, make your best guess (*CMS 7.85* can give helpful guidance here) and inform the SE of your decision in a comment. Not all word combinations that seem to need a hyphen really do (for example, the noun form is “mountain climbing,” not “mountain-climbing”).

[Most of this material springs from *CMS 7.77-.85*.]

FOOTNOTE PLACEMENT

The superscript note number should generally be placed at the end of a sentence or at the end of a clause. The number follows *any* punctuation mark with the exception of the dash and the colon, both of which it precedes. [**BB 1.1(a)**] It follows a closing parenthesis. *Examples*:

- “*The Redbook*,” said Laura, “is simply amazing.”¹ (She retracted this in a later statement.)²
- *The Redbook* has ancient roots;³ it is really important to the *Stanford Law Review*.
- Former President Carter never liked *The Redbook*⁴—it must be remembered that he did not like amazing editing manuals.

When a parenthetical phrase comes within a sentence, it may occasionally be appropriate to place the note number before the closing parenthesis. *Example*:

- *Speiser* overturned a state requirement that veterans declare an oath to the government in order to receive a property tax exemption (opening up the line of cases known as “unconstitutional conditions”¹).

Finally, when a citation is being used solely to *identify* a particular case—rather than to support the proposition being cited—the footnote call number should appear immediately after the case name (and after any punctuation mark except for the dash and colon) in the text. *Example*:

- Justice Brandeis never knew about *Brown v. Board of Education*¹ or *Miranda v. Arizona*;² both cases were decided after he died.

1. 347 U.S. 483 (1954).

2. 384 U.S. 436 (1966).

Note also that for identifying citations, the case name need not be repeated in the footnote when it is stated in full in the text.

Identifying citations appear rarely. When in doubt, put the footnote call number at the end of the sentence or clause (and, of course, leave a comment for your SE).

Grammatical Conventions

CAPITALIZATION

Note that for *titles* of cited material, you should capitalize the first word, any word immediately after a colon, and *all* other words except articles, conjunctions of four or fewer letters, and prepositions of four or fewer letters (i.e., “after” should be capitalized, but “with” should not). [BB 8(a)] For help on determining a word’s part of speech, consult *Merriam-Webster’s* or *CMS* ch. 5.

Article *headings* and *subheadings* should be capitalized following the same convention. Thus, when the author begins a new Part, introduced by a roman numeral, the words listed above should be capitalized. The same is true when the author begins a subpart, introduced by a letter. However, note that for a section within a subpart (introduced by an Arabic numeral) the words in the *sub-subheading* are not capitalized; those words are treated as normal text.

Textual capitalization should follow the rules laid out by **BB 8(c)** (primarily helpful for legal terms) and **CMS ch. 8** (if lost, start with the table of contents).

Names of ethnic/national groups are generally capitalized (e.g., “American Indians,” “African Americans,” or “Hispanics”). However, ethnic identifications based loosely on color are lowercased (e.g., “black” or “white”). [CMS 8.37-.39]

COLONS & SEMICOLONS

If the material introduced by a colon consists of more than one sentence, a speech in dialogue, or a full-sentence extract from a quotation, the first word *should* be capitalized. If the material introduced is just one sentence, a sentence fragment, or a series, the first word *should not* be capitalized. [CMS 6.61] But, as noted above, the first word after a colon in a title is always capitalized. [BB 8(a)] *Examples:*

- When he opened his lunch bag, Shel found the usual: indigestible slop.
- The argument is as follows: Brad is yelling loudly. The volume of one’s statements is inversely proportional to their correctness. Brad’s argument is therefore crappy.
- Mark said the following about Jaime: “She says she likes grammar, but I think she’s lying.”

The semicolon is stronger than a comma but weaker than a period; it can assume either role, though its function is usually closer to that of a period. Its most common use is between two independent clauses not joined by a conjunction. [CMS 6.54] *Examples:*

- Mildred intends to go to Europe; however, she has made no plans.
- Frobisher had always assured his grandson that the house would be his; yet there was no provision for this bequest in his will.

A semicolon can also be used to separate items in a series that contain internal punctuation. (This is why semicolons are used in citations to separate sources with the same signal.) [CMS 6.58] For more guidance on semicolons, see **CMS 6.54-.58**. For more guidance on colons, see **CMS 6.58-.65**.

