



**PUBLIC CONTRACT
LAW JOURNAL**

Style Guide
2024–2025



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STYLE GUIDE

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I. Stylistic Conventions

A. Typeface

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| <p>Main Text and Footnotes</p> | <p>The <i>Public Contract Law Journal</i> uses three different typefaces in footnote citations: Ordinary Roman, <i>Italics</i>, and SMALL CAPS in Times New Roman 12-point font. ALL CAPS are never used.</p> <p>Main text uses only ordinary roman and <i>italics</i> and does not contain citations.</p> <p>Main text is double-spaced (except for quotations exceeding fifty (50) words). Footnotes are single-spaced.</p> |
| <p>Title Page</p> | <p>The title of an article/Note should be centered and bold. The author's name should be centered but not bold.</p> <p>Insert an asterisk footnote after the author's name and include the author's biographical information in the footnote.</p> |
| <p>Headings and Subheadings</p> | <p>Headings and subheadings, including the title, should be in Title Case, bold, and single-spaced. Headings and subheadings should end in a period only if the heading is a complete sentence.</p> <p>I. [tab] Main Heading [tab] A. [tab] Subheading [tab] [tab] 1. [tab] Subheading [tab] [tab] [tab] i. [tab] Subheading</p> |

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| <p>Case Names: Use ordinary roman type for case names in full citations, except for procedural phrases, which are always <i>italicized</i>. R.2.1(a).</p> <p>Use <i>italics</i> for the short form of case citations. R.2.1(a).</p> <p><i>Italicize</i> in-text references to case names, including the “v.” and all procedural phrases. R.2.2(a)(i), 2.2(b)(i).</p> | <p>Full citation:</p> <ul style="list-style-type: none"> - <u>United States v. Winstar Corp.</u>, 518 U.S. 839 (1996). <p>Short citation:</p> <ul style="list-style-type: none"> - <u>Winstar Corp.</u>, 518 U.S. at 840. <p>In-text reference:</p> <ul style="list-style-type: none"> - In <u>United States v. Winstar Corp.</u>, . . . |
| <p>Books: Use SMALL CAPS for both authors and titles in citations. R.2.1(b).</p> | <ul style="list-style-type: none"> - <u>ANTONIN SCALIA & BRIAN A. GARNER</u>, <u>READING LAW: THE INTERPRETATION OF LEGAL TEXTS</u> 101 (2012). |
| <p>Periodicals: <i>Italicize</i> article titles and use large and SMALL CAPS for periodical names. Authors’ names should appear in ordinary roman type. R.2.1(c).</p> | <ul style="list-style-type: none"> - John Bryan Warnock, <u>Principled or Practical Responsibility: Sixty Years of Discussion</u>, 41 PUB. CONT. L.J. 881, 881–82 (2012). |
| <p>Introductory Signals: <i>Italicize</i> all introductory signals when they appear within citation sentences or clauses. Do not, however, italicize a signal when it is used as a verb in an ordinary sentence. R.2.1(d).</p> <p>When signals are used as verbs, they should be spelled out (not abbreviated). “<i>Cf.</i>” becomes “compare” and “<i>e.g.</i>” becomes “for example.” Include material that would otherwise be included in an explanatory parenthetical as part of the sentence itself.</p> | <ul style="list-style-type: none"> - <u>See</u> <i>United States v. Winstar Corp.</i>, 518 U.S. 839 (1996) (discussing the unmistakability doctrine). - For a discussion of the unmistakability doctrine, <u>see</u> <i>United States v. Winstar Corp.</i>, 518 U.S. 839 (1996). |
| <p>Explanatory Phrases: <i>Italicize</i> all explanatory phrases. Note, however, that phrases in related authority parentheticals, such as “(quoting . . .),” “(citing . . .),” and “(translating . . .)” are not italicized. R.2.1(e).</p> | <ul style="list-style-type: none"> - Jack F. Williams, <i>Process and Prediction: A Return to a Fuzzy Model of Pretrial Detention</i>, 79 MINN. L. REV. 325, 370 (1994) (<u>citing</u> <i>United States v. Salerno</i>, 794 F.2d 64, 71–73 (2d Cir. 1986), <u>rev’d on other grounds</u>, 481 U.S. 739 (1987)). |

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| <p>Punctuation: <i>Italicize</i> commas, semicolons, and other punctuation marks only when they constitute part of the italicized material, and not when they are merely an element of the sentence or citation in which they appear. R.2.1(f).</p> | <p>There is no comma in “<i>See id.</i>” or “<i>see also.</i>” But there are two commas in “<i>See, e.g.,</i>” and “<i>But see, e.g.,</i>” as per R.1.2(a), 2.1(f). The first comma in “<i>See, e.g.,</i>” and “<i>But see, e.g.,</i>” is always italicized, but the second comma is not.</p> <p>Footnote calls and quotation marks following in-text references to case names and other italicized material are not italicized.</p> <ul style="list-style-type: none"> - The court said that the “best case is <i>Tom v. Jerry</i>.”⁶ |
| <p><i>Italicize</i> words and phrases for emphasis, <i>italicize</i> foreign words and phrases (unless they have been incorporated into common English usage), and <i>italicize</i> words and phrases in other unique circumstances in accordance with R.7.</p> | <p>“<i>Id.</i>,” “<i>supra</i>,” and “<i>infra</i>” are always italicized.</p> <p>Procedural phrases in case names, such as “<i>In re</i>” or “<i>ex rel.</i>,” are always italicized.</p> <p>Note: “i.e.” (“that is”) connotes a different meaning than “e.g.” (“for example”), and neither are italicized when used in an ordinary sentence. But, “e.g.” is italicized when used as a signal in a citation sentence or clause.</p> |

B. General Rules

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| <p>Relevant 21st Edition Bluebook Changes</p> | <ul style="list-style-type: none">- R.1.4: No longer dictates an order of authorities within a signal.- R.1.5: Revised to clarify placement of “hereinafter” & “last visited” parentheticals.- R.12: No longer requires a citation to an official publication year of the U.S. Code. Cites to the official U.S. Code should only be “if available.” |
| <p>Quotations R.5.</p> | <p>If a quotation has fifty (50) or more words, it should be indented without quotation marks. If a quotation has forty-nine (49) or fewer words, it should be enclosed in quotation marks but not otherwise set off from the main text. This also applies to footnotes.</p> |
| <p>When altering a direct quote, indicate any alteration with bracketed language. R.5.2.</p> | <p>When a letter is changed from upper to lower case in a quotation, enclose it in bracket. Substitute words/letters and other altered material in a direct quotation should also be bracketed.</p> <ul style="list-style-type: none">- Meir Dan-Cohen, <i>Sanctioning Corporations</i>, 19 J.L. & POL’Y 15, 18 (2010) (observing that criminal law “[c]onceiv[es] of individuals as the paradigmatic criminal offenders”). <p>If the original quotation contains an alteration, include the following parenthetical in the citation: “(alteration in original).”</p> |

When manipulating a direct quote, indicate any omission with an ellipsis.

