Table of Contents

About the Authors  xxi
Preface  xxiii
Acknowledgments to the First Edition  xxv
Acknowledgments to the Second Edition  xxvii
Acknowledgments to the Third Edition  xxix
Acknowledgments to the Fourth Edition  xxxi
Acknowledgments to the Fifth Edition  xxxiii
Acknowledgments to the Sixth Edition  xxxv

Part 1  Introductory Material  1

A  Purposes and Uses of Citations  2

B  How to Use the ALWD Guide  3

1. Overall Organization  3
2. Organization Within Each Part of the ALWD Guide  4
3. Citations in Text or in Footnotes  5
5. Finding What You Need (and Quickly)  6
6. Citing Sources Not Covered in the ALWD Guide  6
7. Nonconforming Citations  6
8. Sources for Additional Guidance  6
9. Citing the ALWD Guide  7

Part 2  Citation Basics  9

1  Typeface for Citations  10

1.1 Typeface Choices  10
1.2 When to Use Ordinary Type  10
1.3 When to Use Italics or Underlining  10

Chart 1.1: Components to Italicize or Underline  11

Chart 1.2: Latin Words and Abbreviations Ordinarily Not Italicized or Underlined  13

1.4 LARGE AND SMALL CAPITAL LETTERS  13

Chart 1.3: Components Using LARGE AND SMALL CAPITAL LETTERS in Academic Footnotes  14
## Table of Contents

2  **Abbreviations**  15  
2.1 Using Abbreviations  15  
2.2 Spacing  15  
2.3 Referring to Cases and Constitutions in Textual Sentences  16  
Chart 2.1: Words to Abbreviate in Textual Sentences and Embedded Citations  17  

3  **Spelling and Capitalization**  18  
3.1 Spelling in Titles and Text  18  
3.2 Capitalization in Titles and Subtitles  18  
Sidebar 3.1: Common Prepositions  19  
3.3 Capitalization in Text  19  
3.4 Capitalizing Specific Words  20  
Chart 3.1: Capitalizing Specific Words  21  

4  **Numbers in General**  24  
4.1 Numbers in Citations  24  
4.2 Numbers in Text  24  
4.3 Ordinal Numbers  25  

5  **Page Numbers**  27  
5.1 Initial Pages  27  
5.2 Pinpoint Pages  27  
5.3 Consecutive Pages  28  
Sidebar 5.1: Importance of Using Pinpoint References  28  
5.4 Scattered Pages  29  
5.5 Star Pagination  29  
Sidebar 5.2: Using Hyphens, En Dashes, and “to” for Spans  29  
5.6 *Passim*  32  

