Journals’ Style Guide

Words, Numbers, & Other Commonly Used Style Constructs. This includes [text+fn] reference styles & items that Bluebook may not cover definitively. The Bluebook can only, in some cases, act a guide to citing unique sources.

Resources

The Bluebook, 20th ed. (Blue);
Chicago Manual of Style, 16th ed. (Chi);
Black’s Law Dictionary, 9th ed. (Black’s);
Merriam-Webster, 11th ed. (MW)

Supplementary: GPO Style Manual (2008) (GPO);
Garner, Dictionary of Modern Legal Usage;
and, less so: The Redbook, 2nd ed.

Specifics

✓ Italic for legal terms: Black’s
✓ Compounds—Hyphenation: Blue 7.16 + MW
✓ Non-Blue style issues (Caps, etc.): Chi
✓ Species (Latin): Chi + MW, always italic, 1st word Cap; English name, always Roman, and almost always all lowercase

Abbreviations

✓ Acronyms (Blue 2.11): Keep list & spell out with the first occurrence in text &/or in footnote; do GLOBALS to check you spelled out once and only once.
✓ U.S. (when adjective, inc.: U.S. Supreme Court)
✓ Abbreviations in fn, always per Blue Table T13:
✓ always close-up: L.J., J.L., L.Q., but word space at: L. Rev.

NM & Online periodicals cited in fn

✓ Nat. Resources J.; N.M. L. Rev.;
✓ Albuquerque J.; Albuquerque Trib.;
✓ N.M. Bus. Weekly; Santa Fe New Mexican;
✓ LEXIS, Westlaw, VersusLaw, DIALOG, PLoS

Publication edition dates in fn
✓ Publication year: Include Publisher only when you’re citing to a newer edition; e.g., Lucy Thompson, To the American Indian: Reminiscences of a Yurok Woman 26 (Heydey Books 1991) (1916)
✓ (5th ed. 2003), and (fn only): 2d, 3d (for 2nd, 3rd editions)
✓ (Bruce Smith ed., 1975) [use comma]
✓ E.g., i.e., et al., cf.:
✓ i.e.: always Roman; **always** set-off with commas
✓ e.g.: Italic when FN signal, Roman when Textual; **always** set-off with commas (See, e.g., the blue whale)
✓ et al.: always Roman
✓ cf. [not c.f.]

**Common terms**

Per MW; “non,” words usually NOT hyphenated, but see their charts for “co,” “multi,” & “non” words. Also see Hyphens & En-Dash exceptions in separate Hyphens section, just below):

aborigine(s) (n), aboriginal (adj). Capitalize in Australian context ONLY (NEVER use Abo).

African American (no hyphen)
a priori (not italic; Black’s)
beneﬁted
bright-line rule (hyphenate; Black’s)
caselaw (one word; Black’s)
certiﬁcari (rom; Black’s)
cost-effective (n, adj)
court-martial (sing. n, adj) and courts-martial (plural n, adj)
cross-appeal (hyphenate; Black’s)
cross-motion (hyphenate; Black’s)
cut off (v), cutoff (n)
decision-maker (n)
decision-making (n, adj)
de minimis (italic; Black’s)
de novo (rom; Black’s)
ed-mail
ecotourism
en banc (rom; Black’s)
First Nations (n, adj). Canadian usage for American Indians; always plural: First Nations legislation.  (Nat Geo)
instream
inter alia (italic; Black’s)
Internet (Cap “I”)
judiciary (always lc, “U.S. judiciary”)
land use (n, adj)
lawmaker  reevaluation
longstanding  res judicata (rom; Black’s)
long-term  right-of-way
longtime  socioeconomic
midpoint  stand-alone
natural resources (law) (always use “s”)  subsector
nonprofit  toward (NOT towards)
nonrenewable  tribe, tribal (always include unless directly associated with a tribe name, e.g., the Klamath Tribe)
over-allocation
policymaker  third-party (adj; hyphenate; Black’s)
preexisting  upstream
pro rata (adj, adv; no hyphen, not italic; Black’s)  U.S. Attorney’s Office
stand-alone  website

Hyphens & Compound Adjectives

Use hyphen for clarity and assess for common use, reader’s knowledge of subject, and frequency throughout article. Words (adverbs) ending in “-ly” almost never get a hyphen. Including ages, dimensions (Chi 7.90), and En-Dash Exceptions. “Non” words usually not hyphenated (MW), but see MW charts for “co,” “multi,” & “non” words. Check Common Terms, above.