COMMAS

Following *CMS*, *SLR* puts a comma after the penultimate item in a series. For example: “Candidates should bring a pen, pencil, and erasers to the workshop.” [CMS 6.18]

For the purposes of readability and clarity, commas should not be used to set off initial conjunctions of three or fewer letters (“so,” “and,” “but,” and “yet”). If an initial conjunction of three or fewer letters is followed by a parenthetical clause that is *itself* normally set off by commas, defer to the author’s preference (but flag the point for your SE so that he can ensure consistency throughout the piece).

Examples:

Correct: And don’t call me Shirley.

Incorrect: And, don’t call me Shirley.

Correct: But, on the other hand, I can’t stop you.

Equally correct: But on the other hand, I can’t stop you.

(Here, flag your choice for your SE so she can ensure consistency throughout the piece.)

SLR generally defers to an author’s preference regarding commas used for other purposes, unless the use is clearly grammatically incorrect.

APOSTROPHES/POSSESSIVES

Create the possessive of *any* singular word ending in “s” by adding an “apostrophe s” after the “s” (e.g., Congress’s); create the possessive of any plural word ending in “s” by simply adding an apostrophe only (e.g., courts’). The possessive of all other plural words should be formed by adding an “apostrophe s.” [CMS 7.15-.18] Note that there are some slight exceptions to these rules (see CMS 7.19-.20), but by and large you can follow the rule here with confidence.

HYPHENS & DASHES

SLR uses hyphens (i.e., “-”) and em dashes (i.e., “—”) in accordance with the rules and examples of *BB* & *CMS*. Note, however, that unlike *BB* and *CMS*, *SLR* does not use en dashes (i.e., “–”). Where en dashes crop up in the *BB* rules, hyphens are the appropriate substitute.

Hyphens are generally used in compound words and names and in word division (see **Spelling & Hyphenation** above); they also are used to separate numbers and to indicate number ranges.

Em dashes are generally used to set off an “amplifying or explanatory element” in a sentence (e.g., “It was a revival of the most potent image in modern democracy—the revolutionary idea.”).

There are no spaces before or after em dashes or hyphens. *Examples:*

Correct: Most law students—but not all—study for exams.

Incorrect: Some law students — not those at Stanford — sit in the sun all day.

[See likewise the examples given in CMS 6.82-.87.]

ITALICS & PUNCTUATION

Italicize punctuation that is part of an italicized abbreviation. For example, in “*Id.* at 32,” the period that is part of “*Id.*” must be italicized. [BB 2.1(f)]

Do not italicize punctuation that merely *follows* italicized material. For example, in “*See, e.g.,* Dar Williams, *Wesleyan Is Better than Williams*, NEWSWEEK, July 1, 1997, at 25,” the comma following “*see*” is italicized, but the comma following “*e.g.*” is not. This is because the signal here is “see, e.g.”: the

comma after “see” is *part* of the abbreviation, while the comma after “e.g.” is not. [**BB 1.2(a), 2.2(c)**] (Don’t you wish *you* could have been in the marathon session in which our Harvard, Yale, Columbia, and Penn counterparts hashed this rule out?)

The “apostrophe s” (’s) in the possessive form of italicized case names and titles is not italicized (e.g., “Everyone agrees that the *Stanford Law Review*’s staff is brilliant.”). However, the “apostrophe s” in a word italicized for stylistic purposes *is* italicized (e.g., “Law school must be *someone’s* idea of fun.”). [**CMS 7.28**]

Note that, as in the first example of the previous paragraph, an initial “the” in a periodical title is lowercased and not italicized (e.g., “I read the *New York Times*,” not “I read *The New York Times*.”) [**CMS 8.168**] But for books in a similar context, “the” *would* be capitalized and italicized (e.g., “I simply adore *The Bluebook*,” not “I simply adore the *Bluebook*.”). [**CMS 8.167**]

