THE FLORIDA BAR

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THE FLORIDA BAR *JOURNAL*

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STYLE GUIDE

§1. GENERAL RULES IN TEXT

Use Oxford comma (pink, red, green, and blue).

Always 8%, *never* 8 percent

i.e., e.g., et al., et seq., are always italicized.

etc. *is not italicized.*

In limine, sua sponte, en banc, ex parte, and any French/ Latin words, are not italicized

Pro bono *is not italicized and never hyphenated*

Use his or her, *never* his

Always attorneys' fees, *never* attorney's fees

Always workers' compensation, *never* worker's compensation, *and never* Workers Comp

In quotations, use brackets to capitalize or lowercase words if they aren't in the original text: "[A] Fifth District decision…[w]ould alter…"

Never use underlined words in the *Journal*. Change underlined words to italics (horse galloping should be *horse galloping*)

In text, *use* F.S. §286.011, *never* Fla. Stat. §286.011, *and never* section 286.011, Florida Statutes

Instead of the word "section," use §, unless it appears at the beginning of a sentence.

Use one through nine, then use numbers 10 and beyond

Use $10 *never* $10.00

Use $3 million *never* $3,000,000

, thus, (note the comma placement)

The decision-making process *or* his or her decisionmaking

Rulemaking is one word

Health care is two words *or* use health-care provider

First-party tort *or* the first party (use a hyphen when modifying a noun)

nonattorney *not* non-attorney

Lawsuit is one word

Caselaw is one word

Use five years old or two-year-old for ages under 10 (AP style is 5 years old, or 2-year-old)

Use of Capitalization

internet *is not capitalized*, website *is one word, and* email *has no hyphen*

Congress *is always capitalized, but* congressional *is not*

the Florida Legislature, the legislature, *or* the 2017 legislative session

the executive branch (all branches of government lowercase)

The State of Florida (pertaining to government) *or* the state of Florida (pertaining to Florida), *and* the state

Tax Court *is capitalized (it is short for U.S. Tax Court)*

Leon County *or* the county

non-U.S. citizen *or* U.S. citizen

U.S. Supreme Court *or* Supreme Court *not* United States Supreme Court

The Court is only capitalized if referring to a U.S. Supreme Court decision. It is otherwise lower cased for Florida Supreme Court, circuit court, *and* county court (the court).

Florida Supreme Court *not* Supreme Court of Florida; Illinois Supreme Court *not* Supreme Court of Illinois

Florida Supreme Court *is also* the supreme court *and* the court

Use Third District after once using Third District Court of Appeal

U.S. courts of appeals (note: the 's' is added at the end of the federal court, but not the Florida court of appeal —
the 11th Circuit Court of Appeals and Florida's Second District Court of Appeal)

Fourth Circuit (numbers after nine appear as such: 10th, 11th, 12th, etc.)

Third, Fourth, and Fifth circuits

Administrative Procedure Act *or* the act *or* the 1997 Act

20th century

Seasons are lowercase: fall, winter, summer, spring

Constitution

constitutional right *is lower cased*

Always U.S. Constitution, *never* United States Constitution, *and never* federal Constitution.

Florida Constitution

Constitution is generally not capitalized when used alone. Specify which constitution is being discussed (*example*: …his or her right to minimum wage prescribed by Fla. Const. art. X, §24. The statute and Florida Constitution do not expressly…)

First Amendment right

Education

J.D. *or* juris doctorate

B.A., bachelor's degree, bachelor of arts degree

M.A., master's degree, master of science degree

cum laude, summa cum laude, and *magna cum laude* are italicized

LL.M. *and* LL.B.

use University of Florida Levin College of Law *not* University of Florida School of Law.

