

A GUIDE TO THE BLUEBOOK*

For **Practitioners** and **Law Clerks**

**Penn State Law, University Park
Legal Writing Department**

*Based on the most current Bluebook edition.

The Good News

- You do not need to memorize the Bluebook rules – you can always refer to the Bluebook.
- Some citation forms are used so often that you will ultimately remember them without referring to the Bluebook.

The Bad News

- Bluebook rules are nitpicky in the extreme.
 - Example: The Bluebook instructs you to underline or italicize the entire case name up to but not including the comma that follows the case name, see Rule B10.1.1(v).
- Using Bluebook citation form correctly requires a high degree of attention to detail.
- Putting citations in proper Bluebook form takes more time than you might expect.

Why learn Bluebook citation rules?

- Bluebook citation is used by most law reviews and journals, including Penn State Law's journals.
- Bluebook citation formats are used in all writing courses at Penn State Law.
- Bluebook citation is followed by many (but not all) judges and law firms.
- After learning one method of citation, it is easier to adjust to other methods.

How to use this guide

- This Guide will cover only the most general Bluebook rules.
- Most of the slides will first reference in italics the Bluebook table or rule that the slide covers.
- Turn to that page in the Bluebook and identify where the information on the slide is printed in the Bluebook.
- Use the index or the table of contents for other rules not covered in the guide.

The Table of Contents

- If you are not sure where in the Bluebook a piece of information can be found, scan through the Table of Contents.
- For example, if you know that the rule you need is about case citations, you can look through the Table of Contents and see that Rule 10 relates to cases. You can then scan the specific divisions and subdivisions for Rule 10, such as 10.2 Case Names, 10.2.1 General Rules for Case Names, 10.2.2 Additional Rules for Case Names in Citations.

The Index

- The Bluebook index at the end of the book also is extremely helpful & detailed.
- As stated, use the index for other rules not covered in the Guide...
 - Such as:
 - **B12.1.3** (Rules of Evidence and Procedure and Restatements)
 - **B13** (Legislative Materials)
 - **B14** (Regulations)
 - **B15-18** (Secondary Sources)
- The index is extremely detailed.

The Quick Reference on the back cover

- There is a “quick reference” on the back cover that relates to court documents and legal memoranda (citations for practitioners and law clerks).
- You can use “quick reference” to see examples of various citation formats.
- The front cover “quick reference” is for law review footnotes.

Practitioners' Notes – the “Bluepages”

- For documents prepared in legal practice (briefs and memoranda), use the “Bluepages” at the front of the book. The pages are blue.
- The Bluepages explain basic citation rules used by lawyers, summer associates, and law clerks.
- Citation forms used for law reviews & journals are in the “white pages,” which take up the bulk of the middle of the book. The pages are white.
- You will need to refer to the white pages for more detailed information about citations.
- The major differences between the blue and white pages are formatting & font / typeface changes (see the Bluepages Introduction).

The “Bluepages” Introduction

- The Introduction to the [Bluepages](#) starts by talking about how some courts might have their own citation formats, and therefore, you should first and foremost follow your court rules.
- The Introduction also summarizes typefaces used for citation in court documents and legal memoranda.

Practitioners underscore (or italicize) the following:

- *Rule B2*
 - Full and short case names
 - Introductory signals
 - Procedural and explanatory phrases in case citations
 - Id.
 - Titles of books, articles, and essays
 - Titles of legislative materials
 - *Punctuation in underscored or italicized materials*
- NOTE: LARGE AND SMALL CAPS are not required, but that typeface may be used for stylistic purposes.

General citation rules - Court

- *Rule B8*
- Capitalize “court” only when (a) naming any court in full; (b) referring to the U.S. Supreme Court; or (c) referring to the court that will be receiving the legal document that you plan to file with that court.
- **Examples:**
 - This Court should grant Defendant’s Motion to Dismiss.
 - The court held that the plaintiff included sufficient facts in his complaint to allege a cause of action for negligent infliction of emotional distress.

General citation rules - Capitalizing party designations

- *Rule B8*
- When referring to parties in a case in a document that will be filed with a court, capitalize party designations only when referring to parties in the actual case before the court.
- **Examples:**
 - Plaintiff responds to Defendant's baseless allegations of misconduct. **NOTE: No articles (a, an, the) are used here.**
 - In Jones v. Smith, the plaintiffs alleged that the defendants violated their right to privacy. **NOTE: Articles are used here, but no capitalization is used.**

General citation rules - Numerals

- *Rules B6 & 6.2(a)*
- In general, spell out the numbers 0-99 except:
 - Spell out
 - ANY number that begins a sentence
 - Hundred, thousand, or any round numbers may be spelled out
 - When a series includes numbers both less than 100 & greater than or equal to 100, numerals should be used for the entire series
 - Use numerals with decimal points, percentages, or dollar amounts, sections or other subdivision numbers
- **Example of the general rule:** “The puddle in which Plaintiff slipped was four inches in diameter.”

Elements of a citation to legal authorities

- *The Bluepages Introduction*
- *Citations to legal authorities are NOT placed in parentheses.*
- The three main parts of a citation are the signal, the source of authority, and a parenthetical explanation.
- Some citations do not have a signal or a parenthetical explanation, but they all have the source of authority.
- Example of a statutory citation with all three parts:
 - *See 5 U.S.C. § 553(b) (requiring agencies to publish notice of proposed rulemaking).*

Elements of a citation to legal authorities - Cases

- Example of a case citation with all three parts:
 - See Dziokonski v. Babineau, 375 Mass. 555, 568 (1978) (concluding that a mother who did not actually witness her daughter's accident, but who arrived at the scene and witnessed its immediate aftermath, including her daughter's injuries, was sufficiently close to the scene that her estate could state a claim).
 - As part of this case citation, the first page number on which the court opinion is included as well as the pincite (the page on which the specific information is found) are included. Case citation format and pincites will be discussed in later slides.

Citation sentences

- *Rules B1.1 & 1.1*
- Citation sentences are used to cite authorities that relate to the entire preceding sentence.
- Citation sentences begin with a capital letter and end with a period.
- A “string citation” contains numerous citations, each separated by a semi-colon:
 - **Example:** United States v. Dodd, 538 F.2d 980, 984 (7th Cir. 1996); Parker v. Marpoe, 789 So. 2d 86, 91 (Al. 2000); Smith v. Fulton, 390 A.2d 72, 78 (Pa. 1999).
 - The sky is blue. *United States v. Dodd*, 538 F.2d 980, 984 (7th Cir. 1996).

String Cites

- *Rules B1.1 & 1.1*
- String cites are citations to more than one authority at the end of your textual sentence.
- String cites are used:
 - when several cases are listed for one proposition
 - when rules are synthesized.
- In a string cite, use semicolons to separate authorities.
- String cites may contain full cites and/or short cites, as appropriate.
- Limited use of Id. Id. is used as the first cite (never a later one) in a string cite when the id. refers to the immediately preceding cite and that cite refers to just one source. **Never** use id. to refer to an entire string cite. (See B10.2).
- Order of authority: Rules 1.2, 1.3, and R1.4.

