

TECHNICAL AND FORMAT REQUIREMENTS FOR JOURNAL OF PUBLIC LAW ARTICLES

REFERENCES

Articles published in the *Journal of Public Law* are to conform technically to (1) this handbook, (2) the latest edition of the Bluebook, and (3) the latest edition of the CHICAGO MANUAL OF STYLE—in that order.

TYPEFACES

The Journal of Public Law uses three different typefaces as discussed in Rule 2 of the Bluebook: LARGE AND SMALL CAPS, *italics*, and ordinary roman type. Rule 2 details how and when each typeface should be used in text, footnote text, and citations.

HEADINGS

All headings (including the title) should be properly capitalized and in the typefaces indicated below. Titles, names of non-student authors, and first and second level subheadings should be centered. Other headings should be tabbed as appropriate from the left margin. If there is a case name in a non-italicized heading, italicize it. If there is a case name in an italicized heading, the case name should be in plain roman type. The name of a student author should be right justified at the end of the article.

Sample Headings

Title of the Article

Non-student Author

I. FIRST LEVEL SUBHEADING -- WITH A *CASE NAME*

A. *Second Level Subheading* -- With a Case Name

1. *Third level subheading* (Only first word capitalized for this and subsequent headings)

a. *Fourth level subheading*. [Text begins here on same line]

(1) *Fifth level subheading*. [Text begins on same line]

(a) *Sixth level subheading*. [Text begins on same line]

(i) *Seventh level subheading*. [Text begins on same line]

Student Author

If there is a case name in the title, italicize it. If there is a case name in a major heading, italicize it instead of bolding it. If the case name appears in a subheading, italicize all but the case name.

After each initial period or parentheses to the left of a title, heading, or subheading, there should be two spaces—not a tab—before the title or heading itself.

FOOTNOTES

Every statement of law should be footnoted, as should any idea that is not the writer's own. Also, when possible, the writer's own conclusions should be supported by authority. Unquestionable and obvious propositions

require no citation. More recent leading cases and secondary sources should be cited rather than a string of citations to all remotely relevant cases.

Although footnotes are used to support the text, the text must not be dependent on them logically or substantively. The text must be able to stand alone. Footnotes can be used to raise questions or problems that the author has considered but has decided not to treat in the text. For example, a collateral problem should be footnoted when it is not pertinent to the central thesis of the paper but is significant in that broad area of law. The reader may be interested in the collateral problem and the author should help identify related material. Problems which would naturally arise in the mind of the reader should be discussed in a footnote to let the reader know that the writer is aware of them. Conclusions which are not necessary for the development of the text may also be included in the footnotes.

Footnotes should be placed in the text by using the footnote function on the word processor program. The normal default settings on the footnote function should be used. When typing the footnote, **do not use a period or any spaces between the footnote number and the citation or text.** When entered into the word processor program, footnotes should appear beneath a left-justified two-inch line at the bottom of the page. Footnote text should be in 10 pt font. Footnote numbers should be left-justified in super-script, with one space between the number and the beginning of the footnote text. Footnote text longer than one line should hug the left margin—“Hanging” indents are incorrect in footnotes. Because of the requirements of the macro process, manually typed footnotes are also incorrect—all footnotes should be generated with a word processing program.

CITATIONS

Remember the One Sentence Rule: All supporting citations should be in one citation sentence, ending with a period. Citations to non-supporting authorities should be in a sentence separate from supporting authorities. Example:

Many nursery rhymes involved torts. *In re Peter*, 110 M.G. 120 (1770) (false imprisonment); *accord* Jack v. Jill, 28 M.G. 345 (1660) (battery); *see also In re Muffet*, 120 M.G. 48 (1788) (assault); *cf.* Three Pigs v. Wolf, 75 Disn. 2d 128 (1950) (assault; intentional infliction of emotional distress). *But see* Sprat v. Goose, 35 M.G.2d 378 (1890) (truth a defense to libel and slander); *Ugly Duck v. Mother*, 50 And. 2d 328 (1907) (no cause of action for wrongful birth).

AUTHOR'S NAME

For articles, put the name of the professional (non-student) author in *italics*, centered just under the title. In notes and comments, the name of the student author is typed in *italics* on the right margin immediately following the last line of text.

PAGE NUMBERS

Page numbers of published pieces will be manipulated by the macro process and placed within the heading in the final printed version of the article. Therefore, it doesn't matter where the numbers appear in earlier drafts. Manually typed page numbers are discouraged.