Official Titles

Mark S. Williams, Janet M. Doe *(never spell out full middle name).*

never use the Honorable, *use* Judge

never use Esquire *or* Esq.

the governor *or* Governor Rick Scott *or* Gov. Rick Scott

The chief justice *or* Chief Justice Pariente (capitalize when official title with name)

assistant county attorney in the Manatee County Attorney's Office

use "circuit judge" not "circuit court judge"

use "county judge" not "county court judge"

Rep. Joseph Abruzzo, D-Palm Beach (*first reference identify party-location; can drop after first reference*)

Rep. Bradley Byrne, R-AL (*use two-letter state abbreviation for U.S. Congress*)

Ampersands (&)

In endnotes, use & to connect two or more author names, but do not use a comma after the final name in the list (*see The Bluebook* rule) (example: Charlie G. Baum, Frank Henneberg & George Cliffton).

It's also correct to use & when part of a given title, for example, *W.R. Grace & Co.-Conn. V. Pyke,* 661 So. 2d 1301, 1303 (Fla. 3d DCA 1995).

Colons and Comma Splices

With a list of complete sentences, use comma splices (;) instead of commas (,) to separate the sentences.

Colons (:) should ideally be followed by a list (Here is a list**:** land, homes, and property on the land.) If a colon is followed by a complete sentence, capitalize the first word after the colon (Now, an important question: **W**as the committee right?)
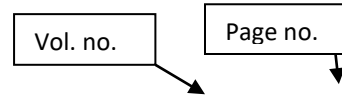
§2. GENERAL RULES IN ENDNOTES

Style In Text	Style In Endnotes

Fla. Const. art. I, §24(b)	FLA. CONST. art. I, §24(b)
F.S. §286.011 (*use* §286.011 to avoid repetition)	FLA. STAT. §286.011
Fla. R. Civ. P. 1.720(d)	FLA. R. CIV. P. 1.720(d)
attorney general opinion or AGO 83-70	AGO 83-70
F.S. Ch. 713, Part I *or* Part I of Ch. 713	Ch. 2007-226, LAWS OF FLA.
I.R.C. §§871(a) and (b)	I.R.C. §§871(a) and (b)
Treas. Reg. §25.6081-1(a)	TREAS. REG. §25.6081-1(a)
Rev. Proc, Rev. Rul.	REV. PROC., REV. RUL.
H.B. 719, S.B. 719	H.B. 719, S.B. 719
Fla. Fam. L. R. P. 12.491(b)	FLA. FAM. L. R. P. 12.491(b)
Rule Reg. Fla. Bar 4-7.1; *after the first reference in a section, use* Rule 2-3.6 *(not italicized)*	RUL. REG. FLA. BAR 4-7.1
Black's Law Dictionary	BLACK'S LAW DICTIONARY 628 (3d ed. 1996)
Deborah L. Rhode, *Justice and Gender*	DEBORAH L. RHODE, JUSTICE AND GENDER 56 (1989)
Brian Smith, "Condemnation in Florida"	Brian Smith, *Condemnation in Florida*, 22 U. MIAMI L. REV. 62 (1972)
Charlie G. Baum, Frank Henneberg, and George Cliffton	Charlie G. Baum, Frank Henneberg & George Cliffton

Books, articles, and other works (see Bluebook for style)

See U.S. Dept. Health and Human Serv., *Child Access and Visitation Programs: Participant Outcomes* 9 (Jan. 2006), *available at* http://www.acf.hhs.gov/sites/default/files/ocse/dcl_07_15a.pdf. (citing U.S. Census Bureau statistics showing 77.1 percent of those with joint custody or visitation rights paid at least some child support, compared with 55.8 percent of their counterparts without visitation rights or joint custody).

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John Neukamm*, Prescriptive Easements: More than "Easements by Adverse Possession,"* 90 FLA. B. J. 46 (Apr. 2016)

In newspapers and news-related documents, the date is NOT in parenthesis. An example:

See Brian Fung, *The Justice Department Used this Law to Pursue Aaron Swartz. Now It's Open to Reforming It*, WASHINGTON POST*,* Feb. 7, 2014, *available at* http://www.washingtonpost.com/blogs/.

In text, books appear like this: Deborah L. Rhode, *Justice and Gender*
In endnotes, books appear like this: DEBORAH L. RHODE, JUSTICE AND GENDER 56 (1989)

Endnotes styles

See, e.g., Jimmy Johns v. McDonalds...

See also Jimmy Johns v. McDonalds...
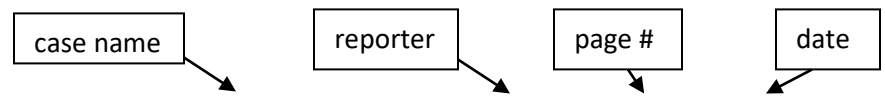
See generally Jimmy Johns v. McDonalds...

Compare XYZ *with* QRS

...... ; *but see...*

......; *see also...*

Never use supra *or* infra

§3. LEGAL CITATION STYLE

case name		reporter		page #		date

Atlantic Sounding Co. v. Townsend, 557 U.S. 404, 411-12 (2009).

AT&T Mobility, LLC v. Concepcion, 563 U.S. __, 131 S. Ct. 1740 (2011)

Milson v. Jansen Co., 56 So. 2d 345 (emphasis added) (citations omitted).

Short forms

Crews v. State, ~~143 Fla. 263~~, 196 So. 590 (1940). (Remove Florida reporter when So. reporter available)

Short form would be:

Crews, 196 So. at 590.

Jordan v. Noll, 423 So. 2d 368 (Fla. 1st DCA 1982), *pet. den.*, 430 So. 2d 451 (Fla. 1983).

Short form would be:

Jordan, 423 So. 2d at 368.

Notes in endnotes

Parker, 365 F. 3d at 1272 **(n**oting that **"o**nly the trustee in bankruptcy has standing to pursue [the claim]**").** *(When note doesn't begin with quote, don't begin with a capitalized word and don't end with a period inside the parenthesis)*

Another example:

Webb v. City of Riverdale, 472 F. App'x 884, 884-85 (11th Cir. 2012) **(n**oting that **"[b]**ecause [the debtor] did not have standing to prosecute the case, the district court should have refrained from ruling on the defendant's motion for summary judgment [based on the doctrine of judicial estoppel]" and vacating "the district court's order denying the motion**").**

An example of full quotations in a note:

Parker, 365 F.3d at 1272 **("T**hus, a trustee, as the representatives of the bankruptcy estate…causes of action belonging to the state**.").** *(Quote begins with a capitalized word and ends with a period)*

Frequently used reporters and abbreviations

Southern Reporter
So.
So. 2d
So. 3d

Florida Reports:
Fla.

Florida Law Weekly
Fla. L. Weekly (*replace with a Southern Reporter citation if it is available*)
Fla. L. Weekly Supp.

Federal Appendix

F. App'x

United States Reports
U.S.

Supreme Court Reporter
S. Ct.

Federal Reporter <mark>*(no space after the period)*</mark>
F.
F.2d
F.3d

Federal Supplement:
F. Supp.
F. Supp. 2d

Westlaw®
Elephant v. Lion, 1998 WL 39287, No. 96-6018, at *7 (6th Cir. Nov. 1, 1998)

(Use comma before the *7, except in short form: *Elephant*, 1998 WL 39287 at *7)

LEXIS®
A. v. B., LEXIS 15930, No. 89-2035-5 (D. Kan. Dec. 3, 1997)

Frequently used rules

Rul. Reg. Fla. Bar 4-2.3 *(use* Rule 4-2.3 *after first reference)*

Fla. R. Jud. Admin. 5.900 *(use* Rule 5.900 *after first reference)*

Fla. R. App. P. 9.200 *(use* Rule 9.200 *after first reference)*

Fla. R. Civ. P. 3.210 *(use* Rule 3.210 *after first reference)*

F.A.C.R. 62-330.010 *(Florida Administrative Code)*

Use the rules *not* the Rules

Use Bankruptcy Code *and* the code *not* the Code (example: "Nothing in [the Bankruptcy Code or FDCPA] persuades us that Congress intended to allow debtors to bypass the [c]ode's remedial scheme.")