

Proper Citation Format for Presentations

The Bluebook and Beyond



CORE LEGAL **2.0**

PROPER CITATION FORMAT | The Bluebook and Beyond

The following manual includes general rules for citations and other formatting for presentations, in line with the Bluebook which our clients (and courts) use for proper formatting. Many of our clients are well-versed in the Bluebook rules, so they'll appreciate a second set of eyes to ensure their slides are cited properly. Several of the rules included in this manual are not explicitly covered by the rules in the Bluebook (or elsewhere), but constitute best practices for consistency in our presentations. That said, keep in mind that some clients don't know how to cite things properly, and may insist on another format! In that case, obviously go with what the client prefers.

GENERAL RULE FOR CITATIONS

- Citations on slides should not have periods at the end (unless the client insists)

ABBREVIATING MONTHS

- When abbreviating months in timelines, etc., the proper format is:
 - Jan.
 - Feb.
 - Mar.
 - Apr.
 - May
 - June
 - July
 - Aug.
 - Sept.
 - Oct.
 - Nov.
 - Dec.

PAGE NUMBERS

- The proper format is "at ___"
 - For example: **JX045 at 2**
 - **Not** JX045 p. 2
- When citing a range of pages, if it is a three-digit number, the second number should be abbreviated to only the last two numbers
 - For example: **JX052 at 120-23**



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TRANSCRIPTS - CITATION FORMAT

- The proper format for depositions is: **Wilcoxson Dep. Tr. at 47:16-48:6**
- Citing trial transcripts is a little trickier and depends on the format of the transcripts (whether combined into a single transcript for the entire trial, broken up into volumes/trial days, etc.), so there aren't any explicit rules
 - That said, best practices dictate adding the witness name somewhere in the cite, such as: **Trial Testimony (Smith) Tr. at 145:3-10**
- As a general rule, when creating retypes of deposition transcripts, do not include objections – there is no need to include an ellipses to show that you've removed text unless that's the client's preference, since it's assumed they're removed

DEPOSITION TEXT

- Straight Quotes: when pasting text into slides from deposition transcripts, PowerPoint often creates straight quotes (which should be curly)
- En Dashes v. Broken Dashes: the same problem happens with broken dashes/hyphens, which should properly be what's called an en dash (which is a slightly longer than a single hyphen)
 - Proper dash format: – / Not: --

THIS:	NOT THIS:
<p>Stronghold's Title Tool Has a Different Functionality From the Courthouse Product</p>  <p>Lindsey V. Chambers Data Eng. Mgr. ENVERUS</p> <p>Q. There's nothing here that can calculate ownership interests?</p> <p>A. No, there's not.</p> <p>Q. And there's no, you know, and your products don't do any title interpretations?</p> <p>A. No, they do not. Not on there.</p> <p>Q. And there's not any and there's not someplace that's storing title interpretations?</p> <p>A. Not to my knowledge, no.</p>	<p>Stronghold's Title Tool Has a Different Functionality From the Courthouse Product</p>  <p>Lindsey V. Chambers Data Eng. Mgr. ENVERUS</p> <p>Q. There's nothing here that can calculate ownership interests?</p> <p>A. No, there's not.</p> <p>Q. And there's no, you know, and your products don't do any title interpretations?</p> <p>A. No, they do not. Not on there.</p> <p>Q. And there's not any and there's not someplace that's storing title interpretations?</p> <p>A. Not.</p> <p>MR. CONNOR: Objection; form.</p> <p>A. Not to my knowledge, no.</p>

- We also have an in-house tool for copy/pasting transcripts, which you can find here: <https://coretranscriptutility.anvil.app/>

PARTY CAPITALIZATION

- When referring to a party as a proper name, it should be capitalized
 - For example: At trial, Plaintiff failed to meet the burden of proof
- When referring to a party as a noun, it should not be capitalized
 - For example: At trial, the plaintiff failed to meet the burden of proof . . .