R.5.3.

When omitting word(s) in the middle of the quote, insert an ellipsis. When omitting the end of quoted sentence, insert an ellipsis between the last word being quoted and the final punctuation of the quoted sentence. An ellipsis should never be used to begin a quotation.

- “National borders are less of a barrier . . . now than at almost any other time in history.”
- “National borders are less of a barrier to economic exchange now than at almost any other time . . .”
- NOT: “. . . national borders are less of a barrier to economic exchange now than at almost any other in history.”

C. Editing Guidelines

Editing Checklist

Formatting:

- (1) Use Times New Roman 12-point font for both text and footnotes.
- (2) Use cross-referencing in footnotes for all *supra* and *infra* references so the footnotes are automatically updated.
- (3) Use bolded section headings.
- (4) Except for block quotes, which should be *indented* by one inch on either side, all margins should be one inch.
- (5) Except for headings, block quotes, and footnotes, all text should be double-spaced.
- (6) Make sure an abbreviation is defined the first time it is used and that the abbreviation is used consistently throughout.
- (7) Spell out numbers 0–100 (unless small dollar amounts under \$100). Omit the comma in 1000.
- (8) Capitalize words correctly: “federal government;” “Obama administration;” “Contracting Officer;” “the Act.”
- (9) Avoid superscripts unless used in a direct quote (21st NOT 21st)
- (10) Make sure headings and page numbers are consistent with Table of Contents.
- (11) Delete all unnecessary tabs, spaces, or extra lines between paragraphs. Use the ¶ tool for this.
- (12) Use one space after each period in text and one space between the

footnote number and text below the line. Use hard spaces (Shift+Ctrl+Space) to prevent text from splitting across lines where appropriate and to ensure ellipses stay connected.

- (13) Use a footnote marked with an * instead of a number for the author's information.
- (14) The title page should not have a page number. All other pages must be numbered, starting with "1."
- (15) Hyphens should be used to join two regular words together (double-check); En-dashes should be used for page and date ranges and to join prefixes to words (10–11; post–war); Em-dashes should be used to offset a phrase—like this.
- (16) The serial or Oxford comma should always be used for lists.

Substantiation:

- (1) Ensure that metadata is turned ON when making edits to an article.
- (2) Correct any citation errors in accordance with the 21st Edition Bluebook, noting specific Bluebook Rules used.
- (3) Be mindful of periodical citations and when to use them versus when to not use them.
- (4) Always cite to the FAR, DFARS, DEARS, etc. NOT 48 C.F.R.
- (5) Double check all quotes (including punctuation) to ensure accurate transcription.
- (6) Double check that all citations have correct pincites.
- (7) Double check all dates.

- (8) Double check all signals. *See* should be used only when an inference is made, not when the source directly states the proposition.
- (9) Confirm that font and case are correct. Case names should be italicized in-text and in short cites, but not italicized if in a full citation in a footnote. All text should be Times New Roman, size 12.
- (10) If citing to an Executive Order, ensure that it does not need to be cited in the Code of Federal Regulations as opposed to the Federal Register.
- (11) All substantiations should follow this formula: "Source states X. This supports author's proposition Y because" The only exception is a direct quote. For direct quotes ensure the quote is an accurate transcription.
- (12) When collecting sources, *typically* if the source says "For Academic Purposes Only," it is not an official version and is therefore not appropriate for source collection. Look for tabs on Westlaw that say "Official PDF Copy Here" instead.
- (13) Federal Appendix cases ONLY may be collected in unofficial copies.
- (14) If an assigned source fails to substantiate the author's claim or no source is provided, you must conduct your own research to find another source substantiating the claim. If this fails, contact your AE or the research librarian for assistance.

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| <p>Lists should be parallel and uniform.</p> | <p>Either all items in a list have articles, or they do not. Articles should be all indefinite or all definite.</p> <ul style="list-style-type: none"> - “the executive, the legislative, or the judicial branch” <p>Each element in the list should be the same. For example, the list should be comprised of noun-noun-noun, verb-verb-verb, or adjective-adjective-adjective constructions (or uniform variation thereof). Verbs should be the same voice, mood, and tense.</p> |
| <p>Avoid misplaced modifiers.</p> | <p>Example: “Magicians who miss gigs frequently are blacklisted.”</p> <p>In that sentence, it is unclear if “frequently” is modifying the verb “miss” (magicians who often miss gigs are blacklisted) or the verb “blacklisted” (magicians who miss gigs are often blacklisted).</p> <p>This sentence’s ambiguity can be fixed by attaching the modifier to the word or phrase it is modifying.</p> <ul style="list-style-type: none"> - “Magicians who frequently miss gigs are blacklisted.” <p>OR</p> <ul style="list-style-type: none"> - “Magicians who miss gigs are frequently blacklisted.” |
| <p>Avoid splitting compound verb structures.</p> | <ul style="list-style-type: none"> - “currently is defined” - NOT: “is currently defined” |
| <p>Avoid unnecessary prepositional phrases.</p> | <ul style="list-style-type: none"> - “The current system of controls on U.S. exports” - Can be re-written as: “The current system of U.S. export controls” |

