

# Bluebook Citation

Kenneth F. Kirwin, Professor Emeritus  
William Mitchell College of Law

# The Bluepages: An Introduction to Basic Legal Citation

## Introduction

- B1** Structure of Legal Citations
- B2** Typeface for Court Documents
- B3** Subdivisions
- B4** Short Citation Forms
- B5** Quotations
- B6** Abbreviations, Numerals, and Symbols
- B7** Italicization for Style and in Unique Circumstances
- B8** Capitalization
- B9** Titles of Judges
- B10** Cases

# **Bluepages table of contents (cont'd)**

- B11** Constitutions
- B12** Statutes, Rules, and Restatements
- B13** Legislative Materials
- B14** Administrative and Executive Materials
- B15** Books and Other Nonperiodic Materials
- B16** Periodical Materials
- B17** Court and Litigation Documents
- B18** The Internet
- B19** Services
- B20** Foreign Materials
- B21** International Materials

# Bluepages INTRODUCTION

The Bluepages are a guide for practitioners and law clerks to use when citing authority in non-academic legal documents. Please keep the following in mind:

....

- **Typeface.** The Bluepages keep the tradition of underscoring certain text. So long as you are consistent, however, you may **substitute *italics* wherever underscoring is used in the Bluepages.** The remainder of The Bluebook employs a more complex array of typeface conventions, including ordinary roman type, *italics*, and LARGE AND SMALL CAPS. These differences are explained in **Bluepages B2.**
- **The Whitepages.** Where the Bluepages and local court rules are silent regarding the citation of a particular document, you may use the other rules in The Bluebook, referred to as the “Whitepages,” to supplement the Bluepages. **Keep in mind the typeface differences between academic documents and non-academic legal documents** as explained in **Bluepages B2.**

....

**Bluepages Tip:** The Bluepages parallel the Whitepages in numbering and content. You may use a Whitepage Rule to supplement a corresponding Bluepage Rule.

## B2 Typeface for Court Documents

Italicize . . . the following information in a citation [**sentence or**] clause:

Case names, including procedural phrases introducing case names;

Titles of books and articles;

Titles of some legislative materials;

Introductory signals;

Explanatory phrases introducing subsequent case history;

Cross references, such as *id.* and *supra*; and

Words and phrases introducing related authority, such as “quoted in.”

## B2 Typeface for Court Documents (cont'd)

Italicize . . . the following information in the **text** of a legal document:

Titles of publications, such as the *New York Times*;

Words italicized in the original source of a quotation; and

Any other word that would otherwise be italicized, such as uncommon foreign words.

[See B7 and (Whitepages) R7 regarding italicization for style and in unique circumstances.]

. . . .

**LARGE AND SMALL CAPS are not required  
(but may be used for stylistic purposes)**

## B1.1 Citation Sentences and Clauses

**Citation sentences** begin with a capital letter and end with a period. One citation sentence may contain multiple citations separated by semicolons. Use citation sentences to cite sources and authorities that relate to the **entire** preceding sentence:

The U.S. Supreme Court has the power to invalidate statutes that are repugnant to the U.S. Constitution. *Marbury v. Madison*, 5 U.S. (1 Cranch) 137, 177–79 (1803) (federal laws); *Fletcher v. Peck*, 10 U.S. (6 Cranch) 87, 139 (1810) (state laws); *Dred Scott v. Sandford*, 60 U.S. (19 How.) 393, 395 (1856), superseded by constitutional amendment, U.S. Const. amend. XIII. The U.S. Supreme Court also has the power to review state court decisions. *Martin v. Hunter's Lessee*, 14 U.S. (1 Wheat.) 304, 377–78 (1816) (civil cases); *Cohens v. Virginia*, 19 U.S. (6 Wheat.) 264, 350 (1821) (criminal cases).

## B1.1 Citation Sentences and Clauses (cont'd)

**Citation clauses** are set off from the text by commas and immediately follow the proposition to which they relate. Do not begin a citation clause with a capital letter unless the citation clause begins with a source that would otherwise be capitalized. Do not end a citation clause with a period, unless it is the last clause in the sentence. Use citation clauses to cite sources and authorities that relate to only **part** of a sentence:

The Supreme Court adopted a broad reading of the Commerce Clause during the New Deal, *see Wickard v. Filburn*, 317 U.S. 111, 128–29 (1942), though in recent years the Supreme Court has reined in its broad reading somewhat, *see United States v. Lopez*, 514 U.S. 549, 624 (1995); *United States v. Morrison*, 529 U.S. 598, 612–13 (2000); *Nat'l Fed'n of Indep. Bus. v. Sebelius*, 132 S. Ct. 2566, 2587 (2012). *But see Gonzales v. Raich*, 545 U.S. 1, 39 (2005).

## B1.2 Introductory Signals

**Bluepages Tip: Signals are capitalized when used to begin a citation sentence but are lower case when used to begin a citation clause.**

### Signal      Use

[no signal]    The authority directly states the proposition, is the source of a quotation, or was mentioned in the proposition

....

See            The authority supports, but does not directly state, the proposition

# To signal or not to signal

See (Whitepages) R1.2 on signals, especially R1.2(a):

- [no signal] if the authority directly supports (whether or not in the same (quoted) words) everything stated in the text sentence (or first part of text sentence) preceding the citation.
- *See if the text sentence's proposition is not directly stated in the authority but obviously follows from it, e.g., if the text sentence refers to the case at hand.*
- **Do not capitalize *see* or *id.* in midsentence, e.g., *see id.* at \_\_\_\_.**

# To signal or not to signal (cont'd)

See BB R1.2 on signals, especially R1.2(a):

- [no signal] if the authority directly supports (whether or not in the same (quoted) words) everything stated in the text sentence (or the first part of text sentence) preceding the citation. E.g.:
  - In *Chase*, the trespassing child was five years old. 58 N.W.2d at 567.
  - In *Chase*, the trespassing child was five years old, 58 N.W.2d at 567—much younger than thirteen-year-old Aranda in the case at hand.

# To signal or not to signal (cont'd)

See BB R1.2 on signals, especially R1.2(a):

....

- See if the text sentence's proposition is not directly stated in the authority but obviously follows from it. E.g.:
  - Kelley's situation is distinguishable from *Chase*, where the trespassing child was five years old. See 58 N.W.2d at 567.
  - The question is whether Aranda realized "the full extent of the risk involved." See *Johnson*, 95 N.W.2d at 417.

## B1.2 Introductory Signals (cont'd)

Signal	Use
E.g.,	The authority is one of multiple authorities directly stating the same proposition
See also	The authority provides additional material supporting the proposition
Cf.	The proposition supported by the authority is different from the main proposition but sufficiently analogous to lend support
See generally	The authority is helpful background material related to the proposition
<b>Bluepages Tip:</b> You may combine “e.g.,” with “see” . . . to form “see, e.g.”	

## B1.2 Introductory Signals (cont'd)

Signal	Use
....	
<i>Compare . . . [and] . . . with . . . [and] . . .</i>	The authorities are similar or different in important respects
<i>Contra</i>	The authority directly states a proposition contrary to the main proposition
<i>But see</i>	The authority clearly supports a proposition contrary to the main proposition
<i>But cf.</i>	The authority supports a proposition analogous to the contrary to the main proposition

## B1.2 Introductory Signals (cont'd)

When using more than one type of signal in a citation sentence, the signals (together with the authorities they introduce) should appear in the order in which they appear in the table above. For more information about the grouping and ordering of signals, see **rule 1.3**.

## [Whitelines] R1.3 Order of Signals

When more than one signal is used, the signals (along with the authorities they introduce) should appear in the order in which those signals are listed in **rule 1.2**. When “*e.g.*,” is used in conjunction with another signal, the other signal’s position in **rule 1.2** should be used. Note that the order of authorities within each signal must conform to **rule 1.4**. Signals of the same basic type—**supportive, comparative, contradictory, or background (rule 1.2(a)-(d))**—must be strung together within a single citation sentence and separated by semicolons. Signals of different types, however, must be grouped in different citation sentences. For example:

## [Whitepages] R1.3 Order of Signals (cont'd)

See *Mass. Bd. of Ret. v. Murgia*, 427 U.S. 307 (1976) (per curiam); cf. *Palmer v. Ticciione*, 433 F. Supp. 653 (E.D.N.Y. 1977) (upholding a mandatory retirement age for kindergarten teachers). But see, e.g., *Gault v. Garrison*, 569 F.2d 993 (7th Cir. 1977) (holding that a classification of public school teachers based on age violated equal protection absent a showing of justifiable and rational state purpose). See generally Comment, *O'Neil v. Baine: Application of Middle-Level Scrutiny to Old-Age Classifications*, 127 U. Pa. L. Rev. 798 (1979) (advocating a new constitutional approach to old-age classifications).

Within a citation **clause** (rule 1.1), however, citation strings may contain signals of more than one type, separated by semicolons.

## B1.2 Introductory Signals (cont'd)

Separate authorities within each signal with semicolons. **If certain authorities are considerably more helpful or authoritative than the other authorities, you may list the more helpful authorities first.** Otherwise, cite authorities in this order:

- 1. Constitutions** (first federal, then state, then foreign)
- 2. Statutes** (first federal, then state, then foreign)
- 3. Federal cases** (in order of descending authority)
- 4. State cases** (alphabetically by state, in descending order of authority within states)
- .....
- 8. Secondary materials** (first restatements, then books, then articles, then Internet sources)

## [Whitepages] R1.4 Order of Authorities Within Each Signal

(d) Cases are arranged within a signal according to the courts issuing the cited opinions. Subsequent and prior histories are irrelevant to the order of citation, **as is whether the opinion is published or unpublished[?]**. Cases decided by the same court are arranged in reverse chronological order; for this purpose, all United States circuit courts of appeals are treated as one court (including the District of Columbia and Federal Circuit), and all federal district courts are treated as one court.

....

(i) **Secondary materials** are cited in the following order:

(1) uniform codes, model codes, and restatements, in that order (in reverse chronological order by category)

(2) books, pamphlets, and shorter works in a collection of a single author's works (alphabetically **by last name of author; if none, by first word of title**)

....

## B1.3 Explanatory Parentheticals

Regardless of the type of authority you cite, it may be helpful to include additional information to explain the relevance of the cited authority. Append this information parenthetically at the end of your citation (but before any subsequent history).

