



**WRITING FOR THE LEGAL EDUCATOR:  
STYLE AND FORMATTING GUIDELINES**

**2021**

## Abbreviations, Symbols, and Acronyms:

- Use the symbols ® and ™ in running text for product names (e.g., PowerPoint® or BlackBerry®). There is no space between a trademark and a service mark and the raised symbol.
- When using acronyms, use the full name and put the abbreviation or acronym in parentheses following the first usage of the term. For example, *The American Association for Paralegal Education (AAfPE)*. Use the acronym alone throughout the rest of the chapter. Once abbreviated, the names of organizations should be capitalized with no periods between the letters.
- Plurals of acronyms are formed by simply adding the lowercase letter *s* with no apostrophe: *FSBOs*.
- The use of *a* or *an* before an abbreviation will depend on whether the abbreviation is regarded as an “initialism” (abbreviations that are pronounced letter by letter, such as IBM) or an acronym (abbreviations that are pronounced as a word, such as ZIP (code)). When consonants *F, H, L, M, N, R,* and *S* are the start of an initialism, they are preceded by an “*an*.”
- Be consistent within the same article: do not abbreviate a term in some sentences and spell it out in others.
- Given a choice between an abbreviation and a contraction, choose the abbreviation (e.g. *cont.* is preferred over *cont’d.*).
- Use *U.S.* (including periods) in text only as an adjective: *U.S. cities*. *UN* does not have periods and can be used as a noun. Spell out *United States* when used as a noun.
- Spell out state names in running text, this includes after listing a city in running text (e.g. the conference was held in *Dallas, Texas* (not *TX*)).
- Use *e.g.* and *i.e.* only within parentheses; use *for example* or *that is* in text.
- Put a space between the initials of a person’s name: *H. G. Wells*
- Use periods in abbreviations for university degrees: *Ph.D., M.S., B.S., B.A.*
- Lowercase abbreviations made up of single initials required a period after each initial, but no space after each internal period.

- Use lower case for abbreviations dealing with time: 1 a.m.
- Periods should be used in the names of organizations unless the organization promotes its name and/or products without abbreviations, such as AAFPE.
- Do not abbreviate first names unless the individual uses such abbreviations in his or her legal name.
- The form *Esq.* should be used only with a full name or initials, but no title should precede the name.
- Leave one space before and after the following symbols: =, x, and &
- Use the percent symbol (%) rather than *percent* for technical works.
- There is no space before an asterisk following a word or punctuation mark within a sentence or at the end of the sentence.

### **Acknowledging the Rights of a Reprinted Article:**

If an article is reprinted with permission, then one of the two below must be located at the bottom of the title page of the reprinted material.

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### **Biographies:**

Authors should write their own biographical statement at the end of the article, accompanied by a current photo (jpg in 300 dpi). Statements should be, at most, three to five sentences long.

### **Bold, Italics, and Quotation marks:**

- Use *italic* type when introducing a new term for the first time, for Latin terms (*per diem*), or for emphasis. Do NOT overuse italics.
- Use quotation marks for direct quotes from other sources. (Do NOT use quotation marks to emphasize terms.)

- Italicize the title of a book.
- Use quotes for an article or chapter of a book.
- Italicize legal citations: *Smith v. Jones*
- Italicize federal and state acts: *Fair Housing Act*

### **Capitalization:**

- Lowercase words unless there is a good reason to capitalize, (e.g., proper name or term). Do not capitalize for emphasis.
- Capitalize:
  - \* Trademarks and trade names
  - \* Formal names of offices and departments
  - \* References to parts of the document: Figure 1, Problem 7, etc.
  - \* The word Act when referring to a specific federal or state Act.
- Do **not** capitalize:
  - \* Job positions or titles (unless there is a name attached--Past President Joe Smith, President-Elect Jane Brown)
  - \* Names of college degrees (bachelor's)
  - \* State or federal unless used with proper name (State of Florida, state laws, federal laws)
- Title capitalization:
  - \* Capitalize prepositions of five or more letters. (among, between)
  - \* Do NOT capitalize prepositions with fewer than five letters in titles or headings (of, with, for).
  - \* Do NOT capitalize articles (a, the) in headings unless they begin the heading.

