

Public Contract Law Journal Style Guide 2008-2009

A. GRAPHICS

<p>PCLJ encourages authors to include a graphic component with their articles. For ideas or questions regarding graphic components, please work with your ABA editor.</p>	<p>Examples of graphic elements:</p> <ul style="list-style-type: none"> • Graphs • Charts • Sidebars • Pull quotes
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B. TYPEFACE

- Only three typefaces are used: (1) Courier New Roman, (2) *Italics* 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	<i>Tom v. Jerry, 123 F.3d 123 (2003), becomes Tom, 123 F.3d at 124.</i>
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/phrase being emphasized	
6. case names in text	<i>In Tom v. Jerry, the court 123 F.3d 123 (2003).</i>
7. anything that should be italicized according to BB Rule 7	

C. SHORT CITING (Supra, Infra, Id.)

Supra (BB Rule 4.2)—Supra can be used after an authority has been fully cited previously unless *id.* is appropriate.
 [last name of author], *supra* note [footnote number], at [pincite].
 [title if not author cited], *supra* note [], at [].

DO NOT USE supra for:	DO USE supra for:
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 unpublished materials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 for extraordinary circumstances	5. periodicals

Id. (BB Rule 4.1)
Id. should be used when citing to the same source cited in the immediately preceding footnote, but ONLY IF the preceding footnote contains only one authority.

EXCEPTION: The Five Footnote Rule
 PCLJ follows the “five footnote rule” under which a short form of a **case (BB Rule 10.9)**, **statute (BB Rule 12.9)**, **legislative material (BB Rule.13.7)** or **regulation (BB Rule 14.10)** may only be used if it clearly identifies a source that (1) is already cited in the *same footnote* or (2) is cited (in either full or short form—including *id.*) in *a manner such that it can be readily found in one of the preceeding five footnotes.*
 Otherwise *a full citation* is required.

D. CASES

Judicial Decisions	
BB Rule 10	United States v. MacDonald, 531 F.2d 196, 198-99 (4th Cir. 1976).
Shortcite:	<i>MacDonald</i> , 531 F.2d at 197.
U.S. Government Accountability Office (GAO) Comptroller General Decisions	
If officially published	Howell Constr., Inc., 66 Comp. Gen. 413, 87-1 CPD ¶ 455 (1987).
<u>Fullcite:</u> [case name if given], Comp. Gen. [], 74-2 CPD ¶ [], at [pincite] (year).	Bureau of Prisons, 62 Comp. Gen. 678, 84-1 CPD ¶ 91, at 3 (1983).
<u>Shortcite:</u> [case name], [] CPD ¶ [], at [pincite].	<i>Howell</i> , 87-1 CPD ¶ 455, at 8.
If officially unpublished	Better Serv., Comp. Gen. B-265751, B-265751.2, Jan. 18, 1996, 96-1 CPD ¶ 90, at 3.
<u>Fullcite:</u> [case name if given], Comp. Gen. B-[number-do include commas to separate digits], [month day, year], [] CPD ¶ [], at [pincite].	
<u>Shortcite:</u> [case name], [] CPD ¶ [], at [].	<i>Better Serv.</i> , 96-1 CPD ¶ 90, at 2.
Electronic Citations	Better Serv., Comp. Gen. B-265751, B-265751.2, 1996 WL 15738, at *1 (C.G. Jan. 18, 1996).
<u>Fullcite:</u> [case name], Comp. Gen. B- [number-no commas], [Westlaw citation], at [pincite] (C.G. [month day, year]).	

<u>Shortcite:</u> [case name], [Westlaw citation], at [pincite].	<i>Better Serv.</i> , 1996 WL 15738, at *2.
Some GAO Decisions have unconventional names/titles <u>Fullcite:</u>	Letter to Philip Read, Director, Fed. Regs. Directorate, Comp. Gen. B-12694, 1982 WL 27750 (C.G. Nov. 10, 1982).
<u>Shortcite:</u>	<i>Letter to Philip Read</i> , 1982 WL 27750, at *1.
Boards of Contract Appeals (BCA) Decisions	
<u>Fullcite:</u> [case name], [agency BCA] No. [no commas], [] BCA ¶ [with commas], [pincite, if any, with commas].	General Dynamics Corp., ASBCA No. 25919, 82-2 BCA ¶ 18,074, at 90,730.
	<i>Ace-Federal Reporters, Inc. v. General Servs. Admin.</i> , GSBCA Nos. 13298, 13507-11, 99-1 BCA ¶ 30,139, at 149,102.
<u>Shortcite:</u> [case name], [] BCA ¶ [with commas], at [].	<i>General Dynamics</i> , 85-2 BCA ¶ 18,074, at 90,730.
Electronic Citations <u>Fullcite:</u> [case name], [Agency BCA] No. [number without commas], [Westlaw citation], at [pincite].	General Dynamics Corp., ASBCA No. 25919, 1985 WL 16598, at *6.
<u>Shortcite:</u> [case name], [Westlaw citation], at [pincite].	<i>General Dynamics</i> , 1985 WL 16598, at *8.

E. REGULATIONS

Procurement regulations are cited without section or paragraph symbols.	FAR 15.804-1(a).
Though located at 48 C.F.R., the FAR (and corresponding agency supplements) should be cited as:	DFARS 215.804-1(a).
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 (BB Rule 14.2)	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).