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| <p>Use active verb constructions whenever possible; avoid passive voice and buried verbs (also called “nominalizations”). A “buried verb” means that the author is using a noun when a verb would suffice.</p> | <p>“The bill was introduced by the Senate.”</p> <ul style="list-style-type: none"> - Can be re-written as: “The Senate introduced the bill.” <p>“The agency made a determination that”</p> <ul style="list-style-type: none"> - Can be re-written as: “The agency determined” <p>“The process begins with an analysis of the agency’s needs.”</p> <ul style="list-style-type: none"> - Can be re-written as: “First, the agency must analyze its needs.” |
| <p>Be mindful of plural nouns that look like singular nouns.</p> | <ul style="list-style-type: none"> - Data = plural - Congress = singular - Centers for Disease Control and Prevention = singular |

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| <p>Acronyms and initialisms should be introduced with a definite article only where appropriate.</p> | <p>Acronyms refer to terms based on the initial letters of their various elements and read as single words (NASA, AIDS, NARA). Initialisms refer to terms read as a series of letters (DoD, DoJ, NBA).</p> <p>Acronyms are never introduced with a definite article, whereas initialisms are introduced with a definite article if a definite article would be used when using the full name.</p> <p>For example:</p> <ul style="list-style-type: none"> - No definite article before: NASA, AIDS, NARA - Definite article before: the DoD, the DoJ, the NBA <p>Exception:</p> <p>“FAR” is an acronym, but it is commonly referred to as “the FAR.”</p> <p>The <i>Public Contract Law Journal</i> follows this common usage. But, when referring to a specific section of the FAR, such as FAR 2.101, there is no need to introduce the specific FAR provision with a definite article.</p> <ul style="list-style-type: none"> - Department of Defense = DoD (not DOD) - Department of Justice = DoJ (not DOJ) |
| <p>For ABA publications, see R.16.7.7.</p> | <ul style="list-style-type: none"> - “Section of Public Contract Law” - NOT: “Public Contract Section” |

D. Abbreviations

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| <p>Define abbreviations the first time they appear in the main text and the first time they appear in footnotes.</p> | <ul style="list-style-type: none"> - The Department of Defense (DoD), the General Services Administration (GSA), and the National Aeronautics and Space Administration (NASA) jointly issue the Federal Acquisition Regulation (FAR).²⁴ - ²⁴ The Federal Acquisition Regulation (FAR) provides that |
| <p>Case Names: For case names in citations, abbreviate all terms per T6 and T10. R.10.2.2.</p> <p>For in-text references to case names, only abbreviate widely known acronyms under R.6.1(b) and the following eight words (as long as the word does not begin a party’s name): “&”; “Ass’n”; “Bros.”; “Co.”; “Corp.”; “Inc.”; “Ltd.”; and “No.” R.10.2.1(c).</p> | <p>Citation:</p> <ul style="list-style-type: none"> - Am. Eng’g & Sav. Ass’n v. Fla. Mortg. Bros. <p>In-text reference:</p> <ul style="list-style-type: none"> - In <i>American Engineering & Savings Ass’n v. Florida Mortgage Bros.</i>, |
| <p>Generally, write “U.S.” and “United States” instead of “American” or “America.”</p> | <ul style="list-style-type: none"> - U.S. = adjective - United States = noun |
| <p>“Section” vs. §</p> | <p>Only use the section symbol (§): (1) in a citation clause or sentence, or (2) in an ordinary sentence if discussing part of U.S. Code or a federal regulation. Use “section” in all other instances. Always use “§” at the beginning of a sentence. R.6(c), 12.10.</p> <p>Use a hard space (Shift+Ctrl+Space [PC] or Option+Space [Mac]) after the § symbol to prevent splitting the citation across lines.</p> |
| <p>Months T12.</p> | <ul style="list-style-type: none"> - Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec. |

Numbers

Write out numbers one through ninety-nine and use numerals for 100 and above.

- “Each year we enroll approximately 500 1L students.”
- “The court rejected the argument on two grounds.”

Use the percentage symbol (%) when numerals are used and the word “percent” when spelling out numbers.

- “Only thirty-two percent of all projects are successful.”

Exceptions:

Numbers at the beginning of a sentence:

- “One hundred years later, the FAR was created.”

Small dollar amounts under \$100:

- “The federal minimum wage was set at \$7.25 in 2008.”

Non-whole numbers:

- “Unemployment rates rose by 14.7%.”

Numbers in a series must match. If one item in a series should be in numerals, use numerals for all the items.

- “The three contracts had profit margins of 8.0, 10.0 and 14.3 percent.”

E. Capitalization

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| <p>Quotations: For direct quotations, capitalize the first letter of the quote if it is formally introduced and is a full sentence. If the quote follows “that” or is only part of an ordinary sentence, do not capitalize the first letter.</p> <p>Use brackets to alter the initial letter of a quotation. R.5.2(a).</p> | <ul style="list-style-type: none"> - According to Professor Emerson, “The entire bill should have been scrapped.” - As he was arrested, the defendant shouted, “Give me my lawyer!” - The expert claimed that “the defendant could not have committed the crime.” |
| <p>Capitalize the following:</p> <p>R.8.</p> | <ul style="list-style-type: none"> - “the Second Amendment” - “the Act” and “the Code” (when referring to a specific act) - “the Director” (when referring to a specific official) - “the State of New York” |
| <p>Do NOT capitalize the following:</p> <p>R.8.</p> | <ul style="list-style-type: none"> - administration (Biden administration) - cabinet - city hall - civil service - congressional - executive, legislative, or judicial branch - federal - federal government - post office - government - government official - healthcare - state - state or local government - section, article, title, part, and subpart (when referring to a part of a statute in-text) |

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| The following terms are capitalized, except when used as adjectives: | <ul style="list-style-type: none"> - “U.S. government” - “Contracting Officer” - “Cost Principle” |
| Titles of officers are not capitalized unless accompanied by the officer’s name. | <ul style="list-style-type: none"> - The chairman of Gobias Industries Resigned. - Chairman Bluth resigned. |

