HUMAN & CIVIL RIGHTS LAW REVIEW — HOWARD

STYLE GUIDE

This *Style Guide* governs documents submitted to and published by HOWARD HUMAN & CIVIL RIGHTS LAW REVIEW ["HCR"]. The purpose of this *Style Guide* is to create consistency between articles written by various authors, and to facilitate the editing process by the members of HCR.

I. DOCUMENT FORMAT

1. Electronic format — Documents must be in an editable Microsoft Word format.

2. Margins — 1.25" left and 1.25" right margins.
  1" top and 1" bottom margins.

3. Footnotes —   References must be formatted as footnotes (not endnotes).
  Number each footnote using Arabic numerals (not Roman numerals).
  Single-space the footnote's text.
  An extra space between each footnote.

II. REFERENCES

1. Citations
  Except for the modifications specified in this *Style Guide*, all citations to legal authorities must conform to the latest edition of THE BLUEBOOK: A UNIFORM SYSTEM OF CITATION.

2. Grammar and Style
  Except for the modifications specified in this *Style Guide*, HCR relies on the latest edition of the CHICAGO MANUAL OF STYLE for issues of grammar and style.

3. Dictionaries
  For English language spelling and meaning, HCR relies on the latest edition of WEBSTER'S NEW WORLD DICTIONARY. HCR's primary legal dictionary is the latest edition of BLACK'S LAW DICTIONARY. For non-English definitions, authors are urged to direct HCR to the most authoritative sources translating those terms into English.

III. STYLE

1. Tone — Although the topics that HCR addresses are often painful and complex, and ones that may raise strong feelings amongst its audience, HCR is nonetheless mindful of its role as an academic**,** scholarly journal. To that end, HCR will not publish documents that include polemical tones or argumentation, sarcasm, denigrating terminology, or accusations.

2. Plain English ― HCR aspires to clear, strong, concise writing that is accessible to English speakers across the globe, avoiding lawyerisms, academic jargon, or excessive length.

3. Colloquialisms ― Contractions are generally prohibited.
Colloquialisms are generally to be avoided.

4. Gender ― Avoid gendered terminology unless required by the context. To that end, do not use "he" when referring to people in general, and avoid "he or she" or "s/he."

5. Race, ethnicity, sexual orientation, etc. ―
a. "X American" ― Where a racial, ethnic, religious or other designation precedes "American," do not hyphenate the term.

b. Race ― Do not capitalize the racial designations: "black," "white" or "brown."
Capitalize all other racial designations (e.g. "Asian," "Latino," "African").

IV. TYPOGRAPHY

1. Type font ― *Text* – Times Roman 12 point.
Footnotes – Times Roman 10 point.

2. Spacing
a. Line spacing ― *Text* – Double space.
Footnotes – Single space.

b. Text spacing ― One space between sentences.
Proportionally spaced font for text (not mono-spacing).

c. Non-breaking spaces ― Use non-breaking spaces between paragraph or section symbols and the numbers that follow these symbols, and between ellipses.

3. Numbers
a. Numerals ― 0-9 ― spell out numbers under 10.
10 and over ― use numerals for numbers over 10.
If the first word in the sentence is a number, spell it out.
For a series, include the last two numerals in the second set (e.g. 3296-97).

b. Fractions and Percentages ―
Write percentages as numerals followed by % (not "percent").
Write fractions as numerals, except spell out halfs, thirds, and quarters.

c. Dates ― Use the U.S. format for dates: [month] [date], [year].

d. Lists ― For an enumerated list, use a number followed by a period.
For numbered lists within the text, put parentheses around the number.
If each component in a list is long, separate them with semi-colons.

4. Punctuation
a. Apostrophes; Quotation marks ― Use apostrophes and curly quotes (not straight quotes).

    b. <u>Hyphens; M-dashes</u> ─ For hyphens joining words, no space on either side.
                                    For m-dashes, use a space before and a space after.

    c. <u>Possessives</u> ─ For singular nouns, form the possessive by adding " 's".
                              For plural nouns ending in "s" or "z," form the possessive by adding an apostrophe.
                              For plural nouns not ending in "s" or "z," form the possessive by adding " 's".

5. Foreign language issues
    a. <u>Foreign language diacritics</u> ─ Verify all diacritics are accurate.

    b. <u>Translations</u> ─   Non-English text must be translated into English in a footnote.
                          Non-English terminology that will be used frequently in the text must be given a short-hand within the text on its first occurrence.

6. Headings and subheadings
- <u>Title</u> ─ Centered; All-caps; Bold; Single-spaced.
- <u>Author's name</u> ─ Centered; All-cap's.
- <u>Level 1 Headings</u> ─ Centered; Small cap's for text; Roman numeral enumeration.
- <u>Level 2 Headings</u> ─ Left margin; Italics for text; Capital letter enumeration.
- <u>Level 3 Headings</u> ─ Left margin indent; Underline text; Arabic numeral enumeration.

For example:

[Title]   **OFF-SHORE DRILLING HEADING OFF COURSE**

[Author]   LESLIE KNOWLES

[Level 1]   I. Dᴇᴇᴘ Wᴀᴛᴇʀ Hᴏʀɪᴢᴏɴ ɪs Jᴜsᴛ ᴛʜᴇ Sᴛᴀʀᴛ

[Level 2]   A. *U.S. Government Underwriting Private Sector Liability*

[Level 3]   1. <u>The Hidden Public Costs of Absorbing Private Sector Costs</u>