

**FORDHAM UNIVERSITY SCHOOL OF LAW**  
**2021 UNIFIED WRITING COMPETITION**  
**BLUEBOOK TIPS**

---

1. When you are navigating the Bluebook, consider using the index and table of contents. The index is at the end of the book, and the table of contents is at the beginning. Adding tabs to the Bluebook can help you locate relevant rules and abbreviations. Consider adding tabs to the rules, tables, and index. Note that you should only be using the Whitepages of the Bluebook for the competition, not the Bluepages.

2. Signals (Rules 1.2, 1.3): Always use a signal unless (1) the cited authority directly states the proposition in the text, (2) you directly quote the source in the text, or (3) you state the case name in the text. Underline your signals.

See, e.g., (followed by commas after both see and e.g.). The comma after the “see” IS underlined. The comma after the “e.g.” IS NOT underlined.

Signals from common groups are separated by semicolons, not as separate sentences.

Group I: no signal; e.g.; accord; see; see also; cf.

Group II: contra; but see; but cf.

Try to use different kinds of signals (but don't overdo it—it is more important to be accurate). When using more than one signal, be sure to list the signals in the order prescribed by Rules 1.2 and 1.3.

**Example:**

Id. at 53; see also Woozley, supra note 24, at 1276 (concluding that existing reporting laws are inadequate to protect a growing number of abused children). But see Mitchell, supra note 95, at 141 (arguing that the mandated reporting requirement on psychotherapists has both negative and positive consequences).

3. Id. (Rule. 4.1): You can use as many id.s in a row as you want. Notice that the period is also underlined when you use id. Id. is not capitalized when it follows a signal.

<sup>1</sup> See id.

You can only use id. when the previous endnote contains a single authority. However, this rule may be ignored when an additional source is cited in an explanatory parenthetical, explanatory phrase, or prior/subsequent history.

<sup>1</sup> Tuten v. United States, 460 U.S. 660, 663 (1983) (quoting Ralston v. Robinson, 454 U.S. 201, 206 (1981)).

<sup>2</sup> See id. at 664.

**4. Reporters: Always check the blue pages in the back of the Bluebook (Table 1) to ensure that the spacing of reporters is correct.**

S. Ct. [one space]  
F. Supp. [one space]  
F.2d [no space]

**5. Pin Cites: All citations must include a pin cite, unless the citation is merely providing the citation for a full case name in text or the citation is a see generally cite in which the entire source makes the point referred to in the text.**

In Tarasoff v. Regents of the University of California,<sup>13</sup> the court held . . .

---

<sup>13</sup> 551 P.2d 334 (Cal. 1976).

**6. Page Numbers: When citing multiple pages, give the inclusive page numbers and retain the last two digits of each page, but drop other repetitious digits (Rule 3.2(a)).**

|              |                |                |
|--------------|----------------|----------------|
| 535-37       | 1066-79        | 1298-302       |
| NOT: 535-537 | NOT: 1066-1079 | NOT: 1298-1302 |
| NOT: 535-7   |                |                |

**7. Order of Authorities: Rule 1.4 provides that “[a]uthorities should be ordered in a logical manner.”** No points will be awarded or deducted based on the order of sources.

**8. Supra and Hereinafter: Once certain authorities (e.g., articles, books, and reports but not e.g., cases, statutes, constitutions, legislative materials, etc.) are cited once in full, use supra short cites (Rule 4.2).**

<sup>23</sup> See Carla S. Copeland, The Use of Arbitration to Settle

Territorial Disputes, 67 FORDHAM L. REV. 3073, 3075 (1999).

\* \* \*

<sup>58</sup> Copeland, supra note 23, at 3077.

**“Hereinafter” should be used in the following circumstances (Rule 4.2(b)):**

- (1) The authority is too cumbersome to cite with the usual supra form.
- (2) The supra form would be confusing to the reader, for instance when there is more than one piece by an author in the same endnote. In this situation, the hereinafter cite should include the author’s last name, followed by a comma and the underlined title of the work, which can be in shortened form.

**The hereinafter parenthetical immediately follows the first full citation and is enclosed in brackets.**

<sup>23</sup> See Judith Resnik, The Domain of the Courts, 137 U. PA. L. REV. 2219, 2221–22 (1989) [hereinafter Resnik, The Domain of the Courts]; Judith Resnik, Failing Faith: Adjudicatory Procedure in Decline, 53 U. CHI. L. REV. 494, 518–20 (1986) [hereinafter Resnik, Failing Faith].

\* \* \*

<sup>67</sup> Resnik, The Domain of the Courts, supra note 23, at 2229.

**9. Case Names and Abbreviations: The abbreviation of case names is governed by Rule 10.2. Every case name must be checked against the abbreviations chart in the Bluebook (Table 6)—many words in cases can (and should) be abbreviated. In text, only words such as Co., Corp., and Inc. can be abbreviated (Rule 10.2.1(c)).**

<sup>14</sup> Global Engineering Enterprises v. Universal Environmental Building Corporation, . . .