F. Punctuation and Spacing

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| Spacing | The <i>Public Contract Law Journal</i> uses ONE space after a comma, semi–colon, colon, or parenthesis in main text and footnotes. ONE space is used after any period, exclamation mark, or question mark in main text and footnotes. In footnotes, insert ONE space between the footnote number and the beginning of the citation sentence or clause. |
| <p>Lists: Semicolons should be used only when: (1) individual list items contain commas, or (2) the list is extremely long (i.e., more than 10 items). Otherwise, separate items by commas.</p> <p>Place a semicolon/comma between the penultimate and final item.</p> | <p>Example of list with semicolons:</p> <ul style="list-style-type: none"> - There are two ways to write: (1) with a pen or pencil, which is inexpensive; or (2) by computer and printer, which is more expensive but quick and neat. <p>Example of list with commas:</p> <ul style="list-style-type: none"> - She likes many colors, including: (1) blue, (2) purple, (3) magenta, and (4) orange. <p>The serial comma should be used for lists:</p> <ul style="list-style-type: none"> - [A], [B], and [C] - NOT: [A], [B] and [C] |
| Numbered Lists | <ul style="list-style-type: none"> - (1) [First item]; (2) [second item]; (3) [third item]; [and/or] (4) [fourth item]. |

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| <p>“En” Dashes</p> | <p>An “en” dash always should be used for spans of numbers. This applies when citing consecutive page numbers in a footnote. There should not be a space before or after an “en” dash.</p> <ul style="list-style-type: none"> - <i>Id.</i> at 320–21. - 2004–2005. <p>“En” dashes should also be used to connect certain prefixes like pre– and post–</p> <ul style="list-style-type: none"> - Pre–existing <p><i>However</i>, hyphens instead of “en” dashes should be used to connect two words.</p> <ul style="list-style-type: none"> - Self–employed |
| <p>“Em” Dashes</p> | <p>An “em” dash is used in textual material, with no space before or after it.</p> <ul style="list-style-type: none"> - “He was a short man—albeit one with a dominant presence—who had a smile that draws you in.” |
| <p>Do not use apostrophes unless they serve a function or purpose.</p> | <ul style="list-style-type: none"> - 1990s (not 1990’s) |
| <p>Do not punctuate company designations, even if the company’s formal title has punctuation.</p> | <ul style="list-style-type: none"> - LLC (not L.L.C.) - FSB (not F.S.B.) |
| <p>Footnote calls, colons, and semicolons are always placed outside quotation marks.</p> | <ul style="list-style-type: none"> - Correct order: comma/period, quotation mark(s), semicolon, footnote call, colon, hyphen. |
| <p>Explanatory Parentheticals: If the entire parenthetical is a quotation, the first letter of the quote is capitalized, and a period is placed inside the parentheses.</p> | <ul style="list-style-type: none"> - <i>Erie R.R. v. Tompkins</i>, 304 U.S. 64 (1938) (holding that federal courts must apply states’ common law in diversity cases). - <i>Erie R.R. v. Tompkins</i>, 304 U.S. 64 (1938) (“There is no federal general common law.”). |

II. Citation Conventions

A. General Rules

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| <p>Order of Authorities: R.1.4 no longer dictates an order of authorities within a signal. Instead, authorities should be ordered in a logical manner, with more authoritative sources preceding less authoritative ones.</p> | <p>Primary authorities:</p> <ul style="list-style-type: none">- Constitutions- Statutes- Treaties and other international agreements- Cases- Legislative materials- Administrative and executive materials (e.g., FAR)- Resolutions, decisions, and regulations of intergovernmental organizations <p>Secondary authorities:</p> <ul style="list-style-type: none">- Uniform codes, model codes, and restatements- Books, pamphlets, and shorter works in a collection of a single author's works- Works in journals- Student-written law review materials- Magazine and newspaper articles- Working papers- Electronic sources, including Internet sources |
| <p>Within a single citation clause or sentence, the order of parentheticals is: R.1.5(b).</p> <p>Per the 21st edition of the Bluebook, citations to Internet sources, the “hereinafter” parenthetical should immediately follow the date or last visited date, just as it would follow the date in other sources.</p> | <ul style="list-style-type: none">- (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 [Perma.cc] (explanatory parenthetical), prior or subsequent history. |

Introductory Signals

R.1.2.

Use no signal when the cited authority directly states the proposition, identifies the source of a quotation, or identifies an authority referred to in the text.

R.1.2.(a).

- Indicate support: “*E.g.*,” “*Accord*,” “*See*,” “*See also*,” (explanatory parenthetical recommended) “*Cf.*” (explanatory parenthetical recommended). **R.1.2.(a).**
- Suggest comparison: “*Compare . . . with . . .*” (explanatory parenthetical recommended). **R.1.2.(b).**
- Indicate contradiction: “*Contra*,” “*But see*,” “*But cf.*” (explanatory parenthetical recommended). **R.1.2.(c).**
- Indicate background material: “*See generally*” (explanatory parenthetical recommended). **R.1.2.(d).**

Note: “*See generally*” is NOT used to cite “generally” to a source as a whole.

Explanatory Parentheticals

R.1.5

Explanatory parentheticals should conform to one of the following formats:

A clause beginning with a participle (providing a paraphrased explanation of the source's meaning).

- *See also* JULIANA CHEN, HOW I LEARNED TO STOP WORRYING AND LOVE THE BLUEBOOK 543 (1995) (discussing the relative merits of the *Bluebook's* 16th and 17th edition rules for the use of “*see*”).

A noun or noun phrase should generally only be used when the source's general relevance has already been explained.

- Trivia contestants typically become famous for their knowledge in one particular arcane specialty. *See, e.g.,* Adam Frey, *Record Flights of Birds*, 18 J.L. SOC'Y 223 (1985) (chickens); Kevin S. Donohue, *How Many Licks Does It Take to Get to the Center of a Tootsie Roll Pop?*, 25 ATOM. ENERGY L.J. 164 (1989) (candy).

A quoted sentence from the source; a period is placed inside the parentheses.

- *Cf.* ROBERT WILLIAMS, STEPHEN PIEPGRASS: THE MAN, THE MYTH, THE Legend 46 (2000) (“Everything in this world improves: Swedish matches, operettas locomotives, French wines, and human relations.”).

The word “same” or “similar” if the source is part of a string cite and the first source after the signal has a full parenthetical.