Explanatory parentheticals should begin with a **present participle**, unless the parenthetical contains a **quoted sentence** or a **short statement**. You may omit extraneous words such as “the” unless doing so would cause confusion. Do not begin with a capital letter or end with a period unless the parenthetical consists of a quotation that reads as a full sentence:

## B1.3 Explanatory Parentheticals (cont'd)

See *Flanagan v. United States*, 465 U.S. 259, 264 (1984) (explaining that the final judgment rule reduces potential for parties to “clog the courts” with time-consuming appeals).

*Atl. Richfield Co. v. Fed. Energy Admin.*, 429 F. Supp. 1052, 1061–62 (N.D. Cal. 1976) (“Not every person aggrieved by administrative action is necessarily entitled to the protections of due process.”).

....

Such standards have been adopted to address a variety of environmental problems. See, e.g., H.B. Jacobini, *The New International Sanitary Regulations*, 46 Am. J. Int'l L. 727, 727–28 (1952) (health-related water quality); Robert L. Meyer, *Travaux Preparatoires for the UNESCO World Heritage Convention*, 2 Earth L.J. 45, 45–81 (1976) (conservation of protected areas).

# [Whitepages] R1.5 Parenthetical Information

## (a) Substantive information.

....

(ii) Phrases quoting the authority. If . . . the parenthetical information quotes one or more full sentences or a portion of material that reads as a full sentence, it should begin with a capital letter and include appropriate closing punctuation:

*3 Consequences of Changing U.S. Population: Hearing Before the H. Select Comm. on Population*, 95th Cong. 11 (1978) (statement of Dr. David Birch) (“[T]here are more mayors of Rockville, Maryland, than there are mayors of Detroit.”).

Mari J. Matsuda, *Public Response to Racist Speech: Considering the Victim’s Story*, 87 Mich. L. Rev. 2320, 2381 (1989) (“We are a legalized culture. If law is where racism is, then law is where we must confront it . . . . [L]et us present a competing ideology . . . .”).

## [Whitepages] R1.5 Parenthetical Information (cont'd)

**(b) Order of parentheticals within a citation.** When a citation requires multiple parentheticals, place them in the following order:

(date) [hereinafter short name] (en banc) (Lastname, J., concurring) (plurality opinion) (per curiam) (alteration in original) (emphasis added) (footnote omitted) (citations omitted) (quoting another source) (citing another source),  
<http://www.domainname.com> (explanatory parenthetical), prior or subsequent history.

## [Whitepages] R1.5(b) Order of parentheticals (cont'd)

Note that explanatory parentheticals precede any citation of subsequent history or other related authority (**rule 1.6**):

*Atl. Richfield Co. v. Fed. Energy Admin.*, 429 F. Supp. 1052, 1061–62 (N.D. Cal. 1976) (**“[N]ot every person aggrieved by administrative action is necessarily entitled to the protections of due process.”**), *aff’d*, 556 F.2d 542 (Temp. Emer. Ct. App. 1977).

## [Whitepages] R1.6 Related Authority

(c) **Commentary.** Works that discuss or quote the primary authority may also be appended to the citation without parentheses as related authorities when particularly relevant or when locating the original source may be difficult. Use italicized phrases such as “*noted in*,” “*construed in*,” “*quoted in*,” “*reviewed by*,” “*cited with approval in*,” and “*questioned in*” to introduce these works. **Works that the primary authority discusses, cites, or otherwise mentions, however, should be indicated parenthetically.** Thus:

Filled Milk Act § 1, 21 U.S.C. § 61 (2006), ***construed in Milnot Co. v. Richardson***, 350 F. Supp. 221 (S.D. Ill. 1972).

**But:** *Milnot Co. v. Richardson*, 350 F. Supp. 221 (S.D. Ill. 1972) (**construing** Filled Milk Act § 1, 21 U.S.C. § 61 (2006)).

# Citing Material Described or Quoted in Case

- Although you should not cite any authority you have not read, you may refer to material from another authority described or quoted in the case you are citing, e.g., *Fleck*, 777 N.W.2d at 237 n.1 (quoting *State v. Starfield*, 481 N.W.2d 834, 839 (Minn. 1992)). (Note BB R3.2(b)'s formatting and spacing for citing a footnote.)
- Specify that the case you cite was “(citing” another case only if for some reason it is significant that the case you cite was citing the other case.
- However, you may specify that the case you cite was “(quoting” whenever you also have quoted the language (to give full credit for the quotation) or if for some reason it is significant that the case you cite was quoting the other case.

## B3 Subdivisions

Give page numbers before date parentheticals, without any introductory abbreviations such as "p." or "at." Cite nonconsecutive pages by giving the individual page numbers separated by commas (e.g., "101, 103").

To cite a footnote or endnote, give the page on which the note appears, "n." and the footnote number:

*United States v. Carolene Prods. Co.*, 304 U.S. 144, 152 n.4 (1938).

# [Whitepages] R3.2 Pages, Footnotes, Endnotes, and Graphical Materials

**(a) Pages.** Give the page number or numbers before the date parenthetical, without any introductory abbreviation (“p.” and “pp.” are used only in internal cross-references (**rule 3.5**)):

Arthur E. Sutherland, *Constitutionalism in America* 45 (1965).

H.R. Rep. No. 82-353, at 4–5 (1951).

Use “at” if the page number may be confused with another part of the citation; use a comma to set off “at.” Use this form, for example, when the title of a work ends with an Arabic numeral or when the work uses Roman numerals for pagination:

*Biographical Directory of the Governors of the United States* 1978–1983, at 257 (Robert Sobel & John W. Raimo eds., 1983).

Thomas I. Emerson, *Foreword* to Catharine A. MacKinnon, *Sexual Harassment of Working Women*, at vii, ix (1979).

## [Whitepages] R3.2 Pages, Footnotes, Endnotes, and Graphical Materials (cont'd)

### (a) Pages. . . .

When referring to specific material within such a source, include both the page on which the source begins and the page on which the specific material appears (a pincite), separated by a comma . . . .

When referring specifically to material on the first page of a source, repeat the page number . . . .

When citing material within a concurring or dissenting opinion, give only the initial page of the case and the page on which the specific material appears, not the initial page of the concurring or dissenting opinion . . . .

# [Whitepages] R3.2 Pages, Footnotes, Endnotes, and Graphical Materials (cont'd)

## (a) Pages. . . .

When citing material that spans more than one page, give the inclusive page numbers, separated by an en dash (–) or hyphen (-). **Always retain the last two digits, but drop other repetitious digits:**

Edward L. Rubin, Note, *Fairness, Flexibility, and the Waiver of Remedial Rights by Contract*, 87 Yale L.J. 1057, 1065–**69** (1978).

If a hyphen or dash would be ambiguous because of the page numbering system, use the word “to”:

Boris I. Bittker & James S. Eustice, *Federal Income Taxation of Corporations and Shareholders* ¶ 5.06, at 5-31 **to** -32 (5th abr. ed. 1987).

# [Whitepages] R3.2 Pages, Footnotes, Endnotes, and Graphical Materials (cont'd)

## (a) Pages. . . .

If a source uses **star paging** (such as “\*3”), drop the star in the ending page number of a page range, but keep the star in all references to nonconsecutive pages:

2 William Blackstone, *Commentaries* \*152, \*155–**56**.

## [Whitepages] R3.2 Pages, Footnotes, Endnotes, and Graphical Materials (cont'd)

**(b) Footnotes.** To cite a footnote, give the page on which the footnote appears, “n.,” and the footnote number, with **no space** between “n.” and the number . . . .

To cite a footnote that spans more than one page, cite only the page on which the footnote begins, “n.,” and the footnote number:

Akhil Reed Amar, *The Two-Tiered Structure of the Judiciary Act of 1789*, 138 U. Pa. L. Rev. 1499, 1560 n.222 (1990).

When referring only to specific pages of a footnote that spans more than one page, cite only the specific pages, rather than the page on which the footnote begins:

Akhil Reed Amar, *The Two-Tiered Structure of the Judiciary Act of 1789*, 138 U. Pa. L. Rev. 1499, **1561–62** n.222 (1990).

To cite both a range of pages and also a single footnote that appears within the page range, cite the page range followed by a comma and then cite the footnote in the typical manner:

Akhil Reed Amar, *The Two-Tiered Structure of the Judiciary Act of 1789*, 138 U. Pa. L. Rev 1499, **1523–24, 1524** n.**75** (1990).

# [Whitepages] R3.2 Pages, Footnotes, Endnotes, and Graphical Materials (cont'd)

## (b) Footnotes. . . .

Cite multiple footnotes (or endnotes) by using “nn.”:

141 nn.180–86

Treat nonconsecutive footnotes (or endnotes) like nonconsecutive pages, but (except for internal cross-references) substitute an **ampersand** for the comma separating two footnotes that appear on the same page or the final comma in a list of three or more footnotes that appear on the same page:

350 n.12, 355 n.18

291 nn.14 & 18, 316 nn.4, 6 & 8–9

To refer to both a page in the text and a footnote that begins on that page, use an ampersand between the page and the note number:

Irene Merker Rosenberg, *Winship Redux: 1970 to 1990*, 69 Tex. L. Rev. 109, **123 & n.90** (1990).

## B3 Subdivisions (cont'd)

When the volumes are numbered, cite the volume number in Arabic numerals. If the author of the entire work is cited, the volume number precedes the author's name:

3 Ronald E. Mallen, Jeffrey M. Smith, & Allison D. Rhodes, *Legal Malpractice* 101–02 (2014).

If an authority is organized by section (§) or paragraph (¶), you may cite to these subdivisions.

Most subdivisions (such as columns or sections) in citations are abbreviated. See **table T16** for a list of subdivision abbreviations.

## [Whitepages] R3.3 Sections and Paragraphs

If an authority is organized by section (§) or paragraph (¶), cite to these subdivisions . . . .

A page number may also be provided if useful in locating specific matter within the section or paragraph:

Laurence H. Tribe, *American Constitutional Law* § 15-4, at 1314, § 15-6, at 1320 (2d ed. 1988).

. . . .

**Do not use “at” before a section or paragraph symbol:**

*Id.* § 7.

**Not:** *Id.* **at** § 7.

## [Whitepages] R3.3 Sections and Paragraphs (cont'd)

**(b) Multiple sections and subsections.** When citing multiple sections, use two section symbols (§§). Give inclusive numbers; do not use “et seq.” Identical digits or letters preceding a punctuation mark may be omitted, unless doing so would create confusion. Otherwise retain all digits.

Wash. Rev. Code Ann. §§ 18.51.005–.52.900 (West 1989 & Supp. 1991).

....

