**STYLE MANUAL FOR 2019-2020 EBA BRIEF**

**IN THE TEXT**

- The word “section” is not capitalized when used with an act – i.e., section 101 of the AEA, not Section 101 of the AEA.

- Make sure the first time (and only the first time) an abbreviation is used (i.e., FERC), the full name is spelled out and the abbreviation is in parenthesis without quotes – i.e., Federal Energy Regulatory Commission (FERC).

- Make sure the abbreviation is descriptive. If a committee report refers to seven different Public Utilities Commissions, abbreviating each as PUC is not effective. If you see this, suggest changes in a comment box, such as: Penn PUC or California PUC, etc ….

- Where an agency acronym has one or more vowels and can be pronounced as a word (e.g., DOE, DOT, FERC, OSHA) and the acronym is used as a noun, the author has complete discretion whether to precede reference to the agency with the article "the." For example, the author may say either that “the FERC held . . .” or simply that “FERC held . . .”

- Mid-sentence endnotes are permitted. Endnotes should follow punctuation.

- Every sentence that has quotations in it should have an endnote at the end. If you see quotes without endnotes, attempt to find the source and insert the correct endnote.

- When you see quoted material (or non-quoted material that is cited), read the sentences before and after to make sure that the author has not “almost” quoted other nearby materials. If you find that the author is indeed quoting a source but has not put quotation marks around it, treat the sentence as you would a quote i.e. highlight it in yellow in the text and the source, create a PDF/Word document of the source, and give the correct citation for the new endnote needed.

**IN ENDNOTES**

- EBA Brief uses endnotes for all citations.

- Make sure that all cites to the FERC reporter system are abbreviated F.E.R.C.

- The party names in a FERC citation are italicized – i.e. American Elec. Power Co. & Central & Southwest Corp., 85 F.E.R.C. ¶ 61,201, 61,821 (1998). [No “at” and include the year]

- On second reference, the party names are not included for FERC citations – i.e., 85 F.E.R.C. ¶ 61,201, at 61,821. [Includes the ¶, the at, and not the year]

- Case names from the reporters are not italicized – i.e., City of Pittsburgh v. West Penn Power Co., 147 F.3d 256 (3d Cir. 1998).

- On second reference, a shortened party name is included and italicized – i.e., West Penn Power, 147 F.3d at 260. [Use the first party unless it is common or used frequently in the article.]

- Check all citations of names (FERC and the reporters) for the abbreviations in Table 6.
CITING CASE LAW

- Consult Rules 2.1(a) and 2.1(a)(1) for an introduction as to how cases should be cited in Law Review text and endnotes.

- On first reference, the full case name is spelled out (using abbreviations), preferably in the endnote and not in the actual text.
  

- Abbreviations (Table T.6) should be used when appropriate in endnotes. See Bluebook Rule 10.2.1(c). However, the first word of a party name should never be abbreviated in the text or an endnote unless it can be abbreviated to a widely recognized initial (UCC or FERC).
  

- No abbreviations should be used in the text of an article for a case name except for “&,” Ass’n., Bro., Co., Corp., Inc., Ltd., and No. - Rule 10.2.1(c).

- Omit Inc., Ltd., and similar terms in a case name if it also contains other abbreviations (such as Co., Corp., etc…) clearly indicating that the party is a business firm.
  
  Oscar Meyer Co. not Oscar Meyer Co., Inc.

- Always check Table T.6 for abbreviations for case names in Endnotes.

- In the text, case names are italicized.
  
  In Marbury v. Madison, the Supreme Court ruled that…

- In the endnotes, case names are not italicized.
  

- In endnotes text, case names are italicized.
  
  The court was quick to distinguish Wile E. Coyote v. ACME Corp., 100 F.3d 1000, 1005 (9th Cir. 1997).

- On second reference, a shorthand version of the case name can be used, and it must be italicized.
  
  Wile E. Coyote, 100 F.3d at 1008.

