

STYLE MANUAL FOR 2009-2010 ENERGY LAW JOURNAL

IN THE TEXT

- ❑ The word “section” is not capitalized when used with an act – i.e. section 101 of the AEA, not Section 101 of the AEA.
- ❑ Make sure that the first time (and the first time only) that an abbreviation is used (i.e. FERC), that the full name is spelled out and the abbreviation is in parenthesis without quotes – i.e. Federal Energy Regulatory Commission (FERC).
- ❑ Make sure the abbreviation is descriptive. If a committee report refers to seven different Public Utilities Commissions, abbreviating each one as PUC is not effective. If you see this, suggest changes, such as: Penn PUC or California PUC, etc
- ❑ Any time FERC, NRC, PURPA or any other abbreviation that stands for a Commission or an Act is used as a noun, it should be preceded by “the” – i.e. the FERC held, or the PURPA states that
 - However, if the abbreviation is used as an adjective, then there is no “the,” so it is not helpful to simply look for the abbreviations and insert “the,” you must look at the context – i.e. several FERC decisions, but several decisions by the FERC.
 - When citing federal legislation, remove the "the" before the title of the legislation - i.e., "the PURPA" or "the PUHCA".
- ❑ Every sentence that has quotations in it should have a footnote at the end. If you see quotes without footnotes, attempt to find the source and insert the correct footnote.
- ❑ When you see quoted material (or non-quoted material that is cited), read the sentences before and after to make sure that the author has not “almost” quoted other nearby materials.

IN FOOTNOTES

- ❑ Make sure that all cites to the FERC reporter system are abbreviated F.E.R.C.
- ❑ The party names in a FERC citation are italicized – i.e. *American Elec. Power Co. & Central & Southwest Corp.*, 85 F.E.R.C. ¶ 61,201, 61,821 (1998). [No “**at**” and include the year]
- ❑ On second reference, the party names are not included for FERC citations – i.e. 85 F.E.R.C. ¶ 61,201, at 61,821. [Includes the ¶, the **at**, and not the year]
- ❑ Case names from the reporters are not italicized – i.e. *City of Pittsburgh v. West Penn Power Co.*, 147 F.3d 256 (3d Cir. 1998).
- ❑ On second reference, a shortened party name is included and italicized – i.e. *West Penn Power*, 147 F.3d at 260. [Use the first party unless it is common or used frequently in the article.]
- ❑ Check all citations of names (FERC and the reporters) for the abbreviations in Table 6.

CITING CASE LAW

- ❑ Consult Rules 2.1(a) and 2.1(a)(1) for an introduction as to how cases should be cited in Law Review text and footnotes.
- ❑ On first reference, the full case name is spelled out (using abbreviations), preferably in the footnote and not in the actual text.
 - ²⁵ Southern Cal. Edison Co. v. FERC, 162 F.3d 116 (D.C. Cir. 1998).
- ❑ Abbreviations (Table T.6) should be used when appropriate in footnotes. See *Bluebook* Rule 10.2.1(c). However, the first word of a party name should never be abbreviated in the text or a footnote unless it can be abbreviated to a widely recognized initial (UCC or FERC).
 - ²⁵ Southern Cal. Edison Co. v. FERC, 162 F.3d 116 (D.C. Cir. 1998).
- ❑ No abbreviations should be used in the text of an article for a case name except for “&,” Ass’n., Bro., Co., Corp., Inc., Ltd., and No.
- ❑ Omit Inc., Ltd., and similar terms in a case name if it also contains other abbreviations (such as Co., Corp., etc...) clearly indicating that the party is a business firm.
 - Oscar Meyer Co.** not Oscar Meyer Co., Inc.
- ❑ Always check **Table T.6** for abbreviations for case names in Footnotes.
- ❑ In the text, case names are italicized.
 - In *Marbury v. Madison*, the Supreme Court ruled that...
- ❑ In the footnotes, case names are not italicized.
 - ²⁵ Southern Cal. Edison Co. v. FERC, 162 F.3d 116 (D.C. Cir. 1998).
- ❑ In footnotes text, case names are italicized.
 - ²⁹ The court was quick to distinguish *Oscar Meyer Co. Wile E. Coyote v. ACME Corp.*, 100 F.3d 1000, 1005 (9th Cir. 1997).
- ❑ On second reference, a shorthand version of the case name can be used, and it must be italicized.
 - ³³ *Wile E. Coyote*, 100 F.3d at 1008.
- ❑ *Id.* may be used, if appropriate. *Id.* is always italicized and followed by a period, but it is only capitalized when it is the first or only word.
 - ³⁴ *Id.*
- ❑ The ELJ does not use “*see*” as a signal when referring to a case generally. See can only be used in conjunction with a “*see also*” or a “*see generally*.”
 - Incorrect: See *Wile E. Coyote*, 100 F.3d at 1009.
 - Correct: See also *Wile E. Coyote*, 100 F.3d at 1009.
- ❑ Italicize commas, semicolons, etc..., only when they fall within italicized material, and not when they merely follow it. See Rule 2.1(c).
 - See, e.g., *id.*; [The comma is italicized between see and e.g., but the semicolon is not.]
- ❑ Parenthetical information following a source should normally begin with a present participle (holding, finding, quoting, etc...). It should not begin with a capital letter or have period at the end, unless the parenthetical is a quote.

