

IOWA LAW REVIEW

VOLUME 109 CONVENTIONS & STYLE GUIDE

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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. Spelling and Language

- Use [Merriam-Webster Dictionary](#) for spelling.
- When more than one way to spell a word, the word listed in the heading (not the variation) is the correct spelling.
 - For example, “toward” NOT “towards”
- With limited exceptions, use “although” not “while” to start a sentence. (Use “while” when referring to a time period, activity, or duration, e.g., “Although it is typical to AC each Monday and Thursdays, there are exceptions.” vs. “While ACing an article one Monday, I started to feel tired.”)

3. 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.
 - See R8 for capitalization conventions.
 - Remember to capitalize verbs like “Be” and pronouns like “It.”

4. Commas

- Always use an Oxford/serial comma with lists.
 - E.g., “The note, article, and response.” NOT “The note, article and response.”
 - EXCEPTION: the one exception is when an & is used instead of “and” with author names. *See* 15.1 (b).
- A comma should be placed before a conjunction in compound sentences. With rare exceptions for style and clarity, no comma should go before a conjunction if the second clause is a dependent clause (i.e. does not express a complete thought).
 - E.g., “ILR is a great journal, and it publishes only interesting articles.” “ILR is a great journal and publishes only interesting articles.”

5. Numerals

- In textual sentences above and below the line, refer to Bluebook 6.2 (a), which says to spell out numbers from one to ninety-nine, and

spell out round numbers like one hundred, two thousand, etc.

- E.g., twenty-five, thirty-eight, forty-two, fifty-seven, sixty-one, seventy-four, eighty-three, ninety-six, etc.
- Spell out “zero.”

6. Singular possessives that end with an “S” vs. plural possessives that end with an “S”

- Singular possessives that end with an “S” should be followed by an apostrophe “s.”
 - E.g., Congress’s
- Plural possessives that end with an “S” should only be followed by an apostrophe.
 - E.g., The footnotes’ errors

7. Hyphenating Words

- If unsure whether a word is hyphenated (e.g., words with prefixes like nonexistent or non-existent?), check Merriam Webster.
- Compound adjectives that come *before* the noun are typically hyphenated unless one of the words is an adverb. Adverbs often end in “ly,” or check Merriam Webster if unsure. Compound adjectives after the noun typically are not hyphenated.
- When in doubt, reference the [Chicago Manual of Style hyphenation table](#) for guidance.

8. 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, use throughout the piece.

9. 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

10. Student Author Name

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

11. 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 under the references tab

12. 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.

13. Table of Contents (TOC) Numbering

- The Intro and Conclusion are not numbered. The numbering of the Sections will begin at the Section following the Introduction.
- This is particularly important ATL in the introduction section and for internal citations.
- Example:

INTRODUCTION	103
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14. 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.

15. **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.
 - Relatedly, quoted material that can stand alone as an independent clause will need ellipses if the quoted material stops short from the source's natural ending. If the material would not stand alone as an independent clause, a period may be inserted in lieu of an ellipses.
 - **Example:** Loss of one's property rights after breaking the law is not a new concept, as "forfeitures of the property of criminals were justified on the ground that property was a right derived from society"
 - **NOT:** Loss of one's property rights after breaking the law is not a new concept, as "forfeitures of the property of criminals were justified on the ground that property was a right derived from society[.]"
 - **BUT:** Loss of the rights to one's property after breaking the law is not a new concept, as such ownership "was a right derived from society."

16. 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.

17. 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

18. 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.

19. Percent vs. %

- Always spell out "percent," even if it is included in a quote
 - Example: There is a 19 percent increase in law student enrollments. Last year, "only 10 [percent] were women."

20. 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."

21. 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.

22. 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.
- Latino/a/x/e
 - When gender is unknown or when referring to a generic person, utilize either Latinx or Latine (either usage should be consistent throughout).
- Refer to the most current 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.

23. Diversity, Equity, and Inclusion Style Guide

- The *Iowa Law Review* strongly encourages following the most current version of the *University of Iowa Diversity, Equity, & Inclusion Style Guide* for further guidance on word choice or proper terminology relating to gender, sex, sexual orientation, race, ethnicity, disabilities, immigration, and more.
- For guidance on disability inclusive language and guidance when citing materials, see Appendix 1.

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. Author Biographical Footnote

- Nonstudent authors should contain at least their title and institution.
 - *Professor of Law, The University of Iowa College of Law.
- 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*
- Need a parenthetical:
 - *See also*
 - *Cf.*
 - *Compare . . . [and] . . . with . . . [and] . . .*
 - *But cf.*
 - *See generally*
 - A *see generally* signal will not require a parenthetical if the above-the-line text sufficiently describes the usage of the cited source and would serve the same purpose as a parenthetical.
- *See, e.g.*, does not require more than one citation.
- *See also generally* should never be used as a signal.

12. **Signals in Textual Sentences**

- When any signal is used in a textual sentence, do not italicize the signal and omit the parenthetical in lieu of the sentence's description of the citation.
 - Example:
 - For some examples of scholarship arguing in favor of a purposivist approach to tax law interpretation, see generally Noël B. Cunningham & James R. Repetti, *Textualism and Tax Shelters*, 24 VA. TAX REV. 1 (2004)

13. **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].

14. **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.