- Id. may be used, if appropriate. Id. is always italicized and followed by an italicized period, but it is only capitalized when it is the first or only word.
  
  Id.

- Italicize commas, semicolons, etc…, only when they fall within italicized material, and not when they merely follow it. See Rule 2.1(c).
  
  See, e.g., id.; [The comma is italicized between see and e.g., but the semicolon is not.]

- Parenthetical information following a source should normally begin with a present participle (holding, finding, quoting, etc…). It should not begin with a capital letter or have period at the end, unless the parenthetical is a quote.
  
  See also Wile E. Coyote, 100 F.3d at 1007 (holding that Coyote had assumed the risk in attempting to catch the Roadrunner).
Do not close up single capitals with longer abbreviations.

Individual numbers, including both numerals and ordinals, are treated as single caps.
   Correct:  F.2d;  F.3d;  F. Supp. 2d;  S.E.2d

Second and Third are abbreviated as 2d and 3d.

Supreme Court cases before 1875 contain an additional part of the citation. Consult the source to
determine accuracy. Early U.S. Supreme Court Cases: Any U.S. Supreme Court cases before 1875
has another part of the cite (T.1). You must look up the source to determine the correct volume.

Unpublished opinions or orders: See Rule 10.1 and Rule 10.8.1(a). The citation includes the case
name, docket number, reference to the page of the opinion, if any, the court, and exact date.

For a state court, include the county per Rule 10.4(b) so that readers may call the courts for a copy of
the opinion.
         May 19, 1989).

WESTLAW and LEXIS: See rule 10.8.1 for examples. To cite a page of an opinion reported on
WESTLAW but otherwise unpublished, determine the page number as it appears on a WESTLAW
terminal (designated by an asterisk (*) before the page number). This number may be different than
the page on a hard copy printed from WESTLAW.
   Note:  WESTLAW is preferred to LEXIS for citing for the Journal. HOWEVER, if the author
specifically uses a Lexis citation, do not find the case on WestLaw and change the citation to the
West format.
   Warning:  WESTLAW does not cite periodicals in proper Bluebook form!

“Hereinafter” and “Supra”:

“Supra” and “hereinafter” may be used to refer to legislative hearings; books; pamphlets; unpublished
materials; periodicals; decisions; etc. “Supra” and “hereinafter” should not be used to refer to
cases, statutes, constitutions, legislative materials (other than hearings), or regulations,
except in extraordinary circumstances, such as when the name of the authority is extremely long.

If an authority would be too cumbersome or confusing to short cite, then you may use hereinafter. If
you use “hereinafter”, you must use “supra” to cite the repeated authority, unless “Id.” is appropriate.
If you do not use “hereinafter” then use your normal short cite form for subsequent citations, unless
“Id.” is appropriate.

See Rule 4.2 in your Bluebook.

STATUTES
The first citation must include the year of the document retrieved (either the year of the last published volume if from the books or the year of the last update if on WESTLAW). 49 U.S.C. § 1671 (1982).

The second reference does not need the year. 52 49 U.S.C. § 1671(a).

Id. may be used, See Rule 12.10 (include the section – Id. § 1234)

EBA Brief does not use the “et seq.” reference in citations.


The Section Symbol (§) can be used in the text when referring to a provision in the U.S. Code or a federal regulation. See Rules 6.2(b) and 12.9.

Note Oklahoma’s statutory citation form.


Federal Register or CFRs

On first reference, the following is the proper format.


On second reference, the following is the proper format.


Use id. when appropriate.

Id. at 32,456.

If the citation will be used frequently, a “hereinafter” would be appropriate.


Final Rulemaking, supra note 61, at 32,455.

The first CFR reference must include the year of publication.

47 C.F.R. § 73.609 (1980).

Use the name of the section if a rule or regulation is commonly known by its name.


The year is not included on second reference, and id. may be used if appropriate.