ABBREVIATIONS & SPACING

In abbreviations, you should *generally* close up all adjacent single capitals, but not capitals with longer abbreviations. (This comes up most often in author names and case reporters.) For example, there’s no space in “N.W.,” “S.D.N.Y.,” or “F.2d,” but there are spaces in “So. 2d” and “D. Mass.” [**BB 6.1(a)**]

Bluebook Highlights: Rules 1-9

SIGNALS, ORDER OF AUTHORITIES & PARENTHETICALS

Signals - There are four different types of signals: supportive (e.g., “*see*”), comparative (e.g., “*compare . . . with*”), contradictory (e.g., “*but see*”), and background (e.g., “*see generally*”). If a citation has more than one signal, they should appear in the order in which they are listed in **BB 1.2**. [**BB 1.3**]

Signals of the same type must be strung together in a single citation sentence and separated by semicolons. Signals of different types must be grouped in different citation sentences, separated by periods. [**BB 1.3**]

Order of Authorities - Note that whenever you have a list of sources that follow a single signal, there is almost always only one correct order in which the sources should appear. *SLR* puts the sources into that order, which is dictated by **BB 1.4**, *unless the author explicitly states otherwise*.

Parentheticals - The use of parentheticals is strongly recommended for all citations except (1) direct quotations, (2) identifications, and (3) close paraphrases. Parentheticals are especially important in string cites containing background material, to inform the reader what the source contains and why it is being cited. Note that sources following certain introductory signals—“*see also*,” “*cf.*,” “*but cf.*,” “*see generally*”—usually should be followed by an explanatory parenthetical. [**BB 1.2(a)-(d)**]

Generally, a parenthetical should be put into *phrase* form, and should begin with a present participle (i.e., they should begin with a verb like “noting,” not one like “notes”). Because an explanatory parenthetical is not a sentence, the first word should not be capitalized and there should be no closing punctuation. Sometimes, however, the explanatory parenthetical will simply be a quotation illustrating the point for which the source is being cited. In this case, a complete sentence should be used and no present participle is required. (I.e., you can just have the quote, without something like “stating” or “saying” in front of it.) When there is a complete sentence in the parenthetical, the first word should be capitalized and there should be closing punctuation. [**BB 1.5**]

Note that when a parenthetical quotation has alterations or quotes another source, the alteration/quoting parenthetical should go *inside* the larger parenthetical. [**BB 10.6.3**]

Parentheticals that indicate the weight of the authority (e.g., “*per curiam*,” “*Brandeis, J., dissenting*,” etc.) *precede* explanatory parentheticals (e.g., “*holding that . . .*”). [**BB 10.6.3**]

When a citation requires multiple parentheticals or related authority citations, follow **BB 1.5(b)**.

Always leave a space before parentheses enclosing the date of a source, an explanatory phrase, or other information. For example, “481 U.S. 22 (1991) (recognizing a property interest in state permits)” is correct, “481 U.S. 22 (1991)(recognizing a property interest in state permits)” is not (since there is no space separating the parentheticals). [*See, e.g.,* **BB 10.6.2**]

CITING PAGES & FOOTNOTES

Do not use “p./pp.” to introduce pages in the cited material, and only use “at” to introduce pages in short form citations or where the page number may be confused with another part of the citation. **[BB 3.2]**

Examples:

- *Normal:* DEBORAH L. RHODE, JUSTICE AND GENDER 56 (1989).
- *Short Form:* *Id.* at 58.
- *Letter on Letter:* Thomas I. Emerson, *Foreword* to CATHERINE A. MACKINNON, SEXUAL HARASSMENT OF WORKING WOMEN, at vii, ix (1979).
- *Number on Number:* BIOGRAPHICAL DIRECTORY OF THE GOVERNORS OF THE UNITED STATES 1978-1983, at 257 (Robert Sobel & John W. Raimo eds., 1983).