Note that letters are sometimes used to designate sections, rather than subsections, and that section designations may contain punctuation within them:

42 U.S.C. §§ 1396a–1396d (2012).

If an en dash or hyphen would be ambiguous, use the word “to”:

42 U.S.C. §§ 1973aa-2 **to** -4 (1994).

## [Whitepages] R3.3 Sections and Paragraphs (cont'd)

### (b) Multiple sections and subsections. . . .

When citing scattered sections, separate the sections with commas:

N.J. Stat. Ann. §§ 18A:54-1, -3, -6 (West 1989).

Repeat digits if necessary to avoid confusion:

N.J. Stat. Ann. §§ 18A:58-17, :58-25, :64A-22.1, :**64A**-22.6 (West 1989).

When citing multiple subsections within a single section, use only **one** section symbol:

28 U.S.C. § 105(a)(3)–(b)(1) (2012).

## [Whitepages] R3.5 Internal Cross-References

Portions of text, footnotes, and groups of authorities within the piece may be cited using “*supra*” or “*infra*.” Use *supra* to refer to material that has already appeared within the piece. Use *infra* to refer to material that appears later in the piece.

Use a consistent naming convention for subdivisions that are numbered or otherwise designated in the piece (The Bluebook suggests using “Part” for main subdivisions and “Section” for all smaller subdivisions); . . . use “**p.**” and “**pp.**” to refer to other pages within the same piece . . . . A variety of forms may be used. For example:

. . . .

*See* discussion *infra* Sections **II.B.2, III.C.1.**

*See supra* **Part IV.**

*See infra* **pp.** 106–07.

## B4 Short Citation Forms

You may use “*id.*” when citing the immediately preceding authority, **but only when the immediately preceding citation contains only one authority.**

Always indicate when a subsequent citation refers to a different page number in the same source (e.g., “*id.* at 5”).

You may use “*supra*” and “hereinafter” to refer to legislative hearings; court filings; books; pamphlets; reports; unpublished materials; non-print resources; periodicals; services; treaties and international agreements; regulations, directives, and decisions of intergovernmental organizations; and internal cross-references. You should **not** use “*supra*” and “hereinafter” to refer to cases, statutes, constitutions, legislative materials (other than hearings), restatements, model codes, or regulations, except in extraordinary circumstances, such as when the name of the authority is extremely long.

## [Whitepages] R4.1 “*Id.*”

“*Id.*” may **not** be used to refer to one authority in a preceding footnote if the preceding footnote cites more than one source . . . .

**Sources identified in explanatory parentheticals, explanatory phrases, or prior/subsequent history, however, are ignored for the purposes of this rule.** Thus, the following examples are correct:

<sup>18</sup> *Tuten v. United States*, 460 U.S. 660, 663 (1983) (quoting *Ralston v. Robinson*, 454 U.S. 201, 206 (1981)).

<sup>19</sup> See *id.* at 664.

<sup>20</sup> *Dillon v. Gloss*, 256 U.S. 368, 376 (1921), quoted in *Nixon v. United States*, 506 U.S. 224, 230 (1993).

<sup>21</sup> See *id.* at 374.

<sup>22</sup> *Kohler v. Tugwell*, 292 F. Supp. 978, 985 (E.D. La. 1968), aff’d per curiam, 393 U.S. 531 (1969).

<sup>23</sup> See *id.* at 980.

## B5.1 Quotations--Generally

Enclose all quotations, except block quotations, with quotation marks. **Place commas or periods inside the quotation marks**, but place all other punctuation outside the quotation marks unless such punctuation is part of the quoted text:

“When, as here, the plaintiff is a public figure, he cannot recover unless he proves by clear and convincing evidence that the defendant published the defamatory statement with actual malice, i.e., with ‘knowledge that it was false or with reckless disregard of whether it was false or not.’” *Masson v. New Yorker Magazine, Inc.*, 501 U.S. 496, 510 (1991) (quoting *N.Y. Times Co. v. Sullivan*, 376 U.S. 254, 279–80 (1964)).

“We refused to permit recovery for choice of language which, though perhaps reflecting a misconception, represented ‘the sort of inaccuracy that is commonplace in the forum of robust debate to which the **New York Times** rule applies.’” *Masson v. New Yorker Magazine, Inc.*, 501 U.S. 496, 519 (1991) (**citation omitted**).

**Bluepages Tip:** A quotation appearing within another quotation can either be parenthetically attributed to its original source or otherwise acknowledged by indicating that a citation has been omitted.

## B5.2 Block Quotations

A quotation of **fifty or more words** should be **single spaced, indented** on both sides, justified, **and without quotation marks**. This is known as a block quotation. Quotation marks within a block quotation should appear as they do in the quoted material. **The citation following a block quotation should not be indented** but should begin at the left margin on the line following the quotation:

[T]his presumptive privilege must be considered in light of our historic commitment to the rule of law. This is nowhere more profoundly manifest than in our view that “the twofold aim [of criminal justice] is that guilt shall not escape or innocence suffer.” We have elected to employ an adversary system of criminal justice in which the parties contest all issues before a court of law. . . . To ensure that justice is done, it is imperative to the function of courts that compulsory process be available for the production of evidence needed either by the prosecution or by the defense.

*United States v. Nixon*, 418 U.S. 683, 708–09 (1974) (citation omitted). . . .

# B6 Abbreviations, Numerals, and Symbols

Tables at the end of this book contain lists of specific abbreviations for arbitral reporters (T5), case names (T6), court names (T7), explanatory phrases (T8), legislative documents (T9), geographical terms (T10), judges and officials (T11), months (T12), periodicals (T13), publishing terms (T14), services (T15), and subdivisions (T16).

**Close up adjacent single capitals** (U.S.), but do not close up single capitals with longer abbreviations (S. Ct.). Every abbreviation should be followed by a period (Univ.), except those in which the last letter is set off by an apostrophe (Soc'y).

**Spell out the numbers zero to ninety-nine.** Use numerals for larger numbers (unless they begin a sentence).

For more information about abbreviations, numerals, and symbols, see **rule 6**.

# [Whitepages] R6.1 Abbreviations

(a) Spacing. In general, close up all adjacent single capitals . . . .

But do not close up single capitals with longer abbreviations . . . .

Individual numbers, including both numerals and **ordinals**, are treated as single capitals:

F.3d

S.E.2d

A.L.R.4th

But, **insert a space adjacent to any abbreviation containing two or more letters**:

So. 2d

Cal. App. 3d

F. Supp. 2d

Close up initials in personal names:

W.C. Fields

## [Whitepages] R6.1 Abbreviations (cont'd)

### (a) Spacing. . . .

In abbreviations of **periodical names** (see **table T13**), close up all adjacent single capitals except when one or more of the capitals refers to the name of an **institutional entity**, in which case set the capital or capitals referring to the entity off from other adjacent single capitals with a space. Thus:

**GEO.** L.J.

**B.C.** L. Rev.

**N.Y.U.** L. Rev.

**S. III. U.** L.J.

## [Whitepages] R6.1 Abbreviations (cont'd)

### (b) Periods. . . .

Some entities with widely recognized initials, e.g., AARP, CBS, CIA, FCC, FDA, FEC, NAACP, NLRB, are commonly referred to in spoken language by their initials rather than by their full names; such abbreviations may be used without periods in text, in case names, and as institutional authors. Do not, however, omit the periods when the abbreviations are used as reporter names, in names of codes, or as names of courts of decision. Thus:

**NLRB v. Baptist Hosp., Inc.**, 442 U.S. 773 (1979).

**But: E. Belden Corp.**, 239 **N.L.R.B.** 776 (1978).

United States may be abbreviated to “U.S.” only when used as an adjective (do not omit the periods):

**U.S.** history

**But: history of the United States**

# [Whitepages] R6.2 Numerals and Symbols

**(a) Numerals.** In general, spell out the numbers zero to ninety-nine in text and in footnotes; for larger numbers, use numerals. This general rule is subject, however, to the following exceptions:

- (i) Any number that *begins a sentence* must be spelled out.
- (ii) “Hundred,” “thousand,” and similar *round numbers* may be spelled out, if done so consistently.
- (iii) When a series includes numbers both less than 100 and greater than or equal to 100, numerals should be used for the entire series:

The plaintiffs gained, respectively, 117, 6, and 28 pounds.
- (iv) Numerals should be used if the number includes a decimal point.
- (v) Where material repeatedly refers to percentages or dollar amounts, numerals should be used for those percentages or amounts.
- (vi) Numerals should be used for section or other subdivision numbers.
- (vii) In numbers that appear in text and citations use commas to separate groups of three digits **when those numbers contain five or more uninterrupted digits**. Thus:

1,234,567

**But: 9876**

**But: \$5678.90**

# [Whitepages] R6.2 Numerals and Symbols

## (b) Ordinals.

(i) Unless part of a citation, ordinal numbers appearing in text and footnotes are controlled by **rule 6.2(a)**. If part of a citation, figures are used for all ordinal numbers. **Do not use superscripts:**

41st Leg.

4th ed.

(ii) In **textual** sentences, where **rule 6.2(a)** requires that the numeral be used, use “**2nd**” or “**3rd**” for figures representing ordinal numbers ending in two or three. But, in citations, for figures representing ordinal numbers ending in the number two or three, use “**2d**” or “**3d**,” not “**2nd**” or “**3rd**.” Do not use superscripts in any case. Thus:

The 102nd Congress could not pass a rule that would bind the 103rd Congress.

But, in citations:

103d Cong.

2d ed.

## B7 Italicization for Style and in Unique Circumstances

Words and phrases may be italicized . . . for emphasis.

You may italicize . . . **non-English words and phrases unless they have been incorporated into common English usage.** Most Latin words and phrases that are used in legal writing are in common English usage. Obsolete or uncommon Latin words and phrases, however, should be italicized (or underscored).

“*Id.*” is always italicized (or underscored).

For more information about italicizing for style, see **rule 7.**

# [Whitepages] R7 ITALICIZATION FOR STYLE AND IN UNIQUE CIRCUMSTANCES

**(b) Foreign words and phrases.** Italicize non-English words and phrases **unless they have been incorporated into common English usage.** Latin words and phrases that are often used in legal writing are considered to be in common English usage and should not be italicized. However, very long Latin phrases and obsolete or uncommon Latin words and phrases should remain italicized. For example:

*expressio unius est exclusio alterius*

*ignorantia legis neminem excusat*

*sero sed serio*

*ex dolo malo non oritur actio*

**But:**

....

*non obstante veredicto*

....