Example of string cites

- See, e.g., Williams v. Rhodes, 393 U.S. 23, 28-29 (1968); Klump v. Johnson, 71 F.3d 1368, 1371 (7th Cir. 1995); Mitchell v. Davis, 598 So. 2d 801, 803 (Ala. 1992); Robinson v. Robinson, 914 S.W.2d 292, 295 (Ark. 1996); Terror Mining Co. v. Roter, 866 P.2d 929, 932-33 (Colo. 1994); Mohorn v. Ross, 422 S.E.2d 290, 291 (Ga. Ct. App. 1992); Pullen v. Novak, 99 N.W.2d 16, 19 (Neb. 1959).

Citation clauses

- *Rules B1.1 & 1.1*
- Citation clauses are used to cite authorities that relate to only part of a sentence.
- Citation clauses do not start with a capital letter, unless the clause begins with a source that would otherwise be capitalized.
- Use commas to separate citation clauses from text unless the citation clause ends the entire sentence (in that case, place a period at the end of the citation clause).
 - **Example:** A party asserting the attorney-client privilege must provide an explanation of why the items are privileged, United States v. Zolin, 491 U.S. 554 (1989), and must prove the elements necessary to establish the privilege, Hawkins v. Stables, 148 F.3d 379, 383 (4th Cir. 1998).

Citation Placement

- Citation placement is discussed in detail in the “Use of Authority and Attribution” materials.
- Two instances in which citations are needed are the following: “1. Acknowledg[ing] direct use of someone else’s words [and] 2. Acknowledg[ing] any paraphrase of someone else’s words.”
- For example, citations are needed after rules and case information in RE paragraphs.

Citation Placement – RE Paragraphs

- For **RE paragraphs**, at a minimum, you should have a citation after the **processed rule sentence**, after **all case facts**, after the **holding sentence**, and after **all rationale**.
- However, if the **case facts** are found on different pages of the opinion, you should have a citation after the sentence(s) where the pincite page numbers are different.
- Similarly, if the **rationale** information is found on different pages of the opinion, you should have a citation after the sentence(s) where the pincite page numbers are different.
- Sometimes, you may have citations after **every** sentence in RE paragraphs.

Citation Placement – Full v. Short Cite

- In choosing where to place citations, you also must decide if a full citation or a short citation is required.
- A full citation is used when the source is cited for the first time in a document.
- After a source has been cited in full, thereafter a short citation format typically is sufficient.
- More detail about full and short citation formats appear in later lessons.

Quotations

- *Rules B5 & 5*
- Whenever you take language directly from another work, you **must** place the language in quotation marks or, where appropriate, in block quotation format and provide an appropriate citation.
- When you place material in quotation marks or in a block quotation, you must be sure that the language is **precisely** the language used in the quoted source; you may not change even one word without properly indicating that you have altered the original material.
- The Bluebook has rules regarding fitting quotes into your textual sentences and making alterations, using marks such as brackets and ellipses.

Quotations – Be selective

- Direct quotes should be reserved for particularly unique or important language.
- Using too many quotes may result in disjointed prose, so you should not simply string together a number of quotations.
- Please note that, while it is sometimes important to quote a court's holding or reasoning, it is rarely useful to quote a court's description of facts.

Quotations under fifty words

- *Rule 5.1(b)*
- Quotations of 49 words or fewer are placed inside double quotation marks.
- Quotation marks around material quoted inside another quote should appear as single marks.
- Always place commas and periods **inside** the quotation marks; place other punctuation marks inside the quotation marks **ONLY** if they are part of the matter quoted.

Quotations under fifty words (example)

- **Examples:**

- In Dziokonski v. Babineau, the court explained that “it is reasonably foreseeable that, if one negligently operates a motor vehicle so as to injure a person, there will be one or more persons sufficiently attached emotionally to the injured person that he or they will be affected.” 380 N.E.2d 1295, 1302 (Mass. 1978) (emphasis added).
- Under Massachusetts law, to prove abuse of an employer’s conditional privilege, an employee must show “more than ‘mere negligence or want of sound judgment’” and “more than ‘hasty or mistaken action.’” Shore v. Retailers Commercial Agency, Inc., 174 N.E.2d 376, 380 (Mass. 1961) (quoting Pecue v. West, 135 N.E. 515, 517 (N.Y. 1922)).

Quotations of fifty words and over

- *Rule 5.1(a)*
- Use a **block quote** (indent left & right margins, single space and omit quotation marks) for quotations of **50 or more words**.
- Block quotations should be introduced with a proper lead in, usually followed by a colon.
- The citation to the quoted material should **not** appear with the block quote, but rather should appear on the next full line (after the block quote and justified with the left margin for text other than block quotes).

Quotations of fifty words and over - Format

- Do not use quotation marks around block quotes unless you have an imbedded quote within the block quote, in which case that quote should be set off with double quotation marks. Any further imbedded quotes should be indicated with alternating single and double quotation marks.
- See Rules B5.2 and 5.1(a) and for examples of block quotations followed by a citation.

Alterations/Omissions

- *Rules 5.2 & 5.3*
- When changing a letter in a quotation from upper to lower case, or vice versa, enclose it in **brackets**. Substituted words or letters also should be bracketed.
- Use an **ellipsis** (3 periods **separated by spaces and set off by a space before the first and after the last period**) to take the place of omitted word(s). These ellipses should never be used to begin a quotation. **Example:**
 - “[P]ublic confidence . . . depend[s upon] full disclosure of all the facts, within the framework of the rules of evidence.”

Case Citations

How do we take information from an opinion:

William H. **Smith**, Plaintiff-Appellee,
vs.

Emma K. **Jones** & Peter Griffith, Defendants-
Appellants.

Page **385** of Volume **983** of the **South Western
Reporter, Second Series**

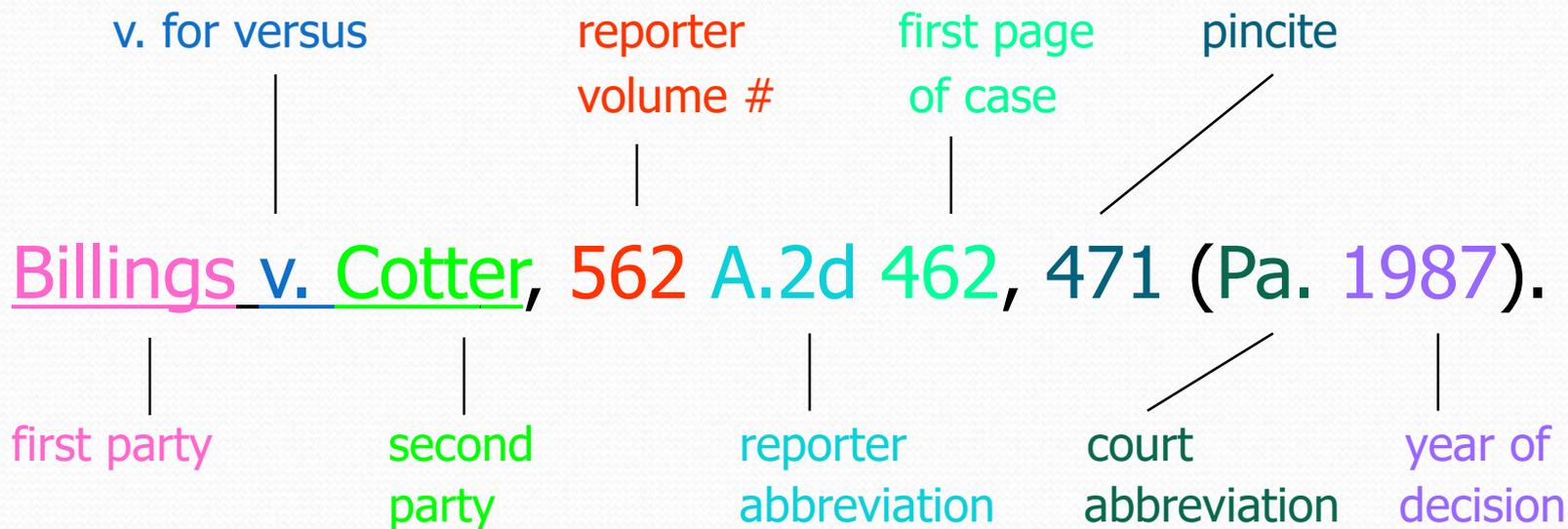
Decided by the **Texas Supreme Court** on **January 20,
1998**

And transform it into a proper Bluebook citation?

