

## PCLJ STYLE GUIDE

### 1. TYPEFACE

Only three typefaces are used: (1) Courier New Roman, (2) <i>Italics</i> or (3) BIG AND SMALL CAPS	
<i>Italicize</i>	
1. signals	<i>see, see, e.g., available at</i>
2. case names in a short cite	Tom v. Jerry, 123 F.3d 123 (2003). => <i>Tom</i> , 123 F.3d at 124.
3. foreign/latin words	<i>Id., supra, infra, and qui tam</i> (res judicata is not)
4. procedural phrases	<i>In re, ex rel., Ex parte</i>
5. Any word/phrases being emphasized	
6. case names in text	In <i>Tom v. Jerry</i> , the court . . . . 123 F.3d 123 (2003).
7. Anything that should be italicized according to <b>BB Rule 7.</b>	

### 2. SHORT CITING WITH *SUPRA*, *INFRA*, *ID.*

<b><i>Supra</i> (BB Rule 4.2)</b>	
Supra can be used after an authority has been fully cited previously unless <i>id.</i> is appropriate.	
[last name of author], <i>supra</i> note [footnote number], at [pincite].	
[title if not author cited], <i>supra</i> note [], at [].	
<b>DO NOT USE supra for:</b>	<b>DO USE it for:</b>
1. cases	1. legislative hearings
2. statutes	2. books
3. constitutions	3. pamphlets
4. legislative material other than hearings	4. unpublished materials
5. regulations, except in extraordinary circumstances	5. periodicals

<p><b>Id. (BB Rule 4.1)</b>  <i>Id.</i> should be used when citing the immediate preceding footnote when the preceding footnote contains only ONE authority.</p>
<p><b>SHORT CITING WHEN SUPRA CANNOT BE USED:</b></p> <p>Note: We follow the “five footnote rule.” Accordingly, a short form of a <b>case (BB Rule 10.9)</b>, <b>statute (BB Rule 12.9)</b>, <b>legislative material (BB Rule.13.7)</b> or <b>regulation (BB Rule 14.10)</b> may only be used if it clearly identifies a source that (1) is already cited in the <i>same footnote</i> or (2) is cited (in either full or short form—including <i>id.</i>) in a <i>manner such that it can be readily found in one of the preceeding five footnotes.</i></p> <p>Otherwise a <i>full citation</i> is required.</p>

### 3. CASES

<b>Judicial Decisions</b>	
<b>BB Rule 10</b>	Meritor Sav. Bank v. Vinson, 477 U.S. 57, 60 (1986). United States v. MacDonald, 531 F.2d 196, 198-99 (4th Cir. 1976).
Shortcite:	<i>MacDonald</i> , 531 F.2d at 197.
<b>General Accounting Office of Comptroller General (GAO) Decisions</b>	
<b>If officially published</b>	
Fullcite: [case name, if given], Comp. Gen. [], 74-2 CPD ¶ [], at [pincite, if any] (year).	Howell Constr., Inc., 66 Comp. Gen. 413, 87-1 CPD ¶ 455 (1987). Bureau of Prisons, 62 Comp. Gen. 678, 84-1 CPD ¶ 91, at 3 (1983).
Shortcite: [case name], [] CPD ¶ [], at [pincite].	<i>Howell</i> , 87-1 CPD ¶ 455, at 8.
<b>If officially Unpublished</b> (it will probably be captioned at “Matter of []).	
Fullcite: [case name, if given], Comp. Gen. B- [do not use commas, there may be more than one B-number], [month (abbreviate according to BB) day,	Better Serv., Comp. Gen. B-265751, B-265751.2, Jan. 18, 1996, 96-1 CPD ¶ 90, at 3.

year], [] CPD ¶ [], at [pincite, if any].	
Shortcite: [case name], [] CPD ¶ [], at [].	<i>Better Serv.</i> , 96-1 CPD ¶ 90, at 2.
<b>Electronic Citation</b> Fullcite: [case name], Comp. Gen. B-[no commas], [Westlaw citation], at [pincite] (C.G. [month day, year]).	<i>Better Serv.</i> , Comp. Gen. B-265751, B-265751.2, 1996 WL 15738, at *1 (C.G. Jan. 18, 1996).
Shortcite: [case name], [Westlaw], at [pincite].	<i>Better Serv.</i> , 1996 WL 15738, at *2.
<b>Some GAO Decisions have unconventional names/titles</b> Fullcite:	Letter to Philip Read, Director, Fed. Regs. Directorate, Comp. Gen. B-12694, 1982 WL 27750 (C.G. Nov. 10, 1982).
Shortcite:	<i>Letter to Philip Read</i> , 1982 WL 27750, at * 4.
<b><i>Board of Contract Appeals (BCA) Decisions (e.g., ASBCA, VABCA)</i></b>	
Fullcite: [case name], [agency BCA] No. [no commas], [] BCA ¶ [with commas], at [pincite, if any, with commas].	General Dynamics Corp., ASBCA No. 25919, 82-2 BCA ¶ 18,074, at 90,730. Ace-Federal Reporters, Inc. v. General Servs. Admin., GSBICA Nos. 13298, 13507-11, 99-1 BCA ¶ 30,139, at 149,102.
Fullcite: electronic (there are no commas in an electronic cite)	General Dynamics Corp., ASBCA No. 25919, 1985 WL 16598, at *6.
Shortcite: [case name], [] BCA ¶ [with commas], at [].	<i>General Dynamics</i> , 85-2 BCA ¶ 18,074, at 90,730.
Shortcite: electronic	<i>General Dynamics</i> , 1985 WL 16598, at *8.