6  **Sections and Paragraphs**  33  
6.1 Sources Divided Solely by Sections or Paragraphs  33  
6.2 Consecutive Sections or Paragraphs  34  
6.3 Scattered Sections or Paragraphs  35  
6.4 Unnumbered Paragraphs  35  
6.5 Sources Divided Both by Pages and by Sections or Paragraphs  35  
6.6 Referring to Sections and Paragraphs in Text  36
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Footnotes and Endnotes</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td>Citing Footnotes and Endnotes Within a Source</td>
<td>37</td>
</tr>
<tr>
<td></td>
<td>Footnotes or Endnotes in Short Citations</td>
<td>39</td>
</tr>
<tr>
<td>8</td>
<td>Supplements</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Sources Found Only in Supplements</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Sources Found Only in Main Volume of a Supplemented Work</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>Sources Found in Both Main Volume and Supplement</td>
<td>41</td>
</tr>
<tr>
<td></td>
<td>Sources Found in Multiple Supplements</td>
<td>41</td>
</tr>
<tr>
<td>9</td>
<td>Graphical Material, Appendices, and Other Subdivisions</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>Graphical Material</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>Preventing Confusion in References to Graphical Material</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>Appendices</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>Other Subdivisions</td>
<td>43</td>
</tr>
<tr>
<td>10</td>
<td>Internal Cross-References</td>
<td>44</td>
</tr>
<tr>
<td></td>
<td>Definition of “Internal Cross-Reference”</td>
<td>44</td>
</tr>
<tr>
<td></td>
<td>Constructing an Internal Cross-Reference</td>
<td>44</td>
</tr>
<tr>
<td>11</td>
<td>Full and Short Citation Formats</td>
<td>46</td>
</tr>
<tr>
<td></td>
<td>Full Citation Format</td>
<td>46</td>
</tr>
<tr>
<td></td>
<td>Short Citations</td>
<td>46</td>
</tr>
<tr>
<td></td>
<td><em>Id.</em> as a Short Citation</td>
<td>47</td>
</tr>
<tr>
<td></td>
<td><em>Supra</em> in a Short Citation</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Designating a Shortened Reference with [Hereinafter]</td>
<td>52</td>
</tr>
<tr>
<td>Part 3</td>
<td>Citing Specific Sources</td>
<td>55</td>
</tr>
<tr>
<td>12</td>
<td>Cases</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td>Fast Formats</td>
<td>56</td>
</tr>
<tr>
<td></td>
<td>Snapshot: Cases</td>
<td>57</td>
</tr>
<tr>
<td></td>
<td>Full Citations to Cases</td>
<td>59</td>
</tr>
<tr>
<td></td>
<td>Case Names</td>
<td>59</td>
</tr>
<tr>
<td></td>
<td>Sidebar 12.1: Distinguishing Case Names from Party Names</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>Chart 12.1: Common Organization and Business Designations</td>
<td>65</td>
</tr>
</tbody>
</table>
### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sidebar 12.2: Public Official Named as Party</td>
<td>70</td>
</tr>
<tr>
<td>12.3 Reporters Volume</td>
<td>74</td>
</tr>
<tr>
<td>12.4 Reporters Name</td>
<td>74</td>
</tr>
<tr>
<td>Chart 12.2: Abbreviations for Commonly Used Reporters</td>
<td>75</td>
</tr>
<tr>
<td>Sidebar 12.3: United States Supreme Court Nominative Reporters</td>
<td>77</td>
</tr>
<tr>
<td>12.5 Page Numbers</td>
<td>79</td>
</tr>
<tr>
<td>Sidebar 12.4: Locating Parallel Citations</td>
<td>79</td>
</tr>
<tr>
<td>12.6 Court Abbreviations</td>
<td>81</td>
</tr>
<tr>
<td>12.7 Date of Decision</td>
<td>83</td>
</tr>
<tr>
<td>12.8 Subsequent History</td>
<td>84</td>
</tr>
<tr>
<td>Chart 12.3: Subsequent History Phrases</td>
<td>85</td>
</tr>
<tr>
<td>Sidebar 12.5: Petition for Writ of Certiorari</td>
<td>86</td>
</tr>
<tr>
<td>12.9 Prior History</td>
<td>88</td>
</tr>
<tr>
<td>Chart 12.4: Prior History Phrases</td>
<td>89</td>
</tr>
<tr>
<td>12.10 Parenthetical Information</td>
<td>89</td>
</tr>
<tr>
<td>Chart 12.5: Abbreviations for Titles of Judges and Other Judicial</td>
<td>91</td>
</tr>
<tr>
<td>Officials</td>
<td></td>
</tr>
<tr>
<td>12.11 Cases in the Public Domain</td>
<td>91</td>
</tr>
<tr>
<td>12.12 Slip Opinions</td>
<td>92</td>
</tr>
<tr>
<td>Sidebar 12.6: Jurisdictions Using Public Domain Citations</td>
<td>92</td>
</tr>
<tr>
<td>12.13 Forthcoming Case Publications</td>
<td>93</td>
</tr>
<tr>
<td>12.14 “Unpublished” (Non-Precedential) Cases</td>
<td>93</td>
</tr>
<tr>
<td>Sidebar 12.7 Court Rules Prohibiting or Limiting Citation of Unreported</td>
<td></td>
</tr>
<tr>
<td>Cases</td>
<td>96</td>
</tr>
<tr>
<td>12.15 Court Documents in Published or Pending Cases</td>
<td>96</td>
</tr>
<tr>
<td>12.16 Short Citations to Cases</td>
<td>97</td>
</tr>
</tbody>
</table>

### 13 Constitutions

#### Fast Formats

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.1 Which Source to Cite</td>
<td>101</td>
</tr>
<tr>
<td>13.2 Full Citations to Constitutions Currently in Force</td>
<td>101</td>
</tr>
<tr>
<td>13.3 Full Citations to Historic Constitutions or Constitutional Provisions</td>
<td>103</td>
</tr>
<tr>
<td>No Longer in Force</td>
<td>103</td>
</tr>
<tr>
<td>13.4 Short Citations to Constitutions</td>
<td>104</td>
</tr>
</tbody>
</table>

### 14 Statutory Codes and Session Laws

#### Fast Formats

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.1 Sources of Statutory Law</td>
<td>108</td>
</tr>
<tr>
<td>Snapshot: United States Code</td>
<td>106</td>
</tr>
</tbody>
</table>
14.2  Full Citations to Federal Statutes Currently in Force  108

