

Iowa Law Review Conventions & Rules to Note

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CONVENTIONS: ABOVE-THE-LINE

1. Case citation above-the-line

- If a case is cited above-the-line, it must still have a full citation below-the-line. A reporter volume number should never begin a case citation.

2. Capitalization

- Capitalize “Note” and “Article” when the author refers to his or her own piece
 - The same goes for “Part,” “Section,” and “Subpart”

- In titles:
 - Do not capitalize the word “to” when used in the infinitive.
 - Capitalize the word “to” when used as an adverb.

3. Defining References

- Always use quotation marks within a parenthetical when defining a term or creating a short-hand reference.
 - Example: The Iowa Law Review (“ILR”) is one of the nation’s finest legal periodicals.
- This should only occur once per piece. After a term is defined or a short-hand reference is made, it should be used throughout the piece.

4. Lists & Subparts

- Always use numbered lists, not alphabetic lists.
- When using a numbered list/series, there must be a parenthesis on each side of the number.
 - Example: (1) the dog; (2) the cat; and (3) the catdog

5. Student Author Name

- Student writers must spell their names on their student notes exactly as they appear on the masthead.

6. Author Footnote

- Use “*” to reference author footnotes, rather than “1”. If there are two authors, use “*” for the first author and “**” for the second author.
 - Use this path to insert “*” as the author footnote: Insert → Footnote → Custom Mark → *

7. Headings

- Label headings in the following order:
 - I. First Level Heading
 - A. Second Level Heading
 - 1. Third Level Heading
 - i. Fourth Level Headings
 - a. Fifth Level Headings
- The introduction and conclusion are labeled as First Level Headings (I, II, etc.)

8. Substantive Changes to above-the-line Text During ACs

- You need to check with editors/the author before making substantive changes. Major substantive changes are those that alter the meaning or the voice of the passage.

9. Omission of Words at the Beginning or End of a Quote

- Words that appear at the beginning or end of quoted sentences must be included inside the quotation marks *so long as they are a natural part of the quoted sentence or phrase*. For example:
 - Source cited to says:
 - At common law, forfeitures of the property of criminals were justified on the ground that property was a right derived from society which one lost by violating society's laws.
 - Sentence being ACed says:
 - These common law forfeitures incident to criminal offenses, which were early predecessors of today's criminal forfeitures, were "justified on the ground that property was a right derived from society which one lost by violating society's laws."
 - In this sentence, "were" is a part of the phrase quoted so it needs to be placed inside the quotation marks.
 - On the other hand, if the sentence being ACed says:
 - These common law forfeitures "were justified on the ground that property was a right derived from society which one lost" by virtue of the criminal conduct.
 - Here "by" is not a natural part of the quoted phrase, it's the beginning of its own phrase. Thus, it does not need to be placed inside the quotation marks.

10. Spacing Between Sentences

- There should only be one space between a sentence's final punctuation and the first word of the subsequent sentence
- Note: The easiest way to ensure that this convention is met is to "command find" for two spaces and delete any excess spaces

11. Colon Usage

- Every time the text following a colon is an independent clause, capitalize the sentence. If the text following a colon is a dependent clause or fragment, make sure it is not capitalized.
 - Example: The significance of such changes flows from one of the greatest advantages of using reasoned decisionmaking to guide the Patent Office: Reasoned decisionmaking is a comprehensive principle.

- The text following the colon is an independent clause (i.e., it can stand by itself as a full sentence), so the first word of the sentence is capitalized.
- Example: Thus, it is unclear at what level of generality to define the issue that may be precluded: patentability in general or a particular ground.
- The text following the colon is a dependent clause (i.e., it cannot stand by itself as a full sentence), so the first word of the sentence is not capitalized.

12. Use of “United States” v. “U.S.”

- Spell out “United States” if it is used as a noun or object.
 - Examples of use as noun or object: The United States has three branches of government. In the United States, there is a presidential election every four years.
- Abbreviate United States as “U.S.” when used as an adjective.
 - Examples of use as adjective: U.S. Government, U.S. judicial system

13. Syllabus of Cases / Abstracts of Periodicals

- Do not cite to the syllabus/summary/etc. of cases. The pin cite must come from the opinion itself.
- Same rule applies for abstracts of periodicals. Do not cite to the abstract of periodicals. The pincite must come from the main text of the article.

