

Basic Citation Form

A. *The Basic Rules*

1. **ALWD Rule 44.2** requires that you must use a citation to authority immediately after each **sentence** or **part of a sentence** that contains:

- a statement of legal principle
- a reference to or description of legal authority
- an idea, thought or expression borrowed from another source

You must thus have a citation for each quotation, each legal rule, each statement describing a court's reasoning on an issue, and any paraphrase of materials taken from another source.

2. To make a citation, you may use either a citation clause or a citation sentence. **ALWD Rule 44.1.**
3. In a citation sentence, the citation forms a separate sentence, beginning with a capital and ending with a period. Most of your citations will be citation sentences. **Example:** The rule is that the trailblazer has exclusive rights to the cattle trail. *Loving v. Goodnight*, 999 S.W.2d 123 (Tex. 1999).
4. A citation clause is made by including the citation, set off by commas, as part of the sentence. **Example:** In *Loving v. Goodnight*, 999 S.W.2d 123 (Tex. 1999), the plaintiff asserted that he had exclusive rights to the cattle trail. *[note that I think this is actually a bad example: in this situation, where the citation really refers to the entire sentence, I prefer that you put the citation at the end of the sentence, away from the name of the case – which is less cumbersome for the reader. See ALWD Rule 44.1(c)]*
5. If the authority only supports part of a sentence, you *must* use a citation clause rather than a citation sentence. **Example:** Although the rule in Texas is that the trailblazer has exclusive rights to the cattle trail, *Loving v. Goodnight*, 999 S.W.2d 123, 126 (Tex. 1999), in Montana, the rule is otherwise, *Nichols v. Schweitzer*, 888 P.2d 456, 460 (Mont. 2000).
6. You must use pinpoint citations (also known as page cites or jump cites) to point the reader to one or more specific pages that (i) indicate the source of a quote or (ii) indicate the exact location of the cited material, even if you are paraphrasing the material. Full citations that include pinpoint cites identify *both* the first page of the case *and* the page in the case on which the relevant material is found, and are described in **ALWD Rule 5.2.** **Example:** *Loving v. Goodnight*, 999 S.W.2d 123, 126 (Tex. 1999). *[note that if the source is divided by sections or paragraphs (e.g., statutes or regulations), you should use section or paragraph numbers for pinpoint references instead of page numbers. ALWD Rule 6.1]*

7. After (but *only* after) you have cited an authority in full, you may use an appropriate short form citation for subsequent citations to that case, as described in **ALWD Rule 11**.

Id. is used to refer to the **immediately preceding authority**. *Id.* is short for the Latin *idem*, meaning “the same.” *Do not* use *ibid* (as opposed to *id.*) in legal writing. **ALWD Rule 11.3**. If *id.* can be used appropriately (i.e., if you are referring to an authority that you just cited, it is the preferred short form cite.

When the reference is to an authority that has been previously cited in full, but is **not** the immediately preceding authority, use the appropriate short form of the regular citation. For example, instead of *id.* or *Loving v. Goodnight*, 999 S.W.2d 123, 126 (Tex. 1999), you would use *Loving*, 999 S.W.2d at 126.

Short forms of citations differ for each type of authority:

For cases, see **ALWD Rule 12.21**.

For statutes, see **ALWD Rule 14.5**.

For books, see **ALWD Rule 22.2**.

For periodicals, see **ALWD Rule 23.2**.

For materials from the World Wide Web, see **ALWD Rule 40.2**.

B. *Basic Case Citation Requirements (ALWD Rule 12)*

1. *General*

Every long form case citation must contain:

- a. **Name:** _____ v. _____,
e.g.: Smith v. Jones,
 ^ ^ ^*
- b. **Reporter information:** [Volume] [Reporter] [Page]
e.g.: 248 S.W.2d 82
 ^ ^ ^
- c. **Jurisdiction/court and date:**
e.g.: (Mo. Ct. App. 1994).
 ^ ^ ^

The complete citation is [Name], [Volume] [Reporter] [Page] (Jurisdiction/Court Date).

e.g.: Smith v. Jones, 248 S.W.2d 82 (Mo. Ct. App. 1994).
 ^ ^ ^ ^ ^ ^ ^ ^ ^

Note that each citation ends with a period unless more than one citation is included in a “string cite” (see **ALWD Rules 45.8(c) and 46.2**) or the citation is used as a citation clause within a sentence (**ALWD Rule 44.1(b)**).

*The character “^” is used to show mandatory spaces in the examples shown — mandatory spaces are often shown in corrected papers with the character “#”.