14.3  Full Citations to Federal Statutes No Longer in Force  113

14.4  Full Citations to State Statutes  113
Chart 14.1: Analogous Rules for Statutory Components  114

14.5  Short Citations to Federal and State Statutes  115

14.6  Full Citations to Federal Session Laws Currently in Force  116

14.7  Full Citations to Federal Session Laws No Longer in Force  118

14.8  Full Citations to State Session Laws  118

14.9  Short Citations to Federal and State Session Laws  119

15  Legislation and Other Legislative Materials  120

Fast Formats  120

15.1  Full Citations to Federal Unenacted Measures  121
Sidebar 15.1: Forms of Legislative Measures  123

15.2  Short Citations to Federal Unenacted Measures  125

15.3  Citations to Federal Enacted Bills or Joint Resolutions  125

15.4  Citations to Federal Enacted Simple or Concurrent Resolutions  126

15.5  Full Citations to Congressional Committee Hearings  128

15.6  Short Citations to Congressional Hearings  129

15.7  Full Citations to Numbered Congressional Reports and Documents  130

15.8  Short Citations to Numbered Congressional Reports and Documents  133

15.9  Citations to Unnumbered Reports, Documents, and Committee Prints  133

15.10  Citations to Congressional Debates  134

15.11  Citations to Congressional Journals  139

15.12 *The Declaration of Independence*  140

15.13  Full Citations to State Unenacted Measures  141

15.14  Short Citations to State Unenacted Measures  144

15.15  Citations to State Enacted Measures and Joint Resolutions  144

15.16  Citations to State Legislative Hearings  145

15.17  Full Citations to State Legislative Reports and Documents  145

15.18  Full Citations to State Legislative Debates  147

15.19  Short Citations to State Legislative Debates  149

15.20  Citations to State Legislative Journals  150
Table of Contents

16  Court Rules, Judicial Administrative Orders, Ethics Opinions, and Jury Instructions 152
    Fast Formats 152
    16.1 Court Rules and Judicial Administrative Orders 152
    16.2 Ethics Opinions 155
    16.3 Jury Instructions 156

17  Ordinances 159
    Fast Formats 159
    17.1 Full Citations to Codified Ordinances 159
    17.2 Full Citations to Uncodified Ordinances 160
    17.3 FN Full Citations to Codified or Uncodified Ordinances in Academic Footnotes 161
    17.4 Short Citations to Codified or Uncodified Ordinances 162

18  Administrative and Executive Materials 163
    Fast Formats 163
    Snapshot: Code of Federal Regulations 164
    18.1 Full Citations to Code of Federal Regulations 166
        Sidebar 18.1: Currency of C.F.R. Volumes 168
    18.2 Short Citations to Code of Federal Regulations 168
    18.3 Full Citations to Federal Register 169
    18.4 Short Citations to Federal Register 170
    18.5 Full Citations to Federal Agency Decisions 171
        Sidebar 18.2: Citing Federal Tax Materials 173
    18.6 Short Citations to Federal Agency Decisions 173
    18.7 Full Citations to Advisory Opinions 173
    18.8 Short Citations to Advisory Opinions 174
    18.9 Full Citations to Executive Documents 175
    18.10 Short Citations to Executive Documents 177
    18.11 Executive Agreements 178
    18.12 Citations to Patents 178
    18.13 Citations to State Administrative Codes 178
    18.14 Citations to State Administrative Registers 179
    18.15 Citations to State Agency Decisions 179
    18.16 Citations to State Advisory Opinions 180
    18.17 Citations to State Executive Materials 180
    18.18 Citations to Other Administrative and Executive Materials 180
# 19 Treaties and International Conventions and Agreements