✓ a three-inch-high statue, but it’s three inches high
✓ ninety-nine-year lease, but three hundred years old and a thirty-five-year-old woman
✓ 19-inch screen
✓ a three-year-old
✓ 500-megawatt power plant
✓ one-half, but a half hour (n); half-hour (adj)
✓ University of Idaho–Boise (en dash)
✓ doctor–patient relationship (en dash)
✓ Nobel Prize–winning (en dash)
Geography

✓ (Chi 8.57):
✓ the West, Southwest, Midwest, East Coast, but western, eastern (except when cultural region, e.g.: Southern California)
✓ Western Hemisphere

Caps (and not)

✓ (Chi 8.49-.50, 8.55, 8.60) [also see Job Titles section, below]:
✓ NM: article II, section 10; the constitution; New Mexico Constitution
✓ U.S.: U.S. Constitution (or Federal Constitution)
✓ Obama administration
✓ the president, but presidential [f.y.i Blue caps “the President”]
✓ the Nebraska Legislature, but the legislature
✓ Congress, but congressional
✓ Main and Elm streets
✓ the Missouri and the St. James rivers
✓ Mounts Washington and Rainer
✓ Judiciary and Rules committees

Library of Congress

but the library in HEADS (Chi 16, 8.157), “to” lowercase (verb or prep), and always CAP: 1st & last words, AND, “If,” “It,” “Is,” “That”; and five-character (or more) prepositions & conjunctions (e.g., About, Under)

Job Titles: in FN, always use initial cap when formal use (e.g., Interview with George Reynolds, Program Manager,...); textual style is: non-federal (Chi 8.21-.40): Thomas Watson, former executive director of IBM; federal (GPO): Secretary of State Powell, and Ken Salazar, the Secretary of the Interior,...

City & State

✓ in running text, state is always followed by comma: El Paso, Texas, and Washington, D.C., is...
✓ State Land Office
✓ State Senator Parker
✓ the state of Iowa, city of Las Cruces [CAP “S” or “C” when LEGAL entity ONLY], but
  Washington State
✓ the Province of Ontario

Numbers

✓ [note: Legal Codes/Laws: UNLESS a range of sections, use HYPHENS, not en dashes]
✓ Spell-out one through ninety-nine; 100 & t.a. are numerals
✓ Spell-out one through nine; 10 & t.a are numerals

Number Ranges:

✓ U.S. CODE: Repeat entire number for ALL ranges, e.g., U.S.C. §§ 1243–1289 (Blue 3.3(b);
  also 5.1.1)
✓ Years, Dates, Pages, FN notes: repeat in entirety up through “09,” and truncate as follows:
✓ 3-digit ranges:
  o 101–109 (x00 thru x09 & multiples of same; en dash)
  o 110–99 (x10 thru x99 & multiples of same; en dash)
✓ 4+ digit ranges (use comma only when a quantity):
  o 1087–89 (en dash); 2000–2009, but 1914–18 (en dash)
✓ PART/Sub-Part designations @FN X-Refs AND in text:
✓ Part IV.B.2 (“Part,” not “Section”) (Blue 3.5)

@FN, NOTES & GRAPHICS (Blue 3.2.d), no punctuation preceding; no space between period &
numeral, but space before & after ampersand:

✓ n.2
✓ fig.6 and figs.3 & 4
✓ tbls.1, 2 & 3
✓ use commas, 4 digits & above (1,000); but NO comma if it’s a Page Ref or Legal
  Code/Section
✓ percentages: always use numerals, always spell-out “percent”(Chi., NOT Blue 6.2) [but use
  “%” symbol if heavy data/math, no space: 12%]
✓ a number starting a sentence: always spelled-out
✓ centuries: always spelled-out (e.g., twentieth century)
✓ superscripts/subscripts: never unless a chemical compound (so, always 1st ed., not 1st
  ed.)
**Dates**