**Becomes:**

<sup>14</sup> Glob. Eng’g Enters. v. Universal Env’t. Bldg. Corp., . . .

**Underline case names IN TEXT (no italics) and always give the full case name the first time you cite it.**

When citing a case name IN FULL, do NOT underline the case name IN THE ENDNOTE (Rule 10.2).

<sup>23</sup> See Bush v. Gore, 531 U.S. 98, 105 (2000).

**10. Short Cites:** A case or statute should be short-cited if it appears within the five previous endnotes. Note that "Id." counts as a citation to the case or statute. Otherwise, a full case name or statute citation must be used (Rules 4.1 and 10.9(b)). When using a short cite for a case, underline the part of the case name constituting the short cite (Rule 10.9).

<sup>1</sup> Esercizio v. Roberts, 944 F.2d 1235, 1245 (6th Cir. 1991).

<sup>2</sup> Syntax Labs., Inc. v. Norwich Pharmacal Co., 437 F.2d 566, 568 (2d Cir. 1971).

<sup>3</sup> See id. at 570.

<sup>4</sup> 28 U.S.C. § 1292(b) (1994).

<sup>5</sup> Stephen Ellmann, Truth and Consequences, 69 FORDHAM L. REV. 895, 924-28 (2000).

<sup>6</sup> See infra note 88 and accompanying text.

<sup>7</sup> See Ellmann, supra note 5, at 899.

<sup>8</sup> Syntax, 437 F.2d at 570. [Id. short cite appears within the previous 5 endnotes, so use the short cite here.]

<sup>9</sup> See 28 U.S.C. § 1292(b). [Statute was cited within the previous 5 endnotes, so drop the date.]

<sup>10</sup> Esercizio v. Roberts, 944 F.2d 1235, 1243 (6th Cir. 1991).

[Last cite was 9 cites earlier, so give the full citation.]

**11. According to the Bluebook, law review article titles are *italicized*. But underlining is also acceptable and MUST be used exclusively in the UWC. This stipulation applies to both the note writing and Bluebook exercises of the UWC. Additionally, following Bluebook rules, SMALL CAPS must be used for the title of a journal.**

<sup>13</sup> John Czarnetzky, Time, Uncertainty, and the Law of

Corporate Reorganizations, 67 *FORDHAM L. REV.* 2939, 2942-43

(1999).

See Table 13 in the back of the Bluebook for the correct abbreviations of periodical titles.

**12. Spacing in Endnotes:** In endnotes, citation sentences begin one space after any prior sentence. But, if you begin a new textual sentence after a citation, that new sentence will be two spaces after the citation.

<sup>34</sup> See Bush, 531 U.S. at 103. [*two spaces*] The Court also discussed the fundamental nature of the right to vote and the equal weight given to each vote. [*one space*] Id. at 104.

**13. Parentheticals:** Try to include parentheticals whenever possible to describe to your reader what the case held or why the source is pertinent to the discussion. Try to make it easy for the reader to understand why you are citing to this source as opposed to any other.

Always start parentheticals with a present participle (an “-ing” word—*noting, discussing, holding, etc.*) unless the entire parenthetical is a quotation.

Feel free to quote directly from the source in the parenthetical, but note that according to Rule 1.5, the citation style differs depending on whether the entire parenthetical is the quotation or whether the quotation comprises only a small part of the parenthetical:

(“The Writing Competition is extremely ‘fun.’”).

OR

(noting that competing for a staff position on a journal “is extremely ‘fun’”).

**14. Quotations:** Make sure that you use EXACT quotes—the editors will be checking! Check the Bluebook for the rules on quotations (Rule 5).

If you need to cite an outside source that is quoted or cited in an approved UWC source, follow this format:

See Bush v. Gore, 531 U.S. 98, 107 (2000) (citing Moore v. Ogilvie, 394 U.S. 814, 819 (1969)).

**15. Statutes:** The Bluebook does a pretty good job giving examples of the particular statute you may be citing. Note that including the year for citations to the United States Code is optional. Use the Index. For state statutes, see Table 1 of the Bluebook. If you use “id.” with a statute, do not use the word “at” as you do with cases (Rule 3.3).

<sup>1</sup> 42 U.S.C. § 2004.

<sup>2</sup> See id. § 2006.

**NOT:** See id. at § 2006.

**16. Internal Cross-Referencing:** You will likely need to refer to endnotes or entire sections of your note throughout the paper (Rules 3.5 and 4.2). To do this, use the words supra (above) or infra (below).

<sup>14</sup> For further discussion of this issue, see infra notes 24-29 and accompanying text.

<sup>71</sup> See supra notes 53-57 and accompanying text.

**In the first example, “see” is not underlined because it is part of a textual sentence (used as a verb) and is not being used as a signal (Rule 1.2(e)).**