*quid pro quo*

## [Whitepages] R7 ITALICIZATION FOR STYLE AND IN UNIQUE CIRCUMSTANCES (cont'd)

**(c) Letters representing hypothetical parties, places, or things.** Italicize and capitalize individual letters when used to represent the names of hypothetical parties, places, or things:

*A* went to bank *B* in state *X*.

**(d) The lowercase letter “l.”** Italicize the lowercase letter “*l*” when used as a subdivision, as in a statute or rule, to distinguish it from the numeral “1”:

§ 23(l)  
cmt. /

**(e) Mathematical expressions.** Italicize mathematical formulas and variables:

$$E = mc^2$$
$$a > 2b$$

## B8 Capitalization

In addition to capitalizing “**Court**” when naming any court in full or when referring to the U.S. Supreme Court, also capitalize “Court” in documents when referring to the court that will receive your documents . . . .

Only capitalize **party designations** such as “Plaintiff,” “Defendant,” “Appellant,” and “Appellee” when referring to parties in the matter that is the subject of your document:

**Plaintiff** denies **Defendant’s** baseless allegations of misconduct.

**But:** In *Smith*, **the** plaintiffs alleged that **the** defendant acted in bad faith.

Capitalize the title of a **court document** only when: (1) the document has been filed in the matter that is the subject of your document; and (2) the reference is to the document’s actual title or a shortened form thereof. Do not capitalize references to the generic name of a court document . . . .

## [Whitepages] R8 CAPITALIZATION

**(a) Headings and titles.** Capitalize words in a heading or title, including the initial word and any word that immediately follows a colon. **Do not capitalize articles, conjunctions, or prepositions when they are four or fewer letters, unless they begin the heading or title, or immediately follow a colon.**

## [Whitepages] R8 CAPITALIZATION (cont'd)

(c) **Text.** . . . Additional words that should be capitalized in legal writing include:

**(i) Nouns that identify specific persons, officials, groups, government offices, or government bodies.** These words and phrases should always be capitalized according to the following examples:

. . .

the Agency

The Agency reported that all areas of the country met the standard for nitrogen dioxide.

Congress

Members of Congress are immune from false imprisonment claims under certain circumstances.

the President

A sitting President's executive power allows him or her to pardon convicted criminals.

**But:**

the congressional hearings . . .

the presidential veto . . .

## [Whitepages] R8 CAPITALIZATION (cont'd)

### (c) Text. . . .

**(ii) Exceptions.** Certain words are exceptions to the above rule and should be capitalized according to the following rules:

Act              Capitalize when referring to a specific legislative act . . . .

Constitution    Capitalize when naming any constitution in full or when referring to the **U.S.** Constitution, but do not capitalize the adjective form “constitutional.” Also, capitalize nouns that identify specific parts of the **U.S.** Constitution when referring to them in textual sentences, but not in citations:

Students in this class have studied the **full faith and credit** clause of the Pennsylvania Constitution. The students agree that the clause in that constitution is substantially similar to the **Full Faith and Credit Clause** in the U.S. Constitution.

. . . .

Federal        Capitalize when the word it modifies is capitalized . . . .

## [Whitepages] R8 CAPITALIZATION (cont'd)

(c) **Text.** . . . .

(ii) **Exceptions.** . . . .

**State**      Capitalize if it is a part of the full title of a state, if the word it modifies is capitalized, or when referring to a state as a governmental actor or as a party to a litigation:

The principal issue is whether the **State** of Kansas may impose its motor fuel tax. The **State** Commissioner adopted a broad-based policy.

The **State** brought this action two years ago.

## B9 Titles of Judges

Justices are referred to as “Justice Story” and “Chief Justice Jay.” Parenthetical references are to “Holmes, J.,” “Cardozo, J.,” and “Black & White, JJ.” Judges are referred to as "Judge Wisdom," "Judge Hand," and “Chief Judge Friendly.”

## B10.1.1 Case Name

- (i) Omit all parties other than the first party listed on each side of the "v." . . . .
- (ii) For names of individuals, use only last names, omitting first names, middle names, and initials . . . .
- (iii) Omit words indicating multiple parties (such as "et al.") and alternative names (such as "a.k.a.") . . . .
- (iv) Some case names may include a procedural phrase. Abbreviate "in the matter of," "petition of," and similar procedural phrases to "**In re.**" Abbreviate "on the relation of," "on behalf of," and similar procedural phrases to "**ex rel.**" When adversary parties are named, omit all procedural phrases except "ex rel." . . . .

## B10.1.1 Case Name (cont'd)

(v) Abbreviate words listed in table **T6**, unless the citation appears in a textual sentence as explained in (vi) below. Abbreviate states, countries, and other geographical units according to table **T10** unless the geographical unit is a named party. Never abbreviate “United States” when it is a named party. Omit “The” as the first word of a party’s name unless it is part of the name of the object of an in rem action. You may abbreviate any words with **eight letters or more if substantial space is saved and the result is unambiguous**. You may also abbreviate entities with widely recognized initials, such as NAACP and FCC. . . .

# [Whitepages] T6 Case Names and Institutional Authors in Citations

Abbreviate case names in citations by abbreviating any word listed below . . . . It is **permissible to abbreviate other words of eight letters or more if substantial space is thereby saved and the result is unambiguous in context.** (Thus, it would be permissible to abbreviate “Encyclopaedia Britannica” to “Encyc. Britannica,” “Attorney” to “Att’y,” or “Petroleum” to “Petrol.”) **Unless otherwise indicated, plurals are formed by adding the letter “s”.** Abbreviate any word in the possessive form by adding an apostrophe if the word is plural and an apostrophe with the letter "s" if the word is singular (Thus, abbreviate "Employees'" to "Emps.'" and "Employee's" to "Emp.'s").

Econom[ic, ical, ics, y]      Econ.

Northeast[ern]                          Ne.

School[s]                                Sch.

## [Whitepages] T10 GEOGRAPHICAL TERMS

The following list provides abbreviations for geographical locations for use in case citations (**rules 10.2.2** and **10.4**), names of institutional authors (**rule 15.1(d)**), periodical abbreviations (**rule 16** and **table T13**), foreign materials (**rule 20.1**), and treaty citations (**rule 21.4.2**).

# [Whitepages] T10.1 U.S. States, Cities, and Territories

## States

....

Minnesota

Minn.

....

## Cities

Abbreviations for city names **may also be composed from state name abbreviations** above. For example, “Oklahoma City” should be shortened to “**Okla. City.**”

....

Chicago

Chi.

Dallas

Dall.

District of Columbia

D.C.

## B10.1.1(vi) (case name in text sentence)

When referring to the full name of a case in a textual sentence, as opposed to a citation sentence or clause, . . . only abbreviate widely known acronyms and the following eight words: “&,” “Ass’n,” “Bros.,” “Co.,” “Corp.,” “Inc.,” “Ltd.,” and “No.” . . . :

In *Penn Central Transportation Co. v. City of New York*, 366 N.E.2d 1271 (N.Y. 1977), the court applied a version of the diminution in value rule.

**Not:** In *Penn Cent. Transp. Co. v. City of New York*, 366 N.E.2d 1271 (N.Y. 1977), the court applied a version of the diminution in value rule.

# Case name in text sentence?

A. In *Penn Central Transportation Co. v. City of New York*, 366 N.E.2d 1271, 1275-78 (N.Y. 1977), the court applied a version of the diminution-in-value rule.

OR

B. The court has applied a version of the diminution-in-value rule. See *Penn Cent. Transp. Co. v. City of New York*, 366 N.E.2d 1271, 1275-78 (N.Y. 1977).

## B10.1.1(vi) (case name in text sentence, cont'd)

The first time you mention a case in the text, follow the case name with the remaining elements of a full citation, set off by commas.

A. In *Penn Central Transportation Co. v. City of New York*,  
**366 N.E.2d 1271, 1275-78 (N.Y. 1977)**, the court applied a  
version of the diminution-in-value rule.

OR

B. In *Penn Central Transportation Co. v. City of New York*,  
the court applied a version of the diminution-in-value rule.  
**366 N.E.2d 1271, 1275-78 (N.Y. 1977)**.

## B10.1.1(vi) (case name in text sentence, cont'd)

....

In a subsequent reference to the case within the same general discussion, you may simply refer to one party's name (or a readily identifiable shorter version of one party's name) if the reference is unambiguous ....

# Short-form reference in text sentence?

**NOT IF FIRST REFERENCE:**

In *Penn Central*, the court applied a version of the diminution-in-value rule. *Penn Cent. Transp. Co. v. City of New York*, 366 N.E.2d 1271, 1275-78 (N.Y. 1977).

**OK IF PREVIOUSLY CITED:**

In *Penn Central*, the court applied a version of the diminution-in-value rule. 366 N.E.2d at 1275-78.

**OR**

The *Penn Central* court applied a version of the diminution-in-value rule. 366 N.E.2d at 1275-78.

## B10.1.2 Reporters and Pinpoint Citations

Cite a **reporter** by listing: (1) the volume number of the reporter in which the case is published; (2) the abbreviated name of the reporter (listed in **table T1**); and (3) the page on which the case report begins.

To point your reader to the specific pages that relate to the cited proposition, **you must also include a pinpoint citation**, often called a “pincite.” Place pincites after the page on which the case report begins, separated by a comma.

....

## B10.1.3 Court and Year of Decision

Indicate parenthetically the deciding court followed by the year of decision (immediately following the page reference). When citing decisions of the United States Supreme Court or the highest court of any individual state, however, do not include the name of the deciding court. **Table T1** lists the correct abbreviations for courts in U.S. jurisdictions.

- (i) The United States Supreme Court: Cite United States Reports (**U.S.**) if the opinion appears therein; otherwise cite to Supreme Court Reporter (S. Ct.) . . . .
- (iv) State High Courts: Cite the regional reporter for the region in which the court sits, if the opinion appears therein; otherwise cite the state's official reporter, as listed in **table T1**. Indicate the state parenthetically, unless it is unambiguously conveyed by the reporter title . . . .
- (v) Other State Courts: Cite the regional reporter for the region in which the court sits, if the opinion appears therein; otherwise cite the state's official reporter, as listed in **table T1**. Indicate parenthetically the state and court of decision, unless unambiguously conveyed by the reporter title. Do not indicate the department or district of intermediate state courts . . . .

# [Whitepages] T1.3 at 272

## **Minnesota (Minn.)**

<http://www.mncourts.gov>

<http://www.revisor.mn.gov/pubs>

**Supreme Court (Minn.)**: Cite to N.W. or N.W.2d, if therein.

- ▶ North Western Reporter 1879–date N.W., N.W.2d
- ▶ Minnesota Reports 1851–1977 Minn.

