Style Guide

2022-2023

The *UCLA Undergraduate Law Journal* Style Guide was developed to establish uniformity amongst its individual articles and issues. This style guide follows *[The Bluebook: A Uniform System of Citation](#)* (21st ed. 2020) for citation form and represents the definitive authority for all editors of the ULJ.

Any editorial questions not addressed in this guide can be found in the *[Chicago Manual of Style](#)* (17th ed. 2017) or the *[Oxford English Dictionary](#)*. If you have any questions during the writing or editing process, please contact a ULJ Executive Board member.

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Layout and Style

Typography
- Font: Times New Roman
- Size: 12 pt.
- Spacing: 2.0 (double space)
- Footnotes: Times New Roman, 10 pt.
  - *Id.*: to cite the same source in consecutive footnotes, but different pages
  - *Ibid.*: to cite the same source *and* same page in consecutive footnotes
  - *Supra*: to cite a source from an early footnote (author name, *supra* note #)
- Typefaces
  - Ordinary Roman (Plain Text)
  - Underlined
  - *Italicized*
  - LARGE AND SMALL CAPITALS

Headings
- Font: Times New Roman
- Size: 12 pt.
- Bolded
- Use Roman numerals (I, II, etc.) for sections, capital letters (A, B, etc.) for subsections, and lowercase Roman numerals (i, ii, etc.) for subsections within subsections.
- Note: Abstract and Conclusion sections should not be in all caps, bolded, and without a section number.

In-Text Reference Rules
- Cases
  - Always capitalize and italicize the names of cases.
  - Use full name at first reference (*Roe v. Wade*) and shorten for subsequent references (*Roe*).
  - Always capitalize the Supreme Court (including when saying "the Court" or "the *Roe* Court"); but not courts generally.
  - The versus in a court case name is always "v." not "vs."
- Capitalization
  - Use "Constitution" when referring to the federal Constitution or a specific state Constitution.
  - Use "Amendment" when referencing a specific amendment.
  - Both the name of the party and the word "party" if it is customarily used as part of the organization's proper name: the Democratic Party, the Republican Party.
  - Communist, Conservative, Democrat, Liberal, Republican, Socialist, etc., when they refer to a specific party or its members. Lowercase these words

when they refer to political philosophy.
  - "Circuit" should only be capitalized when it appears in the title of a particular court.
  - When referring to the United States Congress, "Congress" is capitalized.

Block Quotes
- Should be used for quotes that are four or more lines long.
- The whole block should be justified, single-spaced, and have 0.5-inch indents on both sides.
- A line should be skipped both immediately before and after the block.
- Does not need quotation marks at the beginning or end.
- Introduce with a colon.
  - Example:

The report contains a quasi-definition of the term "independent contractor":

> "Independent contractors" undertake to do a job for a price, decide how the work will be done, usually hire others to do the work, and depend for their income not upon wages, but upon the difference between what they pay for goods, materials, and labor and what they receive for the end result, that is, upon profits.[15]

Abbreviations and Acronyms
- It is not necessary to spell out some of the more common abbreviations on the first reference, e.g., LGBTQ, ACLU, NAACP, YMCA, PAC, NGO, UCLA, and NYU.
- Generally, omit periods from acronyms, including for EU. Exceptions are acronyms such as U.S., U.K., B.A., B.C., and U.N. However, refer to an organization as it refers to itself: Boston University refers to itself as BU, not B.U.; WTO, not W.T.O.
- Do not abbreviate the days of the week.
- It is appropriate to list office name abbreviations in parentheses after the name. Office of Career Service (OCS)
- Spell out acronyms before you use them.

General rules for using words vs. numerals
- Spell out numbers one through nine (except when referring to statutory provisions, e.g., Section 5, not Section Five).
- Numbers 10 and above can be written as numerals (with a few exceptions).
- Spell out numbers at the beginning of sentences.
- Always use numerals for the following:
  - Ages: use hyphens for ages expressed as adjectives before a noun or as substitutes for a noun: a 5-year-old boy, but the boy is 5 years old.
  - Days of the month
  - Degrees of temperature; note that "degrees" is spelled out; do not use the symbol; Celsius and Fahrenheit are both capitalized.
  - Percentage — use the symbol %; do not write out the word
  - In a title, use the numeral. Do not spell out numbers in a title, even under 10.
  - Use numerals for dollar amounts: $30 million
- For time, use numerals, but spell out noon and midnight. Use a colon to separate hours

from minutes, but do not use :00: 2 p.m.; 2:30 a.m.