Be sure to pull relevant sources and that the proper sources have been pulled. Include the first page of the CFR along with any relevant pin point cites. Remember, the parts are made up of various
sections. Parts are more general and sections are more specific. They are not the same thing.

**PERIODICALS**

- Periodicals are cited differently depending upon whether they are consecutively paginated (such as the Energy Law Journal in which the next volume picks up at the page where the last one left off) or non-consecutively paginated legal periodicals (NPLPs) (such as a magazine in which each issue begins on page 1).

- Consecutively paginated journals include the author’s name (normal Roman type), the title of the piece (in *italics*, except for case names which are in Roman type), the citation (with the journal’s name normally in *SMALL CAPS*—see TABLE T.13), and the year of publication.


- NPLPs include the author’s name (normal Roman type), the title of the piece (in *italics*, except for case names which are in Roman type), the citation (with the journal’s name generally in *SMALL CAPS*), as much of the publication date as is available (month, day, and year, if possible—see TABLE T.12 for month abbreviations), and then the page at which the article begins.


- For second reference, use the author’s name or a hereinafter. Use *id.* if appropriate.

  Horton, *supra* note 82, at 470.

**SLIP OPINIONS**

- Generally, follow this pattern


- You may cite to particular pages within the slip opinion.


- Use *id.* if appropriate on second reference; otherwise cite in full.

**Subciting Issues**

- **Websites**
  - Only use “available at” when the source is readily available in print
  - For most sites use the “Institutional Author” format. See Bluebook pg. 150.
    - **AMERICAN WIND ENERGY ASS’N, AMERICAN WIND ENERGY ASSOCIATION STATEMENT ON COMPETITIVE WHOLESALE ELECTRICITY MARKETS AND RENEWABLE ENERGY page number (2008),** http://www.awea.org/newsroom/releases/AEWA_Statement_on_wholesale_Electricity_Markets_0011008.html
  - Only use “last visited” if the website frequently changes – i.e. blogs.
Pay attention to abbreviations:
- T.6 (case names) p. 496
- T.10 (Geographical Terms) p. 502
- T.12 (Months) p. 510
- T.13 (Periodicals) p. 510

**FERC MATERIALS**

**FERC Orders & Opinions:**

- FERC Orders issued before June 26, 2002, without paragraph numbers, should include citation to page number in the FERC Reports. For example,
  

- FERC Orders issued on or after June 26, 2002, paragraph numbers should be used in the citation. For example,
  

- FERC Order found in Federal Register and F.E.R.C. Statutes and Regulations.


- FERC Preambles


- Use an _id._ citation if appropriate on second reference; otherwise add [hereinafter Order No. 500] at the end of the first citation.

  ^92^ Order No. 500, _supra_ note 90, at 30,380.

- FERC Dockets not in Reporter


- FERC Order found in the CFR. On second reference, use an _id._ citation if appropriate; otherwise cite in full.


- FERC Opinion found in _FERC Reporter._

  ^96^ Opinion No. 246, _Middle South Serv., Inc._, 33 F.E.R.C. ¶ 61,408 (1985).

- Use an id. citation if appropriate on second reference; otherwise use the FERC short cite or supra if appropriate.

  99 SFPP, supra note 97, at 61,063.

  101 33 F.E.R.C. ¶ 61,408, at 32,445.

- * When short citing a FERC order, include the Order No. When short citing a FERC opinion, do NOT include the Opinion No. See endnotes 92 and 101 supra.

FERC Rulemaking:


- Use id. if appropriate for second reference; otherwise use [hereinafter] and supra (see Order No. 500 example above).

Adjudications:

- One party name given:


- Use id. if appropriate on second reference; otherwise use the shortened FERC or FPC cite. [Note the comma in the FERC citation after the ¶ number.]

  107 31 F.E.R.C. ¶ 61,090, at 36,789.

  109 59 F.P.C. at 1395-96.