- *See, e.g.,* Kristi O'Malley, *You Make the World Taste Better*, 90 HARV. L. REV. 627 (1988) (arguing that Diet Dr. Pepper tastes more like regular Dr. Pepper); Elissa Port, *Be a Pepper*, 92 YALE L.J. 573 (1999) (same).

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| <p>String together introductory signals of the same basic type (supportive, comparative, contradictory, or background) within one citation clause or sentence. Introductory signals of different types are grouped in different citation clauses or sentences. R.1.3.</p> | <ul style="list-style-type: none"> - <u>See</u> Lizer v. Austero, 422 U.S. 207 (2005) (per curiam); <u>see also</u> Holt v. Holt, 23 F.2d 909 (S.D. Cal. 1982); <u>cf.</u> Estrella v. Gentiles, 765 U.S. 43 (2004) (upholding coeducational acting courses). <u>But see</u> Ice v. Sitwell, 343 U.S. 29 (2007) (holding that acting courses may be separated by gender with justifiable and rational purpose). <u>See generally</u> Annyong, <i>supra</i> note 22 (discussing the benefits of acting courses). |
| <p>Citing a Footnote or Endnote: When citing to the footnote or endnote of a case, article, etc., follow R.3.2(b)–(c).</p> | <ul style="list-style-type: none"> - <i>Id.</i> at 46 n.52. - <i>Id.</i> at 2082 nn.133–34. |
| <p>When citing a span of pages, eliminate numbers as stated in R.3.2. Keep at least the last two digits.</p> | <ul style="list-style-type: none"> - 1065–69 and 335–37 - NOT: 34–5 |
| <p>If a source uses star paging, drop the star in the reference to the ending page number, but keep the star in all references to nonconsecutive pages. R.3.2(a).</p> | <ul style="list-style-type: none"> - *3, *5, *10–11 |
| <p>Page numbers should always refer to the numbers that appear in the source that supports the <i>Bluebook</i> citation. Do not use “screen numbers” or create them yourself. R.18.2.2(g). If citing material before pagination starts, indicate this parenthetically.</p> | <ul style="list-style-type: none"> - U.S. GOV’T ACCOUNTABILITY OFF., GAO-27-714, CONTRACT MANAGEMENT: DOD VULNERABILITIES TO CONTRACTING FRAUD, WASTE, AND ABUSE (2006) [hereinafter GAO-27-714] <u>(Highlights)</u>. |

B. Short Citation Forms

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| <p>“<i>Id.</i>” R.4.1.</p> | <p>“<i>Id.</i>” or “<i>id.</i>” may be used in citation sentences and clauses for any kind of authority except internal cross-references.</p> <p>Use “<i>Id.</i>” or “<i>id.</i>” only when citing the immediately preceding authority if the immediately preceding footnote contains only ONE authority.</p> <p>There should always be a period after the use of an “<i>Id.</i>” or “<i>id.</i>” and that period should always be italicized.</p> |
| <p>“<i>Supra</i>” and “<i>Hereinafter</i>” R.4.2(a), 4.2(b).</p> | <p>“<i>Supra</i>” may be used after an authority has been cited previously, unless “<i>id.</i>” is appropriate. Indicate the footnote number in which the full citation can be found and any particular manner in which the subsequent citation differs from the former, such as the page or pincite reference.</p> <ul style="list-style-type: none">- [last name of author], <i>supra</i> note [footnote number], at [pincite].- [title if no author cited], <i>supra</i> note [footnote number], at [pincite]. <p>Sources that use “hereinafter” require “<i>supra</i>” in subsequent citations.</p> <p>In “<i>supra</i>,” only one identifying piece of information is used.</p> <ul style="list-style-type: none">- Bluth, <i>supra</i> note 10, at 644–45.- NOT: Bluth, <i>Lessons from My Father</i>, <i>supra</i> note 10, at 644–45. <p>If one footnote cites to multiple works by the same author, “hereinafter” can be used to distinguish.</p> |

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| <p>Do NOT use “<i>supra</i>” or “hereinafter” for:</p> | <ul style="list-style-type: none"> - Cases - Statutes - Constitutions - Legislative materials other than hearings - Restatements - Model codes - Regulations |
| <p>Use “<i>supra</i>” or “hereinafter” for:</p> | <ul style="list-style-type: none"> - Legislative hearings - Court filings - Books - Pamphlets - Reports - Unpublished materials - Nonprint resources - Periodicals - Services - Treaties and international agreements - Regulations, directives, and decisions of intergovernmental organizations - Internal cross-references |

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| <p>Formatting is retained in the use of “<i>supra</i>” and “hereinafter.” For example, book authors and titles should appear in SMALL CAPS as in the full citation.</p> | <ul style="list-style-type: none"> - ⁸TOBIAS FUNKE, DIRECTING SCHOOL PLAYS 12 (2008). *** - ¹⁵ See FUNKE, <i>supra</i> note 8, at 12 *** - ¹⁸ Barry Zuckerkorn, <i>Take to the Sea</i>, 80 GEO. WASH. L. REV. 789 (2012) [hereinafter <i>Take to the Sea</i>]; see also BARRY ZUCKERKORN, NAT’L ASS’N OF ATTORNEYS GEN., WHY BOB LOBLAW IS A BETTER LAWYER THAN ME 45 (2013) [hereinafter BOB LOBLAW IS A BETTER LAWYER]. *** - ²² See generally BOB LOBLAW IS A BETTER LAWYER, <i>supra</i> note 18. |
| <p>Internal Cross-References R.3.5.</p> | <p>“<i>Supra</i>” and “<i>infra</i>” may be used to refer to a discussion in the main text or the content of a footnote that appears earlier or later in the article/Note.</p> <ul style="list-style-type: none"> - “<i>Supra</i>” is used to reference a discussion or footnote content that appeared earlier in the piece. - “<i>Infra</i>” is used to reference a discussion or footnote content that appears later in the piece. <p>When using <i>supra</i> or <i>infra</i> to reference a discussion in the main text, refer to the discussion by the Part of the article/Note in which it appears.</p> <ul style="list-style-type: none"> - See <i>supra</i> Part II.A. - NOT: See <i>supra</i> Section II.A. |