When citing page ranges, always retain the last two digits of the ending page and drop any preceding repetitious digits (e.g., “486-88,” “486-92,” “486-502”). **[BB 3.2]**

When citing footnotes, introduce a single footnote with “n.” and multiple footnotes range with “nn.” Note that in footnotes there is no space between the “n./nn.” and the footnote number cited (e.g., “*Id.* at 435 nn.48-50”). **[BB 3.2(b)]**

Sometimes a footnote’s length requires that it appear on more than one page. If a citation is to a footnote in its entirety, the citation should read, for example, “*Id.* at 436 n.51,” *even if footnote 51 continues on page 437*. If the specific material being cited in footnote 51 appears on page 437 (rather than on the note’s first page, 436), then the citation should read, “*Id.* at 437 n.51,” with no mention whatsoever of the page on which the note begins. **[BB 3.3(b)]** If the citation is to text and footnotes, it should read, “*Id.* at 436-37 & n.51.” **[BB 3.3(d)]**

CITING SECTIONS & PARAGRAPHS

In footnotes, the symbol “§” should be used when it is not the first word of a sentence and is followed by a numeral indicating the number of the section. The symbol “§” is always separated from the following numeral by a nonbreaking space; the same rule applies for a paragraph symbol (e.g., “§ 345,” “¶ 25”). For more on nonbreaking spaces, see **Numbers, Ordinals & Accompanying Symbols** above. **[BB 6.2(c)]**

The word “at” is not used when citing sections or paragraphs (e.g., “*id.* § 109,” *not* “*id.* at § 109”). **[See BB 3.3]**

Unlike page numbers, repeated digits are not dropped from sections *unless the repeated digits precede a punctuation mark and dropping digits would not create confusion* (e.g., “42 U.S.C. §§ 817-819,” *but* “WASH. REV. CODE ANN. §§ 18.51.005-.52.900”). **[BB 3.3(b)]**

SHORT CITATION FORMS

Hereinafter - Do not use “hereinafter” forms when a “*supra*” form is adequate. Use “hereinafter” when the regular shortened form is confusing or cumbersome. The typeface of the hereinafter reference should be the same as it appears in the full citation. Do not use hereinafter to refer to cases, statutes, constitutions, legislative materials (except hearings), or regulations. **[BB 4.2(b)]**

Id. - Use “*Id.*” to refer to an authority in the previous footnote only when that footnote refers to a single authority. This rule excepts sources identified in explanatory parentheticals, explanatory phrases, or subsequent history, which may be ignored. **[BB 4.1]**

Infra - *Infra* should be used when the author is cross-referencing a note or section *in the article being edited* that is after the current footnote. Do not use *infra* as a short form for citations. **[BB 3.5]**

Supra - Do not use *supra* to refer to cases, statutes, constitutions, legislative materials (except hearings), or regulations. For all other citations, you may use *supra* if the source has been cited in full in a prior footnote. The proper form is outlined in **BB 4.2(a)**. You may also use *supra* as the parallel to *infra* to refer to prior cross-referenced material. **[BB 3.5]**

When a cross-reference includes a range and the note number has three digits, (e.g., “*See cases cited infra notes 134-136*”) please insert a special comment to the MEs. This should look as follows: “*See cases cited infra notes 134-136*[MEs. Remove extra digit].” (In case you are curious: This is because the final publication will drop the leading digit per **BB 3.5**. The correct final version is: “*See cases cited infra notes 134-36*.” But making this change would break the hyperlink to the cross-reference, so the MEs will do it as the very last step before publication.)

Information about short citation forms for particular types of documents is located in the individual rules pertaining to those documents.

Bluebook Highlights: Rules 10, 12-13, 15-16, 18

CASE CITATIONS [RULE 10]

Case Names: For cases *in citations*, any word in the case name that is listed in **Table 6** or **Table 10** of *The Bluebook* should be abbreviated. Other words of eight letters or more can be abbreviated if *substantial* space is saved and the result is unambiguous. (This is rare—insert a comment if you choose to do so.)