F. BOOKS AND REPORTS

When source collecting, always copy the copyright page. When bluebooking, ascertain whether there is an author (individual or multiple). If not, determine the identity of the author(s).	
[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."	Shortcite (using <i>supra</i>): HEISER, <i>supra</i> note [], at 90.
Two Authors	LEO LEVIN & MEYER KRAMER, NEW PROVISIONS IN THE KETUBAH: A LEGAL OPINION 3-4 (1955).

<p>More than two authors – use <i>et al.</i></p>	<p>JOHN CIBINIC ET AL., CONSTRUCTION CONTRACTING 658–783 (1991).</p>
<p>Shorter works in collection</p>	<p>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>
<p>Publications</p> <p>BB Rules 14, 15. Note: Abbreviate and omit words in institutional author names according to BB Rule 15.1(d) (e.g., abbreviate all words in T.6, T.10, U.S., etc.)</p>	<p>U.S. GOV'T ACCOUNTABILITY OFFICE, CONTRACT MANAGEMENT: DOD VULNERABILITIES TO CONTRACTING FRAUD, WASTE, AND ABUSE 5–6 (2006).</p> <p>U.S. DEP'T OF ARMY, FIELD MANUAL No. 27–10, THE LAW OF LAND WARFARE 34 (1956) [hereinafter FM 27–10].</p>
<p>Congressional Research Service Reports</p> <p>AUTHOR, CONG. RESEARCH SERV., REPORT No. [], [REPORT NAME] [page, if any] (date).</p>	<p>KEATH BEA, CONG. RESEARCH SERV., REPORT No. RL33729, FEDERAL EMERGENCY MANAGEMENT POLICY CHANGES AFTER HURRICANE KATRINA: A SUMMARY OF STATUTORY PROVISIONS (Nov. 15, 2006) [hereinafter CRS, POLICY CHANGES AFTER KATRINA].</p>
<p>Unpublished Items</p> <p>BB Rule 17.1.3</p>	<p>Letter from Pierre Arsenault, Executive Editor, Harvard Law Review, to Bryan M. Killian, Supreme Court Chair, Harvard Law Review (Apr. 2, 2004) (on file with the Harvard Law School Library).</p>

G. PERIODICALS

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

H. CONGRESSIONAL TESTIMONY

<p>BB Rule 13.3</p>	<p><i>Copyright 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</i>, 98th Cong. 14 (1983) (statement of Jon A. Baumgarten, Copyright Counsel, Association of American Publishers).</p>
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I. INTERNET SOURCES

<p>BB Rules 18.2.1, 18.2.2</p> <p>When the source is also available in a traditional print version, but you are citing to an online version for improved access for the reader, use the phrase <i>available at</i> before the Internet address</p>	<p>SANTA MONICA, CAL., MUN. CODE ch. 3.20 (1976), <i>available at</i> http://www.codemanage.com/santamonica/.</p>
<p>Rule 18.2.3</p> <p>When the source is only available online, do not use <i>available at</i>.</p>	<p>Douglas Gantenbein, Mad Cows Come Home, SLATE, Jan. 5, 2004, http://slate.msn.com/id/2093396/index.html.</p>

J. GENERAL RULES

<p>The author’s credentials should briefly indicate the author’s position and affiliation. The credentials should not include academic credentials.</p>	
<p>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))</p>	<p><i>See</i> Louis Touton, Note, <i>The Property Power, Federalism, and the Equal Footing Doctrine</i>, 80 COLUM. L. REV. 817 (1980) (discussing the limits on the property power).</p> <p>BECOMES:</p> <p><i>See</i> Louis Touton, Note, <i>The Property Power, Federalism, and the Equal Footing Doctrine</i>, 80 COLUM. L. REV. 817 (1980), for a discussion of the limits on property power.</p> <ul style="list-style-type: none"> o Cf. becomes “compare” o E.g. becomes “for example”

K. ABBREVIATION/CAPITALIZATION

<p>No quotation marks around common abbreviations or acronyms in parenthesis.</p> <p>For author made abbreviations or acronyms, place quotation marks around the abbreviation:</p>	<ul style="list-style-type: none"> o Internal Revenue Service (IRS) o The manufacturers, Best Bowling Ball Corporation (“BBBC”), breached its contract. o Administrative Procedure Act (APA or “the Act”).
<p>Define abbreviations the first time they appear in the text AND the first time they appear in footnotes.</p>	
<p>U.S. = adjective; United States = noun.</p>	<ul style="list-style-type: none"> o The U.S. Dep’t of Treasury o U.S. currency
<p>Section of Public Contract Law (NOT Public Contract Section)</p>	
<p>Department of Defense = DoD</p>	
<p>Second Amendment; First Amendment</p>	
<p>Do NOT capitalize the following:</p>	<ul style="list-style-type: none"> o Administration, e.g., Clinton administration o brain trust o cabinet o church and state o city hall o civil service o executive, legislative, or judicial branch o post office o state
<p>Capitalize the following, except when use as adjectives:</p>	<ul style="list-style-type: none"> o Government o Contracting Officer o Cost Principle o Federal Government

Section vs. §	
“Section” at beginning of a sentence, or “section” written out when discussing part of a named Act. Otherwise, when discussing part of U.S. Code, use the symbol. (BB Rule 12.8.)	
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 when numerals are used, and the word (“percent”) should be spelled out whenever numbers are spelled out.	Use “%” signs in charts and tables if they clarify the meaning.

L. 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.	o 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.
Avoid hyphenating compound modifiers (noun-noun, adverb-adjective combinations that jointly modify another word) unless there may be confusion. Additional words that SHOULD be hyphenated include:	co-chair, co-author, law-related, ABA-approved, quasi-judicial, long-range, post-trial, high-level position, cross-examination.