³⁹ See also *Wile E. Coyote*, 100 F.3d at 1007 (holding that Coyote had assumed the risk in attempting to catch the Roadrunner).

- ❑ Do not close up single capitals with longer abbreviations.
Incorrect: S.Ct.; F.Supp.
Correct: S. Ct.; F. Supp.
- ❑ Individual numbers, including both numerals and ordinals, are treated as single caps.
Correct: F.2d; F.3d; F. Supp.2d; S.E.2d
- ❑ Second and Third are abbreviated as 2d and 3d.
- ❑ Supreme Court cases before 1875 contain an additional part of the citation. Consult the source to determine accuracy. Early U.S. Supreme Court Cases: Any U.S. Supreme Court cases before 1875 has another part of the cite (T.1). You must look up the source to determine the correct volume.
Incorrect: *Worcester v. Georgia*, 31 U.S. 515 (1832).
Correct: *Worcester v. Georgia*, 31 U.S. (6 Pet.) 515 (1832).
- ❑ Unpublished opinions or orders: See Rule 10.1 and Rule 10.8.1(a). The citation includes the case name, docket number, reference to the page of the opinion, if any, the court, and exact date.
- ❑ For a state court, include the county per Rule 10.4(b) so that readers may call the courts for a copy of the opinion.
Correct: *Wade v. Boggs*, No. CIV-89-9823, slip op. at 3 (Okla. Dist. Ct. Tulsa County May 19, 1989).
- ❑ WESTLAW and LEXIS: See rules 10.8.1 for examples. To cite a page of an opinion reported on WESTLAW but otherwise unpublished, determine the page number as it appears on a WESTLAW terminal (designated by an asterisk (*) before the page number). This number may be different than the page on a hard copy printed from WESTLAW.
Note: WESTLAW is preferred to LEXIS for citing for the *Journal*.
Warning: WESTLAW does not cite periodicals in proper *Bluebook* form!
Correct: *Pluto v. Goofy*, No. 98-431C, 1999 WL 307134, at *14 (W.D. Okla. May 23, 1999).

“Hereinafter” and “Supra”:

- ❑ “*Supra*” and “hereinafter” may be used to refer to legislative hearings; books; pamphlets; unpublished materials; periodicals; decisions; etc. **“Supra” and “hereinafter” should not be used to refer to cases, statutes, constitutions, legislative materials (other than hearings), or regulations, except in extraordinary circumstances, such as when the name of the authority is extremely long.**
- ❑ If an authority would be too cumbersome or confusing to short cite, then you may use hereinafter. If you use “hereinafter”, you must use “*supra*” to cite the repeated authority, unless “*Id.*” is appropriate. If you do not use “hereinafter” then use your normal short cite form for subsequent citations, unless “*Id.*” is appropriate.
- ❑ **See Rule 4.2 in your Bluebook.**

STATUTES

-
- ❑ Cite to the official United States Code (U.S.C.), not U.S.C.A. or U.S.C.S.
 - ❑ The first citation must include the year of the document retrieved (either the year of the last published volume if from the books or the year of the last update if on WESTLAW).⁴⁸ 49 U.S.C. § 1671 (1982).