Do *not* abbreviate “United States” if it’s the full name on one side (e.g., United States v. John, but U.S. Imports Ltd. v. Doe). [**BB 10.2.2**]

Case names are abbreviated differently *in text*. (Note also that case names can be in a footnote and yet still be “in text,” if that case name is being used in a normal sentence.) In case names appearing in text, the only abbreviations you will use are widely known acronyms as well as “&,” “Ass’n,” “Bros.,” “Co.,” “Corp.,” “Inc.,” “Ltd.,” and “No.” Keep in mind, however, that if one of these eight abbreviations is the first word in a party’s name, it should not be abbreviated. (Acronyms, on the other hand, *can* appear as the first word in a party’s name.) [**BB 10.2.1**]

Note that *The Bluebook* has a lengthy set of rules covering case names in text—these are the rules at **BB 10.2.1**. All of these rules also apply to case names in citations, as **BB 10.2.2** explicitly notes. So even if you are working with a case name in a citation, the rules in 10.2.1 apply! [**BB 10.2.2**]

Plurality Opinions: Carefully scan the beginning of opinions to determine if any part of the principal opinion has been endorsed by less than a majority of the court. If so, be sure that any pincite to a portion of the opinion enjoying less-than-majority support is designated as “(plurality opinion).” (The header in recent volumes of the *U.S. Reports* will change from page to page depending on whether the principal opinion is endorsed by a majority of the Court.) Treat the “(plurality opinion)” designation as identical to a “concurring” or “dissenting” parenthetical both for purposes of full and short citations. [**BB 10.6.1(a)**]

Public domain: We **DO NOT** use public domain citation formats! Any *BB* rule requiring a public domain citation (e.g., **Table 1.3** specifications for Vermont court citations on p. 270) should not be observed. [**Redbook trumps BB 10.3.3.**]

Subsequent History: Failure to provide subsequent histories is a frequent mistake when citechecking. Please be sure to Shepardize (on Lexis) or Keycite (on Westlaw). **DO NOT** assume that the author and the previous editor have checked the case’s subsequent history.

The *BB* rules state that all subsequent history information should be provided, except (1) denials of certiorari or other discretionary appeals, unless the decision is less than two years old or the denial is particularly relevant, (2) history on remand or any denial of a rehearing (unless the history is relevant to the point for which the case is being cited), and (3) any disposition withdrawn by the deciding authority. [**BB 10.7**]

Short Form: A case name in a citation can be shortened if it has been referred to **within the last five footnotes** OR if the case is named in the same general textual discussion to which the footnote is attached. If this condition does not apply, a full citation is required. Note that *id.* counts as a reference to the case. [**BB 10.9**] Never use “supra” or “hereinafter” to refer to cases. [**BB 4.2**]

STATUTE & LEGISLATIVE MATERIAL CITATIONS [RULES 12-13]

Generally

For statutes currently in force, use “codified at” in a parenthetical if citing the session law; if the session law has been amended, use “codified as amended at.” [12.2.2(b)] If a statute has been repealed, this should also be indicated parenthetically. [BB 12.2.1(b)]

Like a case, a statute’s citation form can be shortened if it has been referred to within the last five footnotes. [BB 12.10(b)] Never use “supra” or “hereinafter” to refer to statutes. [BB 4.2]

As noted above, unlike page numbers, repeated digits are not dropped from sections *unless the repeated digits precede a punctuation mark and dropping digits would not create confusion* (e.g., “42 U.S.C. §§ 817-819,” *but* “WASH REV. CODE ANN. §§ 18.51.005-.52.900”). [BB 3.3(b)]

Dates

Official United States Code - The typical *United States Code* citation looks something like this: **42 U.S.C. § 9602 (2006)**. **You will almost always cite to the 2006 version**; 2006 will be correct unless the author is citing a provision that has previously been repealed or the law was passed after 2006. Law passed after 2006 will appear in the U.S.C. supplement.

The “2006” refers to the year that the code was released. *See* **BB 12.3, 12.3.1(d), 12.3.2**. The U.S.C. is only codified and printed every six years. Therefore, in 2005, before the 2006 codification, the same citation would have looked like this: **42 U.S.C. § 9602 (2000)**. And all “U.S.C.” citations should have a date that is 6x years from 2000 (i.e., 1988, 1994, 2000, 2006, 2012, etc.), unless the most current text of the law appears in an officially printed supplement to the code (e.g., **42 U.S.C. § 1397b (2006 & Supp. I 2008)**). [*See* **BB 3.1(c), 12.3.2**]

Almost no one looks at the printed version of the United States Code, and *SLR* does not require you to look at the official code when you citecheck. Instead, we rely on Westlaw and Lexis to update the code every time Congress enacts a new law (which both services do almost immediately). Technically, **BB 12.3.1(d)** directs that the citation should be **42 U.S.C.A. § 9602 (West 2010)** (for Westlaw) or **42 U.S.C.S. § 9602 (LexisNexis 2010)** (for Lexis). But *SLR* allows you to cite the U.S.C. directly even when you access the statutes on Lexis and Westlaw. So the citation will be **42 U.S.C. § 9602 (2006)**.

