

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

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**LAW REVIEW
STYLE MANUAL**

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**ELEVENTH 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 ("UA Little Rock Law Review Style Manual"), as well as citations to *The Bluebook: A Uniform System of Citation*, 21st edition (BB) and *The Chicago Manual of Style* (17th ed. 2017). 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, e.g., infra* UA Little Rock Style Manual 1.3), then *The Bluebook* rule should be followed. If there is a conflict between the UA Little Rock Style Manual and *The Chicago Manual of Style*, then the UA Little Rock 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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UA LITTLE ROCK LAW REVIEW STYLE MANUAL

* Editor’s Note: All works submitted for UA Little Rock Law Review shall utilize this Style Guide as the highest authority on technical and substantive requirements. The hierarchy of authority for works submitted is as followed: (1) UA Little Rock Law Review Style Manual; (2) The Bluebook: A Uniform System of Citation, 21st edition (BB); and (3) The Chicago Manual of Style (17th ed. 2017).

1. STRUCTURE AND TYPEFACE

RULE 1: All works submitted for UA Little Rock Law Review shall be written in twelve (12) point, Ordinary Roman (*i.e.*, Times New Roman) font, double-spaced. This includes text in footnotes.

1.1 Sentence Spacing

RULE 1.1: 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.⁸⁶ The enabling statutes make no express reference to conditional-use permits,⁸⁷ and the cases dealing with the permits have not considered their legitimacy.

1.2 Page Numbering

RULE 1.2: All works submitted for UA Little Rock Law Review shall have page numbers, centered, at the bottom of each page, written in twelve (12) point, Ordinary Roman, font.

1.3 Internal Cross-References

RULE 1.3: Portions of text, footnotes, and groups of authorities within the piece may be cited using “*supra*” or “*infra*.” Use *supra* to refer to material that has already appeared within the piece. Use *infra* to refer to material that appears later in the piece. Always retain the last two digits, but drop other repetitious digits.

Use a consistent naming convention for subdivisions that are numbered or otherwise designated in the piece; use “note” to refer to footnotes within the same piece; use “p.” and “pp.” to refer to other pages within the same piece; use “Figure” and “Table” to refer to figures and tables within the same piece.

To ensure consistency, and unlike BB 3.5, all works submitted to UA Little Rock Law Review shall use “Section” as the naming convention for subdivisions that are numbered or otherwise designated in the piece. **Do not** use “Part” to refer to subdivisions that are numbered or otherwise designated in the piece. All other components of BB 3.5 shall be followed.

- Examples:*
- ¹ *See supra* Section I.
 - ² *See supra* Section II.B.2.
 - ³ *See supra* Sections III.C.4, IV.B.1.
 - ⁴ *See supra* text accompanying notes 305–307.
 - ⁵ *See infra* notes 112–15 and accompanying text.

Incorrect: ¹ *See supra* Part IV.

2. TYPEFACE CONVENTIONS FOR HEADINGS

RULE 2: All headings must conform to capitalization requirements of BB 8. Case names should appear in italics when in roman font headings, and in roman font when in italicized headings.

2.1. 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*

2.2. 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*, 511 U.S. 661 (1994).

BB 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 UA Little Rock Law Review Style Manual Rule 6.1 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 UA Little Rock Law Review Style Manual Rule 2.1.

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.*

2.3 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.

3. INTRODUCING ACRONYMS AND ABBREVIATIONS

RULE 3.1: 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 3.2: 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.

4. PARALLEL CITATIONS FOR ARKANSAS CASES

4.1 Arkansas Cases Published before to February 14, 2009

RULE 4.1: 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: ¹ Green v. State, 334 Ark. 484, 485, 978 S.W.2d 300, 301 (1998).
² *Id.* at 488–89, 993 S.W.2d at 302.
³ Mazepink v. State, 336 Ark. 171, 172, 987 S.W.2d 648, 650 (1999).
⁴ *See Green*, 334 Ark. at 491, 987 S.W.2d at 303–04.
⁵ *Id.*, 987 S.W.2d at 303–04.

4.2 Arkansas Cases Published after February 14, 2009

RULE 4.2: For all citations to Arkansas Supreme Court or Arkansas Court of Appeals cases published on or after February 14, 2009, follow the rules as set out by the Arkansas Supreme Court. ARK. SUP. CT. R. 5-2. The citation should include the case name, the year of the decision, the abbreviated court name, and the appellate decision number. Parentheticals containing a date or court abbreviation are no longer used. Parallel citations to the regional reporter, if available, are required. Use the following format to cite cases published on or after February 14, 2009. Pinpoints should be provided with an asterisk 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:

¹ Smith v. Hickman, 2009 Ark. 12, at *1, 273 S.W.3d 340, 343.

² Roe v. State, 2010 Ark. App. 745, at *6, 279 S.W.3d 495, 497.

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

³ Johnson v. State, 2009 Ark. 83, at *1, ___ S.W.3d ___, ___.

⁴ Gillespie v. Gillespie, 2009 Ark. App. 95, at *1, ___ S.W.3d ___, ___.

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

⁵ Johnson v. State, 2009 Ark. 83, at *1, 2009 WL 416474, at *1.

⁶ 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:

¹ Smith v. Hickman, 2009 Ark. 12, at *1, 273 S.W.3d 340, 343.

² Gillespie v. Gillespie, 2009 Ark. App. 95, at *1, 2009 WL 398215, at *1.

³ *Smith*, 2009 Ark. 78, at *2, 301 S.W.3d at 157.

⁴ *Id.* at *3, 301 S.W.3d at 157.

⁵ *Id.*, 301 S.W.3d at 157.

⁶ *Gillespie*, 2009 Ark. App. 95, at *4, 2009 WL 398215, at *3.

⁷ *Id.*, 2009 WL 398215, at *3.

⁸ *Id.*, 2009 WL 398215, at *4.

5. 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, BB 12 covers citation of federal statutes in detail.

ARK. CODE ANN. § 4-32-202(a).

5.1 Arkansas Statutes

Full Citations

RULE 5.1.1: 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. A date parenthetical containing the publisher name and the year *is not*

required so long as the statute is accessed from West or LexisNexis and is **currently effective**. When citing a statute invalidated or declared unconstitutional by a case, indicate this fact by citing the case in full. *See* BB 12.7.1. Repeal, Amendment, and Prior History must be included pursuant to BB 12.7.2–4. *See* BB 12.7–8.

In a full citation, “ARK. CODE ANN.” may be replaced with “*Id.*” as long as the citation includes the statute number. 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* UA Little Rock Law Review Style Manual Rule 8. The following are all examples of appropriate *full form* citations.

Examples: ¹ ARK. CODE ANN. § 17-26-305(1).
 ² *Id.* § 17-26-304.
 ³ *Id.* § 4-32-202.
 ⁴ *Id.* § 25-20-302.

RULE 5.1.2: 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* BB 3.3(b) for additional guidance.

Examples: ¹ ARK. CODE ANN. §§ 15-4-1701 to -1709.
 ² ARK. CODE ANN. § 25-20-302(b)–(e).

Short Form Citations

RULE 5.1.3: 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* BB 4.1 for additional guidance.

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

5.2 Arkansas Session Laws

Full Citations

RULE 5.2.1: 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: ¹ 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).

² Act of Feb. 28, 1969, No. 132, sec. 3, 1969 Ark. Acts 384, 389 (codified at ARK. CODE ANN. § 3-9-203).

³ *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)); Act of Feb. 28, 1993, No. 243, sec. 1, 1993 Ark. Acts 430, 430 (codified at ARK. CODE ANN. § 3-8-205).

Short Form Citations

RULE 5.2.2: 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* BB 12.10 for additional guidance.

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

² 1969 Ark. Acts 389 at sec. 3.

³ 1969 Ark. Acts 395 at sec. 10(a).

5.3 Citing Arkansas Session Laws and Statutes in Legislative Surveys

RULE 5.3: 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.

6. CITING STUDENT-WRITTEN NOTES PUBLISHED IN OUR LAW REVIEW

RULE 6: 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* BB 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*, 529 U.S. 598 (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 ROCK L. REV. 485 (2001).

7. ELECTRONIC MEDIA

RULE 7.1: Follow BB 18 when citing to electronic media.

RULE 7.2: 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 BB 10.3.3.

8. FIVE OR MORE CONSECUTIVE “*ID.S*”

RULE 8.1: 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: ¹ *Buckley v. Am. Constitutional Law Found.*, 525 U.S. 182, 186 (1999).

² *Id.* at 187.

³ *Id.* at 186.

⁴ *Id.* at 186–89.

⁵ *Id.* at 190–91.

⁶ *Id.* at 196. The Court referred to testimony of two plaintiffs that took this position. *Id.*

⁷ *Buckley*, 525 U.S. at 195.

⁸ *Id.* at 196.

RULE 8.2: A single footnote may contain five or more consecutive *id.s*.

9. APOSTROPHES USED WITH ITALICIZED WORDS

RULE 9: Use ordinary roman script for the apostrophe and the “s” when making an italicized noun possessive.

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

10. FOOTNOTES

10.1 Footnote Placement in Text

RULE 10.1: Place footnote numbers outside all punctuation marks except dashes.

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

10.2 Footnote Structure

RULE 10.2: Footnotes should have a hard indent before the footnote citation. A hard indent is the equivalent of the TAB key (0.5” left). 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. Typeface convention shall conform to UA Little Rock Style Manual 1.

Example: In *Marbury v. Madison*,¹ the Court stated that every right, when withheld or violated, must have a remedy, and every injury, a proper redress.²

¹ 5 U.S. (1 Cranch) 137 (1803).

² *Id.* at 163 (“The government of the United States has been emphatically termed a government of laws, and not of men. It will certainly cease to deserve this high appellation, if the laws furnish no remedy for the violation of a vested legal right.”).

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

* Editor’s Note: Understanding why each dash has its name might help reduce confusion. The “em” dash is the longer dash, and is approximately the length of the capital letter “M.” The “en” dash is the shorter dash, and is approximately the length of the capital letter “N.” The dash is simply a hyphen.

11.1 The “em” Dash

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.

11.2 The “en” Dash

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).
ARK. CODE ANN. §§ 5-53-111 to -114.

11.3 The Dash (otherwise known as a hyphen)

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

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

12. THE USE OF “(CLEANED UP)”

* Editor’s Note: The UALR Law Review is committed to adopting rules to modernize and simplify academic legal writing. In 2017, Jack Metzler introduced the idea of cleaning up legal citations. Metzler proposed a BB rule which has gone on to be used in legal writing by practicing attorneys and legal scholars. Metzler’s proposal has even been used by the Supreme Court of the United States. The UALR Law Review hereby adopts Metzler’s proposal in part. Jack Metzler, *Cleaning Up Quotations*, 18 J. APP. PRAC. & PROCESS 143, 154–55 (2017). For the full rationale behind the rule and multiple examples, see *id.*

RULE 12.1: The UALR Law Review accepts the use of the “(cleaned up)” parenthetical, as applied in Rule 12.2. However, it is not required to be used. If used, the author should use it consistently.

RULE 12.2: Cleaning up intermediary case citations. In addition to the alterations described in

BB Rule 5.4(a), when a quoted passage quotes a second case quoting a third case, the citation to the middle case may be omitted to show that the first court quoted the third. To indicate this change, retain the quotation marks around the material quoted from the third case and any alterations that were made to the quotation, and insert (cleaned up) before the “quoting” parenthetical citation to the third case. Indicate any alterations that were made to language quoted from the third case according to BB Rules 5.2 and 5.3.

Examples: See Jack Meztler, *Cleaning Up Quotations*, 18 J. APP. PRAC. & PROCESS 143, 157–59 (2017) for examples.

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 UA Little Rock Law Review conventions. *See* UA Little Rock Law Review Style Manual 2.
- _____ 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* UA Little Rock Law Review Style Manual 1.
- _____ 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.

_____ All internal cross references to subdivisions within the piece use “Section.” *See* UA Little Rock Law Review Style Manual 1.3.

_____ 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* UA Little Rock Law Review Style Manual 4.

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

- (1) Citations to the Arkansas Code conform to UA Little Rock Law Review conventions. *See* UA Little Rock Law Review Style Manual 5.1.
- (2) 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: *Get Statistics*, NAT'L SEXUAL VIOLENCE RES. CTR., <https://www.nsvrc.org/statistics> (last visited Apr. 10, 2019).

_____ 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* UA Little Rock Law Review Style Manual 8.

_____ 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.