**Court of Appeals (Minn. Ct. App.)**: Cite to N.W.2d.

- ▶ North Western Reporter 1983–date N.W.2d

# Intermediate Appellate Courts

Compare:

- T1.3 at 272:

Minn. Ct. App. (note spaces after periods)

- T1.3 at 262:

Ill. App. Ct.

- T1.3 at 254, 255, 270:

Colo. App.

Conn. App.

Mass. App.

## B10.1.4 Pending and Unreported Cases

LEXIS and Westlaw cases: Cite to the LEXIS or Westlaw electronic report of the case when one is available.

The proper format is as follows: (1) case name; (2) **case docket number**; (3) database identifier and electronic report number; (4) **star** page number; and (5) court and **full** date parenthetical:

*Albrecht v. Stranczek*, **No. 87 C 9535**, 1991 U.S. Dist. LEXIS 5088, **at \*1, \*3** (N.D. Ill. **Apr. 15**, 1991).

*Kvass Constr. Co. v. United States*, **No. 90-266C**, 1991 WL 47632, **at \*2–3** (Cl. Ct. **Apr. 8**, 1991).

.....

## B10.1.5 Weight of Authority and Explanatory Parentheticals

To add information indicating the weight of the cited authority to a citation, insert an additional parenthetical following the date parenthetical. Indicate when you are citing a concurring or dissenting opinion:

*Bush v. Gore*, 531 U.S. 98, 144 (2000) (5-4 decision) (Breyer, J., dissenting) ("The political implications of this case for the country are momentous.").

. . .

*Webb v. Baxter Healthcare Corp.*, 57 F.3d 1067 (4th Cir. 1995) (unpublished table decision).

*Wersba v. Seiler*, 393 F.2d 937 (3d Cir. 1968) (per curiam).

An explanatory parenthetical may also be added to explain briefly the proposition for which the case stands . . .

## B10.1.6 Prior or Subsequent History

A full citation should include the **prior** or **subsequent history** of the case, subject to several exceptions discussed in **rule 10.7**. Use one of the abbreviated explanatory phrases listed in **table T8** to introduce the prior or subsequent history. Include commonly used explanatory phrases such as “aff’d,” “aff’g,” “cert. denied” (subject to a two-year limitation per **rule 10.7**), “cert. granted,” “rev’d,” and “rev’d on other grounds” for every applicable citation. **[I]talize** the explanatory phrase:

....

*Cooper v. Dupnik*, 924 F.2d 1520, 1530–31 (9th Cir. 1991) (holding that police officers’ actions did not rise to level of due process violation), *rev’d en banc*, 963 F.2d 1220 (9th Cir. 1992).

*Cent. Ill. Pub. Serv. Co. v. Westervelt*, 342 N.E.2d 463 (Ill. App. Ct. 1976), *aff’d*, 367 N.E.2d 661 (Ill. 1977).

**Bluepages Tip: Explanatory parenthetical information about a case should immediately precede information about subsequent case history.**

## [Whitepages] R10.7 Prior or Subsequent History

Whenever a decision is cited in full, give the entire *subsequent* history of the case, but **omit denials of certiorari or denials of similar discretionary appeals, unless the decision is less than two years old or the denial is particularly relevant.**

Omit also the history on remand or any denial of a rehearing, unless relevant to the point for which the case is cited. Finally, omit any disposition withdrawn by the deciding authority, such as an affirmance followed by reversal on rehearing . . . .

Give *prior* history only if significant to the point for which the case is cited or if the disposition cited does not intelligibly describe the issues in the case, as in a Supreme Court “mem.” Give separate decisions of other issues in the case with their prior and subsequent history only if relevant.

# [Whitepages] R10.7.1 Explanatory Phrases and Weight of Authority

(b) **Significance of disposition.** Give the reason for a disposition if the disposition does not carry the normal substantive significance:

*vacated as moot,*

*appeal dismissed per stipulation,*

(c) **Overruled, abrogated, and superseded cases.** Also note cases that have been overruled, abrogated, or superseded by statute or constitutional amendment:

(i) **Overruled cases.** Indicate cases where a later decision by the same court (or a court with appellate jurisdiction over the original court) explicitly repudiates its earlier decision with the phrase “overruled by”:

*Nat'l League of Cities v. Usery*, 426 U.S. 833 (1976), overruled by *Garcia v. San Antonio Metro. Transit Auth.*, 469 U.S. 528 (1985).

## B10.1.6 Prior or Subsequent History (cont'd)

When the case has a different name in the subsequent history, provide the new case name, preceded by the phrase “**sub nom.**” (“under the name of”). There is **no need to provide the new case name if the parties’ names are merely reversed or if the subsequent history is simply a denial of certiorari or rehearing:**

*Great W. United Corp. v. Kidwell*, 577 F.2d 1256 (5th Cir. 1978),  
rev’d **sub nom.** *Leroy v. Great W. United Corp.*, 443 U.S. 173  
(1979).

## B10.2 Short Form Citation

Once you have provided a full citation to an authority, you may use a “short form” in later citations of the same authority, so long as (1) it is clear to the reader which authority is referenced; (2) the full citation falls in the same general discussion; and (3) the reader will have little trouble locating the full citation. There are several acceptable short forms for case citations. All of these forms include “at” followed by a pincite.

The following are all acceptable short form citations of page 100 of *Palsgraf v. Long Island Railroad Co.*, 162 N.E. 99 (N.Y. 1928) (Cardozo, J.):

*Palsgraf*, 162 N.E. at 100.

162 N.E. at 100.

*Id.* at 100.

When using only one party name in a short form citation, use the name of the first party, unless that party is a geographical unit, a governmental entity, or another type of common litigant. You may also shorten a long party name, for example from *First Nat'l Trust & Inv. Corp.* to *First Nat'l*, so long as the reference remains unambiguous.

## B10.2 Short Form Citation (cont'd)

***Id.***

“*Id.*” is the short form used to refer to the immediately preceding authority.

**Bluepages Tip: The “i” in “*id.*” is only capitalized when it begins a citation sentence. The [italicization includes] the period.**

- (i) When used alone, “*id.*” refers to the identical pincite referenced in the immediately preceding citation . . . .
- (ii) To refer to a different page or footnote within the immediately preceding authority, add “at” and the new pincite . . . .

# B11 Constitutions

U.S. Const. art. I, § 8, cl. 10.

U.S. Const. amend. XVIII, § 1.

Wash. Const. art. I, § 32.

**Bluepages Tip: Do not use a short citation form (other than *id.*) for constitutions.**

For further guidance on citing constitutions, see **rule 11**.

## B12.1.1 Federal Statutes

A full citation of a federal statute includes three elements: (1) the official name of the act; (2) the published source in which the act can be found; and (3) a parenthetical indicating either (i) the year the source was published (used for codes) . . . .

Whenever possible, cite the current official code for statutes currently in force. The official code for federal statutes is the United States Code, which is abbreviated “U.S.C.” . . . .

**Bluepages Tip:** The United States Code is codified once every six years. Therefore, citations of the “U.S.C.” should identify the appropriate codifying year, such as 2012.

To cite an individual provision of a statute, include the original section number of the provision you wish to cite following the statute name. Note that the “original section number” refers to a particular section of the act, not to the section of the code in which that provision has been codified. Thus, in the . . . example below, “§ 6” refers to section 6 of the Administrative Procedure Act, while “§ 555” refers to section 555 of Title V of the United States Code:

Administrative Procedure Act § 6, 5 U.S.C. § 555 (2012).

## B12.1.2 State Statutes

For state statutes, cite an official code whenever possible. **Table T1.3** lists the official and unofficial statutory compilations of each state, with the preferred official code listed first. Although the citation form for individual state codes varies, a full citation of most state codes includes the following elements: (1) the abbreviated name of the code, as listed in **table T1.3**; (2) the cited section number(s); and (3) the **year of the cited code edition (not the year the act was passed)**. Citations of an unofficial state code must also include the name of the publisher in the date parenthetical:

Wash. Rev. Code § 28B.20.020 (2014).

Cal. Penal Code § 181 (West 2011).

N.Y. Bus. Corp. Law § 717 (McKinney 2000).

For guidance on citing state session laws, **see rule 12.4**.

## [Whitepages] R12.2.1 Choosing the Proper Citation Form—General Rule

- (a) **Statutes currently in force.** If possible, cite statutes currently in force to the current official code or its supplement. Otherwise, cite a current unofficial code or its supplement, the official session laws, privately published session laws (e.g., *United States Code Congressional and Administrative News*), a commercial electronic database, a looseleaf service, an Internet source, or a newspaper—in that order of preference . . . .
- (b) **Statutes no longer in force.** Cite statutes no longer in force to the current official or unofficial code if they still appear therein. Otherwise, cite the last edition of the official or unofficial code in which the statute appeared, the session laws, or a secondary source—in that order of preference.

# [Whitepages] T1.3 at 272

**Statutory compilations:** Cite to Minn. Stat., if therein.

Minnesota Statutes

Minn. Stat. § x.x (<year>)

Minnesota Statutes Annotated (West)

Minn. Stat. **Ann.** § x.x (**West** <year>)

**Session laws:** Cite to Minn. Laws, if therein.

Laws of Minnesota

<year> Minn. Laws <page no.>

Minnesota Session Law Service (West)

<year> Minn. Sess. Law Serv. <page  
no.> (West)

**Administrative compilation**

Minnesota Rules

Minn. R. <rule no.> (<year>)

**Administrative register**

Minnesota State Register

<vol. no.> Minn. Reg. <page no.>  
(<month day, year>)

# Citing Minnesota Statutes

Cite to Minn. Stat., if therein **(and available)**:

Minn. Stat. § xxx.xxx **(2014)**

**Post-2014 provisions:**

**Cite to Minn. Stat. § xxx.xxx (Supp. 2015) when published;  
until then cite Minn. Stat. Ann. § xxx.xxx (West 2015).**

# Citing Minnesota Statutory Provisions

- Once you give a full citation to any part of a statute, e.g., Minn. Stat. § 604A.20 (2014), you may thereafter use a short-form cite for any other part of the same statute, e.g., § 604A.21 subd. 2.
- You may cite provisions of a former statute as, e.g., Minn. Stat. § 87.04 (1961).

# Minnesota Statute References and Cites

A. Minnesota Statutes section 169A.20 subdivision 1(5) (2014) prohibits being in physical control of a motor vehicle while having an alcohol concentration of 0.08 or more.

