

Advocate

Journal of Consumer Attorneys Associations for Southern California

Style Sheet

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Advocate follows the California Style Manual, 4th Edition (West Group, 2000)

Queries to: editor@theadvocatemagazine.com

*With thanks to Kevin Meenan, Advocate Editor-in-Chief 2004
and the author of the first Advocate Style Sheet*

1. Format

1.1. **Software:** Submit articles as Microsoft Word or Corel WordPerfect documents.

1.2. **Margins:** Set all margins at one inch.

1.3. **Headers, Footers, Page Numbering:** NO headers or footers, no page numbers.

1.4. **Font:** Use only ONE font throughout. Use Times New Roman or Arial, 12 pt throughout (including title, headlines, subheadlines, etc.)

1.5. **Titles:** Make titles flush left and bold, in sentence format (i.e., first letter capitalized; the rest lower case). The first word is capitalized, the rest lowercase, unless one of the words is a proper noun.

Keep your title short; use a “deck” to further explain the article.

1.6. **Subtitles or Decks:** In magazine parlance, a subtitle is a “deck.” Written sentence style, it is usually a little lengthier than the title and explains more about the article, particularly if the title is clever but tells little about the article. There is no period after the deck.

1.7. **Spacing:** Set spacing for single space between lines of text; do not double space between paragraphs. Only one space after a period, please.

1.8. **Alignment:** Set for flush left throughout.

1.9. **Paragraphs & Quotations:** Indent the first line of each paragraph one half inch, using <Tab> instead of indent formatting. Indent quotations one inch from the left margin.

1.10. **Outlines: Avoid using outline style.** If you must write in an outline style, use no more than two levels.

1.11 **Subheads:** A subhead consists of a few words that you use to introduce different sections or important parts of the article. Put it on a line by itself, make it bold and do not use a period at the end (example:

Handling the objection)

1.12. **Emphasis with Bold, Italic, Underline and Uppercase:**

Do not underline anything.

Make titles and first level headings (subheads) bold, sentence format, no periods. *Make second level headings italic, sentence format, no periods.* Again, please avoid third level outlining/indentation.

Use italic for emphasis within the body of the article.

Seldom should UPPERCASE be used for emphasis; it screams at the reader. Instead, use italics.

1.13. **Bullet Points:** If applicable, use round dark bullet points, flush left.

1.14. **Biography:** Include a brief author’s biography of 50-75 words at the end of the article. You can include a website or e-mail if you like, but no phone numbers.

1.15 **Author’s Photo:** Please send a digital photo to be included with your article.

1.16. **Article Summary:** Include a 25-40 word summary of your article for use on the table of contents page. Place the summary at the top of the article, below the title.

1.17 **Footnotes and Endnotes:** No footnotes or endnotes. In general, if simply giving a citation, include the cite within the body of the article, either as part of a sentence or within parentheses. If notes are absolutely necessary, use endnotes instead of footnotes. Use either the MS-Word or WordPerfect endnote system.

1.18 **Photos and Illustrations:** Submit as .jpg or Adobe Illustrator files. High resolution preferred. Be certain to identify each photo/illustration and indicate in the article where the photo should be placed. Example:

<Photo 1 of punch press goes here.> Do not insert the actual graphic into the Word or Wordperfect file, please.

1.19. **Length:** Feature articles are 3,500 - 4,000 words. Columns are 600 - 1,200 words. If the feature article

topic can be covered in less than 2,500 words that is OK, but please advise the editor in advance that yours will be a shorter article..

2. Punctuation and Grammar

2.1. Voice:

2.1.1. Writing in active voice is usually more direct and forceful than writing in passive voice.

2.1.2. Use an active verb in the article title, if possible.

2.2. Periods:

2.2.1. Periods ALWAYS go inside quotation marks.

2.2.1.1. Incorrect: The final version of the bill provided that “every physician and surgeon” shall report, not just the “initial diagnosing physician”.