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ELLIPSES

- When you're removing text and replacing it with ellipses, the periods should be interspersed with spaces - this is a tough one, because not only do most clients get this wrong, both Word and PowerPoint have an autocorrect for ellipses that is incorrect!
 - **Three periods:** if the omitted words do not contain a period, or if they do contain a period but the new sentence reads as a single sentence, then use three periods with spaces:
 - **Correct format:** One editor noted that the staffers "are pleasant . . . and are prompt with their assignments."
 - **Incorrect format:** One editor noted that the staffers "are pleasant ... and are prompt with their assignments."
 - **Four periods:** If a quotation reads as two sentences, and some of the original text is being omitted, then use four periods (an ellipsis and a period)
 - **Correct format:** Though all of the journals at Temple are close friends, the "staffers on the Temple Law Review are pleasant They . . . get along with one another."

PARAGRAPH & SECTION NUMBERS

- When citing to paragraphs (¶) or sections (§) using their respective symbols, there should be no "at" or comma before the symbol
- If citing multiple paragraphs, use two paragraph symbols with no spaces in between (¶¶), and show the range of paragraphs cited with a dash
- For example:
 - **Klepper Rpt. ¶ 43**
 - **Jarosz Rebuttal Rpt. ¶¶ 145-46**

SLIDE TITLE CAPITALIZATION

- Capitalize the first and the last word
- Capitalize nouns, pronouns, adjectives, verbs (including phrasal verbs such as "play with"), adverbs, and subordinate conjunctions
- Lowercase articles (a, an, the), coordinating conjunctions, and prepositions of four letters or fewer, and lowercase "to" in the infinitive (e.g., "to Play")
- Both leading letters of a hyphenated word should be capitalized (e.g., "On-Site")
- This isn't foolproof, but if you're struggling try this - note that the "BB" tab for Bluebook is selected: <https://capitalizemytitle.com/style/BB/>

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PATENT CITATIONS

- The Bluebook doesn't have particulars about citing patents, but here are two generally accepted formats:
 - '979 Patent at 3:4-10
 - '979 Patent, col. 3 ll. 4-10
- Important note: the apostrophe should always be backwards in front of the patent number!

BULLET POINTS

- Bullet points are meant to be short phrases, not full sentences, so there should be no period at the end of a bullet point
- That said, if the client has included multiple sentences in a single bullet point (and it can't be rephrased), you're now stuck with periods . . . if that happens, make sure you're consistent and add periods to the other bullet points
- But if you can rephrase the two sentences to avoid periods within/at the end of bullets, you should rephrase
 - **For example, change this:** The burden of proof is preponderance of the evidence. The plaintiffs cannot meet this burden.
 - **To this:** The burden of proof is preponderance of the evidence, and the plaintiffs cannot meet this burden
 - **Or this:** The burden of proof is preponderance of the evidence; plaintiffs cannot meet this burden

SEE and SEE ALSO and ID.

- See and see *also* should always be italicized in a cite
- *Id.* is short for the Latin "Idem" and is used in legal citations to refer to the prior cite - this should also be italicized wherever it appears

INTERNATIONAL MATTERS

- Note that depending on the venue, there may be different rules at play other than the American Bluebook (like the preference for straight quotes) - when in doubt, ask the client!

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CASELAW CITATIONS

Most of the time the client will give you the case cite, but here are the general rules:

- Case name should be in *italics*
- Followed by a comma, which should **not** be italicized
- Followed by the case cite
- Followed by the jurisdiction and year
 - For example: *Marsh U.S., Inc. v. Cook*, 354 S.W.3d 764, 768 (Tex. 2011)
 - When citing cases from the US Court of Appeals, do not superscript the Department number – pay special attention since PowerPoint autocorrects to add a superscript:

THIS:	NOT THIS:
<p>Enverus Had No "Without Cause" Termination Right</p> <p>"The use of 'perpetual' indicates that the license may not be revoked at will."</p> <p><small>RPD Holdings, LLC v. Tech Pharmacy Servs., 907 F.3d 845, 856 (5th Cir. 2018)</small></p>	<p>Enverus Had No "Without Cause" Termination Right</p> <p>"The use of 'perpetual' indicates that the license may not be revoked at will."</p> <p><small>RPD Holdings, LLC v. Tech Pharmacy Servs., 907 F.3d 845, 856 (5th Cir. 2018)</small></p>