Smith v. **Jones**, **983 S.W.2d 385** (**Tex. 1998**).

Components of a case citation

- *Rules B10 & 10*



Rules for each component of a case citation

- To put information about a case in proper Bluebook form, you must follow the Bluebook rules for each part of the case citation.
- Because they appear first in the citation, we'll start with the rules addressing case names.
- The detailed rules for shortening case names for citation purposes are mostly contained in the white pages, rather than in the Bluepages.

Underlining or italicizing case names

- *Rule B10.1.1*
- In briefs, memos, and other documents filed with a court, all case names and procedural phrases should be italicized or underscored. The “v.” should also be italicized or underscored; the comma following the case name should not be underscored.
 - **Incorrect:** Jones v. Smith,
 - **Correct:** Jones v. Smith,or
 - *Jones v. Smith*,

Cite only the first listed party on each side

- *Rule B.10.1.1(i)*
- Omit all parties other than the first party listed on each side (one plaintiff/one defendant).
- For example, John P. Jones & Fred C. Smith, Plaintiffs v. William R. Adams & Sam LaFleur, Defendants -- Jones v. Adams.
- Do not include "et. al." to show multiple parties.
 - Incorrect -- Jones et. al. v. Adams
 - Correct -- Jones v. Adams

Cite individuals by last name only

- *Rule B.10.1.1(ii) & (iii)*
- For individuals, omit their given names and initials.
- Do not include legal status of a party, such as Administrator, Executor, Plaintiff, Defendant, Appellant, Appellee, Guardian, etc.

Incorrect

John E. Smith v. Jane P. Jones
Smith, Plaintiff v. Jones, Defendant

Correct

Smith v. Jones
Smith v. Jones

Business names

- *Rules B10.1.1(vi) & 10.2.1(h)*
- Business designations, such as Association, Company, or Corporation, may be abbreviated. However, if a business uses more than one firm designation in its name, drop all but the first.

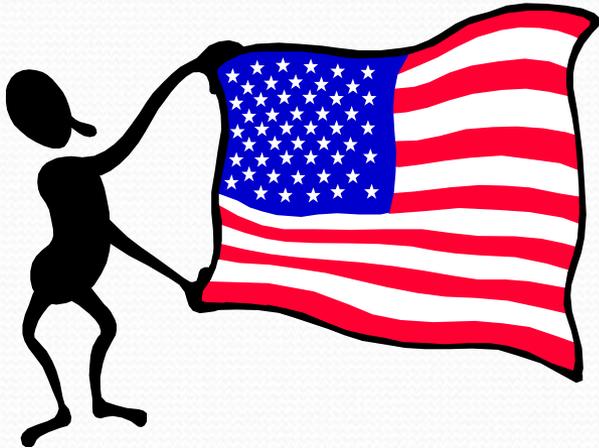
Incorrect:

City Investment Co., Inc. v. J.D. Jones

Correct:

City Investment Co. v. Jones

The United States as a party



- *Rule 10.2.1(f)*
- The United States of America is always cited as “United States”
 - not U.S.A.
 - not U.S.
 - not United States of America

States as parties

- *Rule 10.2.1(f)*
- When a state is a party, use either the word “State,” “Commonwealth,” or “People,” depending on which appears on the title page when citing to a case decided by a court in that state.
- Use the name of the state (i.e. Massachusetts) if citing to a case not decided by a court in that state.
 - Compare: [Commonwealth](#) v. Jones, 462 N.E.2d 54, 59 (Mass. 1987).
 - With: [Massachusetts](#) v. Gosnold, 425 U.S. 681, 686 (1976).

Cities as parties

- *Rule 10.2.1(f)*
- Omit “City of” and other similar expressions UNLESS the expression begins a party name:
 - **Incorrect:** City of Memphis, Tennessee v. Fred C. Jones
 - **Correct:** City of Memphis v. Jones
 - **Incorrect:** Mayor of the City of Houston v. Howard K. Johnson
 - **Correct:** Mayor of Houston v. Johnson

Prepositional phrases of location

- *Rule 10.2.1(f)*
- Omit prepositional phrases of location (not following “City,” or like expressions) unless the resulting citation leaves only one word in the name of a party or the location is part of a business.
 - **Incorrect:** Brown v. Board of Education of Albemarle County
 - **Correct:** Brown v. Board of Education

In rem actions

- *Rule 10.2.1(a)*
- Actions involving objects such as land or goods are known as “in rem” actions.
 - Examples: condemnation proceedings or proceedings against contraband property.
- Omit all but first-listed item or group of items.
 - **Incorrect:** In re Fifty Bales of Hash, Twelve Cartons of Coke, and One Twinkie
 - **Correct:** In re Fifty Bales of Hash

When real property is a party

- *Rule 10.2.1(a)*
- When real property is a party, use its street address and omit all other words.
 - **Incorrect:** United States of America v. Real Property Situated at 10 Maple Road, County of Albemarle, Commonwealth of Virginia
 - **Correct:** United States v. 10 Maple Rd.

Use of “the” in party names

- *Rule 10.2.1(d)*
- Omit “The” as the first word of a party’s name unless the party’s name is “The King,” “The Queen,” or the name of an object in an in rem action.
 - **Incorrect:** The Boston Globe v. Jane Smith
 - **Correct:** Boston Globe v. Smith

Case name abbreviations

- *Rule 10.2*
- The Bluebook distinguishes between case names used as part of a *textual* sentence and case names appearing as part of a citation sentence or clause. Case names in citation sentences or clauses are more heavily abbreviated than case names in textual sentences.

Abbreviating case names in citations

- *Rule 10.2.2 & Tables T6 & T10*
- All words in case names in **citation sentences**, including the first word of either party's name, are abbreviated if listed in Table T6 of the Bluebook.
- Geographical units are abbreviated as indicated in Table T10 unless the geographical unit is a named party (but remember -- do not abbreviate United States).
 - **Massachusetts** v. Selfridge (state is a named party)
 - Selfridge v. Univ. of **Mass.** (state is not a named party)
- Abbreviate other words of 8 letters or more if *substantial* space is saved & the result is unambiguous.

Table T6 Excerpt

- Table T6 lists word that should be abbreviated in case names in citation sentences, such as:
 - Academic = Acad.
 - Advertising = Advert.
 - Community = Cmty.
 - Congress = Cong.
 - Construction = Constr.
 - Institute = Inst.