- Two party names given:


- Use id. if appropriate; otherwise use the short form.

  114 Shrewbury, 32 F.P.C. at 374-75.
Unpublished FERC Materials:

- Summary of Current Staff Proposals on PURPA-Related Issues (FERC issued Sept. 11, 1987).

FERC a Party To Litigation:

117 Wisconsin Gas Co. v. FERC, 770 F.2d 1144, 1150 (D.C. Cir. 1985).

Foster Reports:

- FOSTER NATURAL GAS REPORT (Foster Associates) No. 1546, at 3 (Dec. 5, 1985).

Federal Register & CFR:


Use *id.* if appropriate on second reference; otherwise use the short form (such as 48 Fed. Reg. 33,675, at 32,455) or [hereinafter] & *supra*.

**OTHER GENERAL RULES**

- **Use of “at” in short forms**: “At” should precede any page number in a *supra* or *id.* citation, but should never precede a § (section) or ¶ (paragraph) symbol. See Rule 15.8.1(b).
  
  Correct: Id. at 25; Id. § 4(b); Clark, *supra* note 4, at 30; Smith, *supra* note 8, § 2.

- **Use of comments**: When citing to a comment in a Restatement or other source, abbreviate it as “cmt.” There is no comma between the section number and the comment. Rule 3.5
  

- **Ellipses**: There is a space between the periods in an ellipsis. The placement of the ellipsis within a quote determines whether there are three (3) or four (4) periods and where the space begins. Four periods indicates the end of a sentence and an ellipsis. See Rule 5.3(b).
  
  Correct: The Roadrunner . . . crept up to the birdseed. . . .

- **Et al.**: See Rules 16.1 and 15.1.1 for the proper use of “et al.” Et is not followed by a period. There is no comma between the author’s name and et al., and the et al. should appear in the same typeface as the author’s name.
  

- **Hereinafter**: There is no comma between hereinafter and no quotation marks around the chosen short form to follow. The short form should appear in the same typeface as the original cite. Rule 4.2(b).
  
Section Symbols: When only one section is being cited in a code, use only one (§) section symbol, but when more than one section is cited, use two (§§) section symbols.


CHECKLIST OF COMMON ERRORS

Commas:

- Commas and periods always appear inside the quotation marks; place any other punctuation marks inside the quotation marks only if they are part of the material quoted. Rule 5.1.

- Please note the comma placements when “at” is used:
  a. Order No. 500, supra note 7, at 34,667.
  b. 39 F.P.C. at 1395.
  c. 38 F.E.R.C. ¶ 30,656, at 26,305.
  d. Conway Corp., 426 U.S. at 271.
  e. Id. at 32,751.

- In a series of three or more terms or phrases with a single conjunction, use a comma after each term except the last.
  Thus: red, white, and blue
  He opened the letter, read it, and made a note of its contents.

- Use commas to set off words identifying a title or position following a person’s name.
  Correct: Pluto, the dog of Mickey Mouse, sued Goofy over his ability to talk in the cartoons, despite the fact that both are dogs.

- Use commas to set off the individual elements in addresses and names of geographical places of political divisions. Please note a comma goes between the city and state and after the state.
  Correct: The game was played in Chicago, Illinois, at the United Center.
  Correct: The package should be sent to 501 W. 27th Street, Sioux Falls, South Dakota.

- Commas must be used before and after a year if the month, day, and year are given.
  Correct: On November 13, 1999, the fumble will be forgotten.
  Correct: The speeches were given in April 1989. (No comma)

- Many questions arise concerning the proper use of commas. Some of these are judgment calls, but most are not. The following reference materials are helpful in solving these and other grammatical problems and are available in The George Washington University Bookstore.

  The Chicago Manual of Style, by The University of Chicago
  The Elements of Style, by Strunk and White

Names & Case Names:

- When “FERC” is found as a party name, it should appear as “FERC” (no periods). When citing to the FERC reporting system, “FERC” should contain periods, thus “F.E.R.C.”

