

## ALWD-BLUEBOOK CONVERSION CHART FOR RESEARCH ASSISTANTS

Topic	What to Look For
<b>Signals</b> <b>BB 1.2</b> <b>ALWD 44</b>	<p>Signals under BB and ALWD are very similar, but read the definitions closely. Also, BB adds a commas in a few places ALWD does not: <i>e.g.</i>, <i>See, e.g.</i>, and <i>But see, e.g.</i>. BB uses a period when a category of signal ends; ALWD uses a semicolon.</p>
<b>Order of Authorities</b> <b>BB 1.4</b> <b>ALWD 45</b>	<p><b>Federal district courts:</b> BB treats as one court and puts in reverse chronological order. (In ALWD, courts are first ordered alphabetically, then in reverse chronological order.)</p> <p><b>Federal courts of appeals:</b> BB treats as one court and puts in reverse chronological order. (In ALWD, courts are first ordered by court (1st, 2d, etc.), then in reverse chronological order.)</p> <p>Most other authorities fall in the same order under both manuals.</p>
<b>Related Authority</b> <b>BB 1.6</b> <b>ALWD 46</b>	<p>Under BB, append related authority with an italicized explanatory phrase (in ALWD, related authorities are included in parenthetical phrases and are not italicized):</p> <p>BB: Case One, <i>quoting</i> TREATISE THREE.  ALWD: Case One (quoting <i>Treatise Three</i>).</p>
<b>Typeface: Small Caps</b> <b>BB 2</b> <b>ALWD 1</b>	<p>BB uses large and small capital letters for the following sources (ALWD does not use this typeface at all):</p> <ul style="list-style-type: none"> <li>• <b>Constitutions:</b> Abbreviations (CAL. CONST.)</li> <li>• <b>Statutes:</b> Statutory abbreviation (FLA. STAT.)</li> <li>• <b>Books:</b> Author names and titles (AUTHOR, TITLE OF BOOK 55-56 (2003)).</li> <li>• <b>Periodicals:</b> Periodical abbreviation (MICH. L. REV.)</li> <li>• <b>Restatements:</b> Title (RESTATEMENT (SECOND) OF TORTS)</li> </ul>
<b>Typeface: Cases</b> <b>BB 2, 10</b> <b>ALWD 1, 12</b>	<p>BB formats:</p> <ul style="list-style-type: none"> <li>• Full case names in textual sentences: italicize</li> <li>• Full case names in citations: regular type; no italics</li> <li>• Short case names in the text and citations: italicize</li> </ul> <p>In ALWD, case names are always italicized.</p>
<b>Volume numbers</b> <b>BB 3.1</b> <b>ALWD 22</b>	<p>Under BB, place the volume number for a book before the author's name:  1 AUTHOR NAME, BOOK TITLE 105 (2003).</p> <p>In ALWD, the volume appears after the book title, like other subdivisions: Author Name, <i>Book Title</i> vol. 1, 105 (Publisher name 2003).</p>
<b>Page spans</b> <b>BB 3.3</b> <b>ALWD 5</b>	<p>Under BB, Drop repetitious digits, but always retain two digits on the right hand side: 1354-57 OR 101-05</p> <p>ALWD gives the same option and the option to retain all digits</p>
<b>Internal Cross-References</b> <b>BB 3.6</b> <b>ALWD 10</b>	<p>The rules are very similar, but under BB, spell out "note":</p> <p>BB: <i>Infra</i> note 45 and accompanying text.  ALWD: <i>Infra</i> n. 45 and accompanying text.</p>

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<b><i>Id.</i></b> BB 10.9, 12.9 ALWD 11.3	BB allows only five “ <i>id.</i> ” footnotes in a row. ALWD does not have a similar limit.										
<b>Block Quotations</b> BB 5 ALWD 47	BB has a stricter rule: block indent when more than forty-nine words are quoted. ALWD: block indent when the quotation spans more than four typed lines of text or exceeds fifty words.										
<b>Abbreviations</b> BB 6.1 ALWD 2	<p>The spacing rules are virtually identical. The lists of specific abbreviations in tables differ slightly. BB sometimes uses a format that includes an apostrophe.</p> <table> <tr> <td><b>BB examples</b></td><td><b>ALWD examples</b></td></tr> <tr> <td>Ass’n</td><td>Assn.</td></tr> <tr> <td>Dep’t</td><td>Dept.</td></tr> <tr> <td>Gov’t</td><td>Govt.</td></tr> <tr> <td>Int’l</td><td>Intl.</td></tr> </table>	<b>BB examples</b>	<b>ALWD examples</b>	Ass’n	Assn.	Dep’t	Dept.	Gov’t	Govt.	Int’l	Intl.
<b>BB examples</b>	<b>ALWD examples</b>										
Ass’n	Assn.										
Dep’t	Dept.										
Gov’t	Govt.										
Int’l	Intl.										
<b>Capitalization</b> BB 8 ALWD 3	Most capitalization rules are consistent. Two differences to convert: Under BB, do not capitalize prepositions unless they are five or more letters long. Under BB, do not capitalize “Court” when referring to a state supreme court.										
<b>Cases</b> BB 10 ALWD 12	<ul style="list-style-type: none"> <li>Under BB, including the district or department for an intermediate appellate court is optional. (ALWD requires this information.)</li> <li>Under BB 10.5, “[w]hen citing a case with several different decisions in the same year, include the year only with the last-cited decision in that year.” (Include all dates under ALWD.)</li> <li>Under BB, for cases found only on an electronic database such as LEXIS or WL, include the docket number as part of the citation. (ALWD deletes.)</li> <li>BB typically uses Ct. in court abbreviation; ALWD does not.</li> </ul>										
<b>Books</b> BB 15 ALWD 22	Under BB, typically do not include the publisher’s name. ALWD requires the publisher’s name.										
<b>Periodicals</b> BB 16 ALWD 23	<p>The forms for nonconsecutively paginated periodicals differ:</p> <p>BB: Robert J. Samuelson, <i>A Slow Fix for Banks</i>, NEWSWEEK, Feb. 18, 1991, at 55.</p> <p>ALWD: Robert J. Samuelson, <i>A Slow Fix for Banks</i>, Newsweek 55 (Feb. 18, 1991).</p> <p>Also, BB uses terms such as “Note,” “Comment,” or “Recent Development,” in place of “Student Author.”</p>										
<b>Internet</b> BB 18 ALWD 40	BB has different formats for material posted only on the Web and for material reprinted on the Web ( <i>at v. available at</i> formats). As a date option, BB uses a “last visited” format, which is similar to the ALWD “accessed” format.										

**Notes:** To make small caps in Word or WordPerfect, highlight the letters you wish to change, then select “Format,” “Font,” Small caps.”

To make global changes of any sort, select “Edit” then “Find and Replace” in WordPerfect or “Find” in Word.