- ❑ The second reference does not need the year.

⁵² 49 U.S.C. § 1671(a).

- ❑ *Id.* may be used, See rule 12.9

- ❑ The Energy Law Journal does not use the “*et seq.*” reference in citations.

Incorrect: 15 U.S.C. § 3301 *et seq.* (1982).

Correct: 15 U.S.C. §§ 3301-3432 (1982).

- ❑ The Section Symbol (§) can be used in the text when referring to a provision in the U.S. Code or a federal regulation. See Rules 6.2(b) and 12.9.

- ❑ Note Oklahoma’s statutory citation form.

Incorrect: 12 O.S. § 2004 (1993).

Correct: Okla. Stat. tit. 12, § 2004 (1993).

FEDERAL REGISTER OR CFRS

- ❑ On first reference, the following is the proper format.

⁶¹ Final Rulemaking, Minerals Management and Oil and Gas Leasing: Revision of the Regulations Covering Oil and Gas Leasing on Federal Lands, 48 Fed. Reg. 33,675 (1983) (to be codified at 43 C.F.R. pt. 3110).

- ❑ On second reference, the following is the proper format.

⁶⁴ 48 Fed. Reg. 33,675, at 32,455.

- ❑ Use *id.* when appropriate.

⁶⁵ *Id.* at 32,456.

- ❑ If the citation will be used frequently, a “hereinafter” would be appropriate.

⁶¹ Final Rulemaking, Minerals Management and Oil and Gas Leasing: Revision of the Regulations Covering Oil and Gas Leasing on Federal Lands, 48 Fed. Reg. 33,675 (1983) (to be codified at 43 C.F.R. pt. 3110) [hereinafter Final Rulemaking].

⁶⁴ Final Rulemaking, *supra* note 61, at 32,455.

- ❑ The first CFR reference must include the year of publication.

⁶⁸ 47 C.F.R. § 73.609 (1980).

- ❑ Use the name of the section if a rule or regulation is commonly known by its name.

72 EPA Effluent Limitations Guidelines, 40 C.F.R. § 504.53 (1980).

- ❑ The year is not included on second reference, and *id.* may be used if appropriate.

- ❑ Be sure to pull relevant sources and that the proper sources have been pulled. Include the first page

of the CFR along with any relevant pin point cites. Remember, the parts are made up of various sections. Parts are more general and sections are more specific. They are not the same thing.

PERIODICALS

- ❑ Periodicals are cited differently depending upon whether they are consecutively paginated (such as the Energy Law Journal in which the next volume picks up at the page where the last one left off) or non-consecutively paginated legal periodicals (NPLPs) (such as a magazine in which each issue begins on page 1).
- ❑ Consecutively paginated journals include the author's name (normal Roman type), the title of the piece (in *italics*, except for case names which are in Roman type), the citation (with the journal's name normally in SMALL CAPS—see TABLE T.13), and the year of publication.

⁸² Christian D. Horton, Note, *State Control Over the Destiny of Hydropower Development: PUD No. 1 v. Washington Dept. of Ecology*, 15 ENERGY L.J. 463 (1994).

- ❑ NPLPs include the author's name (normal Roman type), the title of the piece (in *italics*, except for case names which are in Roman type), the citation (with the journal's name generally in SMALL CAPS), as much of the publication date as is available (month, day, and year, if possible—see TABLE T.12 for month abbreviations), and then the page at which the article begins.

⁸⁴ J. Stephenson Henderson, *Price Discrimination Limits in Relation to the Death Spiral*, ENERGY, July 1986, at 33, 34.

- ❑ For second reference, use the author's name or a hereinafter. Use *id.* if appropriate.

SLIP OPINIONS

- ❑ Generally, follow this pattern
¹²⁵ Smith v. Jones, No. 88-455 (D. Mass. Oct. 1, 1988).
- ❑ You may cite to particular pages within the slip opinion.
¹²⁵ Smith v. Jones, No. 88-455, slip op. at 6 (D. Mass. Oct. 1, 1988).
- ❑ Use *id.* if appropriate on second reference; otherwise cite in full.