2. *Case Names*

You must use **ALWD Rule 12.2** to determine case names. Case names should be italicized or underlined, and are the *only* part of the citation italicized other than prior or subsequent history designation (see **ALWD Rule 12.8** and **12.9** on case history).

- 12.2(c)** Actions and parties — only cite the first party on each side.
- 12.2(d)** Individuals' names — Omit a person's given name and initial, and use only their last name (**ALWD Rule 12.2(d)**); *however*, if the given name or initial is part of a business entity name, do not omit it (**ALWD Rule 12.2(e)(2)**). Don't abbreviate an individual's name.
- 12.2(e)** Business names — Include the full name of the organization, abbreviating as provided in **Appendix 3** of the ALWD Manual (abbreviation is permitted but not required). If the name also has more than one designations (like "Inc.," "Co.," or "Corp.") that clearly indicate that the party is a business entity, you may delete all but the first.
- 12.2(o)** Procedural phrases — omit or replace all procedural phrases except *in re*, *ex parte*, and *ex rel*.
- 2.1** Abbreviations — tables of standard abbreviations are included in **Appendices 3, 4 and 5** of the ALWD Manual.

3. *Reporters*

Regional Reporters

A.2d
^ ^

N.E.2d
^ ^ ^

N.W.2d
^ ^ ^

P.2d
^ ^

S.W.2d
^ ^ ^

S.2d
^ ^

Supreme Court Reporters

U.S. (official reporter)
^ ^

S. Ct. (West)
^ ^ ^

L. Ed. (Lawyers' Co-op)
^ ^ ^

U.S.L.W. (US Law Week)
^ ^ ^

F.3d
^ ^

F. Supp.
^ ^ ^

Parallel Citations:

State cases:

If local rules in a state require parallel citations (check **Appendix 2** of the ALWD Manual), cite to the official state reporter, if any, to the regional reporter, and to any other reporters listed in **Appendix 1**.

For all other documents, cite to the regional reporter if possible; otherwise cite to the reporters listed in **ALWD Rule 12.4(a)(2)** and **Appendix 1**.

Federal cases:

As a general rule, there are no parallel citations for federal cases.

- Cite Supreme Court cases *only* to the official reporter, U.S., if possible. See **ALWD Rule 12.4(b)** for more information.
- There are no unofficial reporters for Courts of Appeals or District Court cases.

4. ***Jurisdiction, Court and Date***

Each full case citation generally must also include a parenthetical identifying the court deciding the case (**ALWD Rule 12.6**) and give the date of the decision (**ALWD Rule 12.7**); *however*, you may eliminate all or part of the court abbreviation in the parenthetical if the name of any cited reporter clearly indicates which court decided the case (i.e., if *only* that court's decisions are reported in that reporter) (**ALWD Rules 12.4(c)(3)(f)** and **12.6(e)**). Court abbreviations are found in **Appendices 1** and **4** of the ALWD Manual.

C. **Basic Statute Citation Requirements (ALWD Rule 14)**

1. **General**

Every long form statute citation will generally contain most or all of the following information:

Title or major division number
Code abbreviation
Section number
Date (the date parenthetical may also list the publisher)

e.g.: 18 U.S.C. § 1965 (1994).
 ^ ^ ^ ^

State statutory compilations may vary significantly in format. Consult **Appendix 1** of the ALWD Manual for the appropriate citation form.

2. **Title**

The title or major division number is usually indicated on the spine of the volume containing particular code sections. Some state codes do not have numbered major divisions; citations to those codes will omit a title reference.

3. **Code Abbreviation**

The official code for federal statutes is the United States Code (U.S.C.); the unofficial codes are United States Code Annotated (U.S.C.A.) and United States Code Service (U.S.C.S.). Consult **Appendix 1** for the appropriate abbreviations for state statutory compilations. Whenever possible, cite code sections to the official version of the code. **ALWD Rule 14.1.**

4. **Section**

You should include the specific section number(s) of the section(s) cited, preceded by a section symbol (§), or two section symbols (§§) if multiple sections are cited. **ALWD Rules 6 and 14.2(c)-(d),**

5. **Date and Publisher**

Full citations to statutes should include a parenthetical with the date of publication of the **paper** version and/or supplement of the statutory compilation you are using (**ALWD Rules 8 and 14.2(f)**) (use the current-as-of date for statutes that are available only online (**ALWD Rule 40.1(e)**) for WWW sites; there doesn't appear to be a clear rule for Westlaw and Lexis). If the compilation is an unofficial version, or if **Appendix 1** requires, also list the publisher of the compilation.