14. Percent vs. %

- Always spell out “percent.” However, it is not necessary to change “%” to “percent” if included in a quote.
 - Example: There is a 19 percent increase in law student enrollments. Last year, “only 10% were women.”

15. Centuries

- Always spell out the numbers when referring to a specific century, regardless of our below convention. However, it is not necessary to change if included in a quote.
 - Example: He was born in the nineteenth century. She, however, “was born in the 21st century.”

16. Gender Pronouns

- When gender is unknown or when referring to a generic person, the *Iowa Law Review* encourages rewording to avoid gender OR using “they/them” instead of “he or she/ his or hers.”

- Example: If one is born between 1981 and 1996, they are considered a millennial.
- Refer to the most current version of the University of Iowa Diversity, Equity, and Inclusion Style Guide for further guidance on the use of gender or sex terminology.

17. Race & Ethnicity

- African American or Black
 - The “B” in “Black” is always capitalized.
 - “African American” is not hyphenated.
- Asian or Asian American
 - “Asian American” and similar terms should not be hyphenated.
- American Indian or Alaska Native
 - “American Indian” and similar terms should not be hyphenated.
- White
 - The “W” in “white” is not capitalized.
- Refer to the most currently version of the University of Iowa Diversity, Equity, and Inclusion Style Guide for further guidance on suggested word choice and the proper use of race or ethnicity terminology.

18. Diversity, Equity, and Inclusion Style Guide

- The *Iowa Law Review* strongly encourages following the most current version *University of Iowa Diversity, Equity, & Inclusion Style Guide* further guidance on word choice or proper terminology relating to gender, sex, sexual orientation, race, ethnicity, disabilities, immigration, and more.

CONVENTIONS: BELOW-THE-LINE

1. Alphabetizing by Title

- When alphabetizing by title, disregard the following words as the first word of a title:
 - “A”
 - “An”
 - “The”

2. String Citations in Textual Sentences

- When string citations are used in a textual sentence in a footnote:
 - Use semicolons to separate the citations;
 - Use “and” to separate the penultimate and last citation;
 - Example: For examples of recent leading works on the two

sides of the debate, see generally DAVID HEALY, PHARMAGEDDON (2012); and THOMAS P. STOSSEL, PHARMAPHOBIA (2015).

- Do not italicize the signals;
- The words “*infra*” and “*supra*” should remain italicized; and
 - Example: For further discussion of drug marketing and advertising, see *infra* Section IV.B.
 - Example: As noted above, see *supra* notes 77–79 and accompanying text, there is a statutory provision that authorizes the PTO to request information with respect to drugs from the FDA, see 21 U.S.C. § 372(d), but it has not been used very often, see Darrow, *supra* note 47, at 402–03.
- Italicize case names.
 - Example: For an overview of the facts, see *KSR Int’l Co. v. Teleflex Inc.*, 550 U.S. 398, 427–28 (2007).

3. United States Code

- Citations to the U.S. Code require a date. Cite to 2018 for current U.S. Code provisions, unless the author is intentionally citing to a different year.

4. Docket Numbers

- Always use hyphens for all docket numbers, not en-dashes.

5. URLs

- Do not omit “[http://](#)” or “[https://](#)” from the beginning of a URL
- Omit the final slash (“/”) in a URL
- Remove hyperlinks from URLs
- Do not use short URL addresses that authors often provide. Instead use the long URL address that appears in the URL box on your search engine.
 - Example: Do not use <http://bit.ly/2Eka8jf>. Instead, use <https://www.businessinsurance.com/article/20090506/NEWS/200016128>.
- Use permalinks for all sources where an internet URL is included. Note: According to Rule 18.2.2(c), it is not necessary to include a “last visited” parenthetical when a permalink is inserted after the URL.
 - Example: Matt Dumiak, *It Passed: The California Consumer Privacy Act of 2018*, COMPLIANCEPOINT (June 29, 2018), <http://www.compliancepointblog.com/ccpa/passed-california-consumer-privacy-act-2018> [<https://perma.cc/8WCH-4XTQ>].