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| <p>Five Footnote Rule: For all short citation forms that do NOT use “<i>supra</i>” (i.e., cases, statutes, constitutions, legislative materials other than hearings, restatements, model codes, and regulations), a short citation may be used only when the source appears in the same footnote or in one of the preceding five footnotes, including “<i>Id.</i>” or “<i>id.</i>”</p> <p>The source will “count” as appearing in one of the preceding five footnotes whether it is in full citation or short citation form.</p> | <ul style="list-style-type: none"> - ¹⁰ Raytheon Co. v. United States, 747 F.3d 1341 (Fed. Cir. 2014). - ¹¹ Sikorsky Aircraft Corp v. United States, 110 Fed. Cl. 210, 219 (2013). - ¹² FAR 9.104. - ¹³ <i>Id.</i> - ¹⁴ FAR 31.205-6. - ¹⁵ <i>Id.</i> - ¹⁷ Raytheon Co. v. United States, 747 F.3d 1341 (Fed. Cir. 2014). <p>NOT: <i>Raytheon</i>, 747 F.3d at 1341.</p> <p>Note: There is no limit on the number of consecutive “<i>Id.</i>” or “<i>id.</i>” citations.</p> |
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C. Cases

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| <p>Judicial Decisions</p> <p>R.10.</p> | <p>Full citation:</p> <ul style="list-style-type: none"> - United States v. MacDonald, 531 F.2d 196, 198–99 (4th Cir. 1976). <p>Short citation:</p> <ul style="list-style-type: none"> - <i>MacDonald</i>, 531 F.2d at 197. <p>Note: Case names are only italicized in short form citations and in-text.</p> |
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**U.S. Government Accountability
Office (GAO) Comptroller General
Decisions**

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If officially published:

Full citation: [case name if given], []
Comp. Gen. [], [pincite] (year).

- Howell Constr., Inc., 66 **Comp. Gen.**
413, 415 (1987).
- Bureau of Prisons, 62 **Comp. Gen.**
678, 680 (1983).

Short citation: [case name], Comp. Gen. at
[pincite].

- *Howell*, 66 **Comp. Gen.** at 415.

If officially unpublished by GAO:

Full citation: [case name if given], B-[no
commas] [et al. if multiple docket
numbers], [] CPD ¶ [], at [pincite] (Comp.
Gen. [month day, year]).

- Better Serv., B-265751 et al., 96-1
CPD ¶ 90, at 3 (Comp. Gen. Jan. 18,
1996).

Short cite: [case name], [] CPD ¶ [], at [].

- *Better Serv.*, 96-1 **CPD ¶** 90, at 2.

If [] CPD ¶ [] is unavailable, cite using
Westlaw (see below).

Electronic citations:

Full citation: [case name], B-[no commas]
[et al. if multiple docket numbers],
[Westlaw citation], at *[pincite] (Comp.
Gen. [month day, year]).

- Better Serv., B-265751, 1996 WL
15738, at *1 (Comp. Gen. Jan. 18,
1996).

Short citation: [case name], [Westlaw
citation], at *[pincite].

- *Better Serv.*, 1996 WL 15738, at *2.

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| | <p>GAO decisions with unconventional names or titles:</p> <p>Full citation:</p> <ul style="list-style-type: none"> - Letter to Philip Read, Director, Fed. Directorate, B-12694, 1982 WL 27750, at *1 (Comp. Gen. Nov. 10, 1982). <p>Short citation:</p> <ul style="list-style-type: none"> - <i>Letter to Philip Read</i>, 1982 WL 27750, at *1. |
| <p>ASBCA (Armed Services BCA)</p> | <p>Full citation: [case name], [agency BCA] No. [no commas], [two-digit year of volume hyphen sub-volume (if unavailable, use four-digit year)] BCA ¶ [with commas], at [pincite, if any, with commas].</p> <ul style="list-style-type: none"> - Gen. Dynamics Corp., ASBCA No. 25919, 10-2 BCA ¶ 18,074, at 90,730. <p>Note: The BCA volume number serves as the date.</p> |
| <p>CBCA (Civilian BCA)</p> | <p>Full citation: Same as ASBCA, above, except use CBCA and include the name of the opposing agency.</p> <ul style="list-style-type: none"> - Gen. Dynamics Corp. v. Dep't of Agric., CBCA No. 25919, 10-2 BCA ¶ 18,074, at 90,730. |
| <p>GSBCA (General Services BCA)</p> | <p>Full citation: Same as ASBCA, above, except use GSBCA and include the name of the opposing agency.</p> <ul style="list-style-type: none"> - Ace-Fed. Reporters, Inc. v. Gen. Servs. Admin., GSBCA Nos. 13298, 13507-11, 99-1 BCA ¶ 30,139, at 149,102. |

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| <p>Short Citation Form for All BCA Decisions</p> | <p>Short citation: [case name], [two-digit year of volume hyphen sub-volume (if unavailable, use four-digit year)] BCA ¶ [with commas], at [pincite, if any, with commas].</p> <ul style="list-style-type: none"> - <i>Gen. Dynamics</i>, 2010 BCA ¶ 18,074, at 90,730. |
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D. Statutes

