



Buffalo Environmental Law Journal

BLUEBOOK & EDITING TIPS AND RESOURCES

(Updated May 2022)

The Bluebook is currently in its 21st edition, released in June 2020. It is available as a print book and as an electronic publication. To buy a print copy or a subscription to the electronic version, visit www.legalbluebook.com. There is also a free online trial available.

We highly recommend tabbing your Bluebook. See tabbing suggestions below.

Law Reviews & Journals use the Whitepages. Ignore the Bluepages. The quick reference guide inside the front cover of the Bluebook and the list of rules on the back cover are helpful. Do not use the inside back cover references since they refer to the Bluepages. See Bluebook Tip Sheet below for additional information.

We also recommend the Bluebook practice exercises on the [LexisNexis Interactive Citation Workstation \(ICW\)](#).

A Few Other Bluebook Resources:

- [The Bluebook Quick Style Guide](#)
- [Bluebook Legal Citation System Guide](#) – Harvard Law School Library
- [Guide to Legal Writing and Style: Bluebooking for Law Review Footnotes](#) – Pace University Elisabeth Haub School of Law

A Guide to Proofreading and Copyediting Symbols:

- https://www.edu.uwo.ca/graduate-education/lead_ta/legacy_project_2014/documents/proofreading_and_editing.pdf

BLUEBOOK TIP SHEET

CHECKLIST

1. What Type of source is this?
2. What do I abbreviate / omit?
3. What is the Typeface for each part of the citation?
4. What is the correct spacing for each part of the citation?
5. If multiple citations:
 - (a) Are the citations in the correct order?
 - (b) Should there be periods between the citations or semi-colons
(based on signals – if NO signals, then use semi-colons)
6. Is there a period at the end of my citation?

CASES

- Case names in footnotes and endnotes are not italicized or underlined for full citations
- Case names for short form are italicized/ underlined
- Check abbreviations (pgs. 99-107, 304-328)
- Check omissions (pgs. 99-101)
- Check spacing on reports
- Format for including opinions not by majority (concurring/ dissenting) (pg. 109)
ex. [Full citation] (Cardozo, J., concurring).
- Period is always placed at the end of the citation sentence

ARTICLES

- journals are Big Cap/ Small Cap
- article titles are italicized/ underlined
- know when to abbreviate and when not to
 - do not abbreviate article titles
 - abbreviate journals

BOOK

- do not abbreviate book title
- check Typeface for author and title

STATUTES

- add a space between the “§” symbol and the section number
- add two “§” symbols when statute is referencing more than one section, but do not use more than two symbols
- Types: codes, session laws, amendments
 - *see* general formatting table for different types of statutes on pages 120-21
- know when to abbreviate and when not to (similar to internet/ secondary sources)
(*see, e.g.,* pgs. 120-121)

INTERNET

- check chart on pages 174-75 for correct formatting of source (when to italicize, Big cap/small cap, regular Font)
- abbreviate months when necessary
- know when to abbreviate and when not to

OTHER

- Constitutions (pg. 119)
 - check abbreviations
 - check number formatting (roman numerals vs. regular numbers)
 - check “§” symbol
- Administrative and Executive Materials (pg. 142)
 - Federal Regulations
 - reports
- Abnormal Case formats (chart on pg. 96)
 - briefs (also on pg. 114)
 - unpublished decisions (slip op.) (pg. 117)
 - petitions for certiorari (also on pg. 116)
 - subsequent and prior history
- Court Filings (for documents that are NOT a part of the same case) (pg. 114-116)
 - briefs
 - complaint
 - transcript
 - petition for certiorari

GENERAL

- Period is always placed at end of the citation sentence
- Order of cites should be ordered in a logical manner (pg. 65)
- Check signals
 - if signals are contradictory, a period goes in between each cite in a list of citations; if the signals have the same connotation, a semi-colon is put in between each cite
 - italicize signals
- Numbers for case reporters or journal editions end in either “th” or “d” depending on the number (*e.g.*, 2nd becomes 2d and 4th stays 4th)
- do not use *Id.* when there is an intervening source
- no period between citation and explanatory parenthetical
- when to use *Supra* (do not use for cases, statutes, constitutions, legislative materials . . .)
- check Typeface (pg. 69-76)

FORMATTING

- READ DIRECTIONS
- Make sure to *italicize*, underline, or use SMALL CAPS when required

TABBING THE BLUEBOOK

Tabbing is a personal preference. The following are tabbing suggestions, but please do this however it will be most helpful for you personally. In addition to these tabs, it is helpful to tab other pages that you find yourself referencing frequently. Tab these on the top of the book instead of the side to differentiate from the tabs on the side.

Color 1 (start at the top):

- Signals – p. 62
- Parentheticals – p. 65
- Fonts – p. 68
- Short Forms (General Overview) – p. 79
- Quotes – p. 83
- Abbreviations, numbers, and symbols – p. 87
- Italics/Capitalization – p. 91

Color 2 (start at the bottom)

- Cases – p. 95
- Constitutions – p. 119
- Statutes – p. 120
- Legislative material – p. 135
- Books & non-periodicals – p. 147
- Periodicals – p. 157
- Web/Internet – p. 174

Color 3 (start in the middle)

- Federal Jurisdiction – p. 227
- State Reporters – p. 242
 - Helpful to tab NY (on the top of the book) – p. 271
- Case Names, Institutional Author Names, Periodical Titles Abbreviations (T6) – p. 304
- Court Names Abbreviations (T7)– p. 307
- Geographic Terms (T10) – p. 312
- Months Abbreviations– p. 319
- Index – p. 329