15. **Year Ranges**

- When citing material that spans more than one year, retain all digits of both years (i.e., do not drop repetitious digits as we would for case and periodical page ranges).

16. 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).

17. Statute Year

- The first time that a piece cites a statute, the year must be included (see 12.3.2); the year should not be included in subsequent citations to the statute.

18. 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.

19. 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

20. 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.
 - Correct: (“[T]here are more mayors of Rockville, Maryland, than there are mayors of Detroit.”).
 - Incorrect: (stating “there are more mayors of Rockville, Maryland, than there are mayors of Detroit”).

21. 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).

22. Available at

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

23. 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.” only if three or more authors are listed. Otherwise, list all author last names when cross referencing. 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.
 - Example: N. William Hines & Willard R. Boyd.
 - Example: Hines & Boyd, *supra* note 37, at 109.

24. “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.

25. Unreported Cases

- Should be cited to Westlaw
 - Example:
 - Correct: Jorgenson Forge Corp. v. Illinois Union Ins. Co., No. 13-cv-01458, 2014 WL 12103362, at *3 (W.D. Wash. June 17, 2014).
 - Incorrect: Jorgenson Forge Corp. v. Ill. Union Ins. Co., 2014 U.S. Dist. LEXIS 193585, at *9 (W.D. Wash. June 17, 2014).
 - Westlaw and Lexis pincites are NOT interchangeable.
 - When an author cites to a Lexis piece and we look to change that cite to a WL cite for uniformity, check the actual document on WL to update the pincite accordingly (Lexis’s pages are shorter).
- Should generally follow the following format
 - Omit Judge’s initials if they appear at the end of the docket number
 - Omit the number and colon preceding the year

- Lowercase “cv”
 - Examples:
 - Correct: J. Lilly, LLC v. Clearspan Fabric Structures, Int'l, Inc., No. 18-cv-01104, 2018 WL 4773545, at *3 (D. Or. Oct. 2, 2018)
 - Incorrect: J. Lilly, LLC v. Clearspan Fabric Structures, Int'l, Inc., No. **3:18-CV-01104-JE**, 2018 WL 4773545 (D. Or. Oct. 2, 2018)

26. Parenthetical alterations and omissions

- Alterations to quoted parentheticals are called out inside the original parenthetical (after the quoted sentence) before the parenthetical is closed.
 - Example:
 - Correct: (noting that “[d]ogs are not [c]ats” (alteration in original)).
 - Incorrect: (nothing that “[d]ogs are not [c]ats”) (alteration in original).

27. Punctuation alterations and omissions in quotes

- Insert an empty bracket (“[]”) when omitting a comma, apostrophe, or other form of punctuation from a quote.

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

- Note: we no longer follow the Redbook for numbers.
- Please refer to Bluebook 6.2(a), which says to spell out numbers from one to ninety-nine, and spell out round numbers like one hundred, two thousand, etc.

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/cho5/cho5_secog1.html?sessionId=d953abbf-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” and “ex rel.”**

- 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).
 - **Separately, “*ex rel.*” translates to “on the relation of” and should be interpreted literally as “on behalf of.”** As such, do not indiscriminately put the first name in the caption before *ex rel.*
 - If the caption reads, for example, “GP, minor child BY AND THROUGH her Mother, JP v. Lee County School Board,” the proper citation caption is: “JP *ex rel.* GP v. Lee Cnty. Sch. Bd.
 - The name/initials of the person who garners standing for the action (but cannot bring it themselves) proceeds “*ex rel.*”

APPENDIX 1: DISABILITY INCLUSIVE LANGUAGE

- When describing people with disabilities the phrases: feeble-minded, cripple, moron, mentally deficient, mentally retarded, and handicapped should not be used. These are all words that have historically contributed to feelings of stigmatization and discrimination against people with disabilities.
- Often times, quoted material uses the above antiquated phrases. In cases where the quoted material uses one of the above terms or phrases, it is preferable to paraphrase the quote rather than supply the directly quoted material in the body or footnotes of the piece. Obviously, this is not always feasible, but please air on the side of not using those phrases where possible.
- Do not use euphemisms like “differently abled” or “special needs” where possible. Many education statutes and related laws use these euphemisms and they cannot be avoided in every instance. As with the antiquated phrases, air on the side of not using euphemisms for disability where possible.

- Avoid referring to disability as a burden or people with disabilities as victims, inspirations, stricken/afflicted with, low-functioning, unfortunate, or sickly. Use the phrase “wheelchair user” to describe an individual with a mobility impairment that uses a wheelchair. Do not use “wheelchair bound” or “confined to a wheelchair.”
- Avoid referring to people without disabilities as healthy or normal. “People without disabilities” or “able-bodied” are better and less normative terms.
- When talking about accommodations for people with disabilities, use the term “accessible” rather than “handicapped.” For example, refer to an “accessible” parking space rather than a “handicapped” parking space or “an accessible bathroom stall” rather than “a handicapped bathroom stall.”
- When unsure how to refer to an individual or group in the disability community, use person first language (i.e., person with a disability, person with a visual impairment). However, please be aware that not every member of the disability community prefers person first language. Where possible, ask individuals how they prefer to be referred to, if that is not possible, then use person first language.
- For a more comprehensive disability inclusive language guide please visit, Disability Language Style Guide, NATIONAL CENTER ON DISABILITY AND JOURNALISM (Aug. 2021), <https://ncdj.org/style-guide/>.