## Copyright:

Once published, *The Legal Educator* owns the article and copyrights it. *The Legal Educator* articles also appear on the AAFPE website, so electronic rights to the article are also owned by AAFPE. *The Legal Educator* has a very liberal permissions policy so that AAFPE members may borrow the article for classroom use but with appropriate attribution.

## Endnotes and References:

- Endnotes are like footnotes except that they are all in one group at the end of the article. They have numbers that match the superscript numbers in the article. They are listed in numerical order.
- References provide sources for information in the article but are not numbered. The author may or may not include parentheses that contain the author and year within the article. Sources are listed in alphabetical order.
- Use *Id. or id.* (at p. # when a page number changes) when citing to the immediately preceding resource.

**Below are sample Endnotes and Bibliographic References relating to the most commonly cited sources of information: books, magazine articles, and websites. For citation format for “Journals” and other sources, please refer to The AAFPE Citation Manual located at the website. Authors who submit articles in a format other than the citation manual may have their submission(s) returned for corrections. The style manual used is also known as Turabian’s Chicago Manual of Style.**

*In the samples below, “Shortened Notes” refers to how to cite to the same source when the source does not immediately follow the first time the source was cited.*

## BOOK

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Citing to books in print in an endnote, not as a bibliographic reference, should list the author’s first name first followed by the author’s last name and a comma. The book title appears in italics, followed by the city of publication, the name of the publisher and the copyright date contained within parentheses. Finally, list in numerical order the citing page or pages. If you obtained the material you are citing from an e-book, reference the full, online citation manual at the AAFPE website for the proper citation format.

## NOTES

1. Katie Kitamura, *A Separation* (New York: Riverhead Books, 2017), 25.
2. Sharon Sassler and Amanda Jayne Miller, *Cohabitation Nation: Gender, Class, and the Remaking of Relationships* (Oakland: University of California Press, 2017), 114.

## SHORTENED NOTES

3. Kitamura, *Separation*, 91–92.
4. Sassler and Miller, *Cohabitation Nation*, 205.

## BIBLIOGRAPHY ENTRIES (IN ALPHABETICAL ORDER)

(Unlike an endnote, for a bibliographic reference, the author’s last name appears before the author’s first name and page numbers are not included in the cite.)

- Kitamura, Katie. *A Separation*. New York: Riverhead Books, 2017.
- Sassler, Sharon, and Amanda Jayne Miller. *Cohabitation Nation: Gender, Class, and the Remaking of Relationships*. Oakland: University of California Press, 2017.

## NEWS OR MAGAZINE ARTICLE

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Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. Page numbers, if any, can be cited in a note but are omitted from a bibliography entry. If you consulted the article online, include a URL or the name of the database.

## NOTES

1. Farhad Manjoo, “Snap Makes a Bet on the Cultural Supremacy of the Camera,” *New York Times*, March 8, 2017, <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.
2. Erin Anderssen, “Through the Eyes of Generation Z,” *Globe and Mail* (Toronto), June 25, 2016, <http://www.theglobeandmail.com/news/national/through-the-eyes-of-generation-z/article30571914/>.
3. Rob Pegoraro, “Apple’s iPhone Is Sleek, Smart and Simple,” *Washington Post*, July 5, 2007, LexisNexis Academic.

## SHORTENED NOTES

6. Manjoo, “Snap.”
7. Anderssen, “Generation Z.”

## BIBLIOGRAPHY ENTRIES (IN ALPHABETICAL ORDER)

- Anderssen, Erin. "Through the Eyes of Generation Z." *Globe and Mail* (Toronto), June 25, 2016. <http://www.theglobeandmail.com/news/national/through-the-eyes-of-generation-z/article30571914/>.
- Cunningham, Vinson. "You Don't Understand: John McWhorter Makes His Case for Black English." *New Yorker*, May 15, 2017.
- Lind, Dara. "Moving to Canada, Explained." *Vox*, September 15, 2016. <http://www.vox.com/2016/5/9/11608830/move-to-canada-how>.
- Manjoo, Farhad. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, March 8, 2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.
- Pegoraro, Rob. "Apple's iPhone Is Sleek, Smart and Simple." *Washington Post*, July 5, 2007. LexisNexis Academic.