Before abbreviating a party, agency, or act in the text, state the name in full the first time, then follow with the abbreviated form in a parenthetical without quotation marks.

a. Consolidated Edison Incorporated (CEI)
b. Federal Energy Regulatory Commission (FERC or Commission)
c. Natural Gas Act (NGA)

In a citation, if the first party name is the name of a state like Mid Louisiana or Michigan Power & Light Co., do not abbreviate Louisiana or Michigan. Likewise, do not abbreviate United States or the first word of a party’s name.

The first time a case is cited, always use the full case name even if the full case name was stated in the text which is the subject of the endnote; otherwise use short form.

Review Supra Rule 4.2. Note that generally “supra” and “hereinafter” should not be used to refer to cases, statutes, or constitutions.

Numbers & Symbols:

In general, spell out numbers zero (0) to ninety-nine (99) in the text and zero (0) to nine (9) in endnotes. For larger numbers use numerals. Rule 6.2(a).

Circle any percent figure that is not a number (22) and a percent sign (%) – i.e. 22%.

Circle any dollar amount that is not a number (22) and a dollar sign ($) - $22 (no space).

When a percent is indicated in the text or endnotes, it is numerical, e.g. 48%, not forty-eight percent.

When used in the text, the word “section” should be spelled out and should not be capitalized unless it is the first word of a sentence. In an endnote, the same rule applies in a textual discussion, but the symbol § should be used in a citation.

Spacing:

Note the one space between § and the section number and ¶ and the paragraph number.

a. 38 F.E.R.C. ¶ 30,656, at 26,305.

Spacing must be exact. See Rule 6.1 in Bluebook for proper spacing of various reporters and Rule 6.2 for proper spacing of law reviews. Some helpful examples are:

a. P.2d not P. 2d
b. S.W.2d not S.W. 2d
c. So. 2d not So.2d
d. S. Ct. not S.Ct.

Miscellaneous:

Don’t forget to note titles and names of sources that should be printed in LARGE AND SMALL CAPS.

7 ENERGY L.J. 299
Cite to the final section of a statute or regulation rather than using “et seq.”


The order of signals must correspond to Rule 1.3, and the order of authorities within a given signal must correspond to Rule 1.4. The following is the order for administrative materials:

a. FERC - reverse chronological
b. Federal Register - reverse chronological
c. CFR - progressive by CFR title (18 C.F.R., 19 C.F.R.) but reverse chronological if within the same title

Review Rule 10.7 regarding when to include subsequent histories.

The use of an apostrophe with abbreviations is only necessary when used as a possessive.

a. The ALJs decided the issue. (because the judges decided the issue)
b. The ALJ’s decision was reversed. (because the judge’s decision was reversed)
c. The ALJs’ decision was reversed. (because the judges’ decision was reversed)

There must be two spaces between every sentence.

When citing a website, the address must contain “http://www.” but no hyperlinks.

See generally and see also, are italicized UNLESS it is used in the middle of a sentence. For example, “For and explanation of this topic, see Garner v. Warren, 78 U.S. 1 (2000).” Also note that the case in this example has been italicized because it is in a textual sentence. It follows then that if “see” is not italicized then the case name must be. This is also the only time “see” is used by itself.

If the citation refers to a case that was decided in 2002, the cite must contain the exact date. E.g. 99 F.E.R.C. ¶ 61,104 (Mar. 15, 2003). This will be of paramount importance when you begin to work on YIR. If it is not within the last year, only include the year. E.g. (2001). This rule does not apply to statutes.

Something inside of quotation marks should not be considered a quotation unless it is more than three words.

Do not label a source with multiple footnote numbers if they are not in chronological order. For example, if a source includes footnotes 30, 31, 32, and 35, save another copy of the source for footnote 35.

When you can’t find a source, don’t forget to try GOOGLE.