D. *Basic Book Citation Requirements (ALWD Rule 22)*

1. *General*

Every long form book (treatise) citation will generally contain most or all of the following information:

Author(s)
Title
Pinpoint reference
Editor, Translator or Edition, if any
Publisher
Date

e.g.: Lawrence Lessig, *Code and Other Laws of Cyberspace* 138 (Basic Books 1999).

2. *Author(s)*

Include the full name of each author, as it appears on the front cover or title page. If there are three or more authors, you may use “et al.” after the first author’s name instead of listing all authors. **ALWD Rule 22.1(a).**

3. *Title*

The title should be capitalized as provided in **ALWD Rule 3**, and should be italicized or underlined; it is the *only* part of a book citation to be italicized. **ALWD Rule 22.1(b).**

4. *Editor, Translator, Edition*

If the book has an editor or translator, include that information in the date parenthetical. **ALWD Rules 22.1(d) and (e).** If the book is an edition other than the first edition, include that information in the date parenthetical. **ALWD Rule 22.1(f).**

5. *Publisher*

Always include the publisher information in the date parenthetical, after any editor, translator or edition information, but before the date. **ALWD Rule 22.1(i).**

6. *Date*

The cite should include a parenthetical with the most current date (usually year only) provided on the copyright page or title page of the book. **ALWD Rule 22.1(j).**

E. Basic Periodical Citation Requirements (ALWD Rule 23)

1. **General**

Every long form periodical (law review) citation will generally contain most or all of the following information:

Author(s)
Title
Volume number and periodical abbreviation
First page and pinpoint page
Date

e.g.: Thomas F. Blackwell, *Finally Adding Method to Madness: Applying Principles of Object-Oriented Analysis and Design to Legislative Drafting*, 3 N.Y.U. J. Legis. & Pub. Policy 227, 238 (2000).

2. **Author(s)**

List the author(s) of the article according to **ALWD Rule 22.1(a)**, identifying student authors as provided in **ALWD Rule 23.1(a)(2)**.

3. **Title**

Give the title of the article, including any subtitle, capitalized as required by **ALWD Rule 3**. The title should be italicized or underlined and is the *only* part of the periodical citation that should be italicized. **ALWD Rule 23.1(b)**.

4. **Volume number and periodical abbreviation**

Insert the volume number of the periodical (or if it has none, the year) and the name of the periodical. **ALWD Rules 23.1(c) and (d)**. Use **Appendix 5** (and **Appendix 3**, if necessary) of the ALWD Manual to determine proper abbreviations for periodicals.

5. **Page numbers**

Include the page on which the article starts and the specific page(s) where the cited information is found. **ALWD Rule 23.1(e)**.

6. **Date**

Include a parenthetical with the publication year (if the periodical's issues are not consecutively paginated, i.e., if issues after the first issue for a volume start with a new page 1, use the exact date as shown on the first page or cover). **ALWD Rule 23.1(f)**.

F. *Basic World Wide Web Citation Requirements (ALWD Rule 40)*

1. ***General***

Every long form World Wide Web site citation will generally contain most or all of the following information:

Author(s) or Owner(s), if available
Title
URL
Date

e.g.: Appalachian School of Law, *Appalachian School of Law* <<http://www.asl.edu/>> (last updated September 8, 2000).

2. ***Author(s) or Owner(s)***

Following **ALWD Rule 22.1(a)**, give the full name of the person or organization that authored the site, or, if the author is not available, the full name of the site owner, if available. **ALWD Rule 40.1(a)**.

3. ***Title***

Always give the main title or top level heading, and if citing to a particular section or page, the title information for that page (separated by commas). The title should be italicized or underlined, and is the ***only*** part of the WWW site citation that should be italicized. **ALWD Rule 40.1(b)**.

4. ***URL***

After the title, give the entire Uniform Resource Locator (URL) or website address of the page cited, enclosed in angle brackets (< >). Do not change capitalization or hyphenate the URL (long URLs may be broken at periods or slashes *without hyphenation* to fit on a line of text). **ALWD Rule 40.1(c)**.

5. ***Date***

When possible, provide an exact date for the site. If the document has an issue date and will not be changed, use that date. If the document has a last-updated or last-modified date, use that date with the notation “last modified” or “last updated.” If the document does not provide an issue or modification date, give the exact date that you accessed the site, with the notation “accessed.”