**Fast Formats**

19.1 Full Citations to Treaties, International Conventions, or International Agreements Currently in Force

19.2 Full Citations to Treaties, Conventions, or Agreements No Longer in Force

19.3 FN Full Citations to Treaties, Conventions, or Agreements in Academic Footnotes

19.4 Short Citations to Treaties, Conventions, or Agreements

19.5 International and Foreign Law Sources

# 20 Books, Treatises, and Other Nonperiodic Materials

**Fast Formats**

20.1 Full Citations to Books, Treatises, and Other Nonperiodic Materials

20.2 Star Edition

20.3 Collected Works

20.4 Books, Treatises, and Other Nonperiodic Materials in Electronic Media

20.5 Religious Works: The Bible, the Koran, and the Talmud

20.6 Short Citations to Books, Treatises, and Other Nonperiodic Materials

# 21 Law Reviews and Other Periodicals

**Fast Formats**

21.1 Consecutive and Nonconsecutive Pagination

21.2 Full Citations to Consecutively Paginated Periodicals

21.3 Full Citations to Nonconsecutively Paginated Periodicals

21.4 Full Citations to Cartoons or Comic Strips

21.5 Full Citations to Periodicals Online

21.6 FN Full Citations to Periodicals in Academic Footnotes

21.7 Short Citations to Periodicals
# Table of Contents

## 22  Dictionaries, Encyclopedias, and American Law Reports  216

**Fast Formats**  216

22.1  Full Citations to Dictionaries  217  
22.2  Short Citations to Dictionaries  219  
22.3  Full Citations to Multi-Volume Encyclopedias  220  
Chart 22.1: Representative Encyclopedia Abbreviations  221  
22.4  Full Citations to Encyclopedias with Named Authors or Editors  223  
22.5  Full Citations to Annotations in American Law Reports  225  
Chart 22.2: Abbreviations for A.L.R. Series  227  
22.6  Short Citations to Annotations  228

## 23  Restatements, Principles of the Law, Model Codes, Uniform Laws, and Sentencing Guidelines  229

**Fast Formats**  229

Snapshot: Restatement of the Law  230

23.1  Full Citations to Restatements and Principles of the Law  232  
Chart 23.1: Subject Matters of Restatements and Principles of the Law  233  
23.2  Short Citations to Restatements or Principles  234  
23.3  Full Citations to Sentencing Guidelines, Model Codes, and Model Acts  235  
23.4  Short Citations to Sentencing Guidelines, Model Codes, or Acts  236  
23.5  Citations to Uniform Laws  237

## 24  Looseleaf Services  239

**Fast Formats**  239

24.1  Full Citations to Case Materials in Looseleaf Services  239  
Chart 24.1: Abbreviations for Names of Looseleaf Publishers  242  
Sidebar 24.1: Citing Paragraphs in Looseleaf Services  243  
24.2  Full Citations to Non-Case Materials in Looseleaf Services  243  
24.3  Short Citations to Non-Case Materials in Looseleaf Services  243

## 25  Court Documents, Transcripts, and Appellate Records  244

**Fast Formats**  244

25.1  Scope of Rule  244  
25.2  Full Citations to Court Documents  244
25.3 Full Citations to Transcripts  246
25.4 Short Citations to Court Documents or Transcripts  247
25.5 Full Citations to Appellate Records  248
25.6 Short Citations to Appellate Records  248

## 26 Speeches, Addresses, and Other Oral Presentations 249

**Fast Formats** 249

26.1 Full Citations to Unpublished Speeches, Addresses, or Other Oral Presentations  249
26.2 Published Presentations  251
26.3 Short Citations to Speeches, Addresses, and Other Oral Presentations  252

## 27 Interviews, Letters, and Memoranda 253

**Fast Formats** 253

27.1 Full Citations to Interviews Conducted by the Author  254
27.2 Full Citations to Interviews Conducted by Another Person  255
27.3 Full Citations to Unpublished Letters or Memoranda  255
27.4 Citations to Published Letters or Memoranda  258
27.5 Short Citations to Interviews, Letters, or Memoranda  258

## 28 Video and Visual Programs, Radio, Audio Recordings, and Microforms 260

**Fast Formats** 260

28.1 Full Citations to Video or Visual Programs  261
28.2 Full Citations to Radio Broadcasts or Series  263
28.3 Full Citations to Audio Recordings  263
28.4 Full Citation to Single Audio Recording in a Collection  264
28.5FN Full Citations to Audio Recordings in Academic Footnotes  264
28.6 Full Citations to Microforms  265
28.7 Short Citations to Video and Visual Programs, Radio, Recordings, and Microforms  266

## 29 Forthcoming Works, Unpublished Manuscripts, and Working Papers 268

**Fast Formats** 268

29.1 Full Citations to Forthcoming Works  269
29.2 Full Citations to Unpublished Manuscripts  269
29.3 Full Citations to Working Papers  271
29.4FN Full Citations to Forthcoming Works, Unpublished Manuscripts, or Working Papers in Academic Footnotes  272
29.5  Short Citations to Forthcoming Works, Unpublished Manuscripts, or Working Papers  272

**Part 4  Online Sources**  273

30  **Online Sources in General**  274

30.1  General Information About Citations to Sources in Print and Online Versions  274
30.2  Citing Online Sources That Are Official, Authenticated, or Exact Reproductions  274
     Sidebar 30.1: Types of Websites and Indicia of Reliability  275
30.3  Citing Other Online Sources  275
     Chart 30.1: Rules for Online and Parallel Online Citations  276