#### 4. REGULATIONS

Procurement regulations are cited without section or paragraph	FAR 15.804-1(a).
FAR is located at 48 C.F.R., however, it should be cited as it is here	DFARS 215.804-1(a).
	FIRMR 201-23.103(a)(i).
Old Dar (ASPR) provisions are cited by edition and revision number and date.	DAR-2-208 (ASPR 1963 ed. Rev. 7, Aug. 15, 1965).

Other Regulations	FTC Credit Practices Rule, 16 C.F.R. § 444 (1999).
	Importation of Fruits and Vegetables, 60 Fed. Reg. 50,379 (Sept. 29, 1999) (to be codified at 7 C.F.R. pt. 300).

## 5. BOOKS

When source collecting, always copy the copyright page. When bluebooking ascertain whether there is an author (individual or multiple), if not figure out who the editor(s) is.	
[FULL NAME OF AUTHOR], [TITLE OF BOOK] [page cited/section cited] ([date of publication]).	LTG JOSEPH M. HEISER, JR., VIETNAM STUDIES: LOGISTICAL SUPPORT 88 (1974).
Note small caps: can be added by selection "Format" --> "Font" on the toolbar and then checking "small caps" under "Effects."	<b>Shortcite (using <i>supra</i>):</b> HEISER, <i>supra</i> note [], at 90.
2 Authors	LEO LEVIN & MEYER KRAMER, NEW PROVISIONS IN THE KETUBAH: A LEGAL OPINION 3-4 (1955).
More than 2 Authors – use <i>et al.</i>	JOHN CIBINIC ET AL., CONSTRUCTION CONTRACTING 658-783 (1991).
Shorter works in collection	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).
Government Publications ( <b>BB Rule 15</b> )	U.S. GEN. ACCOUNTING OFFICE, SINGLE-FAMILY HOUSING: IMPROVEMENTS NEEDED IN HUD'S OVERSIGHT OF PROPERTY MANAGEMENT CONTRACTORS 5-6 (1998).
<b>Note:</b> Abbreviate and omit words in institutional author names according to <b>BB Rule 15.1(d)</b> ( <i>e.g.</i> , abbreviate all words in <b>T.6, T.10, U.S.</b> , etc.)	U.S. DEP'T OF ARMY, FIELD MANUAL No. 27-10, THE LAW OF LAND WARFARE 34 (1956) [hereinafter FM 27-10].

## 6. PERIODICALS

Law Reviews	Kim Lane Scheppelle, <i>Foreword: Telling Stories</i> , 87 MICH L. REV. 2073, 2082 (1989).
Shortcite: (using <i>supra</i> )	Scheppelle, <i>supra</i> note [], at 2075.
Magazines	J. Edward Welch, <i>Mistakes in Bids</i> , 1 BRIEFING PAPERS COLLECTION 47, 51 (1970).
	Raplh C. Nash & John Cibinic, <i>Dateline November 1999</i> , 13 NASH & CIBINIC REP. ¶ 37, Nov. 1998, at 1.

## 7. GENERAL RULES

- The author's credentials should briefly indicate the author's position and affiliation. The credentials should not include academic credentials.
- When using signals as verbs, matter that would be included in parenthetical explanation should be made part of the sentence itself. **(BB Rule 1.2(e))**
  - See Louis Touton, Note, *The Property Power, Federalism, and the Equal Footing Doctrine*, 80 COLUM. L. REV. 817 (1980) (discussing the limits on the property power).
  - **Becomes:**
    - See Louis Touton, Note, *The Property Power, Federalism, and the Equal Footing Doctrine*, 80 COLUM. L. REV. 817 (1980), for a discussion of the limits on property power.
      - Cf. becomes "compare"
      - E.g. becomes "for example"
- As a general rule, avoid hyphens, except for the following:
  - co-chair, co-author, law-related, ABA-approved, quasi-judicial, long-range, post-trial, high-level position, cross-examination.

### **Abbreviation/Capitalization:**

- No quotation marks around common abbreviations or acronyms in parenthesis.
- For author made abbreviations or acronyms, place quotation marks around the abbreviation:
  - Internal Revenue Service (IRS)
  - The manufacturers, Best Bowling Ball Corporation (“BBBC”), breached its contract.
  - Administrative Procedure Act (APA or “the Act”).
- Define abbreviations with parentheticals the first time they appear in the text as well as the first time they appear in the footnotes.
- U.S. = adjective; United States = noun.
  - The U.S. Dep’t of Treasury
  - U.S. currency
- Section of Public Contract Law (NOT Public Contract Section)
- Department of Defense = DoD
- Second Amendment; First Amendment
- Do NOT capitalize the following:
  - Administration, e.g., Clinton administration
  - brain trust
  - cabinet
  - church and state
  - city hall
  - civil service
  - executive, legislative, or judicial branch
  - post office
  - state
- The following Government Contract Terms are capitalized (except when use as adjectives e.g. government official)).
  - Government
  - Contracting Officer
  - Cost Principle
  - Federal Government
- Capitalize “Act” and “Codes” only when referring to a specific act.
- Lowercase “section,” “article,” “title,” “part,” and “subpart” when referring to a part of a statute in text.

- Capitalize “Article,” Note,” and “Part” when referring to a specific publication.
- The percentage symbol should be used whenever numerals are used, and the word should be spelled out whenever numbers are spelled out.
- Use “%” signs in charts and tables if they clarify the meaning.

**Punctuation/Spacing:**

- ONE space after a comma, semi-colon, parenthesis.
- TWO spaces after a period, exclamation mark, question mark
- Do not use apostrophes unless they serve a function or purpose
  - 1990s NOT 1990’s
- Delete commas after short introductory adverbial phrases
  - In the 1950s the World Bank became a powerful institution.
  - NOT: In the 1950s, the World Bank became a powerful institution.