Abbreviation of procedural phrases

- *Rules B10.1.1(iv) & 10.2.1(b)*
- Abbreviate “on the relation of,” “for the use of,” “on behalf of,” and similar expressions to “ex rel.”
- This type of proceeding occurs when one party is suing on behalf of another.
 - Example: James P. Smith, Attorney General for the State of Mississippi, for the use of Jane P. Jones v. Fred Flintstone is cited as [Smith ex rel. Jones v. Flintstone](#)

Abbreviation of procedural phases (cont'd)

- *Rule 10.2.1(b)*
- Abbreviate “in the matter of,” “petition of,” “application of,” and the like to “in re”.
- Cases that might use these phrases could involve the probate of a will or a bankruptcy proceeding.
 - Example: In the Matter of the Will of Fred P. Smith is cited as In re Will of Smith

Case Names in Textual Sentences

- For case names in *textual sentences*, **Rule 10.2.1(c)** specifies that only widely known acronyms and the following eight words are abbreviated:

And = &

Association = Ass'n

Brothers = Bros.

Company = Co.

Corporation = Corp.

Incorporated = Inc.

Limited = Ltd.

Number = No.

Textual sentences examples

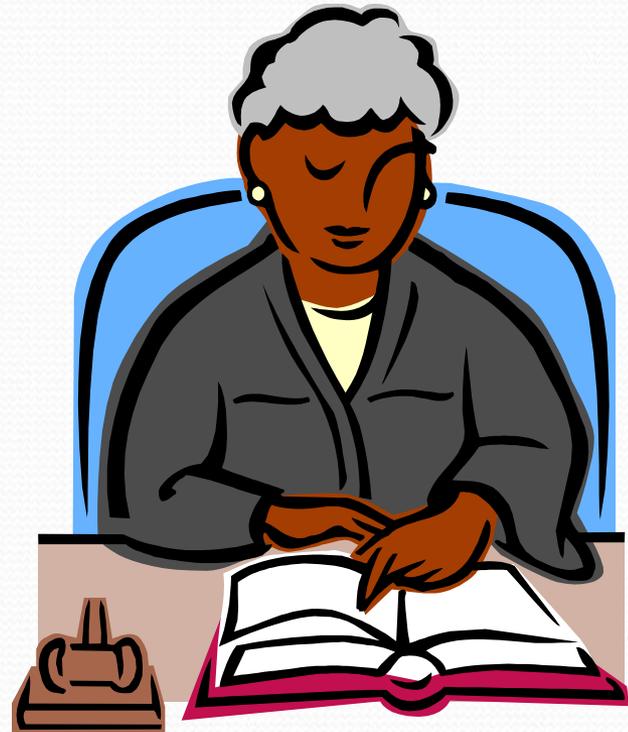
- Examples of a citation sentence and textual sentences:
 - The sky is blue. Smith v. Jones, 235 R.I. 444, 449 (1980).
 - In Smith v. Jones, 235 R.I. 444, 449 (1980), the court held that the sky is blue.
 - In Smith, the court also held that the grass is green. 235 R.I. at 450.

Textual sentences examples (cont'd)

- Distinction between case appearing in citation sentence and case appearing in textual sentence:
 - Although most courts grant some relief to injured trespassers, *see, e.g.,* Envtl. Bldg. Exch. v. Guar. Util. Gen. Constr. Equip. Co., 123 So. 2d 904 (Fla. 1982), the court in American Hospital Equipment Co. v. Elmore, 801 F.2d 983 (1st Cir. 1987), refused to grant relief.
 - Note that **the first case is part of a citation** whereas the **second case is part of a textual sentence** – thus, “Equipment” is abbreviated in the citation but not as part of a sentence.

The next component of a case citation: the reporter

- Now that we've covered the rules governing citation of case names, we'll turn to the rules about reporters.
- You will need to consult Table T1 to determine which reporter to cite for the decisions of the federal and state courts.



U.S. Supreme Court Cases

- *Table 1 (T1.1)* – The official reporter for U.S. Supreme Court cases is the United States Reports (U.S.).
- The Bluebook requires citation to U.S. if the case is published there; otherwise, cite to an unofficial reporter in the following order of preference:
 - Supreme Court Reporter (S. Ct.)
 - Lawyer's Edition (L. Ed.) or Lawyer's Edition, Second Series (L. Ed. 2d)
 - United States Law Week (U.S.L.W.)

Federal cases

- *Table T1.1*
- Federal courts of appeals decisions are published in the Federal Reporter, Federal Reporter 2d and Federal Reporter 3d (F., F.2d, F.3d). (Note that there is no period after the “d” in 2d and 3d).
- Federal district courts (trial courts) generally are published in the Federal Supplement (F. Supp., F. Supp. 2d, F. Supp. 3d).

State cases

- *Table T1.3 addresses state citations*
- State cases are published in seven regional reporters:
 - Atlantic (A., A.2d, A.3d)
 - North Eastern (N.E., N.E.2d)
 - North Western (N.W., N.W.2d)
 - Pacific (P., P.2d, P.3d)
 - South Eastern (S.E., S.E.2d)
 - South Western (S.W., S.W.2d, S.W.3d)
 - Southern (So., So. 2d, So. 3d)

Spacing between capitals

- *Rule 6.1(a)*
- The Bluebook includes a general rule on spacing that, among other things, applies to reporter abbreviations.
- You “close up” all adjacent single capitals (there is no space between them).
 - D.R.I., E.D.N.Y., or U.S.
 - Individual numbers are treated as single capitals
 - F.2d or N.E.2d
 - But spaces are used when the citation includes abbreviations longer than a single letter
 - So. 2d, F. Supp., F. Supp. 2d, or S. Ct.

Spacing between capitals – Optional exception

- *Rules B6 & B6.1*
- Rules B6 and B6.1 explain the general spacing rule noted in the prior slide.
- In Rule B6, however, the Bluepages provide that practitioners can opt to close up spaces in reporter abbreviations that would normally have a space. For example, instead of S. Ct., a practitioner may write: S.Ct.
- This allows a practitioner to better meet court-imposed word limits in documents filed with courts.

Public domain format

- *Rule 10.3.3 & Table T1.3*
- Many jurisdictions have made cases available on websites.
- Table T1.3 sets forth the required public domain format for states that have adopted one different from the general format described in Rule 10.3.3.
 - For example, Table T1.3 shows the public domain format adopted by Pennsylvania for Superior Court cases decided after 12/31/98.

Citing page numbers



- Now that we have covered case names and reporters, we will move on to the easier task of citing page numbers.

Citing page numbers

- The citation must include the page on which the document begins.
- The writer also should include a specific reference to the precise page where a quotation or legal proposition appears (*pincite* or *pinpoint cite*).
- The first page of the document and the pincite page are separated by a comma.

Billings v. Cotter, 562 A.2d 462, 471 (Pa. 1987).

Multiple pages, footnotes, and endnotes

- *Rules B10.1.2 & 3.2*
- When citing material that spans more than one page, provide the inclusive page numbers, separated by a hyphen. Always retain the last two digits, but drop other repetitious digits.
 - **Example:** Gibbons, 455 F.2d at 356-57.
- Cite multiple, nonconsecutive pages by giving the individual page numbers separated by commas.
 - **Example:**
 - Jones v. Smith, 234 F.2d 12, 14, 17 (4th Cir. 1971).
 - Pincites are both pp. 14 & 17 in this example
- Cite a footnote by using “n.” and cite multiple footnotes by using “nn.”
 - **Example:** Id. at 359 n.8 (Note there is no space between the n. and the note number).