Subciting Issues

- ❑ Websites
 - Only use “available at” when the source is readily available in print
 - For most sites use the “Institutional Author” format.
 - AMERICAN WIND ENERGY ASS'N, AMERICAN WIND ENERGY ASSOCIATION STATEMENT ON COMPETITIVE WHOLESALE ELECTRICITY MARKETS AND RENEWABLE ENERGY (2008), http://www.awea.org/newsroom/releases/AEWA_Statement_on_wholesale_Electricity_Markets_0011008.html
 - AMERICAN WIND ENERGY ASS'N, AWEA MISSION, <http://www.awea.org/about/mission.html> (last visited Jan.17, 2008).
- ❑ **QUOTES MUST BE HIGHLIGHTED, CHECKED WORD FOR WORD, AND INITIALED!!!**
- ❑ Pay attention to abbreviations:
 - T.6 (case names) p. 335
 - T.10 (Geographical Terms) p. 343
 - T.12 (Months) p. 348
 - T.13 (Periodicals) p. 349

FERC MATERIALS

FERC Orders & Opinions:

- ❑ FERC Orders issued before June 26, 2002, without paragraph numbers, should include citation to page number in the FERC Reports. For example,

Northwest Pipeline Corporation, 88 F.E.R.C. ¶ 61,057, at p. 61,145 (1999).

- ❑ FERC Orders issued on or after June 26, 2002, paragraph numbers should be used in the citation. For example,

East Tennessee Natural Gas Company, 98 F.E.R.C. ¶ 61,060 at P 16 (2002).

- ❑ FERC Order found in Federal Register and F.E.R.C. Statutes and Regulations.

⁹⁰ Order No. 500, *Regulation of Natural Gas Pipelines After Partial Wellhead Decontrol*, III F.E.R.C. STATS. & REGS. ¶ 30,761, 52 Fed. Reg. 30,334 (1987) (to be codified at C.F.R. pts. 2, 284).

- ❑ FERC Preambles

⁹⁰ Order No. 500, *Regulation of Natural Gas Pipelines After Partial Wellhead Decontrol*, [Regs. Preambles 1991-1996] F.E.R.C. STATS. & REGS. ¶ 30,761 (1992), 52 Fed. Reg. 30,334 (1992) (to be codified at C.F.R. pts. 2, 284).

- ❑ Use an *id.* citation if appropriate on second reference; otherwise add [hereinafter Order No. 500] at the end of the first citation.

⁹² Order No. 500, *supra* note 90, at 30,380.

- ❑ FERC Order found in the CFR. On second reference, use an *id.* citation if appropriate; otherwise cite in full.

⁹⁴ Order No. 436, 18 C.F.R. § 284.9 (1987).

- ❑ FERC Opinion found in *FERC Reporter*.

⁹⁶ Opinion No. 246, *Middle South Serv., Inc.*, 33 F.E.R.C. ¶ 61,408 (1985).

⁹⁷ Opinion No. 435, *SFPP, L.P., Mobil Oil Corp. v. SFPP, L.P. Tosco Corp. v SFPP, L.P.*, 86 F.E.R.C. ¶ 61,022 (1999), *order on reh'g*, 91 F.E.R.C. ¶ 61,135 (2000) [hereinafter *SFPP*].

- ❑ Use an *id.* citation if appropriate on second reference; otherwise use the FERC short cite or *supra* if appropriate.

⁹⁹ *SFPP*, *supra* note 97, at 61,063.

¹⁰¹ 33 F.E.R.C. ¶ 61,408, at 32,445.

- ❑ * **When short citing a FERC order, include the Order No. When short citing a FERC opinion, do NOT include the Opinion No. See footnotes 92 and 101 *supra*.**

FERC Rulemaking:

¹⁰² Notice of Inquiry, *Interstate Transportation of Gas for Others*, IV F.E.R.C. STATS & REGS. ¶ 35,516 (1984), 50 Fed. Reg. 114 (1985).