31  **World Wide Web Sites and Blogs**  277

31.1  Full Citations to Sources on the World Wide Web  277
31.2  Blogs, Microblogs, Social Media Platforms, and Wikis  283
31.3  Short Citations to Sources on the World Wide Web  283

32  **Commercial Databases**  285

32.1  When to Cite Commercial Databases  285
32.2  Full Citations When a Unique Identifier Is Available  286
32.3  Full Citations When a Unique Identifier Is Not Available  286
32.4  Short Citations to Commercial Databases  287

33  **Email, Listservs, CD-ROMs, and Other Electronic Media**  288

33.1  Full Citations to Email  288
33.2  Full Citations to Listserv Postings, Discussion Groups, and Forums  289
33.3  Full Citations to New Media Sources  289
33.4  Full Citations to Materials on CD-ROM  291
33.5  Citations to Email and Other Electronic Media in Academic Footnotes  291
33.6  Short Citations to Email and Other Electronic Media  292
# Part 5  Incorporating Citations into Documents  293

## 34  Citation Placement and Use  294

34.1  Placement Options  294
Sidebar 34.1: Using Your Word Processor to Format Footnotes  296
34.2  Frequency of Citation  298
34.3  Number of Sources to Cite  298
34.4  Guidelines for Determining Which Authorities to Cite in a Practice-Based Document  299

## 35  Signals  300

35.1  Function of Signals  300
35.2  Significance of No Signal  300
35.3  Categories of Signals  300
Chart 35.1: Categories of Signals: Types and Degrees of Support  301
35.4  Formatting Signals  302
35.5  Signals for Multiple Authorities; Changing Signals  303

## 36  Order of Cited Authorities  307

36.1  Ordering Multiple Authorities  307
36.2  General Guidelines for Ordering Authorities  307
36.3  Order of Specific Sources  309

## 37  Explanatory Parentheticals, Commentary, and Treatment  314

37.1  Using Explanatory Parentheticals  314
37.2  Placement of Explanatory Parentheticals  314
Sidebar 37.1: Order of Parentheticals  316
37.3  Constructing Explanatory Parentheticals  316
37.4  Commentary About Source or Treatment of Source  317

# Part 6  Quotations  319

## 38  Quotations  320

38.1  When to Quote  320
38.2  Quoting Accurately  320
38.3  Quotation Formats  320
### Table of Contents

38.4 Short Quotations 320  
38.5 Long Quotations 325  
38.6 Testimony 329  
38.7 Epigraphs 329

#### 39 Altering Quotations 331  
39.1 Altering the Case of a Single Letter in a Word 331  
39.2 Adding, Changing, or Omitting One or More Letters in a Word 331  
39.3 Substituting or Adding Words to a Quotation 331  
39.4 Altering Typeface in a Quotation 332  
39.5FN Adding a Footnote Within a Block Quotation 333  
39.6 Indicating Mistakes in the Original 333

#### 40 Indicating Omissions from Quotations 335  
40.1 Indicating Omissions with Ellipsis 335  
40.2 When to Use Ellipsis 336  
40.3 When Not to Use Ellipsis 338

### Part 7 Appendices 343

**Appendix 1: Primary Sources by Jurisdiction** 345  
A. Federal Primary Sources 346  
B. States’ and District of Columbia’s Primary Sources 349  
C. Territories’ and Tribal Courts’ Primary Sources 402

**Appendix 2: Local Court Citation Rules** 407  
A. Federal Courts 407  
B. State and Territorial Courts 421

**Appendix 3: General Abbreviations** 439  
A. Calendar Divisions 439  
B. United States and World Geography 439  
C. Subdivisions 443  
D. Publishing Terms 444  
E. Names of Cases, Statutes, and Institutional Authors 444  
F. Legislative Terms 447  
G. Court Documents 448

**Appendix 4: Court Abbreviations** 451  
A. Federal Court Abbreviations 451  
B. State Court Abbreviations 454  
C. Other Abbreviations in Court Names 458
Appendix 5: Periodicals and Looseleaf Services 459
   A. Law Reviews and Other Periodicals 459
   B. Looseleaf Services and Publishers 504

Appendix 6: Federal Taxation Materials 507
   A. Statutory Compilations 507
      Sidebar A6.1: Versions of the Internal Revenue Code 508
   B. Tax Courts and Reporters 508
      Sidebar A6.2: Case Names in Older Tax Authorities 510
   C. Administrative Materials 512

Appendix 7: Federal Administrative Agencies and Publications 517
   A. Selected Official Federal Administrative and Executive Reporters
      and Publications 517
   B. Selected Federal Agency Abbreviations and Acronyms 518

Index 519