Court/Jurisdiction & Date/Year

- *Rules 10.4 & 10.5*
- Now that we've covered case names, reporters, and pages, we're ready to tackle the last part of a case citation – the parenthetical indicating the date and, when not clear from the reporter abbreviation, the court & jurisdiction.

Court / Jurisdiction

- Citations must identify the court that decided the case.
- Typically, in the parenthetical immediately following the page numbers, you provide the name of the court (abbreviated in accordance with Table T1 or T7) and its geographical location (abbreviated in accordance with Table T1 or T10).
- However, when the reader may determine which court decided the case from the reporter cited, you should NOT identify the court in the parenthetical.

Examples of when the court is omitted from the parenthetical

White v. Clemens, 562 **U.S.** 342, 360 (1990).

*U.S. only contains U.S. Supreme Court decisions. Thus, you must omit any designation of the Supreme Court in the parenthetical.

Heard v. Neighbor Newspapers, 190 **Ga. App.** 756, 758, 390 S.E.2d 279, 281 (1989).

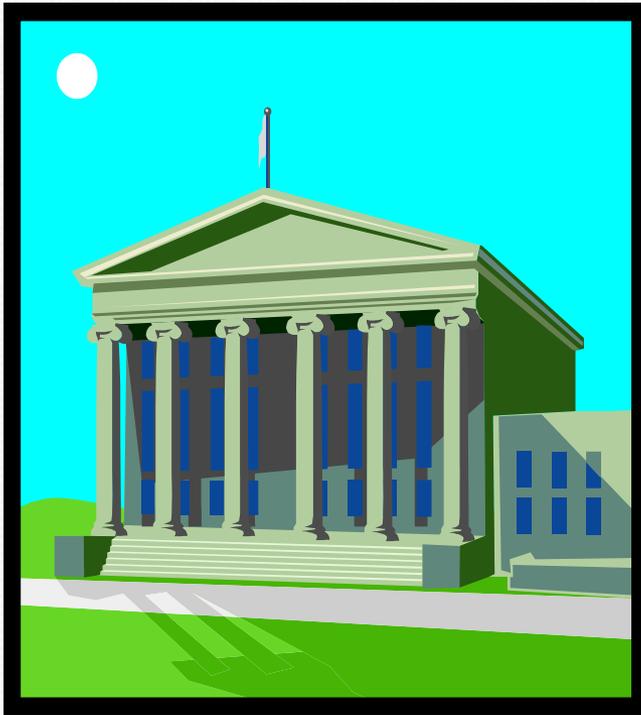
**With this parallel citation, it is clear from the state reporter citation that this case was decided by the Georgia Court of Appeals. Therefore, you must omit any designation of the court in the parenthetical.

Common court abbreviations

- Federal Courts of Appeals
 - 1st Cir. – NO superscript here or below
 - 2d Cir. – NOT **2nd** Cir. (Rule 6.2(b))
 - 3d Cir. – NOT **3rd** Cir.
 - 4th Cir.
 - 5th Cir.
 - 6th Cir.
 - 7th Cir.
 - 8th Cir.
 - 9th Cir.
 - 10th Cir.
 - 11th Cir.
 - D.C. Cir.
 - Fed. Cir.



Common court abbreviations (cont'd)



- Federal district courts
 - Abbreviation is D.
 - If a state contains more than one federal district, you must include the abbreviation to identify that district:
 - Western District of Pennsylvania is **W.D. Pa.**
 - Rhode Island, which only has one district, is **D.R.I.**

Date of decision / year

- The date of the decision is the last piece of information contained in the parenthetical after the case page.
 - For decisions published in reporters, use the YEAR of the decision.
 - For unreported cases and cases cited to a slip opinion, provide the EXACT DATE of the decision.
 - When citing a case with different decisions issued in the **same year**, include the year only in the parenthetical for the last-cited decision.
 - For example, if the 5th Circuit decided a case in 2001 & the U.S. Supreme Court granted a writ of certiorari to review that case in 2001, include the year only in the citation to the Supreme Court's decision:
 - Cox v. Abernathy, 241 F.3d 467, 479 (5th Cir.), cert. granted, 602 U.S. 894 (2001).

Summary of Helpful Bluebook Tables for Case Information

- T1 – United States Jurisdictions
- T6 – Common Words in Case Names
- T7 – Court Names
- T8 – Explanatory Phrases
- T10 – Geographical Terms
- T12 – Months

Pending and unreported cases

- *Rule B10.1.4, Rule 10.8.1(a), & Quick Reference (back cover)*
- Sometimes you will need to cite to a case that can be found online on Lexis or Westlaw but has not been assigned to a reporter for publication.
- Citations to databases are slightly more complex and should include the following:
 - *Case name*, case docket number, database identifier and electronic report number, at *star page number, (court and full date).
 - **Example:** Albrecht v. Stanczek, No. 87-C9535, 1991 U.S. Dist. LEXIS 5088, at *1 n.1 (N.D. Ill. Apr. 18, 1991).

Pending and unreported cases (cont'd)

- **More Examples:**
 - United States v. Highsmith, No. 07-80093-CR, 2007 U.S. Dist. LEXIS 60848, at *1, *6 (S.D. Fla. Aug. 20, 2007).
 - Kvass Constr. Co. v. United States, No. 90-266C, 1991 WL 47632, at *2-3 (Cl. Ct. Apr. 8, 1991).
- NOTE: page numbers should be preceded by an **asterisk**.
- Also see the White Pages, Rule 10.8.1, and the Quick Reference.

Short form citations

- *Rule B10.2*
- The first time you cite to a case, use its full citation
- Thereafter, use one of these forms of short cites:
 - United States v. Calandra, 414 U.S. at 343.
 - Calandra, 414 U.S. at 343.
 - Typically, use the first party's name in a short form citation, but do not use United States as a short form.
 - 414 U.S. at 343.
 - Id.
 - Same preceding pincite
 - Id. at 343.
 - Different preceding pincite
- Use Id. only if there are no intervening cases.
- Ex: The court affirmed the judgment. Smith v. Wells, 42 So. 2d 832, 834 (Fla. 1999). The plaintiffs were awarded \$10,000. Id. at 833.
- Note that the period after Id. is underlined.
- For "id." use the same typeface as for case names.

Short form examples

- Full: Foster v. Monroe, 24 F. Supp. 2d 871, 873 (E.D. Pa. 2009).
- Short citation where there are intervening citations: Foster, 24 F. Supp. 2d at 874.
- Short citation where there are no intervening citations, and the pincite referenced is different from the preceding citation: Id. at 876.
- Short citation where there are no intervening citations, and the pincite referenced is the same as the preceding citation: Id.

Short form cites for unreported cases

- *Rule 10.9(a)(ii)*
- For cases only on Westlaw or Lexis, use the unique database identifier in the short form.
- **Lexis Example:**
 - **Long Form:** Albrecht v. Stanczek, No. 87-C9535, 1991 U.S. Dist. LEXIS 5088, at *1 n.1 (N.D. Ill. Apr. 18, 1991).
 - **Short form:** Albrecht, 1991 U.S. Dist. LEXIS 5088, at *1.
- **Westlaw Example:**
 - **Long form:** Kvass Constr. Co. v. United States, No. 90-266C, 1991 WL 47632, at *2-3 (Cl. Ct. Apr. 8, 1991).
 - **Short form:** Kvass, 1991 WL 47632, at *3.