¹⁰³ Notice of Proposed Rulemaking, *Abandonment of Sales and Purchases of Natural Gas Under Expired, Terminated, or Modified Contracts*, [1982-1987 Proposed Regs.] F.E.R.C. STATS & REGS. ¶ 32,441, 52 Fed. Reg. 18,703 (1987).

- Use *id.* if appropriate for second reference; otherwise use [hereinafter] and *supra* (see Order No. 500 example above).

Adjudications:

- One party name given:

¹⁰⁴ *Niagara Mohawk Power Corp.*, 31 F.E.R.C. ¶ 61,090 (1985).

¹⁰⁵ *Indiana & Michigan Elec. Co.*, 59 F.P.C. 1383 (1977).

¹⁰⁶ *Viking Gas Transmission Co.*, 63 F.E.R.C. ¶ 61,104 (1993), *order on reh'g*, 63 F.E.R.C. ¶ 61,275 (1993), *reh'g denied*, 65 F.E.R.C. ¶ 61,028 (1993).

- Use *id.* if appropriate on second reference; otherwise use the shortened FERC or FPC cite. [**Note the comma in the FERC citation after the ¶ number.**]

¹⁰⁷ 31 F.E.R.C. ¶ 61,090, at 36,789.

¹⁰⁹ 59 F.P.C. at 1395-96.

- Two party names given:

¹¹⁰ *Shrewbury Mun. Light Dep't v. New England Power Co.*, 32 F.P.C. 373 (1964).

- Use *id.* if appropriate; otherwise use the short form.

¹¹⁴ *Shrewbury*, 32 F.P.C. at 374-75.

Unpublished FERC Materials:

- Summary of Current Staff Proposals on PURPA-Related Issues (FERC issued Sept. 11, 1987).

FERC a Party To Litigation:

¹¹⁷ *Wisconsin Gas Co. v. FERC*, 770 F.2d 1144, 1150 (D.C. Cir. 1985).

Foster Reports:

- FOSTER NATURAL GAS REPORT (Foster Associates) No. 1546, at 3 (Dec. 5, 1985).

Federal Register & CFR:

¹²⁰ Final Rulemaking, *Minerals Management and Oil and Gas Leasing: Revision of the Regulations Covering Oil and Gas Leasing on Federal Lands*, 48 Fed. Reg. 33,675 (1983) (to be codified at 43 C.F.R. pt. 3110).

¹²¹ Notice of Inquiry, *Regulation of Electricity Sales-for-Resale and Transmission Service*, 50 Fed. Reg. 23,445 (1985).

- Use *id.* if appropriate on second reference; otherwise use the short form (such as 48 Fed. Reg. 33,675, at 32,455) or [hereinafter] & *supra*.

OTHER GENERAL RULES

- **Use of “at” in short forms:** “At” should precede any page number in a *supra* or *id.* citation, but should never precede a § (section) or ¶ (paragraph) symbol. See Rule 15.8.1(b).
Correct: *Id.* at 25; *Id.* § 4(b); Clark, *supra* note 4, at 30; Smith, *supra* note 8, § 2.
- **Use of comments:** When citing to a comment in a Restatement or other source, abbreviate it as “cmt.” There is no comma between the section number and the comment. Rule 3.5
Correct: RESTATEMENT (SECOND) OF TORTS § 623A cmt. a (1977).
- **Ellipses:** There is a space between the periods in an ellipsis. The placement of the ellipsis within a quote determines whether there are three (3) or four (4) periods and where the space begins. Four periods indicates the end of a sentence and an ellipsis. See Rule 5.3(b).
Correct: The Roadrunner . . . crept up to the birdseed. . . .
- **Et al.:** See Rules 16.1 and 15.1.1 for the proper use of “et al.” Et is not followed by a period. There is no comma between the author’s name and et al., and the et al. should appear in the same typeface as the author’s name.
Correct: W. PAGE KEETON ET AL., PROSSER AND KEATON ON THE LAW OF TORTS § 1, at 2 & n.5 (5th ed. 1984).
- **Hereinafter:** There is no comma between hereinafter and no quotation marks around the chosen short form to follow. The short form should appear in the same typeface as the original cite. Rule 4.2(b).
Correct: PORKY PIG, METHODS FOR IMPROVING SPEECH AND SLOWING STUTTERING 27-34 (1998) [hereinafter STUTTERING].
- **Section Symbols:** When only one section is being cited in a code, use only one (§) section symbol, but when more than one section is cited, use two (§§) section symbols.
Correct: 48 U.S.C. § 17; 48 U.S.C. §§ 17-20.
Correct: DEL. CODE ANN. tit. 9, §§ 817-19 (1988).