- When citing to a quote within a case, add a pin cite to the page number – in the example above, the page number is "768"
 - To find the page number within the case, look for an asterisk which identifies the page of the "official" version of the case (which appear in actual hard back books and are formatted differently than electronic cases)
 - If the quote is after where *768 appears in the text, and before *769, then you know 768 is the proper page number for the cite
- The client will usually provide this information, but if you need more details about how to fill in the jurisdiction in the parenthetical at the end of the case cite, here are the rules:
 - Citing to Federal courts: <https://libguides.uakron.edu/bluebook/federalabbreviations>
 - Note especially that when citing to Circuit Courts, don't superscript anything! For example: 1st Cir. not 1st Cir.
 - Citing to State courts: <https://libguides.uakron.edu/bluebook/stateabbreviations>

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CASELAW CITATIONS (cont'd)


- When quoting the text of a case, if the Court quotes another case within that case, use single quotes to indicate that it is a quote within a quote
- If you add emphasis to a case quote, such as italics, and that emphasis/italics is *not* in the original case, follow the claim citation with **(emphasis added)** to indicate that the italics wasn't in the original
- Though not an official rule, one trick to make quoted text look tidier is to slightly indent the second line of quoted text, so that the text lines up along the lefthand side below the quotation mark (see below for examples)
- Here are some examples of properly formatted law slides:

Element a" of Claim 1 of the '248 Patent

 **Convolve, Inc. v. Compaq Computer Corp.**,
812 F.3d 1313, 1321 (Fed. Cir. 2016)
(quoting *KCJ Corp. v. Kinetic Concepts, Inc.*, 223 F.3d 1351, 1356 (Fed. Cir. 2000))


The Federal Circuit has “repeatedly emphasized that an indefinite article ‘a’ or ‘an’” before a claim term “in patent parlance carries the meaning of ‘one or more’ in open-ended claims containing the transitional phrase ‘comprising.’”

Platinum Has Not Put Attorney-Client Privileged Advice at Issue

 *In re County of Erie*,
546 F.3d 222, 229 (2d Cir. 2008)

“But privileged information may be in some sense relevant in any lawsuit. A mere indication of a claim or defense certainly is insufficient to place legal advice at issue. . . . We hold that a party must rely on privileged advice from his counsel to make his claim or defense.”

Hasbro's Actions Inflict Irreparable Harm


 “The damages occasioned by a case involving breach of confidentiality and misappropriation of trade secrets is, by its nature, irreparable and not susceptible of adequate measurement for remedy at law.”

Glycochitosines, Inc. v. Woodfield Pharm., LLC, 2016 WL 1702674, at *9 (S.D. Tex. Apr. 27, 2016)


TVision's Inequitable Conduct Defense Should Be Stricken

① TVision has failed to identify a particular individual


“[A] claim alleging *alternatively* that either one individual *or* another *or perhaps* both may be the ‘who’ is patently insufficient.”

 **Webasto Thermo & Comfort N. Am., Inc. v. BesTop, Inc.**,
Case No. 16-cv-13456, 2018 WL 4927170, at *3 (E.D. Mich. Oct. 11, 2018) (emphasis in original)

The Use of “i.e.” Signifies a Definition

 **TF3 Ltd. v. Tre Milano, LLC**,
894 F.3d 1296, 1292 (Fed. Cir. 2018)


“The usage of ‘i.e.’ (*id est* or ‘that is’), signals an intent to define the word to which it refers.”

 **Intex Rec. Corp. v. Team Worldwide Corp.**,
860 F. App'x 717, 722 (Fed. Cir. 2021)

“We have held that an applicant's use of the term, ‘i.e.’, in a definitional way with respect to a claim term may limit the claim scope . . .”

576 Patent: “digitizing the plurality of satellite broadband signals”

Ohio Case Law Supports JCI's Interpretation

 “A force majeure clause in a contract defines the scope of **unforeseeable events** that might excuse nonperformance by a party.”

“Mistaken assumptions about future events or worsening economic conditions, however, do not qualify as a *force majeure*.”

Stand Energy Corp. v. Cinerogy Servs., Inc., 760 N.E.2d 453, 457 (Ohio App. 2001) (emphasis added)