Parallel Citations

- *Rules B10.1.3(vi) & (v) & 10.3.1*
- Parallel citations are citations to more than one source (most frequently, more than one case reporter) for the same authority.
- As the Bluebook notes, practitioners in a state court must refer to the court's local rules when determining whether to provide parallel citations.
- In legal memoranda not filed with a court, cite the appropriate regional reporter if the decision is found therein. Table T1 refers you to other, less-preferred sources for each state if the case is not found in the regional reporter.

If parallel citations are required by local rule:

- The two citations should be separated by a comma in your citation sentence.
- Your official citation (citation to the state reporter) must appear first, followed by the unofficial citation (citation to the regional reporter).
- When the state is obvious from the official reporter title, omit the state abbreviation from the parentheses containing the date. See B10.1.3, Rule 10.4(b).
- The Bluebook requires you to include the remaining abbreviation for the court in the parentheses containing the date only when the court is **not** the highest court in the state. See B10.1.3, Rule 10.4(b).
- You must provide pinpoint cites for each reporter.
- **Example:** Cotter v. Pelligrino, 567 Mass. 25, 31, 449 N.E.2d 12, 18 (1992).

How parallel citation applies to short citation form

- If you are required to provide a parallel citation for the long form, then you also need a parallel citation for both the short form and when you use id.
- As noted in B10.2, you should use the short form for both citations (to the official and unofficial reporters).

Example:

Cotter, 567 Mass. at 31, 449 N.E.2d at 18.

How parallel citation applies to the “Id.” short citation form

- Id. replaces only the first parallel cite (the official reporter cite). As noted in Rules B10.2(iv) and 10.9(b)(ii), you must still provide the short form of the second parallel cite (the regional reporter cite).

Example:

In Cotter, the court held that the sky is blue.
Id., 449 N.E.2d at 18.

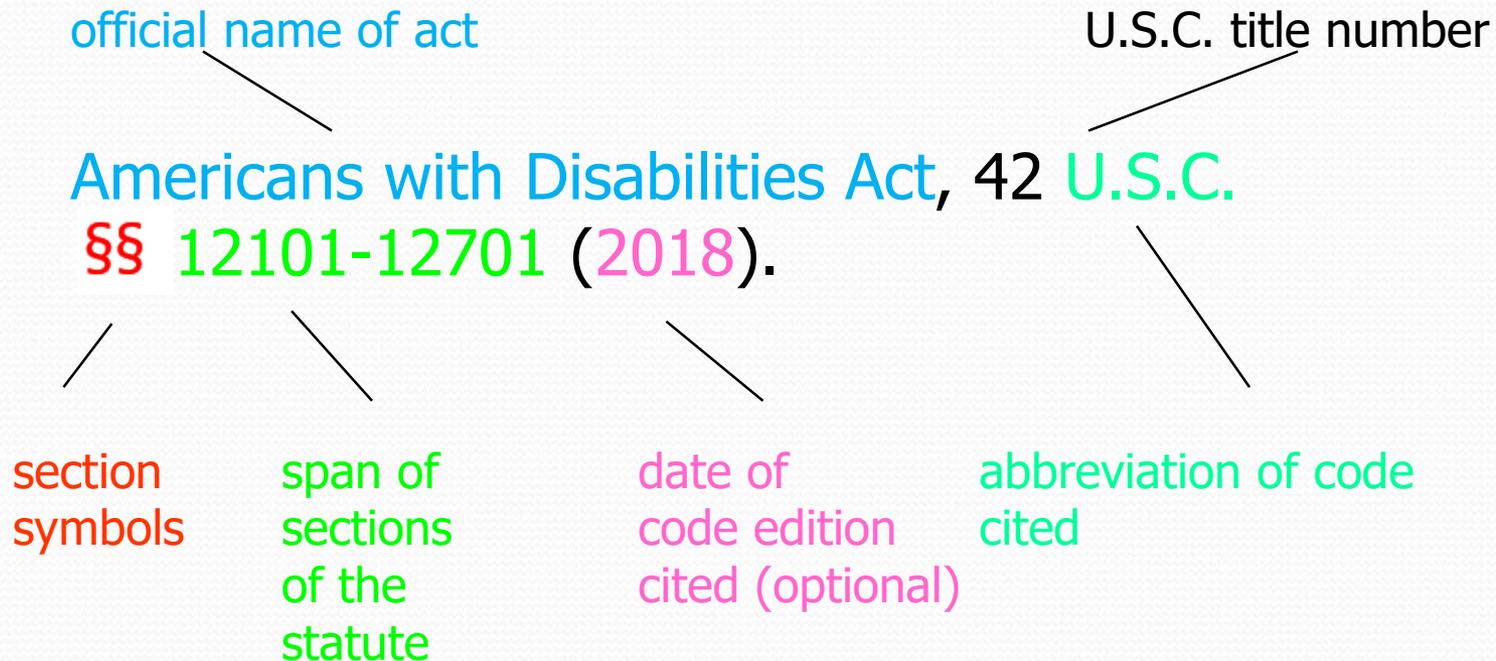
Citing Statutes



- Now that we have covered the rules for citing cases, we will address the format for citing statutes – *Rule B12 & Rule 12.*

Federal statutes

Entire Statute:



Specific provision of U.S. Code

Cite to official code (U.S.C.) if available. The Bluebook states that, “[i]f available, cite a current official code for statutes currently in force.”

42 U.S.C. § 1983.

Otherwise, cite to an unofficial code (e.g. U.S.C.S. or U.S.C.A.), and include the name of the publisher in parentheses along with the date, if included.

12 U.S.C.A. § 1426 ([West](#)).

Codification of U.S.C.

- *Rule B12.1.1 & Rule 12.2.1*
- The United States Code (U.S.C.) is only codified once every 6 years, and an annual supplement is published yearly.
- An exact copy of the U.S.C. can be found online.

State statutes

- Use Table T1.3 to identify the appropriate state code and the abbreviation for that code
- Follow a similar format rules for citing to federal statutes:
 - [Parking Authority Law, 53 Pa. Cons. Stat. § 5501 \(2020\)](#). – Note that the year is required for all state statutes.



Short Cites for Statutes – Rule B12.2 and Rule 12.10

- Short cites may be used for statutes.
- Example:
 - Full citation: Del. Code Ann. tit. 28, § 1701 (2020).
 - Citation for an identical provision: Id.
 - Citation for a different provision within the same title: Id. § 1702.

Constitutions

- *Rules B11 & 11*
- Cite the U.S. Constitution by using U.S. and the abbreviation "Const." Cite state constitutions by using the abbreviated name of the state and the abbreviation "Const."
- Do not use a short citation form (other than id.) for constitutions.
 - U.S. Const. amend. XIV, § 1.
 - N.M. Const. art. IV, § 7.

Section and paragraph symbols

- *Rules 3.3 & 6.2(c)*
- When a legal authority is organized by section (§) or paragraph (¶), cite using the appropriate symbol.
- When using these symbols, there should be a space between the “ § ” or “ ¶ ” and the numeral that follows.
- Do not use “at” before a section or paragraph symbol.
 - 15 U.S.C. § 18.
 - Id. § 19.