CHECKLIST OF COMMON ERRORS

Note: The ultimate authority on cite-checking is the *Bluebook*. If a conflict arises between it and the following suggestions, point the conflict out to your Articles Editor, and conform the assignment to the *Bluebook*.

Commas:

- ❑ Commas and periods always appear inside the quotation marks; place any other punctuation marks inside the quotation marks only if they are part of the material quoted. Rule 5.1.
- ❑ Please note the comma placements when “at” is used:
 - a. Order No. 500, *supra* note 7, at 34,667.
 - b. 39 F.P.C. at 1395.
 - c. 38 F.E.R.C. ¶ 30,656, at 26,305.
 - d. *Conway Corp.*, 426 U.S. at 271.
 - e. *Id.* at 32,751.
- ❑ In a series of three or more terms or phrases with a single conjunctions, use a comma after each term except the last.
 - Thus: red, white, and blue
 - He opened the letter, read it, and made a note of its contents.
- ❑ Use commas to set off words identifying a title or position following a person’s name.
 - Correct: Pluto, the dog of Mickey Mouse, sued Goofy over his ability to talk in the cartoons, despite the fact that both are dogs.
- ❑ Use commas to set off the individual elements in addresses and names of geographical places of political divisions. Please note a comma goes between the city and state and after the state.
 - Correct: The game was played in Chicago, Illinois, at the United Center.
 - Correct: The package should be sent to 501 W. 27th Street, Sioux Falls, South Dakota.
- ❑ Commas must be used before and after a year if the month, day, and year are given.
 - Correct: On November 13, 1999, the fumble will be forgotten.
 - Correct: The speeches were given in April 1989. (No comma)
- ❑ Many questions arise concerning the proper use of commas. Some of these are judgment calls, but most are not. The following reference materials are helpful in solving these and other grammatical problems and are available in the T.U. Bookstore.

The Transitive Vampire, by Karen Elizabeth Gordon
The Well-Tempered Sentence, by Karen Elizabeth Gordon
The Elements of Style, by Strunk and White

- ❑ There are copies of *The Chicago Manual of Style* available for member’s use in the ELJ office. There are also copies available for use in the library.

Names & Case Names:

- ❑ When “FERC” is found as a party name, it should appear as “FERC” (no periods). When citing to the FERC reporting system, “FERC” should contain periods, thus “F.E.R.C.”
 - Correct: Alabama Power Co. v. FERC, 880 F.2d 204 (1991).
 - Correct: *New Jersey Central*, 34 F.E.R.C. ¶ 61,459 (1985).
- ❑ Before abbreviating a party, agency, or act in the text, state the name in full the first time, then follow with the abbreviated form in a parenthetical **without** quotation marks.
 - a. Consolidated Edison Incorporated (CEI)
 - b. Federal Energy Regulatory Commission (FERC or Commission)
 - c. Natural Gas Act (NGA)

- ❑ References should always be made to **the** FERC except when “FERC” is used as an adjective.
The FERC decided the issue.
Several FERC decisions were cited by the court.
- ❑ In a citation, if the first party name is the name of a state like Mid Louisiana or Michigan Power & Light Co., do not abbreviate Louisiana or Michigan. Likewise, do not abbreviate United States or the first word of a party’s name.
- ❑ The first time a case is cited, always use the full case name even if the full case name was stated in the text which is the subject of the footnote; otherwise use short form.
- ❑ Review *Supra* Rule 4.2. Note that generally “*supra*” and “*hereinafter*” should not be used to refer to cases, statutes, or constitutions.