> o Always use periods after letters in a.m. and p.m.

- Avoid Roman numerals, except when a specific international treaty uses them to number its provisions. Examples of such treaties include the General Agreement on Tariffs and Trade and the Convention on the Prevention and Punishment of the Crime of Genocide.

More Punctuation

- Comma
  - o Use the serial/Oxford comma. *She likes dogs, cats, and fish.*
- Quotation Marks
  - o Periods and commas always go inside quotation marks.
  - o Colons, dashes, semicolons, question marks, and exclamation points go within the quotation marks when they apply to the quotation. They go outside when they apply to the entire sentence.
    - ▪ Example: Did she tell me to "check my citations"?
  - o Journal articles and book titles go within quotation marks.
- Em dash (—)
  - o Add surrounding space around the em dash — like this. Do not use two hyphens (-) as an em dash.
- En dash (–)
  - o Use in spans of numbers, no surrounding space: pages 20–42.
- Hyphen (-)
  - o Use to separate the elements of a compound word that is ordinarily hyphenated in a dictionary or other authoritative source.
  - o Use for compound adjectives occurring before a noun: well-known professor, full-time job.
  - o Generally, use a hyphen in modifiers of three or more words: black-and-white photo, well-thought-out plan.
  - o Generally, no hyphen for double e combinations: reelect, preempted
- Parentheses
  - o Avoid the overuse of parentheses in body text.
  - o If the material within the parenthesis is a full sentence, the punctuation belongs inside. Incomplete sentences should have punctuation outside of the parenthesis.

Writing Do's and Don'ts

DO…

- **Signpost!** Towards the end of your introduction, clearly lay out what each section of your article will discuss and its purpose. At the beginning of each section, reiterate this information so the reader has a clear grasp of what is going on. Use phrases like "in this section."
- **Use data, statistics, and real-life examples** as long as it all relates back to your overarching legal argument. Make sure to cite all evidence.
- **Use active voice**. In each sentence, ensure that the subject is performing the action. Say "The Supreme Court overturned the ruling" instead of "The ruling was overturned by the Supreme Court."
- **Make liberal use of sections and subsections.** They help structure your article and give the reader a sense of direction. Give them descriptive names.
- **Ask for help!** Your editor and the exec team are here for you and want to get you to publication.

DON'T…

- **Use purely political or policy arguments/language.** Of course, your article should clearly and strongly advocate for your legal point of view. However, make sure to ground it all in the law and don't cloud your writing with emotional rhetoric (especially in the body sections).
- **Stray from your main point.** Asides and allusions to similar issues can help illustrate the importance of your topic or generate further discussion, but don't get too off topic. You only have so much space to make your point.
- **Use passive voice.** Remember, the subject should perform the action by the verb and not vice versa**.**
- **Fall into common writing traps** (run-on sentences, misplaced modifiers, etc.)
- **Write your whole article in one sitting.** Take breaks and come back with a fresh perspective!

Editing Tools

There are two tools that our editors will use to make edits via Google Documents: *suggestions* and *comments*. Please stick to these methods for the sake of consistency and readability.

Suggestion Mode
- Suggestion Mode will allow you to make edits directly onto the document while keeping the original text.
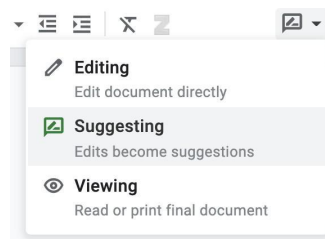
- Type directly into the document or delete text to make suggestions. They will appear like this:

- An explanation of each suggestion made will appear to the right. Selecting the check will make the edit and change the original text. Selecting the X will delete the suggestion entirely.
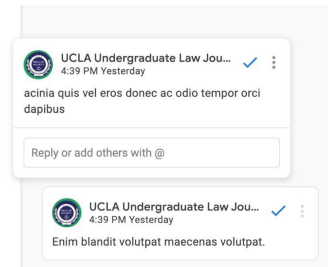

- This is best suited for line edits that address mechanical/stylistic concerns such as passive voice, grammatical errors, sentence structure/flow, etc. Be wary of completely rewriting sentences.