OR

B. It is unlawful to be in physical control of a motor vehicle while having an alcohol concentration of 0.08 or more.

Minn. Stat. § 169A.20 subd. 1(5) (2014) [even though BB T16 specifies “subdiv.”].

§ 169A.20 subds. 1a, 2.

# **Subdivision or subsection?**

Note the difference in textually referring to or citing a subdivision and textually referring to or citing a subsection:

## **Sub**division**:**

**Textual reference:** section **604A.21 subdivision 2**

**Citation:** § **604A.21 subd. 2.**

## **Sub**section**:**

**Textual reference:** section **604A.22(3)**

**Citation:** § **604A.22(3).**

## [Whitepages] R12.10 (statute reference in text sentence)

(a) **Text.** In . . . text . . . use the forms listed in the “Text” column of the table below to refer to statutes. . . .

U.S. Code . . . . 42 U.S.C. § 1983 (2012) . . . .

Provisions or § 1983

State Code . . . . Delaware Code . . . .

Provisions title 28, section 1701

(numbered  
codes) or section 1701

. . . .

(c) **“Section.”** Note that except when referring to United States Code provisions, the word “section” should be spelled out in law review text and footnote text, although the symbol “§” may be used in citations. See rule 6.2(c).

## [Whitepages] R12.5 Electronic Media and Online Sources

**(a) Commercial electronic databases.** When citing a code contained in an electronic database, give parenthetically the name of the database and information regarding the currency of the database as provided by the database itself (rather than the year of the code according to **rule 12.3.2**). In accordance with **rule 12.3.1(d)**, also give the name of the publisher, editor, or compiler unless the code is published, edited, compiled by, or under the supervision of, federal or state officials . . .

**(b) Internet and online sources.** When states and municipalities publish their official statutes or ordinances only online, the online source may be directly cited.

Bellingham, Wash., Mun. Code § 16.60.060 (2015),  
<http://www.cob.org/web/bmcode.nsf/CityCode?OpenView>.

Authentic, official, or exact copies of a source available online can be cited as if they were the original print source (**rule 18.2.1(a)**).

Nev. Rev. Stat. § 2-1247 (2007).

Unofficial online sources are cited in accordance with **rule 18.2.2** . . . .

## B13 Legislative Materials

A full citation to legislative material includes the following components, though not necessarily in the following order: (1) the title of the material; (2) the abbreviated name of the legislative body; (3) the number assigned to the material; (4) the number of the Congress and/or legislative session; and (5) the year of publication.

....

For further guidance on citing legislative material, see **rule 13**.

## B14 Administrative and Executive Materials

Cite federal rules and regulations to the Code of Federal Regulations (C.F.R.) by title, section or part, and year:

46 C.F.R. § 166.01 (2009).

Citations to rules or regulations in the Federal Register (Fed. Reg.) should give the commonly used name of the rule or regulation, the volume and page on which the rule or regulation begins, and the date of the rule or regulation:

Federal Acquisition Regulations for National Aeronautics and Space Administration, 55 Fed. Reg. 52,782 (Dec. 21, 1990) (to be codified at 48 C.F.R. pt. 1).

For administrative adjudications, cite by the reported name of the first-listed private party or by the official subject-matter title:

*Trojan Transp., Inc.* [italicized?], 249 N.L.R.B. 642 (1980).

· · ·

For further guidance on citing administrative rules and regulations, [see rule 14](#).

# B15.1 Books and Other Nonperiodic Materials—Full Citation

Citations to books, treatises, pamphlets, and other nonperiodic materials should include the following elements: (1) the volume number (for multi-volume sets); (2) the **full** name(s) of the author(s) **as written in the publication**; (3) the title of the publication (. . . italicized); (4) a pincite; and (5) a parenthetical indicating the year of publication, the name of the editor (if any), and the edition (if more than one).

Two authors should appear separated by an ampersand (“&”) in the order in which they are listed on the publication. If a work has more than two authors, you may either list all of the authors’ names or list the first author’s name followed by “et al.”:

Matthew Butterick, *Typography for Lawyers* 54 (2010).

J.R. McNeill & William H. McNeill, *The Human Web: A Bird's-Eye View of World History* 319 (2003).

David Hunter **et al.**, *International Environmental Law and Policy* 555 (**3rd** **3d** ed. 2006).

*A Bentham Reader* 101 (Mary Peter Mack ed., 1969).

**21** Charles Alan Wright & Arthur R. Miller, *Federal Practice and Procedure* § 1006 (3d ed. 1998).

## B15.1 Books and Other Nonperiodic Materials—Full Citation (cont'd)

There are special citation forms for a few frequently cited works:

***Good-Faith Bargaining***, *Black's Law Dictionary* (10th ed. 2014).

17 Am. Jur. 2d *Contracts* § 74 (1964).

88 C.J.S. *Trial* § 192 (1955).

For further guidance on citing books and other nonperiodic materials, see **rule 15**.

## [Whitepages] R15.9 Electronic Media and Online Sources

**(a) Commercial electronic databases.** When citing secondary materials to a database, provide a complete citation to the document according to rule 15 as well as a citation to the database. If the database assigns a unique identifier or code to the document, include that identifier or code to assist the reader in locating the document cited.

When a source is available both in print and in a commercial electronic database, a citation to the database may be supplied:

Abbey G. Hairston, *Leave and Disability Coordination Handbook* ¶ 110 (2009), Westlaw LDCHBK.

25 Am. Jur. 2d *Elections* § 100, **WestlawNext (database updated May 2015)**.

## B15.2 Short Form Citation

Use “*id.*” to refer to a book or other nonperiodical material cited in the immediately preceding citation. Otherwise, use “*supra*.” The “*supra*” form consists of: (1) the author’s last name; (2) “*supra*,” . . . italicized up to but not including the comma; and (3) a new pincite:

### Full Cite

Richard Posner, *How Judges Think* 269 (2010).

Mary L. Dunnewold et al., *Judicial Clerkships: A Practical Guide* 77 (2010).

Fleming James, Jr. & Geoffrey C. Hazard, Jr., *Civil Procedure* § 2.35 (5th ed. 2001).

### *Id.* Cite

*Id.* at 204–05.

See *id.* at 80.

*Id.* § 1.7.

### Supra Cite

Posner, *supra*, at 204–05.

See Dunnewold **et al.**, *supra*, at 80.

James & Hazard, *supra*, § 1.7.

## B16.1 Periodical Materials—Full Citation

A full citation of periodical material includes the following elements: (1) the full name(s) of the author(s) as written in the publication; (2) the title of the article (underlined or italicized); (3) the abbreviated name of the publication; (4) a pincite; and (5) the date of publication. The basic citation may differ depending on the type of periodical cited. For further guidance, see **rule 16**.

## B16.1.1 Consecutively Paginated Journals

Most law journals are paginated consecutively throughout an entire volume (i.e., individual issues within a volume do not begin at page “1,” but rather pick up where the previous issue left off). To cite material appearing in a consecutively paginated periodical, follow this format: <author(s)>, <title of work>, <volume number> <abbreviated periodical name> <first page of article>, <pincite> (<year of publication>).

Fred R. Shapiro & Michelle Pearse, *The Most-Cited Law Review Articles of All Time*, 110 Mich. L. Rev. 1483, 1489 (2012).

R.H. Coase, *The Problem of Social Cost*, 3 J.L. & Econ. 1, 1 (1960).

For appropriate abbreviations of periodical names, see **table T13**.

## [Whitelines] T13 PERIODICALS

Always use the title of the periodical that appears on the title page of the issue you are citing,  
**even if the title of periodical has changed over time.**

....

To abbreviate English language periodical titles, use tables **T13.1**, **T13.2**, and **T10**. Common institutional names (e.g., law schools, professional organizations, and geographic units commonly found in institutional names) are listed in table **T13.1**. If an institutional name is not listed in table **T13.1**, individual words should be abbreviated using tables **T13.1**, **T13.2**, and **T10**. . . . .

Omit the words “a,” “at,” “in,” “of,” and “the” (but retain the word “on”). Also, if the title consists of only one word after the words “a,” “at,” “in,” “of,” and “the” have been omitted, do not abbreviate the remaining word. **Rule 6.1(a)** explains the spacing of abbreviations. . . .

If a periodical title itself contains an abbreviation, use that abbreviation in the abbreviated title

....

Omit commas from periodical title abbreviations but retain other punctuation . . . .

For periodical titles containing colons, omit words following the colon from the abbreviation

....

# [Whitepages] T13.1 Institutions

American Bar Association (ABA)	A.B.A.
....	
California ( <b>California Law Review only</b> )	<b>Calif.</b>
....	
Northwest[ern]	Nw.
....	
University of California	U.C.
University of California - Los Angeles	UCLA
University of Missouri Kansas City	UMKC
University of the District of Columbia, David A. Clarke School of Law	UDC/DCSL
University of West Los Angeles	UWLA
....	
William Mitchell	Wm. Mitchell

# [Whitepages] T13.2 Common Words

Bar	B.
....	
Civil	Civ.
Civil Libert[y, ies]	C.L.
Civil Rights	C.R.
....	
Human	Hum.
Humanit[y, ies]	Human.
....	
Law	L.
Law (first word)	Law
Lawyer[s, s', 's]	Law.
....	
Review	Rev.
....	
Supreme Court	Sup. Ct.

## B16.1.2 Nonconsecutively Paginated Journals and Magazines

Christopher Hitchens, *The New Commandments*, Vanity Fair, Apr. 2011, at 1.

### MORE EXAMPLES:

Terry Carter, *The Biggest Hurdle for Lawyers with Disabilities: Preconceptions*, A.B.A. J., June 2015, at 55, 57.

George B. Leonard, *My Trip to the State Bar Convention (1927)*, Bench & B. Minn., July 2015, at 16, 17.

## B16.1.3 Student-Written Work

Natalie Cotton, **Comment**, *The Competence of Students as Editors of Law Reviews: A Response to Judge Posner*, 154 U. Pa. L. Rev. 951, 982 n.104 (2006).

For guidance on citing student-written work, see **rule 16.7.1**.

## B16.1.4 Newspaper Articles

Abigail Sullivan Moore, *This Is Your Brain on Drugs*, N.Y. Times, Oct. 29, 2014, at A1.

Doug Esser, *UW Library Freezes Bedbugs Off Infested Books*, Seattle Times, Dec. 7, 2012, at A2.