Numbers & Symbols:

- ❑ In general, spell out numbers zero (0) to ninety-nine (99) in the text and zero (0) to nine (9) in footnotes. For larger numbers use numerals. Rule 6.2(a).
- ❑ Circle any percent figure that is not a number (22) and a percent sign (%) – i.e. 22%.
- ❑ Circle any dollar amount that is not a number (22) and a dollar sign (\$) - \$22 (no space).
- ❑ When used in the text, the word “section” should be spelled out and should not be capitalized unless it is the first word of a sentence. In a footnote, the same rule applies in a textual discussion, but the symbol § should be used in a citation.

Spacing:

- ❑ Note the one space between § and the section number and ¶ and the paragraph number.
 - a. 38 F.E.R.C. ¶ 30,656, at 26,305.
 - b. 49 U.S.C. § 1671 (1982).
- ❑ Spacing must be exact. See Rule 6.1 in *Bluebook* for proper spacing of various reporters and Rule 6.2 for proper spacing of law reviews. Some helpful examples are:
 - a. P.2d not P. 2d
 - b. S.W.2d not S.W. 2d
 - c. So. 2d not So.2d
 - d. S. Ct. not S.Ct.

Miscellaneous:

- ❑ Don’t forget to note titles and names of sources that should be printed in LARGE AND SMALL CAPS.
7 ENERGY L.J. 299
- ❑ Cite to the final section of a statute or regulation rather than using “*et seq.*”
Incorrect: 15 U.S.C. § 3301 *et seq.* (1982).
Correct: 15 U.S.C. §§ 3301-3432 (1982)
- ❑ The order of signals must correspond to Rule 1.3, and the order of authorities within a given signal must correspond to Rule 1.4. The following is the order for administrative materials:
 - a. FERC - reverse chronological

- b. Federal Register - reverse chronological
 - c. CFR - progressive by CFR title (18 C.F.R., 19 C.F.R.) but reverse chronological if within the same title
- Review Rule 10.7 regarding when to include subsequent histories.
- The use of an apostrophe with abbreviations is only necessary when used as a possessive.
 - a. The ALJs decided the issue. (because the judges decided the issue)
 - b. The ALJ's decision was reversed. (because the judge's decision was reversed)
 - c. The ALJs' decision was reversed. (because the judges' decision was reversed)
- When a percent is indicated in the text or footnotes, it is numerical, e.g. 48%, not forty-eight percent.
- Any numbers between 0-99 must be spelled out.
- There must be two spaces between every sentence.
- When citing a website, the address must contain: <http://www>.
- *See generally* and *see also*, are italicized UNLESS it is used in the middle of a sentence. For example, "For and explanation of this topic, see *Garner v. Warren*, 78 U.S. 1 (2000)." Also note that the case in this example has been italicized because it is in a textual sentence. It follows then that if "see" is not italicized then the case name must be. This is also the only time "see" is used by itself.
- If the citation refers to a case that was decided in 2002, the cite must contain the exact date. E.g. 99 F.E.R.C. ¶ 61,104 (Mar. 15, 2003). This will be of paramount importance when you begin to work on YIR. If it is not within the last year, only include the year. E.g. (2001). This rule does not apply to statutes.
- When pulling sources, only include the first page of the source in the source binder. There are two exceptions: for quotes, you will include the first page and the page where the quote is found; for pinpoint cites, you will include the first page and the pinpoint page.
- Write your initials on the upper right hand corner of the article pages you are editing.
- Number all the sources you look up according to the footnote number they correspond with. Write FN#____ in the upper right hand corner of the source.
- When you make a change in the text or footnotes, place a check mark in the right margin to note that a change has been made.
- Highlight all quotes and place your initials in the right margin beside the quote.
- Something inside of quotation marks should not be considered a quotation unless it is more than three words.
- ALWAYS check the quote for accuracy.
- Do not put label a source with multiple footnote numbers if they are not in chronological order. For example, if a source includes footnotes 30, 31, 32, and 35, print off another copy of the source for footnote 35. The only time you do not have to pull a source that has already been pulled, is when it contains multiple footnotes without any other intervening sources. i.e. Footnotes 2, 3, 4, 5, 6.
- When you can't find a source, don't forget to try GOOGLE.