

# CHEAT SHEET

# Citations

# 1 Signals

## — Signals that support

### **[no signal]**

Cited authority (i) directly states the proposition, (ii) identifies the source of a quotation, or (iii) identifies an authority referred to in the text. Use no signal, for example, when directly quoting an authority or when restating numerical data from an authority.

### **E.g.**

Cited authority states the proposition; other authorities also state the proposition, but citation to them would not be helpful or is not necessary. “E.g.,” may be used alone or attached to any other signal (whether supportive or not). When it is attached to another signal, it should be preceded by an italicized comma and followed by a non-italicized comma.

### **Accord**

“Accord” is commonly used when two or more sources state or clearly support the proposition, but the text quotes or refers to only one; the other sources are then introduced by “accord.” Similarly, the law of one jurisdiction may be cited as being in accord with the law of another.

### **See**

Cited authority clearly supports the proposition. “See” is used instead of “[no signal]” when the proposition is not directly stated by the cited authority but obviously follows from it; there is an inferential step between the authority cited and the proposition it supports.

### **See also**

Cited authority constitutes additional source material that supports the proposition. “See also” is commonly used to cite an authority supporting a proposition when authorities that state or directly support the proposition already have been cited or discussed. The use of a parenthetical explanation of the source’s relevance (rule 1.5) following a citation introduced by “see also” is encouraged.

### **Cf.**

Cited authority supports a proposition different from the main proposition but sufficiently analogous to lend support. Literally, “cf.” means “compare.” The citation’s relevance will usually be clear to the reader only if it is explained. Parenthetical explanations (rule 1.5), however brief, are therefore strongly recommended.

## — Signals to compare or contradict

### **Compare . . . [and optional and] with . . . [and optional and]**

Comparison of the authorities cited will offer support for or illustrate the proposition.

- ▶ **Compare** Doe v. McConn, 489 F. Supp. 76, 80 (S.D. Tex. 1980) **and** Catharine A. MacKinnon, Feminism Unmodified 49 (1987) **with** Loving v. Virginia, 388 U.S. 1, 12 (1967) **and** Kenneth L. Karst, The Freedom of Intimate Association, 89 Yale L.J. 624, 631 (1980).

### **Contra**

Cited authority directly states the contrary of the proposition. “Contra” is used where “[no signal]” would be used for support.

### **But see**

Cited authority clearly supports a proposition contrary to the main proposition. “But see” is used where “see” would be used for support.

### **But cf.**

Cited authority supports a proposition analogous to the contrary of the main proposition. The use of a parenthetical explanation of the source’s relevance (rule 1.5) following a citation introduced by “but cf.” is strongly recommended.

“But” should be omitted from “but see” and “but cf.” whenever one of these signals follows another negative signal: But see Contra Blake v. Kline, 612 F.2d 718, 723–24 (3d Cir. 1979); see Charles Alan Wright, Law of Federal Courts § 48 (4th ed. 1983).

## — Signal that indicates background material

### **See generally**

Cited authority presents helpful background material related to the proposition. The use of a parenthetical explanation of the source material’s relevance (rule 1.5) following each authority introduced by “see generally” is encouraged.

## — Signals as verbs

In footnotes, signals may be used as the verbs of textual sentences. When using signals in this way, include material that would otherwise be included in a parenthetical explanation as part of the sentence itself. Signals should not be italicized when used as verbs in textual sentences (rule 2.1(d)).

## — Signals from common groups are separated by semicolons, not as separate sentences.

### Group I

no signal; e.g.; accord; see; see also; cf.

### Group II

contra; but see; but cf.

## 2 Pin Cites and Subdivisions

All citations must include a pin cite, unless the citation is merely providing the citation for a full case name in text or the citation is a see generally cite in which the entire source makes the point referred to in text.

## — Page Numbers

When citing multiple pages, give the inclusive page numbers and retain the last two digits of each page, but drop other repetitious digits: 535-37 1066-79.

## — To cite a footnote or endnote

Give the page on which the note appears, “n.” and the footnote number: *United States v. Carolene Prods. Co.*, 304 U.S. 144, 152 n.4 (1938).

## — Subsections

Use the §, and §§ for multiple.