In article text, fn textual uses, AND, U.S./State CODES, month is always spelled out & year is always followed by comma:   April 5, 2001, in fn, non-textual use (inc.: “last visited” at websites, letters, publications), month is always abbreviated, per Bluebook table:   Apr. 5, 2001

**Money & Measurements**

- Chi 9.25+.29)
- US$2.47 or US$(1992)2.47 (no periods in “US” for this use)
- C$300 or Can$300
- EUR 40 or €40 [Euro SYMBOL]
- °C= degree Celsius [NOT Centigrade]
- °F= degree Fahrenheit
- acre-feet, acre-foot [always gets hyphen]
- cu = cubic; cu. ft. = cubic feet
- kg/m³ = kilogram per cubic meter
- m = meter
- MW = megawatt; kWh = kilowatt hour
  - o billion years
- Brit billion= a million
- U.S. billion = a thousand million

**Federal & International Agencies, Short Forms**

- (establish at 1st use, per Acronyms, & use SAME short form throughout article; when “U.S.” at start, acceptable to drop after 1st use):
- Bureau of Indian Affairs (BIA)  [as of 1947; was: Office of Indian Affairs previously]
- Environmental Protection Agency (1970) (EPA)
- GAO (note name change eff. @ Pub. L. 108-271):
- up to July 7,2004: Government Accounting Office
- July 7, 2004 & t.a.: Government Accountability Office
- United Nations (UN)
✓ U.S. Bureau of Reclamation [as of 1923] (BOR; but usually spelled out); was: U.S. Reclamation Service [estab’d 1902 Reclamation Act, w/i USGS/DOI; indep.w/i DOI @1907].
✓ U.S. Department of the Interior [note: “the”!!] (DOI)
✓ U.S. Forest Service (OK short versions: Forest Service or USFS) [FYI, alt full name is “U.S.D.A. Forest Service”]

Frequently References Legislation:
✓ Dawes General Allotment Act, Feb. 8, 1887 [in effect till 1934]; acceptable short versions: “General Allotment Act of 1887” or “Dawes Act”
✓ §§ 1531–1544 (1973)
✓ FLPMA = Federal Land Policy and Management Act of 1976
✓ CMU = Classification and Multiple Use Act of 1964

Style & Usage: Top Errors

➢ U.S.: Always abridge when adjective [U.S. Supreme Court]; but not otherwise
➢ Commas: Use serial commas always, otherwise no comma if clauses not independent.
➢ Abbreviations: see Blue 6.1, 6.2, and Table T13, and throughout Style Sheet (inc. Fed/Int’l Agencies & Short Forms)
➢ Acronyms: Use global to establish first location (&consistency); Keep List.
➢ Contractions: Watch for words like isn’t, don’t, it’s, etc. and change them to the full terms; contractions are considered informal and should be avoided in academic writing.
- Relative Timeframes: e.g., “Recently”; “Last year”; etc. AVOID! Always edit to anchor to specific date/year.
- Presidential administrations: Specify which “George”; word “administration” is always lowercase.
- Congress (cap “C”), but congressional (lowercase)
- Latin: Check Black’s! (& style sheet above)
- “Paper” v. “Article” [Professional]; “Notes” [Student]: When authors refer to the article at hand, they often refer to “this paper.” “Paper” should be changed to “article” since the author’s paper is now an article in the Journal. [EXCEPTION: Student articles are “Notes” or “Comments”]
- Part IV.B.2 (“Part,” NOT “Section,” unless ref is to a SUB-Section w/i a Part. (blue 3.5 & Style Sheet)
- CASE NAMES (Rule 10), Short & Long Forms + In re & ex rel. (10.2.1(b)) + allowable Abbreviations (10.2.1, 10.2.2 AND 6.1(b)).
  - Italicization Rules: Long Form is ALWAYS italicized in text; Roman in FN, except if Textural use; Short Form is ALWAYS italicized in FN citation; In re & ex rel. are always italic.
  - Abbreviations must be consistent.

- Ellipsis: Chi 15 11.51-.85 | Blue 5.1–5.3: Delete @ start of block quote and in-text quote; but stet when at end of each. Critical to transcribe Block quotes PRECISELY, and understand the differences between the 2 types of 4-dot ellipses (i.e., when the period goes before, and when after, and when a space needs to be inserted).
- Numbers, Ranges: see header in Style Sheet; spell-out centuries!
- En-dashes vs. Hyphens: see Number Ranges header in Style Sheet
- Numbered Items, Textual List: (1) first point, (2) second point, and (3) third point; separate short clauses w COMMAS; use SEMI-COLONS for lengthier clauses.
- Publication Titles—Books, Reports, Magazines, Journals, always:
  - CITATIONS: Cap+Small Cap (Cap+SmC)
  - TEXT (article body OR Fn): Upper & Lowercase ITALIC (U&lc, underlined)
  - PERIODICAL ABBREVIATIONS: always per Blue Table T13; always close-up: L.J., J.L., L.Q., but word space at: L. Rev.
- Quotations, Punctuation at end of: Quotation Marks, Commas, and Periods PRECEDE close quote; Colons and Semi-colons set OUTSIDE the close quote. For Footnote Notation in Text: Make sure all the punctuation is inside the footnote notation. LIKE THIS: last word.”122 NOT: last word122.”
- Quotations, CAPS at Start of: When an author is using a direct quote, the capitalization for the quote can remain as it is in the original. EXAMPLE: Mary said (stated, commented, etc), “The sky is blue.” When an author is quoting indirectly, if the quoted material begins with a capital letter, that letter should be lower case and bracketed. EXAMPLE: Mary said that “[t]he sky is blue.”
Manuscript Format: Top 10 Errors

- Unlinked cross-references (supras/infras)!!!!!! See “How-To” for Mac & PC (it’s very different for each)
- Epigraphs get footnotes too!
- Only one (1) space at end of sentences; check for extra spaces throughout.
- Tabs at paragraph starts (not auto format indent), but no tabs after letter or number in Heads
- “Curly” Quotes & Apostrophes: Use throughout (not straight ["] primes except at Measurements)
- Create and using keyboard command or symbol insert:
- Ellipsis: Use symbol, not periods [3-dot unit, no spaces between dots, nor before & after unit]; when 4-dot, 1st dot is a period, and always precedes ellipses unit & no space before the period.
- Em-dashes & en-dashes: no space before & after; use true em’s and en’s!!
- No superscripts (for “th,” etc.
- Figures & Tables: get Footnotes, and need content edit (see Images How-to)

Other Tips

- Punctuation in Parentheticals in Footnotes: Last Sentence: if complete sentence/quote is contained within parentheses, provide Period, then close parentheses AND a period AFTER the close parentheses. DROP the first period if quote/comment is NOT a complete sentence.
- Author Names: Per Blue 15.1 we list an author’s “full name as it appears on the publication.” So if their middle initial is not on the publication, we don’t use it.
- Multiple Authors: List all the authors’ names in the first citation and define it as “hereinafter” if there are supras and infras, e.g.:
  o Dan Tarlock, James N. Corbridge, Jr., David H. Getches & Reed D. Benson, Water Resource Management [hereinafter Tarlock].
  o If other books or articles written by the same author are cited, differentiate between them by adding et al. to the source with multiple authors [hereinafter Tarlock et al.]
- Websites—“last visited” & all other Internet sites: Per Blue Rule 18.
**Citing Journal’s Articles**

Before page numbers are available:


And when page numbers become available:


FN textual material & TEXT form [style U&lc, Italic]: Blue 2.2(b)(ii))

FN “on file” form [refers to unpublished material; style U&lc, Roman]: Blue 17.1.1 (on file with the New Mexico Law Review) & (on file with the New Mexico Law Review)