

CONNECTICUT BAR JOURNAL – STYLE GUIDELINES

Manuscript Format

All manuscripts must be double-spaced throughout, including quotations and endnotes. Pages should be numbered at bottom center, and should have margins of at least one inch left and right, and one and one-half inch top and bottom.

Footnotes will appear at the foot of the page in the printed journal. However, our printer requires that in the submitted manuscripts, all notes must be at the end of the text.

The article title must be all capitals, followed by a by-line in large and small capitals:

JUDICIAL REVIEW: A BEGINNING
BY JOHN MARSHALL*

After the author's name is an asterisk, for an identifying endnote:

- * Of the Hartford Bar
- * Professor of Law, Tapping Reeve Law School
- * Judge, Second Circuit Court of Appeals

Do not begin an article with "Introduction" or the like. This is implicit.

Major section titles are introduced by a roman numeral and typed in large and small capital letters, centered on the page:

I. THE ANTECEDENTS OF THE RULE

Subsection titles begin at the left margin in upper and lower case, italics. If there is more than one, use a capital letter at the start of the line. For example:

A. *Prior to the Statutory Effect*

The next tier of subsection titles are indented and typed in upper and lower case Roman. If there is more than one, use an Arabic numeral at the start of the line:

1. In the Federal Courts

The next tier of subsection titles are further indented, italicized and underlined, using small letters to start:

a. *Adverse Decisions*

Citation Form

In general, we follow the current edition of *The Bluebook, A Uniform System of Citation* (the Harvard Blue Book). If you do not have access to *The Bluebook*, you may use the Basic Citation Guide found at www.law.cornell.edu/citation/, which is substantially similar to *The Bluebook*.

A few general rules:

- Citations to United States Supreme Court cases should include only the (official) U.S. Reports citation, unless it is unavailable. If the official citation is unavailable use a parallel citation: *Kelo v. City of New London*, 126 S. Ct. 326 (2005).
- Citations to Connecticut cases must always include the Atlantic reporter. *E.g.*, *State v. Cancel*, 275 Conn. 1, 878 A.2d 1103 (2005).
- In text, General Statutes Section 47-12a is written out like this. In textual endnotes, write out General Statutes but use the section symbol: “General Statutes § 47-12a provides that . . .” If the endnote is simply a citation without text, then the cite is: CONN. GEN. STAT. § 47-12a.
- In endnotes, a Connecticut Public Act is cited as “P.A. 98-137 (Reg. Sess.)” This is different from the Bluebook rule which uses a “Conn. Acts” format.
- In endnotes, the abbreviation for “Connecticut Supplement” has only one “p”: Conn. Sup. This is consistent with the practice of the Reporter of Judicial Decisions.
- When citing to an unreported Connecticut Superior Court decision, follow the Bluebook Rule 18.1.1: use the docket number and the date, and provide Westlaw or Lexis citations if they exist. For example: *Kraul v. Pierzchalski*, No. CV136019486S, 2014 WL 1345282, at *1 (Conn. Super. Ct. Mar. 11, 2014). Citations to the Connecticut Law Reporter should be included where possible.
- Every sentence ends with a period, even in endnotes. There should be two spaces following each period.
- Spell out numbers zero through ninety-nine in text and endnotes. Use numerals for larger numbers.
- Names of cases in text should be in *italics*. In endnotes, names of cases are not italicized, unless they are in short form. *E.g.*, *State v. Cancel*, 275 Conn. 1, 878 A.2d 1103 (2005). *But see Cancel*, 275 Conn. at 15. Also, in textual endnotes, where the name of the case is part of a sentence, case names are italicized. In *State v. Cancel*, 275 Conn. 1, 878 A.2d 1103 (2005), the Court held that . . .”
- Use *Id.* for a subsequent citation from the case or text in the previous footnote. For example: *Id.* at 626. There is no comma before the “at.”
- Use *Supra* for articles and books, not cases. The proper short form for a repeatedly-cited case is like this: *Cancel*, 275 Conn. at 15.
- For citations to Internet sources, follow Bluebook Rule 18.2. Generally, in accordance with the Bluebook, Internet sources should only be cited when a source is not available in printed format or when the source is available in both printed format and on the Internet and the Internet source is identical to the printed one. Examples of citations to Internet sources are:

- CTtrust.org, Municipal Blight Ordinance, www.cttrust.org/cttrust/page/municipal-blight-ordinance (last visited Mar. 18, 2014).
- Deborah Straszheim, *Groton Town Council Considers Blight Ordinance*, THE DAY, July 20, 2013, at 1, available at www.theday.com/article/20130720/NWS01/307209974/1069/rss.

Any questions, please do not hesitate to contact Editor-in-Chief Sarah E. Murray at 203-222-4949, smurray@broderorland.com or Managing Editor James Lee at 203-259-4665, jlee06430@sbcglobal.net or any other editor of the *Journal*.

Thank you again for your submission to the CONNECTICUT BAR JOURNAL!