6. Last Updated in Internet Citations

- If the website has both an original publication date and a last updated date, use the last updated date where the date is normally located in an Internet citation.
- If the website only has a last updated date, but the date clearly refers to the material cited, use that date where the date is normally located in an Internet citation.
- If the website has no clear publication date, indicate the date in a parenthetical after the URL. This usually occurs with government or organization websites.
 - Example: *Financial Conflict of Interest*, NAT'L INSTITUTES OF HEALTH, <https://grants.nih.gov/grants/policy/coi/index.htm> (last updated Jan. 10, 2020).

7. Main Page Titles in Internet Citations

- In T6 and T13, cite internet main page titles as you would periodicals: i.e., omit the words “a,” “an,” “in,” “of,” and “the” (but retain the word “on”), etc.

8. Citing to Wikipedia

- The *Iowa Law Review* does not view Wikipedia as a consistently reliable source for substantive information. This is because of the ease with which any person can adjust or add materials to the site’s posted articles, as well as the inability of the Iowa Law Review to verify the origin of the posted material. An author may cite to Wikipedia if the author is discussing Wikipedia substantively.

9. Student Author Footnote

- To ensure uniformity among student author’s footnotes, all such footnotes must conform to the following style:
 - *J.D. Candidate, The University of Iowa College of Law, 2017; B.A., The University of Iowa, 2009.
- The designation must be “J.D. Candidate,” unless the student will graduate prior to publication of their Note.

10. Punctuation in Titles

- € Punctuation that is in the title of articles, books, etc. should remain in the title in our citations.
 - Examples:
 - John Czarnetzky, *Time and Uncertainty: How Do They Impact the Law of Corporate Reorganization?*, 67 *FORDHAM L. REV.* 2939, 2942 (1999).

- Elizabeth Heffernan, *Chasing the Internship Promise: “It Will Be Good For You,”* 102 IOWA L. REV. 1757, 1763 (2017).

11. Signals

- € Need a pin cite:
 - Every signal except *see generally* & *see also generally*
- € Need a parenthetical:
 - *See also*
 - *Cf.*
 - *Compare . . . [and] . . . with . . . [and] . . .*
 - *But cf.*
 - *See generally*
- € *See, e.g.* does not require more than one citation

12. PowerPoint Citations

- € Cite PowerPoint presentations as follows:
 - Stacey A. Tovino, PowerPoint Presentation Keynote Address at 11th Annual Beazley Symposium on Health Law & Policy, Patient Privacy: Problems, Perspectives, and Opportunities, at slides 24–26 (Nov. 10, 2017), *available at* URL [permalink].

13. Parts & Sections

- € When citing Part and Section ranges in an internal cross reference, a period should appear right after the en-dash.
 - Example: Sections IV.B–C.
- € Use “Part” only when the first subpart is cited. Use “Section” when additional subparts beyond the first subpart are cited.
 - Example: Part IV, but Section II.B.2.

14. Statute Ranges

- € When citing material that spans more than one section of a statute, retain all digits of the section number (i.e., do not drop repetitious digits as we would for case and periodical page ranges).
 - Example: 42 U.S.C. §§ 9601–9675 (2012).

15. Short Cites for Statutes

- When citing a statute that is directly proceeding a footnote, and the proceeding statute has the same title number, use *id.* even if the statute section changes.
- When short citing a statute where *id.* is not applicable, include the title, chapter, or volume number, but remember to omit the year.
 - Example 1: 15 U.S.C. § 1023 (2018).
 - *Id.* § 1025.

- 20 U.S.C. § 45.
- Example 2: DEL. CODE ANN. tit. 28, § 1701 (1999).
- REPORT ON HEALTH, NAT'L INSTITUTES OF HEALTH 4 (2011).
- tit. 28, § 1701.

16. Author Initials

- € Do **not** include a space between an Author's initials if the Author uses initials rather than his/her first and middle names (regardless of whether there is a space between the initials on the title page of the source). This convention also applies to above-the-line text.
 - Example: A.J. Smith, NOT A. J. Smith

17. Parentheticals Starting with the Word “Stating”

- € When a parenthetical starts with the word “stating” and the text following the word “stating” is a quote that constitutes a full sentence, delete the word “stating” and treat the parenthetical as if it is just quoting the full sentence.
 - Wrong: (stating “there are more mayors of Rockville, Maryland, than there are mayors of Detroit”)
 - Correct: (“[T]here are more mayors of Rockville, Maryland, than there are mayors of Detroit.”)