Comments
- Highlight text and select the ⊞ icon or Ctrl(Command if on Mac)-Option-M to add a comment. Comments will appear like this:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut aliquam purus sit amet. Velit aliquet sagittis id consectetur. Cras semper auctor neque vitae tempus quam pellentesque. Eu sem integer vitae justo eget magna fermentum iaculis eu. Donec massa sapien faucibus et molestie ac.

UCLA Undergraduate Law Jou...
4:39 PM Yesterday

acinia quis vel eros donec ac odio tempor orci dapibus

Reply or add others with @

UCLA Undergraduate Law Jou...
4:39 PM Yesterday

Enim blandit volutpat maecenas volutpat.

- Comments can be used to ask for clarification, making general comments regarding a large part of text, and explaining the edits you are making. This tool is best suited for making edits regarding structure, argument, and overall content.

Note: *It is very important to make use of both of these tools!* Balance the number of mechanical/stylistic edits versus argumentative/content-based comments you are making to ensure you're addressing all parts of the article. Also, be cognizant of what kind of edits would be most helpful based on which draft this is. If you are editing a first draft, you may want to make more holistic edits around argumentation and structure before looking at specific sentences. If you are editing a final draft, it may not be a good idea to make sweeping changes to the argument and structure.

Introduction to Bluebook

What is Bluebook?
Bluebook is the legal citation system used in most law reviews at U.S. law schools.

How does it work?
Unlike other citation systems (MLA, APA, Chicago), Bluebook citations will vary based on the type of source being cited. Capitalization, abbreviations, and italics are specific to each source, so it is important to pay attention to what you are citing and closely follow the Bluebook guides. Additionally, there will be special kinds of footnote citations (ex: *Id, Supra*) for citations that are back-to-back or for a source that was cited earlier. Unfortunately, there is no kind of generator or website to create citations, so these will have to be done by hand.

Where can I find more information about it?
Bluebook can be very overwhelming at first! We will have a more comprehensive manual and workshops for Bluebook later in Winter Quarter, so you will have a much better idea of how to approach this. We will also provide the login information for https://www.legalbluebook.com, which is a comprehensive guide for everything related to Bluebook. Feel free to drop any Bluebook-related questions in Slack, too!

Citation Examples
- Cases
  - Blakely v. Washington, 542 U.S. 296 (2004).
  - Filartiga v. Pena-Irala, 630 F.2d 876 (2d Cir. 1980).
- Constitutions
  - U.S. CONST. art. I, § 9, cl. 2.
  - TEX. CONST. art. III
- Statutes
  - Galt, Cal., Mun. Code § 18.16.
  - Cal. Penal Code § 667 (1982).
- Law Journal Articles
  - Simon Chin, *Introducing Independence to the Foreign Intelligence Surveillance Court*, 131 YALE L.J. 370 (2021).
- Books
  - CHRISTOPHER LEONARD, THE MEAT RACKET: THE SECRET TAKEOVER OF AMERICA'S FOOD BUSINESS (2014).
- Newspaper Articles (Online)
  - Mary Curtius & Dan Morain, *Juvenile Felonies Can Count Toward 3 Strikes*, L.A. TIMES (July 4, 1997), https://www.latimes.com/archives/la-xpm-1997-jul-04-mn-9670-story.html.
- Online Resources/Databases

○ Jenny Schuetz, *Is Zoning a Useful Tool or a Regulatory Barrier?*, Brookings Inst. (Oct. 31, 2019), https://www.brookings.edu/research/is-zoning-a-useful-tool-or-a-regulatory-barrier