

FORDHAM UNIVERSITY SCHOOL OF LAW
2021 UNIFIED WRITING COMPETITION
NOTE WRITING TIPS

The suggestions below are given in the acceptable font and spacing format for this competition
(Courier New 12 pt., double spaced, not justified, 1" margins).
See the official competition rules for font and spacing details.

[TITLE] This, like all the headings in the note (except for the Introduction and Conclusion), should be creative, catchy, and help guide the reader.

Introduction

Be very brief, and do not be afraid to be a bit creative to grab the reader's attention. For instance, you could start with a quote or an anecdote. You should include a roadmap paragraph at the end of your introduction, which lays out what you will discuss in the three main sections of your note. The roadmap tells the reader exactly where you are going and what you will argue (e.g., "Part I of this Note examines . . .").

In keeping with the prohibition on outside research, if you decide to use an introductory quote, it must be from one of the provided UWC sources.

Part I: [Background]

This section provides the necessary background for the reader to understand your note (e.g., key terms and definitions and the area of law involved). Any information you will need for your analysis in Part II should appear in Part I. As with

the rest of this exercise, use ONLY the competition sources provided for the UWC. This section should be written in a neutral fashion.

Part II: [Conflict]

In this section, you should describe, explain, and analyze the specific conflict that your note seeks to resolve. Using only the competition materials, you will fully describe all sides to the issue. Do not assume your reader is already familiar with the conflict. This section should also be written in a neutral manner. Only the main issues and arguments should be in the text, everything else should be in the endnotes.

Part III: [Resolution]

This section presents your argument, and it should either take a side discussed in Part II or propose a resolution of your own invention. Little to no new material should be presented here. Rather, you should refer back to previous discussions to formulate your arguments. Do not be afraid to be creative, but always back up your arguments with competition sources.

Conclusion

This section is optional, and its inclusion may well depend on the page limit. If you include it, be very brief. Tell the reader why your solution is the best one out there and why its adoption would be important for society.

Preparation

You are encouraged to look at published student notes **before** the competition begins. Reading other notes will help you to familiarize yourself with the note form and structure, as well as the quality of writing and citations expected of competitors. Past issues of the Fordham University School of Law journals are located on the second floor of the law library. You may also pick up copies outside any of the journal offices. You should examine more than one note to get a general sense of structure, style, and citation form. But remember that consulting outside sources during the competition, including student notes, is **grounds for disqualification** from the UWC.

Organization

First, you may consider using subheadings in Parts I–III. They help to organize your note and show the reader where you are going. Second, you may consider providing very brief roadmap paragraphs or transition sentences at the beginnings and ends of each of your separate parts (e.g., “This part discusses . . .,” “The next part provides an analysis of . . .”). While this will be somewhat repetitive of your roadmap paragraph in the introduction, it guides the reader and shows that you know where you are going with your argument.

Style

Clarity and concision are your primary virtues. Try to vary your style and phrasing. You should be careful not to over-quote from the sources. Rather, you should write in a way that demonstrates to the reader a nuanced understanding of the conflict. Even when paraphrasing from a particular source, try to present that argument using your own language and voice.

Endnotes

Feel free to add information in endnotes that you do not put in the text. The endnotes can act as an extra source of information (in law journal articles, footnotes are sometimes longer than the main text). The endnotes should conform to the 21st edition of the Bluebook. Make sure you check your Bluebooking! Also, remember that your endnotes can **only** contain information provided in the UWC sources.

Because you will know nothing about the topic, it will be difficult for Parts I and II of your note to contain a sentence without an endnote. While Part III could conceivably feature some original thought, if you are taking a side discussed in Part II, this will not be the case. Because you present little or no new information in Part III, your endnotes will contain many “See supra” and “See id.” sentences.

All of your peripheral issues should appear in the endnotes. **You should anticipate at least 70 endnotes, but there is no limit.** Make sure you do your endnotes as you go, because you are unlikely to have enough time to fill in the citations when you finish writing your note.

Have fun!