

## Public Contract Law Journal Style Guide 2008-2009

### A. GRAPHICS

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

- Only three typefaces are used: (1) Courier New Roman, (2) *Italics* or (3) BIG and SMALL Caps.

<b><i>Italicize:</i></b>	
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 unpublished materials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 preceding five footnotes.*  
 Otherwise *a full citation* is required.

**D. CASES**

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If officially unpublished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

<u>Shortcite:</u> [case name], [Westlaw citation], at [pincite].	<i>Better Serv.</i> , 1996 WL 15738, at *2.
<b>Some GAO Decisions have unconventional names/titles</b> <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.
<b>Boards of Contract Appeals (BCA) Decisions</b>	
<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.
<b>Electronic Citations</b> <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 <b>(BB Rule 14.2)</b>	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><b>Shorter works in collection</b></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><b>Publications</b></p> <p><b>BB Rules 14, 15.</b>  <b>Note:</b> Abbreviate and omit words in institutional author names according to <b>BB Rule 15.1(d)</b> (e.g., abbreviate all words in <b>T.6, T.10, U.S.</b>, 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><b>Congressional Research Service Reports</b></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><b>Unpublished Items</b></p> <p><b>BB Rule 17.1.3</b></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 &amp; John Cibinic, <i>Dateline November 1999</i>, 13 NASH &amp; CIBINIC REP. ¶ 37, Nov. 1998, at 1.</p>

**H. CONGRESSIONAL TESTIMONY**

<p><b>BB Rule 13.3</b></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><b>BB Rules 18.2.1, 18.2.2</b></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> <a href="http://www.codemanage.com/santamonica/">http://www.codemanage.com/santamonica/</a>.</p>
<p><b>Rule 18.2.3</b></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, <a href="http://slate.msn.com/id/2093396/index.html">http://slate.msn.com/id/2093396/index.html</a>.</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. (<b>BB Rule 1.2(e)</b>)</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><b>BECOMES:</b></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"> <li>o Cf. becomes “compare”</li> <li>o E.g. becomes “for example”</li> </ul>

**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"> <li>o Internal Revenue Service (IRS)</li> <li>o The manufacturers, Best Bowling Ball Corporation (“BBBC”), breached its contract.</li> <li>o Administrative Procedure Act (APA or “the Act”).</li> </ul>
<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"> <li>o The U.S. Dep’t of Treasury</li> <li>o U.S. currency</li> </ul>
<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"> <li>o Administration, e.g., Clinton administration</li> <li>o brain trust</li> <li>o cabinet</li> <li>o church and state</li> <li>o city hall</li> <li>o civil service</li> <li>o executive, legislative, or judicial branch</li> <li>o post office</li> <li>o state</li> </ul>
<p>Capitalize the following, except when use as adjectives:</p>	<ul style="list-style-type: none"> <li>o Government</li> <li>o Contracting Officer</li> <li>o Cost Principle</li> <li>o Federal Government</li> </ul>

<b>Section vs. §</b>	
“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. <b>(BB Rule 12.8.)</b>	
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.