BOOK, REPORT & PERIODICAL CITATIONS [RULES 15-16]

Books and periodicals generally pose the fewest citation complications; however, the format differs from nonlegal citation methods.

The first time a work is cited, the author’s name should appear exactly as it appears on the title page. If the title page says “J. H. Ely,” the work should be cited as authored by J.H. Ely, even when you have personal knowledge of what the “J” and “H” stand for. [BB 15.1] Institutional authors, however, should be abbreviated according to **BB 15.1(d)**, regardless of how they appear in the cited material. [BB 15.1(c)]

For works in a collection (citations requiring “in”—see **BB 15.5.1**), make sure to include the first page of the work as well as the pincite.

For titles of books and articles, use the full main title as it appears in the original, but capitalize according to **BB 8** and *Redbook*. Do not abbreviate words in the title. Subtitles should be included if they are particularly relevant. [BB 15.3]

When a case name is part of a journal article title, it is not italicized (e.g., Miguel Mendez, *Looking at Crawford v. Washington, A Critique*, 57 STAN. L. REV. 569 (2004)).

Reports with Serial Numbers - Generally, read **BB 15.7** and use your judgment on how to apply those guidelines when you are faced with a report that exists as part of a series (i.e., it has a serial number). For legislative, administrative, and executive reports, see **BB 13.4 & 14.2(d)**. Follow the citation format in **BB 13.4(b)** for Government Accountability Office (GAO) and Congressional Research Service (CRS) reports. Include an “*available at*” with a URL if available.

INTERNET CITATIONS [RULE 18]

BB 18.2.2 covers everything you need to know about citing directly to internet sources, but it’s a little tricky to piece together. Here’s a summarized version.

A direct citation to an internet source should contain the following elements: Author, *Title of Page Cited*, MAIN PAGE TITLE (Date/Time), URL address. *Example*:

- 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>.

Institutional Authors - If the source is written by an institutional author, that author (appearing first, in roman type) should be abbreviated according to **BB 15.1(d)** (using **Table 6** and **Table 10**). [**BB 18.2.2(a)**] *Example*:

- U.S. Dep’t of Def., *Wars Are Generally Considered Bad Things*, SCOTUSBLOG (Dec. 5, 2008), <http://www.scotusblog.com/2008/12/wars-are-bad/>.

Main Page Titles - Main page titles, on the other hand, should be abbreviated according to **Table 13**.

- Eric Posner, *War and the Torture Convention*, U.S. DEPARTMENT DEF. (Feb. 13, 2010), <http://www.defense.gov/releases/release.aspx?releaseid=14213>.

Note that the same phrase will be abbreviated **differently** under **Table 13** than it will under **BB 15.1(d)**. (Compare the abbreviation of “United States Department of Defense” as an institutional author with its abbreviation as a main page title, in the previous two examples.)

Abbreviating a website title according to **Table 13** often makes it look silly (e.g., “Above the Law” becomes “ABOVE L.”). If you’re worried that a particular main page title will be unrecognizable if abbreviated by **Table 13**, put in an SE comment.

Institutional Author Clear from Main Page Title - If the institutional author is the same as the owner of the main page, and the owner of the main page is clear from the main page title, omit the name of the institutional author. Remember, the main page title (which must remain in the citation) is in small caps. [**BB 18.2.2(a)**] *Examples*:

Correct: *War Is Hell*, U.S. DEPARTMENT DEF. (May 25, 2008), <http://www.defense.gov/releases/release.aspx?releaseid=234532>.

Incorrect: U.S. Dep’t of Def., *War Is Hell*, U.S. DEPARTMENT DEF. (May 25, 2008), <http://www.defense.gov/releases/release.aspx?releaseid=234532>.