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| <p>Statutes</p> | <p>If a federal statute is cited for its substance, cite directly to the U.S. Code.</p> <ul style="list-style-type: none"> - Federal law mandates that procurement take place through full and open competition.¹ - ¹41 U.S.C. § 3301 <p>Full citation:</p> <ul style="list-style-type: none"> - 41 U.S.C. § 3301 <p>Short citation:</p> <ul style="list-style-type: none"> - 41 U.S.C. § 3301. - <i>Id.</i> § 3301. <p>Use a hard space (Shift+Ctrl+Space) after the § symbol to prevent separation of the § and number across lines.</p> <p>The U.S. Code is published once every six (6) years. The 21st Edition of the Bluebook no longer requires a date on U.S. Code citations.</p> |
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| <p>Session Laws</p> | <p>If a statute is cited for its history, cite to the official session law.</p> <ul style="list-style-type: none"> - The Armed Services Procurement Act (ASPA) was passed in 1947.¹ - ¹ Armed Services Procurement Act of 1947, Pub. L. No. 80-413, 62 Stat. 21 (1948). <p>Full citation:</p> <ul style="list-style-type: none"> - Armed Services Procurement Act of 1947, Pub. L. No. 80-413, § 4, 62 Stat. 21, 23 (1948). <p>Short citation:</p> <p>§ 4 OR Armed Services Procurement Act § 4 OR § 4, 62 Stat. at 23.</p> |
| <p>Do NOT use “at” when referencing section or paragraph numbers.</p> | <ul style="list-style-type: none"> - 28 U.S.C. § 1491(a). - <i>Id.</i> § 1491(b). |
| <p>Do NOT drop repetitious digits from consecutive section or paragraph numbers, sections of statutes, or years. But, in section and paragraph numbers, identical information preceding any punctuation mark may be omitted, so long as doing so is not confusing. R.3.2, 3.3.</p> <p>When citing multiple sections, use two section symbols (§§). Provide inclusive numbers; do NOT use “<i>et seq.</i>” R.3.3(b).</p> | <ul style="list-style-type: none"> - 28 U.S.C. §§ 1491–1492. - R.I. GEN. STAT. §§ 45.401-100, .402-100 (1992). |

E. Rules and Regulations

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| <p>Federal regulations are cited to the most recent yearly edition <i>Code of Federal Regulations</i>, unless you are citing to a historical version of a regulation:</p> | <p>Full citation:</p> <ul style="list-style-type: none"> - FTC Credit Practices Rule, 16 C.F.R. § 444.1 (2019). - “The Department of Labor created the regulations in 1975.” 20 C.F.R. § 741 (1975). <p>Short citation:</p> <ul style="list-style-type: none"> - 16 C.F.R. § 444.1. |
| <p>The Federal Acquisition Regulation (the FAR): Procurement regulations are codified at Title 48 of the <i>Code of Federal Regulations</i>, but the FAR is always cited directly without section symbols. The date should be included only when citing a historical copy.</p> <p>DAR provisions are cited by edition, revision number, and date.</p> <p>There is no need to include a date with the citation if citing to the current version of the FAR.</p> | <ul style="list-style-type: none"> - FAR 52.201. - NOT: 48 C.F.R. § 52.201. - DFARS 215.804-1(a). - DAR 2-208 (ASPR 1963 ed. Rev. 7, Aug. 15, 1965). <p>Helpful acronyms:</p> <ul style="list-style-type: none"> - DFARS = Defense Federal Acquisition Regulation Supplement - DOSAR = Department of State Acquisition Regulation - DTAR = Department of the Treasury Acquisition Regulation |
| <p>Proposed rules are cited to the <i>Federal Register</i>:</p> | <p>Full citation:</p> <ul style="list-style-type: none"> - Importation of Fruits and Vegetables, 60 <u>Fed. Reg.</u> 50,379 (Sept. 29, 1995) (to be codified at 7 C.F.R. pt. 300). <p>Short citation:</p> <ul style="list-style-type: none"> - Importation of Fruits and Vegetables, 60 <u>Fed. Reg.</u> at 50,381. |

F. Books and Reports

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| <p>Books R.15.</p> | <p>Full citation: [FULL NAME OF AUTHOR(S)], [TITLE OF BOOK] [pincite] (date of publication).</p> <p>Short citation: [AUTHOR LAST NAME(S)], <i>supra</i> note [footnote number of full cite], at [pincite].</p> <p>When citing a book, do not put the first page of the book in the footnote. Only use the pincite.</p> |
| <p>One (1) Author</p> | <p>Full citation:</p> <ul style="list-style-type: none"> - LTG JOSEPH M. HEISER, JR., VIETNAM STUDIES: LOGISTICAL SUPPORT 88 (1974). <p>Short citation:</p> <ul style="list-style-type: none"> - HEISER, <i>supra</i> note 8, at 90. |
| <p>Two (2) Authors</p> | <p>Full citation:</p> <ul style="list-style-type: none"> - LEO LEVIN & MEYER KRAMER, NEW PROVISIONS IN THE KETUBAH: A LEGAL OPINION 3–4 (1955). <p>Short citation:</p> <ul style="list-style-type: none"> - LEVIN & KRAMER, <i>supra</i> note 16, at 7. |
| <p>More Than Two (2) Authors</p> | <p>Full citation:</p> <ul style="list-style-type: none"> - JOHN CIBINIC, JR. ET AL., CONSTRUCTION CONTRACTING 658–783 (1991). <p>Short citation:</p> <ul style="list-style-type: none"> - CIBINIC ET AL., <i>supra</i> note 32, at 788. |

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| <p>Shorter Works in a Collection</p> | <ul style="list-style-type: none"> - ANDREW G. GERGUSON, <i>Continuing Seizure: Fourth Amendment Seizure in Section 1983 Malicious Prosecution Cases</i>, in 15 NAT’L LAWYERS GUILD, CIVIL RIGHTS LITIGATION AND ATTORNEY FEES ANNUAL HANDBOOK 54-1 (Steven Saltsmann ed., 1999). |
| <p>Reports R.13.4, 14.2(d), 15.</p> <p>Abbreviate and omit words in institutional author names according to R.15.1(c)–(d).</p> | <p>Full citation:</p> <ul style="list-style-type: none"> - U.S. DEP’T OF ARMY, FIELD MANUAL NO. 27-10, THE LAW OF LAND WARFARE 34 (1956) [hereinafter FIELD MANUAL]. <p>Short citation:</p> <ul style="list-style-type: none"> - FIELD MANUAL, <i>supra</i> note 6, at 36. <p>GAO reports should contain hyphenated GAO number, if available, as part of title. R.13.4(d).</p> <ul style="list-style-type: none"> - U.S. GOV’T ACCOUNTABILITY OFF., GAO-27-714, CONTRACT MANAGEMENT: DOD VULNERABILITIES TO CONTRACTING FRAUD, WASTE, AND ABUSE 5–6 (2006). |
| <p>Congressional Research Service (CRS) Reports R.13.4(d).</p> | <p>Full citation:</p> <ul style="list-style-type: none"> - KEATH BEA, CONG. RESEARCH SERV., RL33729, FEDERAL EMERGENCY MANAGEMENT POLICY CHANGES AFTER HURRICANE KATRINA: A SUMMARY OF STATUTORY PROVISIONS 22 (NOV. 15, 2006) [hereinafter POLICY CHANGES AFTER KATRINA]. <p>Short citation:</p> <ul style="list-style-type: none"> - POLICY CHANGES AFTER KATRINA, <i>supra</i> note 17, at 24. |