### 3 Explanatory Parentheticals

- ▶ Use these anytime it is unclear why you are citing a case or other authority. More parentheticals the better.
- ▶ Explanatory parentheticals should begin with a present participle, unless the parenthetical contains a quoted sentence or a short statement. You may omit extraneous words such as “the” **unless** doing so would cause confusion. Do not begin with a capital letter or end with a period unless the parenthetical consists of a quotation that reads as a full sentence (in which case you should).

### 4 Typeface

Italicize the following:

- ▶ Case names, including procedural phrases introducing case names;
- ▶ Titles of books and articles;
- ▶ Introductory signals;
- ▶ Explanatory phrases introducing subsequent case history;
- ▶ Cross references, such as *id.* and *supra*;
- ▶ Words and phrases introducing related authority, such as “quoted in.”

### 5 Quotations

- ▶ Place commas or periods inside the quotation marks, but place all other punctuation outside the quotation marks unless such punctuation is part of the quoted text
- ▶ **Block quotes:** A quotation of fifty or more words should be single-spaced, indented on both sides, justified, and without quotation marks.

## 6 Case citations

### — Five components

- ▶ (1) the name of the case;
  - ▶ (2) the published or unpublished source in which the case can be found;
  - ▶ (3) a parenthetical indicating the court and year of decision;
  - ▶ (4) other parenthetical information, if any; and
  - ▶ (5) the subsequent history of the case, if any
- *Engel v. Vitale*, 370 U.S. 421, 430 ([court goes here if not already obvious from the reporter, ie. *D. Nev.*]1962) ("The Establishment Clause, unlike the Free Exercise Clause, does not depend upon any showing of direct governmental compulsion . . . .") (citations omitted) rev.[subsequent history]....

### — Name

- ▶ Omit all parties other than the first party listed on each side of the "v."
- ▶ For names of individuals, use only last names, omitting first names, middle names, and initial.
- ▶ Omit words indicating multiple parties (such as "et al.") and alternative names (such as "a.k.a.")
- ▶ Every case name must be checked against the abbreviations chart in the bluebook (Table T.6)—many words in cases should be abbreviated.

### — Name

- ▶ (1) the volume number of the reporter in which the case is published; (2) the abbreviated name of the reporter (listed in table T1); and (3) the page on which the case report begins.

## — Pending and unreported cases

- ▶ (1) case name; (2) case docket number; (3) database identifier and electronic report number; (4) star page number; and (5) court and full date parenthetical: *Albrecht v. Stranczek*, No. 87 C 9535, 1991 U.S. Dist. LEXIS 5088, at \*1, \*3 (N.D. Ill. Apr. 15, 1991).

## — Short cites

- ▶ One party name so case is identifiable
- ▶ Reporter volume and pin cite
- ▶ *Palsgraf*, 162 N.E. at 100.

## 7 Spell out the numbers zero to ninety-nine. Use numerals for larger numbers (unless they begin a sentence).

## 8 Constitution

- ▶ U.S. Const. art. I, § 8, cl. 10.
- ▶ U.S. Const. amend. XVIII, § 1.

## 9 Statute citations

- ▶ 1 U.S.C. § 1 (2012 [\[year of cited code edition\]](#)).
- ▶ N.R.S. § 323 (2011).
- ▶ Short cites: omit the year.

## 10 Court and litigation materials

- ▶ (1) the name of the document, abbreviated where appropriate; (2) the pinpoint citation; and (3) the date of the document, if required.
- ▶ The citation should also include any Electronic Case Filing (ECF) number found on PACER.
- ▶ For judicial writing: the docket entry: “Dkt. #24.”

## 11 Short cites

- ▶ Short cite anytime you have already cited the case or statute.
- ▶ Id.: Use “id.” when citing the immediately preceding authority, but only when the immediately preceding citation contains only one authority.
  - Id. is capitalized when it starts a sentence.
  - Always indicate when a subsequent citation refers to a different page number in the same source (e.g., “id. at 5”).

## 12 Order of Authorities

General rule is order of authoritativeness (SCOTUS, then 9th Cir. then district cases then secondary).

## 13 Capitalizing “court”

In addition to capitalizing “Court” when naming any court in full or when referring to the U.S. Supreme Court, also capitalize “Court” in documents when referring to the court that will receive your documents: