

**UNIVERSITY OF ARKANSAS AT LITTLE ROCK  
WILLIAM H. BOWEN SCHOOL OF LAW**

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**LAW REVIEW  
STYLE MANUAL**

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**TENTH EDITION  
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## INTRODUCTION

This manual is intended to offer members and apprentices of the University of Arkansas at Little Rock Law Review guidance on citation conventions unique to this Law Review, as well as clarification of rules of citation and style that are often confusing for student editors and writers. Because this Law Review is highly deferential in its treatment of non-student authors' writing style and word choice, sections in this manual that address these topics are intended for student authors only. The editors of this manual recommend that technical changes made to non-student authors' pieces be limited to errors in grammar and citation.

References contained in this manual include cross-references to itself ("UALR Law Review Style Manual"), as well as citations to *The Bluebook: A Uniform System of Citation*, 20th edition (HBB) and *The Chicago Manual of Style* (16th ed. 2010). References to these authorities will direct you to specific rules for additional information and examples. The Bluebook is the primary authority for citations, and *The Chicago Manual of Style* is the primary authority for stylistic matters. If there is a conflict not directly addressed in this Style Manual, (*see infra*, F. Electronic Media), then The Bluebook rule should be followed. If there is a conflict between the UALR Style Manual and *The Chicago Manual of Style*, then the UALR Style Manual should be followed.

Please read this manual carefully, cover to cover. Student editors are expected to consult and cite to this manual when conducting cite-checking assignments, and to refer to it during the process of writing a note, comment, or survey section. Because the manual focuses on errors commonly made as a result of writers' unfamiliarity with particular rules (especially Bluebook rules), please periodically review the entire manual to maintain familiarity with easily forgotten rules. As more members of the Law Review become proficient with the rules of usage, citation, and style, we can produce a proportionately better Law Review.

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# UALR LAW REVIEW CONVENTIONS

## 1. TYPEFACE CONVENTIONS FOR HEADINGS

**RULE 1:** All headings must conform to capitalization requirements of HBB 8. Case names should appear in italics when in roman font headings, and in roman font when in italicized headings.

### *1.1. Articles, Essays, and Other Pieces by Non-Student Authors*

THE TITLE SHOULD BE IN ALL CAPS AND FLUSH LEFT.

*The author's name should appear below the title in italics, should be indented five spaces, and followed by an asterisk (\*) referring the reader to a footnote containing biographical information about the author.*

- I. LEVEL ONE HEADINGS SHOULD BEGIN WITH ROMAN NUMERALS, BE TYPED IN LARGE AND SMALL CAPS, AND BE CENTERED
- A. Level Two Headings Should Begin with Upper Case Alphabetic Characters in Ordinary Roman Type and Flush Left with a Hard Right Indent
  1. *Level Three Headings Should Be Indented Five Spaces from the Left Margin, Hard Right Indented, Italicized, and Preceded by an Ordinary Numeral*
    - a. Level four headings are indented ten spaces from the left margin, preceded by a lower case alphabetical character, are hard right indented, and typed in ordinary roman type
      - i. *Level five headings are indented fifteen spaces from the left margin, preceded by a lower case roman numeral, hard right indented, and italicized*

## ***1.2. Student-Written Notes and Comments***

The title of a comment should appear as follows:

THE INSANE CONTRADICTION OF *SINGLETON V. NORRIS*: FORCED MEDICATION IN A DEATH ROW INMATE'S MEDICAL INTEREST WHICH HAPPENS TO FACILITATE HIS EXECUTION

The title of a casenote should appear as follows:

CONSTITUTIONAL LAW—FIRST AMENDMENT AND FREEDOM OF SPEECH—PUBLIC EMPLOYERS MUST CONDUCT A REASONABLE INVESTIGATION TO DETERMINE IF AN EMPLOYEE'S SPEECH IS PROTECTED BEFORE DISCHARGING THE EMPLOYEE BASED UPON THE SPEECH. *Waters v. Churchill*, 114 S. Ct. 1878 (1994).

HBB 10.2.1(c) applies to the abbreviation of case names in the title of a casenote, meaning that all words in the name of the case will generally be spelled out. If the piece is an issue note, its title maintains the same format as the title of a casenote, but omits the case name and citation at the end of the title. See UALR Law Review Style Manual Rule 5.1 for our Law Review's convention on citing notes appearing in our Law Review.

Headings within the note or comment follow the same conventions for headings found in pieces written by non-student authors. See UALR Law Review Style Manual Rule 1.1.

*For published notes, the student author's name should be flush right and italicized, appearing at the end of the piece. It should be followed by an asterisk (\*) directing the reader to a footnote containing biographical information about the student author.*

## ***3. Student-Written Survey Sections***

TITLES OF TOPICAL SECTIONS ARE ALL CAPS AND FLUSH LEFT

A. HEADINGS WITHIN EACH SECTION SHOULD BE IN LARGE AND SMALL CAPS, FLUSH LEFT WITH A HARD RIGHT INDENT, AND SHOULD BE PRECEDED BY A CAPITAL LETTER

1. Level One Headings Should Be Indented Five Spaces from the Left Margin, Hard Right Indented, in Ordinary Roman Font, and Preceded by an Ordinary Numeral

a. *Level Two Headings Should Be Indented Ten Spaces from the Left Margin, Hard Right Indented, in Italics, and Preceded by a Lowercase Letter*

*The student author's name should be flush right and italicized, appearing at the end of the section.*

## 2. INTRODUCING ACRONYMS AND ABBREVIATIONS

**RULE 2.1:** Parentheses should be used to identify acronyms that will be used later in the text. Do not set the acronym off with quotation marks, however. Generally, the acronym should be spelled out the first time it is mentioned in the text, and abbreviated thereafter.

*Example:* Arkansas has joined the nationwide trend, taking a strong stance against student athlete exploitation by adopting the Uniform Athlete Agents Act (UAAA).

**RULE 2.2:** When introducing abbreviations that will be used later in the text, set these off with quotation marks and parentheses. As with acronyms, spell out the abbreviated word or words the first time they appear in the text, and then use the abbreviation consistently thereafter.

*Example:* Members of the Arkansas Board of Pharmacy (“Pharmacy Board”) may credential qualified persons to practice various pharmacy services.

## 3. PARALLEL CITATIONS FOR ARKANSAS CASES

**RULE 3.1:** For all citations to Arkansas Supreme Court (Ark.) or Arkansas Court of Appeals cases (Ark. App.) cases published before February 14, 2009 must include both the Arkansas citation and the South Western Reporter citation. Pinpoints should be provided where appropriate. Note that parallel citations are used even when the preceding citation is exactly the same.

*Examples:* <sup>1</sup>Green v. State, 334 Ark. 484, 978 S.W.2d 300 (1998).  
<sup>2</sup>*Id.* at 406–07, 993 S.W.2d at 920, 924.  
<sup>3</sup>Mazepink v. State, 336 Ark. 171, 987 S.W.2d 648 (1999).  
<sup>4</sup>*See Green*, 334 Ark. at 191, 987 S.W.2d at 657–58.  
<sup>5</sup>*Id.*, 987 S.W.2d at 657–58.

**RULE 3.2:** For all citations to Arkansas Supreme Court or Arkansas Court of Appeals cases published on or after February 14, 2009, do not cite to the Arkansas Reporter. Use the following format to cite cases published on or after February 14, 2009. Pinpoints should be provided where appropriate. Note that parallel citations are used even when the preceding citation is exactly the same.

*Examples:* *When the southwest regional reporter citation is available:*

<sup>1</sup> Kelly v. Estate of Edwards, 2009 Ark. 78, at 2, 301 S.W.3d 156, 157.  
<sup>2</sup> Burkett v. Exxon Tiger Mart, Inc., 2009 Ark. App. 93, at 2, 301 S.W.3d 495, 496.

*When the southwest regional reporter citation is not available but the decision will be published in the regional reporter:*

<sup>3</sup> Johnson v. State, 2009 Ark. 83, at 1, \_\_\_ S.W.3d \_\_\_, \_\_\_.

<sup>4</sup> Gillespie v. Gillespie, 2009 Ark. App. 95, at 1, \_\_\_ S.W.3d \_\_\_, \_\_\_.

*When the decision will NOT be published in the regional reporter:*

<sup>5</sup> Johnson v. State, 2009 Ark. 83, at 1, 2009 WL 416474, at \*1.

<sup>6</sup> Gillespie v. Gillespie, 2009 Ark. App. 95, at 1, 2009 WL 398215, at \*1.

*Examples: When using a short citation for Arkansas Supreme Court or Arkansas Court of Appeals cases published after February 14, 2009:*

<sup>1</sup> Kelly v. Estate of Edwards, 2009 Ark. 78, at 2, 301 S.W.3d 156, 157.

<sup>2</sup> Gillespie v. Gillespie, 2009 Ark. App. 95, at 1, 2009 WL 398215, at \*1.

<sup>3</sup> Kelly, 2009 Ark. 78, at 2, 301 S.W.3d at 157.

<sup>4</sup> *Id.* at 3, 301 S.W.3d at 157.

<sup>5</sup> *Id.*, 301 S.W.3d at 157.

<sup>6</sup> Gillespie, 2009 Ark. App. 95, at 4, 2009 WL 398215, at \*3.

<sup>7</sup> *Id.*, 2009 WL 398215, at \*3.

<sup>8</sup> *Id.*, 2009 WL 398215, at \*4.

#### **4. CITATION CONVENTIONS FOR ARKANSAS STATUTES AND SESSION LAWS**

\* Editor's Note: The rules in this section may be applied by analogy to federal statutes. For purposes of understanding the rules in this section, you should be familiar with the components of a citation to the Arkansas Code Annotated. In the citation appearing below, the number "4" is the title where the statute is found, the number "32" is the chapter where the statute is found, the number "202" is the section number, and "(a)" is the subsection. Please note, HBB 12 covers citation of federal statutes in detail.

ARK. CODE ANN. § 4-32-202(a) (Repl. 2001).

##### ***1. Arkansas Statutes***

###### ***a. Full Citations***

**RULE 4.1.1:** A full citation should be provided the first time a statute is cited or any time a statute with the *same section number* does not appear in one of the five preceding footnotes. In a full citation, "ARK. CODE ANN." may be replaced with "*Id.*" as long

as the citation includes the statute number and a date parenthetical containing the publisher name and the year. This rule only applies when the section number of the statute changes, not when a different *subsection* of the statute is cited. Note that this is subject to the “five *id.* rule.” See UALR Law Review Style Manual Rule 7. The following are all examples of appropriate *full form* citations.

*Examples:*     <sup>1</sup>ARK. CODE ANN. § 17-26-305(1) (Supp. 2001).  
                  <sup>2</sup>*Id.* § 17-26-304 (Repl. 1995).  
                  <sup>3</sup>*Id.* § 4-32-202 (Repl. 2001).

**RULE 4.1.2:** When deciding how to construct the parenthetical containing the date and publisher information for a full form citation, look first at where the statute is printed. If it is in the pocket part, you will designate it as a supplement (“Supp.”), and insert the year of the current supplement. If the statute is not in the current pocket part, look at the spine of the bound volume itself to obtain the year. All bound volumes issued prior to 1999 were published by Michie; those replacement volumes (“Repl.”) issued beginning in 1999 were all published by LEXIS.

*Examples:*     A statute appearing in an original volume should be cited as follows: ARK. CODE ANN. § 14-348-101 (1987).

A statute appearing in a replacement volume issued either by Michie or LEXIS should be cited as follows: ARK. CODE ANN. § 5-10-101 (Repl. 1997).

A statute appearing in a pocket part should be cited as follows: ARK. CODE ANN. § 17-22-208 (Supp. 2001).

**RULE 4.1.3:** Inclusive sections within the same chapter of the Arkansas Code should be cited so as to take into account the fact that some of the statutes in that chapter may appear in the pocket part, while others may appear in the bound volume. Do not repeat the title number or the chapter number; instead, separate with a dash and insert “to.” Inclusive section numbers are separated by an “en” dash. See HBB 3.3(b) for additional guidance.

*Examples:*     <sup>1</sup>ARK. CODE ANN. §§ 15-4-1701 to -1709 (Repl. 2000 & Supp. 2001).

<sup>2</sup>ARK. CODE ANN. § 25-20-302(b)–(e) (Supp. 2001).

**b.     *Short Form Citations***

**RULE 4.1.4:** A short form is appropriate if the statute with the same section number appears in full or short form in one of the five preceding footnotes (even if it is just “*id.*”). In a short form citation, the publisher/date parenthetical is omitted, and “*id.*” is utilized. When citing to a different subsection of the same statute, repeat the title, chapter, and section numbers. Do NOT use “at” before a section number. Again,

the “five *id.* rule” applies. *Id.* by itself is only appropriate when the immediately preceding footnote contains only one citation, and both citations are exactly the same. See HBB 4.1 for additional guidance.

- Examples:* <sup>1</sup>ARK. CODE ANN. § 15-75-406(f)(1) (Supp. 2001).  
<sup>2</sup>*Id.*  
<sup>3</sup>*Id.* § 15-75-406(f)(2).  
<sup>4</sup>*Id.* § 15-4-2101 (Supp. 2001); *id.* § 15-75-406(f)(2).  
<sup>5</sup>*Id.* § 15-75-406(f)(2).  
<sup>6</sup>*Id.* § 15-75-406(f)(1).  
<sup>7</sup>ARK. CODE ANN. § 15-4-2101.

## 2. *Arkansas Session Laws*

### a. *Full Citations*

**RULE 4.2.1:** When citing a session law in full form, give the official name of the Act (if the official title is manageable). If the official name is not appropriate, designate the Act by its date, Act number, and Article or Section number (if appropriate); the Arkansas Acts citation; and a parenthetical indicating where the Act is codified

The Arkansas Acts citation is composed of three parts: (1) the year of the legislative session, (2) the name of the reporter, and (3) the initial page number of the act. Use pinpoint pages where appropriate.

- Examples:* <sup>1</sup>The Arkansas Alcoholic Control Act, No. 108, art. VII, sec. 12, 1935 Ark. Acts 258, 297, *repealed by* Initiated Act No. 1, sec. 1, 1943 Ark. Acts 998, 998 (codified at ARK. CODE ANN. § 3-8-208 (Repl. 2008)).
- <sup>2</sup>Act of Feb. 28, 1969, No. 132, sec. 3, 1969 Ark. Acts 384, 389 (codified at ARK. CODE ANN. § 3-9-203 (Supp. 2015)).
- <sup>3</sup>*See* Act of Mar. 5, 1985, No. 266, secs. 1, 2, 1985 Ark. Acts 423, 424, 426 (codified at ARK. CODE ANN. §§ 3-8-202, -208(c) (Repl. 2008)); Act of Feb. 28, 1993, No. 243, sec. 1, 1993 Ark. Acts 430, 430 (codified at ARK. CODE ANN. § 3-8-205 (Supp. 2015)).

### b. *Short Form Citations*

**RULE 4.2.2:** When the Act is cited in full or short form in one of the five preceding footnotes, OR is named in the same general textual discussion to which the footnote is appended, a short form is appropriate. Note that citations to session laws use the abbreviation “sec.” instead of “§.” While it is inappropriate to use “at” before a “§” symbol, “at” should be inserted before the “sec.” abbreviation. See HBB 12.10 for

additional guidance.

*Examples:* <sup>1</sup>Act of Feb. 28, 1969, No. 132, sec. 3, 1969 Ark. Acts 384, 389 (codified at ARK. CODE ANN. § 3-9-203 (Supp. 2015)).

<sup>2</sup>1969 Ark. Acts 389 at sec. 3.

<sup>3</sup>1969 Ark. Acts 395 at sec. 10(a).

### 3. *Citing Arkansas Session Laws and Statutes in Legislative Surveys*

**RULE 4.3:** Because legislative surveys are geared toward Arkansas practitioners, and because Arkansas practitioners refer almost exclusively to the codified versions of Arkansas session laws, the Law Review’s convention is to cite primarily to the Arkansas Code; however, citations to session laws should be used in the following instances: (1) the first time the Act is mentioned in the text; (2) at the end of any general “blanket sentence” about the Act, particularly where it would be cumbersome to cite to all the individual code sections; (3) when the Act is not codified, as with an appropriations act or an emergency clause; (4) when the author is discussing the language of the statute *prior to* the revisions; and (5) when the Act repeals a statute or statute. You will not need a date parenthetical for a code section that has been repealed. Note also that codification parentheticals are only required the first time an act is cited. Rather than providing examples here, the editors of this manual recommend that student editors with questions about how this rule works consult the legislative survey contained in volume 24:2 of the University of Arkansas at Little Rock Law Review for guidance.

## 5. CITING STUDENT-WRITTEN NOTES PUBLISHED IN OUR LAW REVIEW

**RULE 5.1:** In citations to notes published in the University of Arkansas at Little Rock Law Review, omit the area of law designation and the case name from the title of the note. See HBB 16.7.1(a).

*Example:* CONSTITUTIONAL LAW—COMMERCE CLAUSE—VIOLENCE AGAINST WOMEN ACT’S CIVIL RIGHTS REMEDY EXCEEDS CONGRESS’S POWERS TO REGULATE INTERSTATE COMMERCE. *United States v. Morrison*, 120 S. Ct. 1740 (2000).

*becomes*

Jennifer L. Wethington, Note, *Violence Against Women Act’s Civil Rights Remedy Exceeds Congress’s Powers to Regulate Interstate Commerce*, 23 U. ARK. LITTLE

## 6. ELECTRONIC MEDIA

**RULE 6.1:** Follow HBB 18 when citing to electronic media.

**RULE 6.2:** When cases are available in a West reporter, official reporter, or online database, our Law Review does not employ the public domain format described in HBB 10.3.3.

## 7. FIVE OR MORE CONSECUTIVE “*Id.s*”

**RULE 7.1:** No more than five *id.s* may appear in consecutive footnotes without a short form citation. *Id.s* contained within a single footnote are counted as only *id.* for purposes of this rule.

*Examples:* <sup>1</sup>*Buckley v. Am. Constitutional Law Found.*, 525 U.S. 182, 186 (1999).  
<sup>2</sup>*Id.* at 187.  
<sup>3</sup>*Id.* at 186.  
<sup>4</sup>*Id.* at 186–89.  
<sup>5</sup>*Id.* at 190–91.  
<sup>6</sup>*Id.* at 196. The Court referred to testimony of two plaintiffs that took this position. *Id.*  
<sup>7</sup>*Buckley*, 525 U.S. at 195.  
<sup>8</sup>*Id.* at 196.

**RULE 7.2:** A single footnote may contain five or more consecutive *id.s*.

## 8. APOSTROPHES USED WITH ITALICIZED WORDS

**RULE 8:** Use ordinary roman script for the apostrophe and the “s” when making an italicized noun possessive.

*Examples:* The Eight Circuit criticized *Jones*’s holding and reversed the lower court.

## 9. FOOTNOTES

**RULE 9.1:** Place footnote numbers outside all punctuation marks except dashes.

*Example:* In *Casey*, the Court overruled *Roe v. Wade*<sup>42</sup>—accordingly, abortion is no longer legal except to protect the life of a mother.

**RULE 9.2:** Footnotes should have a hard indent before the footnote citation. A hard indent is the equivalent of the TAB key. Soft indents refer to the use of individual spaces to create an indentation. Soft indents should not be used to create the hard indent before the footnote number in the citation. DO NOT place a hard indent before the footnote number in the text.

*Example:* In *Marbury v. Madison* the court stated that every right, when withheld or violated, must have a remedy, and every injury, a proper redress.<sup>1</sup>

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<sup>1</sup> 5 U.S. 137, 147 (1803).

## 10. SENTENCE SPACING

**RULE 10.1:** When ending a sentence, use only one (1) space before beginning the next sentence. This includes sentences ending in periods, question marks, footnotes, etc.

*Examples:* Unlike conditional zoning, conditional-use permits have been widely accepted as valid without question. Wright wrote little of conditional-use permits in 1980 and cited no Arkansas authority regarding this device except to note that the City of Little Rock used the permits.<sup>86</sup> The enabling statutes make no express reference to conditional-use permits,<sup>87</sup> and the cases dealing with the permits have not considered their legitimacy.

## 11. “EM” DASHES, “EN” DASHES, AND DASHES

**RULE 11.1:** Use an “em” dash (—) to set off phrases in textual sentences.

*Examples:* Jane—a nontraditional law student—worked during the day while taking classes at night.

**RULE 11.2:** Use an “en” dash (–) to separate page spans or multiple sections within one section. However, if an “en” dash would be ambiguous, use the word “to.”

*Examples:* Roe v. Wade, 410 U.S. 113, 128–29 (1973).  
ARK. CODE ANN. § 5-53-111(a)–(b) (Repl. 2005).  
ARK. CODE ANN. §§ 5-53-111 to -114 (Repl. 2005).

**RULE 11.3:** Use a dash (-) for compound words and prefixes.

*Examples:* The thirty-three members of the conspiracy were called un-American by the media.

## SUBSTANTIVE EDITING REQUIREMENTS

\_\_\_\_\_ The cited authority supports the author’s textual assertions. The author has not misrepresented the content of the authority or taken the authority out of context.

\_\_\_\_\_ The author cites authority where required (to provide legal support for a proposition or to attribute certain words or ideas to another author). Unless you are unable to determine the source of the material to be cited, please do not mark “needs footnote” or “needs citation” without suggesting the proper cite to be added.

\_\_\_\_\_ Add missing case citations and pinpoint references.

\_\_\_\_\_ Shepardize/KeyCite all cited cases for red flag treatment (overruled, reversed, or vacated). If it has been “red flagged”:

- (1) read the case(s) that are the source of the negative treatment (red flag only); and
- (2) determine whether the proposition for which the author cites the case is still good law; if it is not still good law, write a note to that effect next to the case citation and notify the Articles Editor immediately. If the proposition for which the author cites the case is still good then provide the appropriate subsequent history for the cited case that lets the reader know about the significance of the negative treatment (*overruled on other grounds by Collins v. Youngblood, 487 U.S. 37 (1990)*). See BB 10.7.1. & T.8.

\_\_\_\_\_ Shepardize/KeyCite all statutes to make sure they have not been superseded, invalidated, or repealed. Check both red and yellow flags. If there is negative treatment, read notes on amendments (on Lexis or Westlaw) to see if any recent amendments affect the sections or subsections cited. Please print the Shepard’s or KeyCite report, indicate next to the statute citation what the problem is, and notify the Articles Editor immediately. See BB 12.7.

## TECHNICAL EDITING REQUIREMENTS

\_\_\_\_\_ The text of the material contains no grammatical errors. (See The Chicago Manual of Style

for assistance.)

\_\_\_\_\_ The text of the material contains no awkward phrasing or inappropriate passive voice. (Be more deferential to non-student author's word choices and use of the passive voice than to student authors.)

\_\_\_\_\_ Titles, bylines, and headings conform to UALR Law Review conventions. (*See* UALR Law Review Style Manual for assistance.)

\_\_\_\_\_ Headings are capitalized properly—prepositions of four or fewer letters, articles, and conjunctions are in lower case. *See* BB 8(a).

\_\_\_\_\_ Numerals and symbols are used in the text where appropriate. In general, you should spell out any number below 100 in the text. There are several exceptions (number begins a sentence, number includes a decimal point, etc.). Additionally, only use commas in numbers with five or more digits. *See* BB 6.2.

\_\_\_\_\_ Quotations are absolutely accurate representations of the original source, word for word and punctuation mark for punctuation mark. If alterations or omissions are made, see BB 5.2 & 5.3 for guidance.

\_\_\_\_\_ Quotations of fifty words or more are in blocked format. *See* BB 5.1(a).

\_\_\_\_\_ Citations conform to general law review typeface conventions. *See* BB 2; UALR Law Review Style Manual.

\_\_\_\_\_ All citations accurately represent the source's title, page numbers, and spelling of the author's name.

\_\_\_\_\_ Commas are not italicized unless they fall within italicized material. *See* BB 2.1(f).

\_\_\_\_\_ Pinpoint pages are accurate and provided where needed. *See* BB 3.2(a).

\_\_\_\_\_ "Hereinafter" is used to refer to a citation that contains a long or complicated citation after a full citation has been given. *See* BB 4.2(b).

\_\_\_\_\_ Introductory signals are used appropriately. *See* BB 1.2. Note that there is a specific order and manner in which different signals should appear within a single footnote. *See* BB 1.3.

\_\_\_\_\_ Authorities within a single signal are in the proper order. *See* BB 1.4.

\_\_\_\_\_ All *supras* and *infras* point to the correct footnote.

\_\_\_\_\_ Case citations are in correct Bluebook format. *See generally* BB 10.

(1) Proper case name abbreviations are used. *See* BB 10.2.2 & T.6, T.10.

- (2) Proper court name is given when required. *See* BB 10.4 & T.1, T.2, T.7, T.10.
- (3) Indicate citations to concurrences/dissents. *See* BB 10.6.1.
- (4) Parallel citations are given for Arkansas cases. *See* UALR Law Review Style Manual Rule 3.

\_\_\_\_\_ Statute citations are in correct Bluebook format. *See generally* BB 12.

- (1) Citations have been verified to ensure that the appropriate volume year, supplement volume year, or replacement volume year appear in the citation. *See* BB 12.3.2.
- (2) Citations to the Arkansas Code conform to UALR Law Review conventions. *See* UALR Law Review Style Manual Rule 4.1.
- (3) Citations to other state codes are to the official state code. Consult BB T.1 for more information.

\_\_\_\_\_ Periodical citations are in the correct Bluebook format. *See generally* BB 16. Note the special rules for non-consecutively paginated journals (BB 16.5) and newspapers (BB 16.6).

- (1) Proper abbreviation is used for the periodical. *See* BB T.13.
- (2) Student written law review materials are indicated appropriately. *See* BB 16.7.1.
- (3) Symposia, Colloquia, and Surveys are indicated appropriately. *See* BB 16.7.3.

\_\_\_\_\_ Book/treatise citations are in the correct Bluebook format. *See generally* BB 15.

- (1) Is the book written by an author? Is there an editor or editors? Is it a translation? You must always list the editor or translator, regardless of whether there is an author. *See* BB 15.2.
- (2) Is there more than one edition of the book? If so, the author should cite to the most recent edition, and you should include the edition number in parentheses per BB 15.4.
- (3) You only need to indicate the publisher if the publisher of the most recent edition is different than the original publisher or there is no author, editor, or translator. *See* BB 15.4(a).
- (4) Is this a reprint? If it was originally published before 1900, it probably is. *See* BB 15.4(c).
- (5) Is this a volume in a multivolume set? If so, you must put the volume number in front of the author's name. *See* BB 3.1(a).
- (6) Is the author citing a chapter in a book written by an individual author (different from the author or editor of the book)? If so, the rule for citing smaller subdivisions of a book applies. *See* BB 15.5 & 3.2(a).

\_\_\_\_\_ Internet citations are in the correct Bluebook format. *See generally* BB 18.

- (1) If the source is available in print, but is obscure or difficult to find, cite to the source as you would the regular print source, then create a parallel citation for the electronic source. Place the date parenthetical where it traditionally would appear in the print source and append the URL directly to the end of the citation. *See* BB 18.2.1(b).  
*Example:* CALLIE MARIE RENNISON, U.S. DEP'T OF JUSTICE, BUREAU OF JUSTICE STATISTICS NATIONAL CRIME VICTIMIZATION SURVEY 8 (2000),

<http://www.ojp.usdoj.gov/bjs/pub/pdf/cv99.pdf>.

- (2) If the source is not available in print, then the electronic source *is* your citation. The date of the internet citation provided should be one of the following, in the following order of preference: (1) exact date of the material, as indicated by the website; (2) date that the site was last modified, updated, etc.; (3) date that the website was last visited. *See* BB 18.2.2.

*Example:* Rape Abuse & Incest National Network, *A National Shame*, <http://rainn.org/stats.html> (last visited May 15, 2009).

\_\_\_\_\_ Short citation are appropriately used. *See generally* BB 4.

- (1) Short form for cases, see BB 10.9.
- (2) Short form for statutes, see BB 12.10.
- (3) Short form for books/treatises, see BB 15.10.
- (4) Short form for periodicals, see BB 16.9.
- (5) Short form for electronic/non-print sources, see BB 18.8.

\_\_\_\_\_ No more than five “*id.*”s appear consecutively without a short form citation. *See* UALR Law Review Style Manual Rule 7.

\_\_\_\_\_ All sentences have only one space at the end prior to the beginning of the next sentence.

\_\_\_\_\_ The footnotes contain no “*id.*”s to an internal cross-reference *supra* as described in BB 4.1 & 3.5. It is permissible to *id.* to a *supra* when the *supra* is used as a short form citation for a periodical, book, electronic source, or any other external source upon which the author is relying.