Tangential References to Cases - Parentheticals

- *Rules, B10.1.5, B10.1.6, B1.3 & R1.5*
- Parentheticals - An explanatory phrase that allows a writer to provide additional information about cases in a terse manner.
- An explanatory parenthetical typically consists of a phrase that begins with a present participle (e.g., noting, stressing, highlighting), a quoted sentence, or a short statement that is appropriate in context.
- Extraneous words, such as "the," may be omitted unless doing so would result in confusion.
- Place information about a case inside parentheses, immediately after the citation to that case, when the relevance of that case may not otherwise be apparent to your reader.

Careful use of parentheticals

- Explanatory parentheticals should not contain information that is significant enough to your discussion or argument that it should be in your text.
- Likewise, parentheticals should not restate information about a case that is already contained in the document's text.
- They are best reserved for use with citations to cases that serve as additional support for a proposition for which you have more important binding or persuasive authority or to provide an example after a general proposition.

What parentheticals can be used for

- Among other things, a parenthetical can briefly explain a case not otherwise discussed in the text of your document.
- The Bluebook encourages the use of parentheticals with some introductory signals ("see also" and "see generally") and strongly encourages it with others ("compare", "cf.", and "but cf.")

Example of a parenthetical

- To state a claim for negligent infliction of emotional distress, a claimant must, among other things, either witness the injury-causing accident or witness its consequences shortly thereafter. See Dziokonski v. Babineau, 375 Mass. 555, 568 (1978) (concluding that a mother who did not actually witness her daughter's accident, but who arrived at the scene and witnessed its immediate aftermath, including her daughter's injuries, was sufficiently close to the scene that her estate could state a claim).

Formatting for a parenthetical

- Typically, the first word in an explanatory parenthetical is **not capitalized** and the period comes after the last parenthesis.
- If, however, you include in your parenthetical a quotation of one or more full sentences, it should generally begin with a capital letter and be enclosed in quotation marks, and there should be a period inside and outside the last parenthesis.

Example of a parenthetical containing a quotation

- See Dziokonski v. Babineau, 375 Mass. 555, 566 (1978) (“The fact that the causal connection between a parent’s emotional response to peril to his child and the parent’s resulting physical injuries is difficult to prove or disprove cannot justify denying all recovery.”).

Additional parenthetical information about a case

- *Rules B10.1.5 & 10.6*
- You must include an additional parenthetical explanation when you are citing a case for a proposition that is NOT the holding of the court, such as a dissenting opinion, a plurality opinion, or dictum. In other words, tell the reader the weight of the authority by using a parenthetical. **Examples:**
 - Parker v. Randolph, 442 U.S. 62, 84 (1979) (*Stevens, J., dissenting*).
 - Webb v. Baxter Healthcare Corp., 57 F.3d 1067 (4th Cir. 1995) (*unpublished table opinion*).

Additional parenthetical information about a case (cont'd)

- Use parentheticals to summarize the holding of a case when that information is not clear from the textual sentence preceding the citation.

Examples:

- The terms “obscene,” “lewd,” and “vulgar” are not, as a matter of law, unduly vague. See Bystrom v. Fridley High Sch., Indep. Sch. Dist. No. 14, 822 F.2d 747, 751 (8th Cir. 1987) (holding that a school policy prohibiting the distribution on school grounds of material that was “obscene to minors” was not unconstitutionally vague).
- Lodi v. Lodi, 219 Cal. Rptr. 116, 118 (Ct. App. 1985) (holding that a man could not sue himself for trying to raid his own trust fund).

Additional parenthetical information about a case (cont'd)

- Use parentheticals to summarize the facts of a case when that information is not clear from the textual sentence preceding the citation.

Example: Commonwealth v. Ireland, 31 N.E.2d 33, 43 (Mass. 1977) (involving a tracking dog that was a purebred bloodhound, was in good health, had been trained to pursue humans for eight months by an Army trainer, and had, in fact, located at least twenty-four missing persons).

- Use parentheticals to indicate that the case is citing or quoting another case.

Example: Commonwealth v. Ireland, 31 N.E.2d 33, 43 (Mass. 1977) (citing Lodi v. Lodi, 219 Cal. Rptr. 116, 118 (Ct. App. 1985)).

Additional parenthetical information about a case (cont'd)

- The Bluebook dictates that certain alterations to quotations must be included in a parenthetical.

Example:

- “The sky is always blue.” Green v. Yellow, 110 R.I. 660, 664 (1980) (emphasis added).
- “The sky is always blue.” Green v. Yellow, 110 R.I. 660, 664 (1980) (internal citations omitted).

Signals

- *Rules B1.2 & 1.2*
- Certain words, known as “signals,” may precede citations to show the purpose of the citation and the strength of support provided by the citation. For example, signals might indicate whether the cited source supports, contradicts, or otherwise affects the proposition for which it has been cited.

Signals (cont'd)

- The most common signals you will use in your first-year legal writing course are “no signal” and “see.”
 - No signal – the citation sentence or clause contains no introductory signal when it: (1) directly states the proposition preceding it, (2) is the source of a direct quotation, or (3) identifies an authority referred to in the text. **If your authority does not meet any of these requirements, you must provide a signal prior to your cite.**
 - See – the citation sentence or clause clearly supports the proposition. The difference between “no signal” and “see” is one of degree. You use “see” when the authority does not directly state the proposition but the proposition is obviously supported by the source.

Order of signals

- *Rules 1.3 & 1.4*
- When more than one signal is used in a citation sentence or clause, Rule 1.3 provides that signals should appear in the order in which they are listed in Rule 1.2.
- Rule 1.4 states that the authorities within each signal should be ordered in a logical manner, putting the more helpful or authoritative sources earlier in the string cite.

Formatting for signals

- Underscore or italicize signals when they appear in citation sentences or clauses, using the same format as that used for the case name. When an introductory signal is used as part of a textual sentence, however, it is not underscored or italicized.
- Signals begin with a capital letter only when they begin a sentence.
- There is a space between the signal and the case name. If the case name is underlined, there is a break in the underlining between the signal and the case name.
- When appropriate, two or more signals may be paired together.

Examples of “no signal”

- Fifty-one years ago, the United States Supreme Court held that racial segregation in public schools violates the Fourteenth Amendment’s guarantee of Equal Protection. Brown v. Bd. of Educ., 347 U.S. 483, 494 (1954).
- In Brown v. Board of Education, the United States Supreme Court began to unravel Jim Crow. 347 U.S. 483, 494 (1954).

Other types of signals

- Signals that indicate support for the proposition
 - See and see also
 - E.g. means “for example”
 - Accord means “agreement”
 - Cf. literally means “compare”

Other types of signals (cont'd)

- Signals that suggest a useful comparison
 - Compare . . . with . . .

Other types of signals (cont'd)

- Signals that contradict the proposition
 - Contra
 - But see
 - But cf.

Other types of signals (cont'd)

- Signals that indicate background material
 - [See generally](#)

More examples of signals

- Racially segregated swimming pools and public parks are inherently unequal, just as racially segregated education is inherently unequal. See Brown, 347 U.S. at 494.
- See also Mass. Ass'n of Older Americans v. Sharp, 700 F.2d 749, 753 (1st Cir. 1983) ("Termination of [medical] benefits that causes individuals to forgo . . . necessary medical care is clearly irreparable injury.").