Readers' comments are cited in the text or in a note but omitted from a bibliography.

## WEBSITE CONTENT

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Web pages and other website content can be cited as shown here. For a source that does not list a date of publication, posting, or revision, include an access date (as in the Columbia example).

### NOTES

1. "Privacy Policy," Privacy & Terms, Google, last modified April 17, 2017, <https://www.google.com/policies/privacy/>.
2. "History," Columbia University, accessed May 15, 2017, <http://www.columbia.edu/content/history.html>.

### SHORTENED NOTES

3. Google, "Privacy Policy."
4. Columbia University, "History."

## BIBLIOGRAPHY ENTRIES (IN ALPHABETICAL ORDER)

- Columbia University. "History." Accessed May 15, 2017. <http://www.columbia.edu/content/history.html>.
- Google. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017. <https://www.google.com/policies/privacy/>.

**Excerpts:**

When a direct quote exceeds *three lines of text*, it must be indented an extra inch right and left, single spaced, and written without quotation marks.

**Font:**

Article should be submitted using 12 point Times Roman.

**Format and Length of Submission:**

Articles are to be submitted in Word® format. Articles may be of any length although, generally, submissions are approximately 1,000 words. The article should be submitted with an appropriate title, the author's biography (a maximum of 3-5 sentences), and a recent photo (jpg at 300 dpi only).

It is preferred that articles are submitted double-spaced and follow the conventions of good English. Please spell and grammar-check articles before submission.

**Headings:**

The manuscript may be organized in levels of headings. The Section Head should be all caps, Times Roman 12 font, boldface, left-justified.

**Internet And Related Terms And Usage:**

- *Internet* is capitalized but *website* is one word, not capitalized
- *web* is lower-cased, as in *web-based*
- e-mail and e-commerce are hyphenated and not capitalized (unless they begin a sentence); email without the hyphen is an acceptable spelling of e-mail
- Online is not hyphenated
- Omit "http:/" in front of *www* addresses unless there is no *www*:  
*www.aafpe.org* but *http://apastyle.apa.org*

- References to websites should be italicized
- Dividing online addresses in text copy or in endnotes and references:
  - Always try to fit a URL in one line.
  - Break after the double slash in **http://**; or
  - Break before a dot, a single slash, a hyphen, an underline, or any other mark of punctuation.

**Legal Citations:**

Whether referenced within the text of the article or in an Endnote or Reference, all legal citations should follow acceptable citation formats contained within the most current edition of *The Uniform System of Citation (The Bluebook)*.

**Length of Article Submission:**

See “Format and Length of Submission” above.

**Numbers:**

- Spell out numbers one through ten. 11 and higher, use numerals.
- Use numerals for units of physical measurement and money.
- Spell out these: first, second, eleventh, forty-sixth, etc.
- For dates or time periods, use 1980s or the eighties.

**Page Margins:**

All page margins must be a minimum of 1 inch, left, right, top, and bottom.

**Paragraph Spacing:**

All submissions from the author should be double spaced, with one extra line spacing between paragraphs.

## Punctuation:

- Use a serial comma: *item one, item two, and item three*. Always put a comma after the last item before the *and*.
- Avoid overuse of quotation marks to place emphasis on a word or phrase.
- Avoid use of a colon following a verb when listing items in a sentence unless the list is set off by bullets.
- Use parentheses sparingly.
- Commonly used prefixes preceding nouns (*preoperative, nonviolent, etc.*) do not require the use of a hyphen unless the closed combination of the prefix with the noun might lead to confusion with another term (*re-creation* versus *recreation*) or if the prefix is used with a proper noun (*pre-Raphaelite*). For a prefix ending with the same letter as the root, use a hyphen (*re-enter*).
- Use three spaced periods, with one space before and after each period, to indicate an omission within a sentence. “Since 1950, buying trends have changed...as consumers have become more interested in the contents than the package.”