# [Whitepages] R16.6 Newspapers

**(a) In general.** Materials appearing in newspapers are generally cited in the same manner as those found in nonconsecutively paginated periodicals ([rule 16.5](#)) with **three exceptions**: (i) when appropriate, designate the work as an “Editorial,” “Opinion,” or “Letter to the Editor,” in ordinary roman type, after the author’s name but before the title, or at the beginning of the citation if there is no author; (ii) after the date, give the designation of the section in which the piece is found in a parenthetical if necessary to identify the page unambiguously; and (iii) give only the first page of the piece and do not indicate the location of specific material. Substitute “Letter to the Editor” or another designation for the title when no separate title is provided. Citations to signed articles should include the author’s full name ([rule 16.2](#)); citations to unsigned pieces should begin with the title of the piece:

Ari L. Goldman, *O’Connor Warns Politicians Risk Excommunication over Abortion*, N.Y. Times, June 15, 1990, at A1.

*Cop Shoots Tire, Halts Stolen Car*, S.F. Chron., Oct. 10, 1975, at 43.

....

William J. Clinton, Opinion, *AIDS Is Not a Death Sentence*, N.Y. Times, Dec. 1, 2002, § 4, at 9.

Editorial, *Pricing Drugs*, Wash. Post, Feb. 17, 2004, at A18.

Michael Harwood, *The Ordeal: Life as a Medical Resident*, N.Y. Times, June 3, 1984, § 6 (Magazine), at 38.

**(b) Place of publication.** Include the place of publication in ordinary roman type in parentheses following the name of the newspaper if not clear from the name:

*Trial Judge Will Not Give Enquiry Evidence*, Times (London), June 13, 1990, at 3.

Nancy Johnson, Letter to the Editor, Chron. Higher Educ. (D.C.), Oct. 8, 2004, at A55.

## [Whitepages] R16.7.6 Annotations

Cite discussions in selective case reporters (such as American Law Reports and Lawyer's Reports Annotated) by the author's full name, followed by the designation "Annotation" in ordinary roman type and the title of the work in italics:

Claudia Catalano, Annotation, *Unlawful Access Under Stored Communications Act, 18 U.S.C.A. § 2701 et seq.*, 1 A.L.R. Fed. 3d Art. 1 (2015).

**BETTER EXAMPLE:** James L. Rigelhaupt, Jr., Annotation, *Liability to Spectator at Baseball Game Who Is Hit by Ball or Injured as Result of Other Hazards of Game*, 91 A.L.R.3d 24 §3[a] (1979 & Supp. 2015).

## [Whitepages] R16.8(a) (commercial electronic databases)

When citing periodical materials to a database, provide a complete citation to the document according to rule 16 and a citation to the database. If the database assigns a unique identifier or code to each document within the database, include that identifier or code to assist the reader in locating the document cited.

Some sources are available in two forms, electronic and paper. To facilitate access to the source, it is permissible to include a direct citation to a commercial electronic database:

T.R. Fehrenbach, *TV's Alamo Tale Fairly Accurate*, San Antonio Express-News, Mar. 17, 1996, at A1, 1996 WL 2824823.

*Justice Minister Calls for Solving International Legal Conflicts*, Japan Econ. Newswire Plus, Apr. 22, 1991, at 1, DIALOG, File No. 612.

## B16.2 Short Form Citation

After providing a full citation of a periodical, you should use “*id.*” or “*supra*” in subsequent citations. Use “*id.*” to refer to periodical material cited in the immediately preceding citation. Otherwise, use the “*supra*” form introduced in **Bluepages B15.2**.

**Bluepages Tip:** When your document includes citations of more than one source by the same author, include an abbreviated reference to the title of the cited source in any *supra* citation:

Llewellyn, *Remarks*, *supra*, at 401–06.

# B17 Court and Litigation Documents

This rule focuses on citations to court documents that have been filed as part of the **same case**. For citations of court documents filed in a different case, consult **rule 10.8.3**.

## B17.1 Full Citation

A full citation of a court document includes the following elements: (1) the name of the document, abbreviated where appropriate; (2) the pinpoint citation; and (3) the date of the document, if required. The citation should also include any Electronic Case Filing (ECF) number found on PACER.

## B17.1.1 Abbreviation

Abbreviate the titles of court documents according to **Bluepages table BT1**. Where there is an official record, such as the Record on Appeal in appellate litigation, always abbreviate “Record” to “R.” Do not abbreviate, however, when doing so will confuse the reader:

Petitioner admits filing suit more than one year after knowledge of the facts underlying its claim, Pet'r's Br. 6, and further admits the applicability of a one-year statute of limitations, Pet'r's Br. 7.

In Defendant's Memorandum of Points and Authorities in Support of Defendant's Motion for Summary Judgment, Defendant asserts that the dangerous conditions giving rise to the accident resulted from someone else's negligence, Def.'s Mem. Supp. Summ. J. 6, 9, implying that Defendant was, indeed, aware of the risk. Yet, in his Affidavit filed in support of the Motion, Defendant explicitly states that he had no knowledge of the rising water level. Def.'s Aff. ¶¶ 5–7; see also Jones Aff. Ex. A, at 2.

**Bluepages Tip: You may enclose citations of court documents in parentheses:**  
**(Def.'s Resp. to Pl.'s Interrog. No. 3.)**

# BT1 Court Documents

This table provides suggested abbreviations for words commonly found in the titles of court documents. Use these abbreviations in citations to court documents according to **Bluepages B17.1.1** and **B17.2**. This table also indicates certain words that should not be abbreviated. Unless otherwise indicated, plurals are formed by adding the letter “s.”

Words of seven or more letters not appearing in this table may also be abbreviated, so long as the abbreviation is unambiguous.

Omit all articles and prepositions from an abbreviated title, unless the result will confuse the reader. Other extraneous words may also be omitted, so long as the reader can unambiguously identify the cited document.

....

Complaint	Compl.
-----------	--------

....

Deposition	Dep.
------------	------

## B17.1.2 Pinpoint Citations

Provide a precise reference to the cited document, such as to the page and line on which the material appears in a deposition or trial transcript. Use commas only to avoid confusion. Separate page and line references by a colon. Page references should not be preceded by “p.,” but other subdivisions should be identified. You are generally not required to precede pincites with “at,” though it is **customary** to use “at” in references to certain sources such as appellate records (e.g., R. **at** 5):

Hawkins Aff. 6.

Trial Tr. vol. 2, 31.

Pet'r's Br. 6.

Clark Dep. 15:21–16:4.

Pls.' Am. Answer to Def.'s Countercl. 3–4.

Travis Decl. Ex. B, **at** 3.

R. at 9.

## B17.1.3 Date

Provide the date of the cited document when: (1) more than one document has the same title; (2) the date is relevant to the discussion; or (3) if the date is needed to avoid confusion:

Plaintiff alleged that Defendant was driving at a rate far in excess of the posted speed limit. Compl. ¶ 7. However, her sworn testimony is to the effect that she never saw the Defendant before the accident and was thus unable to gauge his speed. Perryman Dep. 34:15–18, Aug. 7, 2002; Trial Tr. vol. 2, 51-52, Dec. 12, 2002.

Mr. Svensson attests that Plaintiff's president cared not about the age of the inventory but only about its marketability. Svensson Aff. ¶ 5. In addition, Ms. Beatrice swears that Plaintiff's president had the authority to waive the condition concerning the age of the inventory, Beatrice Aff. ¶ 9, May 10, 2003, and that no other corporate official had such authority, Beatrice Aff. ¶ 2, June 2, 2003.

## B17.1.4 Electronic Case Filings (ECF)

Court documents filed with the electronic case management system employed by PACER for federal cases are assigned document numbers. Add this Electronic Case Filings (ECF) number to the citations of electronically filed documents.

Feder Dep. 5:30–12:10, ECF No. 6.

Def.’s Mot. Summ. J. 2, ECF No. 15.

**Bluepages Tip: Documents filed on PACER are imprinted with an ECF header. If these page numbers are different from the page numbers of the filed document, use the page numbers of the original document.**

## B17.2 Short Form Citation

After providing a full citation, you should use a short form if: (1) it will be clear to the reader what you are citing; (2) the full citation falls in the same general discussion; and (3) the reader will have little trouble locating the full citation:

### First Reference

App. to Pet. Cert. 137–39,  
ECF No. 15.

### Succeeding Reference

App. 137–39, ECF No. 15, **or**  
App. 137–39.

**Bluepages Tip: For court documents, *id.* should only be used if significant space will be saved.**

The liquid left on the floor by Defendant caused Plaintiff to lose her balance, slip, and fall. Leach Aff. 33–39. This fall led to numerous hospital visits costing well over \$10,000. ***Id.*** at 52.

**But:** The liquid left on the floor by Defendant caused Plaintiff to lose her balance, slip, and fall. R. at 5. This fall led to numerous hospital visits costing well over \$10,000. **R.** at 12.

## B18.1.1 The Internet--Direct Citations

A full citation of an Internet source includes: (1) the name of the author(s) (if applicable); (2) the title of the specific page of the website, such as a posting or comment (underlined or italicized) (if applicable); (3) the title of the main page of the website; (4) the date and time (if applicable); and (5) the URL. For further guidance on citing Internet sources, see **rule 18.2**:

David Lat, *Movie Night with Justice Breyer*, Above the Law (Oct. 27, 2014, 3:31 PM), <http://abovethelaw.com/2014/10/movie-night-with-justice-breyer/>.

Fabrizio di Piazza, SCOTUSblog on Camera: Laurence H. Tribe (Part One), SCOTUSblog (Oct. 22, 2014, 9:53 AM),  
<http://www.scotusblog.com/media/scotusblog-on-camera-laurence-h-tribe-part-one/>.

Eugene Kontorovich, Italy Adopts Supreme Court's View of ICJ Authority, Volokh Conspiracy (Oct. 28, 2014),  
<http://www.washingtonpost.com/news/volokh-conspiracy/wp/2014/10/28/italy-adopts-supreme-courts-view-of-icj-authority/>.

## B18.1.1 The Internet--Direct Citations (cont'd)

**Bluepages Tip: If a source is available in both HTML and PDF (which preserves the pagination of the print version), then you should only cite to the PDF. Whenever possible, provide a pincite for Internet sources:**

Ulrich Cubasch et al., *Climate Change 2013: The Physical Science Basis*, Intergovernmental Panel on Climate Change, 121 (2013), [http://www.ipcc.ch/pdf/assessment-report/ar5/wg1/WG1AR5\\_Chapter01\\_FINAL.pdf](http://www.ipcc.ch/pdf/assessment-report/ar5/wg1/WG1AR5_Chapter01_FINAL.pdf).

