

Style Guide

A. Typefaces. The Mississippi College Law Review uses the three typefaces provided by the Bluebook.

1. Ordinary type
2. *Italics* – Indicated by underscoring the word you want to be italicized.
3. LARGE AND SMALL CAPS – Indicated by double underlining the word you want to be in Large and small caps. The double underline button can be placed on your toolbar in Word in the following manner:

1. Click on View on the menu toolbar.
2. Click on Toolbars.
3. Click on Customize.
4. Click on Format.
5. Scroll down to the double underline button (a capital D with two lines underneath (Example: D)).
6. Click with left mouse button and hold and drag to your formatting toolbar.

B. Typeface Used in Main Text. The font and size should be Times New Roman 12 point for the article text. Only ordinary roman type and italics are used in the main text.¹ Case names appearing in titles or main headings of your note are not underlined. Other words may be italicized for style or emphasis, and you should refer to the Bluebook for the rules pertaining to these situations. Furthermore, there are no full citations in law review text.

¹ Notice how the case name in the text of this article appears. See Supra text accompanying note 3. Notice also that the punctuation in the text comes before the footnote number.

C. Typeface Used in Footnotes. The font and size should be Times New Roman 10 point for footnote text. Ordinary type is used for full citations, names of laws, treatises, authors of periodical articles,² bound case reporters,³ case names that appear within an article title.⁴

Italicize type for case names in short cites, titles of articles in periodicals, signals,⁵ id., words for style or emphasis,⁶ foreign words which have not been incorporated into the English language,⁷ and explanatory phrases.⁸

Large and small capitals are used for titles of books, authors of books, names or periodicals, codifications,⁹ constitutions, quasi-statutory materials,¹⁰ and pamphlets.

D. Format of Casenotes.

1. Justification. All articles, including footnotes, must be left justified to avoid spacing errors in citations. This can be achieved in the text by setting the format to be left justified using the appropriate button on your toolbar or from the Format menu. If you forget this, and you type your paper with right justification, simply click on Edit, then Select All, then click the left justified button. You may also repeat this same procedure in the footnote text, but you must first click down into the footnote text to do so.

2. Spacing and Margins. The text of the articles must be double spaced with 1” margins. The text of the footnotes is defaulted to single space and should remain so. To maintain this, do not return after you finish typing a footnote.

² Law Review articles, magazine articles, newspaper articles, and the like. Refer to your Bluebook for other examples.

³ Examples for these are F. Supp., S.W. 2d and U.S.

⁴ For example, Charles Bivens, Actions for Equal Protection Violations: Davis v. Passman, 92 Harv. L. Rev. 745 (1979).

⁵ See, See also, But see.

⁶ Words italicized in quotations or words which you want to stress to the reader.

⁷ Examples are cert. denied, reprinted in, aff'd, etc.

⁸ But not author's names of articles in periodicals such as law reviews.

⁹ Miss. Code Ann.

¹⁰ Model Rules of Professional Responsibility.

3. Footnotes. As stated earlier, you must use footnotes in this casenote rather than the citation sentences you used in your briefs. It is best to prepare your toolbar for footnotes before beginning your paper. You can do this in the following manner:

1. Click on View.
2. Click on Toolbars.
3. Click on Customize.
4. Click on Insert from the Categories menu.
5. Scroll down to the “Insert Footnote” button.
6. Left click and drag the button to your toolbar.

If you decide to add a footnote in your text, the computer will adjust the numbering, if you have used the procedures outlined above to insert footnotes. Additionally, once you begin to use footnotes, the computer will draw the dividing line automatically.

4. Footnote Numbering Format. Footnote numbers must be lined up properly. This is done by placing the cursor in front of the footnote number, then entering a Tab plus 2 spaces for numbers 1-9; a Tab plus 1 space for numbers 10-99; and only a Tab for numbers 100-999.¹¹

E. Title, Headings and Subheadings.

1. Title. The title appears on the top center of the first page of a casenote. Large and Small Capitals are used for the title. Case names in Titles are italicized.
2. Headings. These include all main headings (Background, Analysis, Conclusion, etc.). These headings should be centered and accompanied by a roman number (i.e. I, II, etc.). They should be in Large and Small Capitals. Case names in Headings should be italicized.

¹¹ Notice how these footnotes are aligned.

3. Subheadings. These are the subparts of a main heading. They should be italicized, centered, and accompanied by a capital letter (i.e. A, B, C, etc.). Case names in subheadings appear in ordinary roman type (not italicized).

4. Examples.

Title About Case Name

I. Heading About Case Name

A. Subheading About Case Name

F. Reference to Cases and Statutes in Text.

1. Cases. Case names in text must be italicized. Both parties must be named in the first reference to the case. In subsequent references, only one party name is used. Do not abbreviate words making up part of a case name except for widely recognized initials (NAACP) and the words &, Ass'n, Bros., Co., Corp., Inc., Ltd., and No.

2. Statutes. Statutes in text appear in ordinary roman type. Statutes in text may also be referred to by official name, popular name, or code section.¹²

G. Introductory Signals. Signals should be used in accordance with the Bluebook rules. An introductory signal is needed any time the cited authority does not directly support a proposition in the text (almost always a paraphrase from the source) or identify a quote in the text. All signals should be italicized, except when used as a verb in a textual sentence. Be sure to read the rules concerning order of authorities within a signal.¹³

H. Short Citation Forms.

¹² These are examples that should appear in the text, not the footnotes: The Lanham Act and Mississippi Code section 95-3-23. Refer to Bluebook for proper citation in footnotes.