Equally incorrect: U.S. Dep't of Def., *War Is Hell*, (May 25, 2008), <http://www.defense.gov/releases/release.aspx?releaseid=234532>.

Citation to Main Page - Likewise, if the citation is to the main page itself, there's no need to include an italicized title—the small-caps main page title is sufficient. So when the citation is to a main page, and the institutional author is clear from the main page title, only a **Table 13**-abbreviated main page title in small caps need be included. [**BB 18.2.2(b)(i)**]

Correct: See generally FED. JUD. CENTER, <http://fjc.gov> (last visited Feb. 1, 2009) (providing general information about federal court operations).

Incorrect: See generally *Federal Judicial Center*, FED. JUD. CENTER, <http://fjc.gov> (last visited Feb. 1, 2009) (providing general information about federal court operations).

Even more incorrect: See generally Fed. Judicial Ctr., *Federal Judicial Center*, FED. JUD. CENTER, <http://fjc.gov> (last visited Feb. 1, 2009) (providing general information about federal court operations).

Date and Time - Include all of the date/time information provided by the website, formatted by analogy with the following example: (Jan. 12, 2010, 10:37:41 AM CST). [**BB 18.2.2(c)**] Abbreviate months per **Table 12**. Don't worry if the website doesn't provide all of the information in the example given (exact second of posting, time zone, etc.)—just include all of the information that's available.

If the website doesn't provide any date/time information, include the date when the website was last visited in a parenthetical *after* the URL. So the two possibilities look like this:

- *Date/time provided:* James Bond, *Shaken Not Stirred*, GOLDFINGER.COM (Jan. 7, 2007, 7:00:07 PM PST), <http://www.bondisthebest.com/martinisaremyfavorite.html>
- *Date/time not provided:* James Bond, *Shaken Not Stirred*, GOLDFINGER.COM, <http://www.bondisthebest.com/martinisaremyfavorite.html> (last visited Jan. 23, 2010).

Miscellaneous - Sometimes it can be difficult to determine whether an Internet source exists in print or only online (which determines whether “*available at*” should be used) because you may have no idea whether the polished PDF you find on the Internet also exists as a hardcopy document. Use your common sense, but generally you can err on the side of assuming the source exists in print format, because most legally significant documents haven't made the shift to purely electronic distribution (yet).

Whenever possible, try to cite a PDF (or other exact copy of a printed source). [**BB 18.2.1(a)(iii)**]

Do not break up URLs on your own, even if it causes large spaces between words; the MEs will divide long URLs at the end of the editing process. (For those who are curious, *SLR* follows **CMS 7.42**.)

Tips & Tricks

KEYBOARD SHORTCUTS

Updating Cross-References - To automatically update all cross-references after footnotes have been inserted or omitted or text has been moved around: on a PC, select the footnotes you want to update and hit F9; on a Mac, select the footnotes and hit Shift+Option+Apple+U. Word will ask you if you are sure you want to proceed; hit yes. Make sure you save before attempting to update. *Example:*

The Paine book was previously cited in footnote 4, but it's moved to footnote 6. Footnotes that refer to the Paine book, however, still refer to footnote 4 (e.g., "16. *See* PAINE, *supra* note 4, at 131."). After you update the footnotes, the reference will change to footnote 6 (e.g., "16. *See* PAINE, *supra* note 6, at 131.").

Small Caps - To change the typeface to small caps, press: Ctrl+Shift+K on a PC; Shift+Apple+K on a Mac.

Nonbreaking space - Press Ctrl+Shift+Space on a PC; Option+Space on a Mac.

Nonbreaking hyphen - Press Ctrl+Shift+Hyphen on a PC; Shift+Apple+Hyphen on a Mac.

STUCK ON BLUEBOOKING A CITATION?

If you are truly stuck and are completely unsure about a citation, you can try searching Westlaw or Lexis to see how other law reviews have treated the source (or an analogous source). This is not foolproof—if you have a difficult source, different journals have probably treated it different ways, but you may notice some consensus. First check the *SLR* precedent (Westlaw database "stnlr"), and then look to Harvard (hlr), Yale (ylj), and Columbia (clmlr). *If you use this method to resolve an issue, please briefly describe your findings in an SE comment.*