If there is no **date** associated with the specific webpage, then the citation should list the date when the website was “last modified” or “last updated” after the URL. If these indicators are unavailable, use the date on which you “last visited” the webpage:

Yahoo! Home Page, <http://www.yahoo.com> (last visited May 16, 2014).

## [Whitepages] R18.2.1 General Internet Citation Principles

**(a) Sources that can be cited as if to the original print source.** When an authenticated, official, or exact copy of a source is available online, citation can be made as if to the original print source (without any URL information appended). Many states have begun to discontinue printed official legal resources, instead relying on online versions as the official resources for administrative or legislative documents. The federal government is also moving toward increasing access to online versions of legal documents, though it continues to publish official print versions.

....

**(iii) Exact copies.** An exact copy is one that is an unaltered copy of the printed source in a widely used format that preserves pagination and other attributes of the printed work (such as Adobe's portable document format, or "PDF").

## B18.2 Short Form Citation

After providing a full citation to an internet source, you may use “id.” or “supra” in subsequent citations per **rules 4 and 18.8(a)**:

*Lat, supra.*

## [Whitepages] R18.8 Short Citation Forms

**(a) Internet.** When citing to a previously referenced Internet site, use a “supra” form with the last name of the author, if any, or the title or description of the document. “Id.” may also be used in accordance with **rule 4**. If various subsections of a website with no author are cited or if more than one posting by a given author is cited, include the subsection title. A URL need not be repeated after a full citation . . . .

**(b) Commercial electronic databases.** For materials available on an electronic database, use a unique database identifier, if one has been assigned, in constructing a short form:

*Int'l Snowmobile Mfrs. Ass'n v. Norton*, No. 00-CV-229-B, 2004 WL 2337372, at \*3 (D. Wyo. Oct. 14, 2004).

**becomes:** *Int'l Snowmobile*, 2004 WL 2337372, at \*3.

*Chavez v. Metro. Dist. Comm'n*, No. 3:02CV458(MRK), 2004 U.S. Dist. LEXIS 11266, at \*5 n.3 (D. Conn. June 1, 2004).

**becomes:** *Chavez*, 2004 U.S. Dist. LEXIS 11266, at \*5 n.3.

## B19 Services

Cite services by volume, abbreviated title, publisher, subdivision, and date. If the source is a case, include the abbreviated name of the court in the same parenthetical as the date:

*In re Smithfield Estates, Inc.*, [1985–1986 Transfer Binder] Bankr. L. Rep. (CCH) ¶ 70,707 (Bankr. D.R.I. Aug. 9, 1985).

*SEC v. Tex. Int'l Airlines*, 29 Fed. R. Serv. 2d (West) 408 (D.D.C. 1979).

*Kovacs v. Comm'r*, 74 A.F.T.R.2d (RIA) 354 (6th Cir. 1994).

When citing looseleaf material that will eventually be bound, add the name of the bound form in parentheses if it is different from the name of the looseleaf form; include the volume of the bound form if available:

*Marietta Concrete Co.*, 3 Lab. Rel. Rep. (BNA) (84 Lab. Arb. Rep.) 1158 (May 7, 1985).

For further guidance on citing services, see **rule 19**.

# B20 Foreign Materials

When citing to any non-U.S. source, whether in English or in another language, indicate the jurisdiction parenthetically at the end of the citation (unless the jurisdiction is otherwise clear).

For foreign common law cases, indicate the court parenthetically:

*R v. Lockwood*, (1782) 99 Eng. Rep. 379 (K.B.).

Cite foreign statutes from common law countries like statutes of the United Kingdom (**table T2.42 United Kingdom**), noting the jurisdiction parenthetically at the end of the citation:

Emergency Powers Act (Act No. 3/1976) (Ir.).

For further guidance on citing foreign sources, see **rule 20**.

# B21 International Materials

## **Founding Documents:**

U.N. Charter art. 94, ¶ 1.e.

Statute of the International Tribunal for the Law of the Sea art. 1, ¶ 2,  
Dec. 10, 1982, 1833 U.N.T.S. 561.

## **Multilateral Treaties:**

United Nations Convention on the Law of the Sea, Dec. 10, 1982, 1833  
U.N.T.S. 397.

Organization of American States, American Convention on Human  
Rights, Nov. 22, 1969, O.A.S.T.S. No. 36, 1144 U.N.T.S. 123.

## **Bilateral Treaties:**

Treaty of Friendship, Commerce and Navigation, Japan-U.S., art. X, Apr.  
2, 1953, 4 U.S.T. 2063.

Agreement Concerning Payments for Certain Losses Suffered During

# B21 International Materials (cont'd)

## International Cases:

The standard citation for an international law case includes: (1) the name of case; (2) the case number; (3) the reporter (if any); (4) the characterization of the decision (judgment, provisional measures, etc.); (5) a pincite (using paragraph numbers, if available, rather than page numbers); and (6) a parenthetical with the date, prefaced by name of court if not otherwise evident from the citation:

Delimitation of Maritime Boundary in Gulf of Maine Area (Can./U.S.),  
Judgment, 1982 I.C.J. Rep. 560, ¶ 22 (Nov. 5).

Prosecutor v. Katanga, ICC-01/04-01/07-3436-Anxl, Minority opinion of  
Judge Wyngaert, ¶ 320 (Mar. 7, 2014).

**[No italicization of case names?]**

For more on how to cite international sources, see **rule 21**.

# **BT2 Jurisdiction-Specific Citation Rules and Style Guides**

This table lists and summarizes local court citation rules and manuals. While this list is intended to be as accurate and comprehensive as possible, it is important for practitioners to check the most recent version of local rules on official court websites.

## **BT2.1 Federal Courts**

## **BT2.2 State Courts**

## **BT2.3 Territories**

# BT2.1 Federal Courts

....

## **United States Court of Appeals for the Eighth Circuit**

8th Cir. R. 32.1A (citation of unpublished opinions)

....

## **United States District Court for the District of Minnesota**

D. Minn. R. 1.1(a) (may cite as “LR \_\_” or “D. Minn. LR \_\_”)

## **United States Bankruptcy Court for the District of Minnesota**

Bankr. D. Minn. R. 9029-1(d) (may cite rules as “Local Rule \_\_”) (may cite forms as “Local Form \_\_”)

## BT2.2 State Courts

### Minnesota

Minn. R. Civ. P. 85 (cite as “**Rule of Civil Procedure \_\_**”)

**Minn. R. Civ. App. P. 136.01(1)(b) (citation of unpublished and order opinions)**

Minn. R. Civ. App. P. 146 (may cite as “Rule of Civil Appellate Procedure \_\_”)

Minn. Gen. R. Prac. 1.01 (may cite as “Minn. Gen. R. Prac. \_\_”)

Citing Minnesota Legal Sources,

**<http://www.leg.state.mn.us/leg/leghist/citations.aspx>**

# Citing Minnesota Legal Sources

<http://www.leg.state.mn.us/leg/leghist/citations.aspx>

Below are some examples of Minnesota legal citations.

Note: In some instances, two citation formats are listed: 1) Legislative: as cited by the Minnesota Revisor of Statutes or on the Minnesota Legislative website; 2) Legal court citation: as cited in legal citation manuals. Legislative hearing cite formats are taken from a citation manual (tapes) and the William Mitchell Law Review (web archive).

**Constitution:** Minn. Const. art. IV, sec. 8

**Statutes:** Minnesota Statutes 2008, section 123.45, subdivision 6 ; MINN. STAT. 123.45 (2008); MINN. STAT. ANN. 123.45 (2008)

**Session Laws:** Laws of Minnesota 2007, chapter 150, article 8, section 3 ; Laws of Minnesota 2007, 1st Spec. Sess. chapter 2, article 3, section 3 ; 2007 Minn. Laws xxx (note: xxx is a page #)

**Minnesota Rules:** Minnesota Rules, part 1234.0100, subpart 5, item A ; MINN. R. 1234.0100 (2007)

# Citing Minnesota Legal Sources (cont'd)

**House and Senate Journals:** Minn. Sen. J., 85th Leg., Reg. Sess. xxx (2008) (note: xxx is a page #) ; Minn. H.J., 85th Leg., Reg. Sess. xxx (2008) (note: xxx is a page #)

## Legislative Floor and Committee Hearings:

**Floor debates (Tapes):** Minn. Sen., Floor Debate, 85th Minn. Leg., Reg. Sess. (Feb. 8, 2007) (Sen. recording tape no. 2, side A.) ; Minn. H., Floor Debate, 85th Minn. Leg., Reg. Sess. (Feb. 8, 2007) (H. recording tape no. 2, side A.)

**Floor debates (Internet):** Minn. Sen., Floor Debate, 85th Minn. Leg., Reg. Sess. (Feb. 8, 2007), available at: <http://www...> (audio [or] video web media) ; Minn. H., Floor Debate, 85th Minn. Leg., Reg. Sess. (Feb. 8, 2007), available at: <http://www...> (audio [or] video web media)

**Committee debates (Tapes):** Minn. Sen., Hearing on S.F. 123 before the Sen. Comm. on Taxes, 85th Minn. Leg., Reg. Sess. (Feb. 8, 2007) (Sen. recording tape no. 1, side B.) ; Minn. H., Hearing on H.F. 123 before the H. Comm. on Taxes, 85th Minn. Leg., Reg. Sess. (Feb. 8, 2007) (H. recording tape no. 1, side B.)

**Committee debates (Internet):** Minn. Sen., Hearing on S.F. 123 before the Sen. Comm. on Taxes, 85th Minn. Leg., Reg. Sess. (Feb. 8, 2007), available at: <http://www...> (audio [or] video web media) ; Minn. H., Hearing on H.F. 123 before the H. Comm. on Taxes, 85th Minn. Leg., Reg. Sess. (Feb. 8, 2007), available at: <http://www...> (audio [or] video web media)

# [Whitepages] Tables

- T1 United States Jurisdictions
- T2 Foreign Jurisdictions
- T3 Intergovernmental Organizations
- T4 Treaty Sources
- T5 Arbitral Reporters
- T6 Case Names and Institutional Authors in Citations
- T7 Court Names
- T8 Explanatory Phrases
- T9 Legislative Documents
- T10 Geographical Terms
- T11 Judges and Officials
- T12 Months
- T13 Periodicals
- T14 Publishing Terms
- T15 Services
- T16 Subdivisions

# Questions?

[kenneth.kirwin@wmitchell.edu](mailto:kenneth.kirwin@wmitchell.edu)

651-290-6346