G. Periodicals

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| <p>Journal Articles</p> <p>R.16.3.</p> | <p>Full citation:</p> <ul style="list-style-type: none">- Kim Lane Scheppele, <i>Foreword: Telling Stories</i>, 87 MICH. L. REV. 2073, 2082 (1989). <p>Short citation:</p> <ul style="list-style-type: none">- Scheppele, <i>supra</i> note 14, at 2082. |
| <p>Journal Article Page Numbers</p> | <p>In a full citation of a journal article, always provide the first page that the article appears on followed by a comma and then the page number unless there is no page number to be given (i.e., the full article is being cited).</p> <p>When citing a law review article's first page, cite the first page in the general article citation, then the first page again for the page number.</p> <ul style="list-style-type: none">- Kim Lane Scheppele, <i>Foreword: Telling Stories</i>, 87 MICH. L. REV. 2073, 2073 (1989). |
| <p>Student Notes are designated by including "Note," set off by commas, immediately after the author's name. R.16.7.1.</p> | <ul style="list-style-type: none">- Deborah Norris Rodin, <i>Note</i>, <i>The Cybersecurity Partnership: A Proposal for Cyberthreat Information Sharing Between Contractors and the Federal Government</i>, 44 PUB. CONT. L.J. 505 (2015). |

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| <p>Newspapers</p> <p>R.16.</p> | <p>Print: [Author], [Title], [NEWSPAPER], [date], at [pincite].</p> <ul style="list-style-type: none"> - John M. Broder, <i>Geography is Dividing Democrats Over Energy</i>, N.Y. TIMES, Jan. 27, 2009, at A1. <p>When citing a print newspaper article, only cite the first page on which the article appears, even if the cited text actually appears on a later page.</p> <p>Online: [Author], [Title], [NEWSPAPER] ([date]), [Internet address].</p> <ul style="list-style-type: none"> - John M. Broder, <i>Geography is Dividing Democrats Over Energy</i>, N.Y. TIMES (Jan. 27, 2009), http://www.nytimes.com/2009/01/27/science/earth/27coal.html?_r=0# [https://perma.cc/9YBE-RUUE]. |
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H. Congressional Testimony

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| <p>Congressional Testimony R.13.3.</p> | <p>Always identify the speaker for any citation to a hearing or a debate.</p> <ul style="list-style-type: none"> - <i>Protection for Semiconductor Chips: Hearing on H.R.1028 Before the Subcomm. On Courts, Civil liberties and the Admin. of Justice of the H. Comm. On the Judiciary, 98th Cong. 14 (1983) [hereinafter Baumgarten statement] (statement of Jon A. Baumgarten, Copyright Counsel, Association of American Publishers).</i> |
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I. Internet Sources

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| <p>In direct citations, main page titles appear in SMALL CAPS and abbreviated per T13.</p> <p>R.18.2.2(b)(i).</p> <p>Sub-headings and titles linked from the main page are capitalized and should appear in <i>italics</i>.</p> <p>R.18.2.2(b)(ii).</p> | <p>Full citation:</p> <ul style="list-style-type: none">- Dietrich Knauth, <i>Congresswoman Demands Military End Burger King Contracts</i>, LAW360 (Oct. 1, 2014), http://www.law360.com/articles/583147/congresswoman-demands-military-end-burger-king-contracts [https://perma.cc/6MYL-JNWZ]. <p>Short citation:</p> <ul style="list-style-type: none">- Knauth, <i>supra</i> note 28. |
| <p>If the material is dated, the cite should not include a “last visited” date. If the material is NOT dated, include the “last visited” date.</p> <p>R.18.2.2(c).</p> | <ul style="list-style-type: none">- Jef Feeley, <i>Forest Labs CEO Won’t Be Barred on U.S. Government Contracts, Company Says</i>, BLOOMBERG (Aug. 6, 2011), http://www.bloomberg.com/news/articles/2011-08-05/forest-labs-says-regulators-considered-u-s-business-ban-on-8-executives [https://perma.cc/4584-VDES].- <i>Frequently Asked Questions About Corruption</i>, TRANSPARENCY INT’L, http://archive.transparency.org/news_room/faq/corruption_faq [https://perma.cc/4DY2-C44D] (last visited Oct. 9, 2015). |

J. Commonly Used Government Contracts Sources

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| <p><i>GAO Redbook</i></p> | <ul style="list-style-type: none"> - 2 U.S. GOV'T ACCOUNTABILITY OFF., GAO-06-382SP, PRINCIPLES OF FEDERAL APPROPRIATIONS LAW 6-34 to -38 (3d ed. 2006), http://www.gao.gov/special.pubs/d06382sp.pdf [https://perma.cc/938K-5XUW]. |
| <p><i>Briefing Papers</i></p> | <ul style="list-style-type: none"> - Martin P. Willard, <i>Allowability of Legal Costs</i>, BRIEFING PAPERS, Apr. 2010, at 10. |
| <p><i>Briefing Papers Collection</i></p> | <ul style="list-style-type: none"> - J. Edward Welch, <i>Mistakes in Bids</i>, 1 BRIEFING PAPERS COLLECTION 47, 51 (1970). |
| <p><i>Government Contractor</i></p> | <ul style="list-style-type: none"> - Wayne Jarvis, <i>I Shall Hide Behind the Government-Procured Couch</i>, 4 GOV'T CONTRACTOR ¶ 37, Jan. 13, 2009, at 7. |
| <p>Internet Versions of Solicitations, Contracts, or Other Notices Posted on SAM.GOV</p> | <ul style="list-style-type: none"> - [AGENCY NAME], [Notice ID #] (Published Date), URL. - DEP'T OF THE NAVY, N0017418R0017 (Aug. 28, 2019), https://sam.gov/opp/413114f1fa0e05fded87b32b62508cee/view. |