¹³ This type of footnote would look something like this: Id. at 723. See Kramer v. Kramer, 323 So. 2d 1979 (Miss. 1983); Johnson v. Johnson, 655 So. 2d 223 (Miss. 1998); Blake v. Smith, 710 So. 2d 999 (Miss. Ct. App. 1998). Remember that federal cases, if any, would be cited first by rank and date (Supreme Ct., federal reporters, federal supplement reporters), then state cases by alphabetical order and rank within each state (supreme court, court of appeals).

1. Id. Id. should be used in accordance with the Bluebook rules. It may be used for any type of authority except internal cross-references.¹⁴ Do not use id when the immediately preceding footnote contains more than one authority, unless the other authority is cited totally parenthetically, in which case the parenthetical authority is ignored and id. may be used.¹⁵

2. Short Citation of Cases and Statutes. Once a full citation to a case or statute has been given, a short citation form may be used in subsequent citations of that authority. Cases should be cited according to the form listed in the Bluebook. This form can be used when the full cite or the short form can be found in one of the preceding five footnotes other than id. citations. Statutes may be given a short citation according to the Bluebook rules, which allows any form that clearly identifies the statute.

3. Later Citations to Materials Other Than Cases. When referring to books, periodicals, legislative materials, etc. you are allowed to use a supra or hereinafter form. However, you cannot use id. in a subsequent cite to one of these short forms. You must use the short cite again. The “hereinafter” form is used for authority that would be cumbersome to cite with the usual supra form.¹⁶ Please read carefully the rules pertaining to supra and hereinafter.

4. Internal Cross Reference. References to other footnotes, text, or pages within a paper may be made by using supra or infra. There is no one correct manner, but the words “supra” and “infra” should always precede the part of the work being referenced. For example:

1. See supra note 24 and accompanying text.

2. See infra pp. 104-07.

¹⁴ For instances, supra and infra.

¹⁵ Example: Smith, 722 So. 2d at 494 (citing Johnson v. Johnson, 655 So. 2d 415, 425 (Miss. 1996)).

¹⁶ You would use the hereinafter form if you are using two or more authorities by the same author (hereinafter Smith I) (hereinafter Smith II), or if an article with an extremely long title had no listed author as is often the case in legislative materials. Here is an example: Proposed Amendments to the Federal Rules of Criminal Procedure: Hearings before Subcomm. on Criminal Justice of the House Comm. on the Judiciary, 95th Cong. 92-93 (1997) [hereinafter Hearings] (testimony of Prof. Wayne Lefave).

3. See supra text accompanying notes 27-29.

Hint: If you find it necessary to add or delete footnotes after writing your paper, please remember to check your internal cross references, if any, to be sure that your references are to the correct footnotes and/or text.

I. Capitalization, Punctuation and Spacing, etc.

1. When an article refers to the article itself, or a casenote refers to the note itself, those references are capitalized. Ex. This Article, this Note. However, references to parts within the article or note are not capitalized. Ex. part III(B).

2. When referring to a court using a case name, the word court is not capitalized unless it is referring to the United States Supreme Court. Ex. According to the Roe Court . . . (referring, of course to Roe v. Wade, a United States Supreme Court decision).

3. There are 2 spaces after all periods and colons in the text of an article, except after the roman numeral/letter/number in the heading/subheading/sub-subheading, where there is only 1 space. There is also only 1 space following a footnote number and the text of the citation (see footnotes below). There is only 1 space after semi-colons in text or footnotes.

4. For printing purposes, hyphens are indicated by a single dash mark – between words, which an actual dash is indicated by a—cm space between phrases. Note that there are no spaces between the—and between phrases. Ex. Law school is hard—but not impossible. To achieve an em space, type 2 dashes following the last word of the first phrase, then without hitting the space bar, type the first word of the second phrase. Once you have completed typing that word and you space for the next word, the em space will be created automatically by your computer. You can also insert one from the Insert/Symbol menu, but this is time consuming.

5. When listing a series of single words, we have chosen not to place a comma between the next-to-last listed item and the conjunction. Ex. Franchises, copyrights and

goodwill. However, for multiple-word phrases, you will use a comma between the next-to-last listed phrase and the conjunction. Ex. We are planning to go to Colorado, to hike up the Donner Pass, and to climb Pike's Peak.

6. When italicizing a word, signal, etc. you only italicize punctuation that is a part of that word, signal, etc. As such, when using the signal see, e.g., you italicize the first comma, but not the last! However, note that the period following id. is always italicized.

7. Do not use contractions in law review articles or casenotes, unless they are part of a direct quote.¹⁷

8. Long quotations of more than forty-nine words are single-spaced and indented five spaces from each margin as in briefs. The footnote number appears after the period following the last word of the quotation.

9. SPELL CHECK and PROOF READ!!!!

10. CHECK THE BLUEBOOK for answers to your citation questions. Katina cannot and will not answer Bluebook questions.

¹⁷ "Hell no, we won't go" is proper. Hell no, we won't go is not.