More examples of signals (cont'd)

- Courts have frequently certified classes in cases involving the rights of individuals with developmental and psychiatric disabilities. See, e.g., Thomas v. Flaherty, 902 F.2d 250, 251 (4th Cir. 1990) (certifying class action in a case involving constitutional rights of individuals with mental retardation); Chisolm v. Jindal, No. CIV. A. 97-3274, 1998 WL 92272, at *1 (E.D. La. Mar. 2, 1998) (certifying class action of individuals with developmental disabilities who were on waiting lists for Medicaid services).
- Because Kentucky law authorizes up to a ninety-day prison term for violating that state's car insurance requirement, Ky. Rev. Stat. Ann. § 304.99-060 (West 2020), "no insurance" in Kentucky does not constitute a "minor traffic infraction." See Ky. Rev. Stat. Ann. § 4A1.2(c)(2) (West 2020). Accord United States v. Perez de Dios, 237 F.3d 1192, 1199 (10th Cir. 2001) (determining that driving without proof of insurance is not a minor traffic infraction under section 4A1.2(c)(2)).

More examples of signals (cont'd)

- Advocates for gay rights argue that barring an individual from marrying an individual of the same gender violates the Equal Protection Clause of the Fourteenth Amendment to the United States Constitution. Cf. Loving v. Virginia, 388 U.S. 1, 12 (1967) (holding that laws barring individuals from marrying individuals of different races violate the Equal Protection Clause).
- See generally Carl Bogus, Why Lawsuits Are Good for America: Disciplined Democracy, Big Business, and the Common Law (2001) (explaining how tort lawsuits benefit democracy).

More examples of signals (cont'd)

- During World War II, the United States Supreme Court authorized military tribunals to try Nazi saboteurs. Ex parte Quirin, 317 U.S. 1, 20 (1942). But see Jonathan Turley, Trials and Tribulations, 70 Geo. Wash. L. Rev. 649, 735-39 (2002) (criticizing Quirin as improper and unconstitutional).
- Even skeptics about the prohibition of insider trading tend to look askance at an insider who profits from the poor performance of the company - - poor performance for which the insider may be responsible. But cf. Dennis W. Carlton & Daniel R. Fischel, The Regulation of Insider Trading, 35 Stan. L. Rev. 857, 872, 873-75 (1983) (describing benefits of allowing insider trading).

Subsequent History

- *Rule 10.7*
- You must provide the entire subsequent history of a case when you cite the case in full. For example, if citing a trial court case in full, you must include the citation to the appellate court decision affirming the trial court's ruling.
 - Jones v. Smith, 235 F. Supp. 102 (S.D.N.Y. 1965), aff'd, 312 F.2d 901 (2d Cir. 1966).

Subsequent history (cont'd)

- Omit denials of certiorari or denials of similar discretionary appeals unless the decision is less than two years old or the denial is especially relevant.
- Separate decisions involving other issues with their own prior and subsequent history are provided only if they are relevant to the point for which the case is discussed.

Examples of subsequent history

- Link v. Wabash R.R. Co., 291 F.2d 542, 547 (7th Cir. 1961), aff'd, 370 U.S. 626 (1962).
- Planned Parenthood of N. New England v. Heed, 390 F.3d 53, 55 (1st Cir. 2004), cert. granted sub nom. Ayotte v. Planned Parenthood of N. New England, 125 S. Ct. 2294 (2005).
- United States v. Peterson, 305 F.3d 643, 650 (7th Cir. 2004), cert. denied, 538 U.S. 1001 (2005).

Example of subsequent history using explanatory phrases

- Doe v. Stincer, 990 F. Supp. 1427, 1430 (S.D. Fla. 1997), vacated on other grounds, 175 F.3d 879, 883 (11th Cir. 1999).

Examples of subsequent history for decisions that have been overruled

- Spade v. Lynn & Boston R.R. Co., 47 N.E. 88, 89-90 (Mass. 1897), overruled by Dziokonski v. Babineau, 380 N.E.2d 1295, 1299 (Mass. 1978).
- G-W-L, Inc. v. Robichaux, 643 S.W.2d 392, 393 (Tex. 1982), overruled on other grounds by Melody Home Mfg. Co. v. Barnes, 741 S.W.2d 349, 355 (Tex. 1987).

Citations to facts in trial briefs

- *Rule B17*
- In your Statement of Facts for a document to be filed with the court, you must include citations to the document(s) from which the facts are taken.
- For example, if you are stating that an automobile accident occurred on February 2, 2020 in your Statement of Facts, you would include a citation to the relevant paragraph of the complaint stating when the accident occurred.
- Also include record citations for references to client facts in RA paragraphs.

Citations in the fact section differ from other citations

- *Rule B17*
- A cite to a court document should include the title of the document, a pinpoint citation, and the date in the first full citation. Also include the electronic case filing number on PACER for federal cases, if applicable (Rule B17.1.4).
- If it is clear to which court document you are referring, abbreviate references to the title per the Bluepages table BT1.
- Rule B17.1.1 - Citations to court and litigation documents can optionally be enclosed in parentheses. If this format is used, put the period for the citation sentence within the parentheses.
 - (R. at 16.)
 - R. at 16.
 - (Compl. ¶ 5, Jan. 3, 2020.)
 - Compl. ¶ 5, Jan. 3, 2020.

Citations to Official or Formal Records

- If there is an official record, abbreviate “Record” to “R.”
- R. at 15.
- Rule B17.2 - Short cite formats are permitted for court documents. Id. is used only if its use will save “significant” space, and it doesn’t save significant space with R. cites.

Citations to facts when there is no official record

- Recall the three components: the title of the document, a pinpoint citation, and the date in the first full citation:
 - Plaintiff drove a blue, late-model sports car. (Compl. ¶ 5, Jan. 3, 2020.)
- Examples of factual documents include: Court documents (pleadings, motions, orders); affidavits; other evidentiary documents (discovery documents).
- Id. is an acceptable short cite format if there are no intervening citations; change the pincite, if appropriate.
- If there are intervening citations, you can condense the full citation by removing the date of the document, but change the pincite, if appropriate.
- Be clear and avoid being confusing.

Examples of citations to facts when there is no official record

- First sentence: Plaintiff drove a blue, late-model sports car. Compl. ¶ 5, Jan. 3, 2020.
 - This is an example of a document that contains numbered paragraphs. Note, there is no “at” before the paragraph symbol.
- Second sentence: The witness did not observe anything unusual on that day, Id. ¶ 7, and received no phone call until the following week, Nunnelley Aff. 15, Nov. 15, 2020.
 - The affidavit cite is an example of a document with no numbered paragraphs. Note, there is no “p.” or “at” before the page number.
- Third sentence: The accident occurred two months ago. Compl. ¶¶ 6, 8.

Abbreviations for court filings/documents

- Bluepages Table BT1 lists abbreviations for court documents, such as:
 - Affidavit Aff.
 - Answer Answer
 - Complaint Compl.
 - Deposition Dep.
 - Exhibit Ex.
 - Order Order
 - Record R.

Titles of court documents

- *Rule B8*
- Do not capitalize references to the generic name of a court document.
- Only capitalize the title of a court document when:
 - The document has been filed in the same case in which you are filing another document, or
 - You are referring to a document previously filed in the case or a shortened form of that document.
 - **Examples:**
 - Defendant requests that the Court grant his **Motion to Dismiss**.
 - The facts in pleadings are deemed to be admitted in **motions to dismiss**. Commonwealth v. Ireland, 31 N.E.2d 33, 43 (Mass. 1977).