18. Textual Paragraphs

- € When there are multiple textual paragraphs below-the-line, indent each successive textual paragraph. However, do not indent the text that accompanies the physical footnote number (i.e., the first paragraph).

19. Available at

- For consistency and clarity, we are no longer using “*available at*” in citations.

20. Et al.

- List *all* authors when first citing the source (if 5 or less authors). When cross-referencing, use the first author's last name followed by et al. If six or more authors are listed in first cite, you may use “et al.”
 - Example: Laura Dern, Jennifer Aniston & Renee Witherspoon.
 - Example: Dern et al., *supra* note 19, at 27.

21. “See text accompanying note X” vs. “see note X and accompanying text”

- “See text accompanying note X” should be used when the author refers solely to text located elsewhere in the piece.

- “*See note X and accompanying text*” should be used when the author refers to the material in footnote X as well as the text to which the footnote is attached.

RELEVANT REDBOOK RULES

1. Citing Page Ranges

- When citing material spanning more than one page, provide the inclusive page numbers separated by an en-dash, not a hyphen. (Redbook 1.55(a)).

2. Numbers

- Spell out numbers from one to ten and use numerals for numbers 11 and above. (Redbook 5.3).

3. Em-Dashes

- Double hyphens should be converted to em-dashes and spaces on either side of an em-dash should be deleted (Redbook 1.51 & 1.52).

4. Quotation Marks

- Use the curly quotation marks; never use straight quotation marks. (Redbook 1.29).

5. Lists

- Lists should be introduced with colons and list items should be separated with semicolons (Redbook 1.24).

6. Phrasal Adjectives

- If two or more words, operating as a phrase, come *before* a noun they describe, they should be hyphenated. (Redbook 1.60).
 - Example: A third-year associate is handling the case.
 - For clarification see:
http://www.chicagomanualofstyle.org.proxy.lib.uiowa.edu/16/ch05/ch05_sec091.html?sessionId=d953abbbf-4912-4ad7-b837-a124ff51bd2c

7. En-dashes for Words of Equal Weight

- Use an en-dash to join two terms of equal weight. (Redbook 1.57).
 - Example: The Taft–Hartley Act; attorney–client privilege.

LESS COMMON (BUT IMPORTANT) BLUEBOOK RULES

1. Old U.S. Cases

- For United States Supreme Court reporters through 90 U.S. (23 Wall.), give the name of the reporter's editor and volume of that series. (Redbook 10.3.2).
 - Foster v. Neilson, 27 U.S. (2 Pet.) 253, 313–14 (1829).
- Citations to F. Cas. (i.e., U.S. District Court cases from 1789–1880) should give the case number parenthetically. T1.
 - *Ex parte Mckean*, 16 F. Cas. 186 (E.D. Va. 1878) (No. 8848).

2. Periodical Volume Numbers

- If the periodical has no volume number but is nonetheless consecutively paginated throughout each volume, use the year of publication as the volume number and omit the parenthetical reference to the year. Rule 16.4.
 - Example: Bruce T. Atkins, Note, *Trading Secrets in the Information Age: Can Trade Secret Law Survive the Internet?*, 1996 U. ILL. L. REV. 1151, 1182–83.

3. Prior and Subsequent History

- If a subsequent disposition occurred in the same year as the primary citation, omit the year from the primary citation's parenthetical. See Rule 10.7.1.
 - Example: Herbert v. Lando, 73 F.R.D 387 (S.D.N.Y.), *rev'd*, 568 F.2d 974 (2d Cir. 1997).

4. Court and Jurisdiction

- Omit the jurisdiction and the court abbreviation if unambiguously conveyed by the reporter title. Rule 10.4.
 - Example: DiLucia v. Mandelker, 493 N.Y.S.2d 769 (App. Div. 1985). NOT: DiLucia v. Mandelker, 493 N.Y.S.2d 769 (N.Y. App. Div. 1985).

5. Use of “In re”

- When “*In re*” follows a signal or semicolon, capitalize the “*In*” in “*In re*” (i.e., “*In*” is always capitalized)
 - Example: *See In re* Stephan Co., 868 F.3d 1342, 1345–46 (Fed. Cir. 2017); *In re* Mageli, 470 F.2d 1380, 1384 (C.C.P.A. 1973).