2.2.1.2. Correct: The final version of the bill provided that “every physician and surgeon” shall report, not just the “initial diagnosing physician.”

2.3. Commas:

2.3.1. Commas ALWAYS go inside quotation marks.

2.3.1.1. Incorrect: The final version of the bill provided that “every physician and surgeon shall report”, not just the “initial diagnosing physician”.

2.3.1.2. Correct: The final version of the bill provided that “every physician and surgeon shall report,” not just the “initial diagnosing physician.”

2.3.2. In a series: Use commas to separate elements in a series, but do not put a comma before the conjunction in a simple series. (He built bridges, homes and offices.)

2.3.3. With introductory clauses and phrases: Use a comma to separate an introductory clause or phrase from the main clause. (When he started school, he was six years old.)

2.3.4. Direct quotes: Use a comma when introducing direct quotes. (He addressed the court, “I am not guilty.”)

2.3.5. Commas in dates: When a phrase refers to a month, day and year, set off the year with commas. (January 15, 2004, was a memorable day.) When a phrase lists only a month and year, do not separate the year with commas (January 2004).

2.3.6. City and State: Place one comma between the city and state name, and another comma after the state name, unless ending a sentence. (Austin, Texas,)

2.4. Capitalization:

2.4.1. Capitalize formal titles when used immediately before a name (President Bush; Justice Mosk). Lowercase formal titles when used alone or in constructions that set them off from a name by commas (George Bush, president of the United States, The president was not available.)

2.4.2. Examples:

2.4.2.1. CAALA President Antony Stuart said

2.4.2.2. The president of CAALA, Antony Stuart, said

2.4.2.3. Antony Stuart, president of CAALA, said

2.4.2.4. The matter came before Judge Harold Johnson. Defense counsel asked the judge to continue the matter, but Judge Johnson refused to do so.

2.4.3. Capitalize common nouns such as *party*, *river*, *street* and *west* when they are an integral part of the full name for a person, place or thing: *Democratic and Republican Party*, *Mississippi River*, *Fleet Street*, *West Virginia*.

2.4.4. Lowercase these common nouns when they stand alone in subsequent references: *the party*, *the river*, *the street*.

2.4.5. Lowercase the common noun elements of names in all plural uses: *the Democratic and Republican parties*, *Main and State streets*, *lakes Erie and Ontario*.

2.4.6. Titles used in an article: Use names without Mr., Miss, Ms., etc. Second references and those following should use only last names unless confusion will result (Jane Doe and John Doe).

2.4.7. Percent: Use “percent” rather than %.

2.4.8. Numbers: Numbers under 10 should be written out (one, two, three, four, five, six, seven, eight, nine). Larger numbers should use the arabic numeral.

2.4.8.1. Large numbers: \$1 million; \$1 billion; \$1.5 trillion.

2.4.8.2. Numbers used at the beginning of a sentence or paragraph should be written out (Fifty-six people died from drug overdoses last month.)

2.5. Quotations:

2.5.1. If quotations are less than four lines long, do not indent them. Instead, use quotation marks.

2.5.2. For quotations more than four lines long, indent the entire quotation and do not use open and close quotation marks.

3. Citation Style

3.1. In general:

3.1.1. Advocate follows the *California Style Manual, 4th Edition* (West Group, 2000)

3.1.2. The *California Style Manual* is available online through Westlaw, database "CASTYLE."

3.2. Statutes:

3.2.1. Outside parentheses, use unabbreviated code names and spell out "section" before the code section number. For subdivisions, insert a comma after the code section number and spell out "subdivision." Commas are generally used following the subdivision designations within sentences. Use the singular with "et seq."

3.2.2. Examples:

3.2.2.1. Civil Code section 51

3.2.2.2. Civil Code sections 51 and 51.2

3.2.2.3. Civil Code section 1000 et seq.

3.2.2.4. Civil Code sections 1006 et seq., and 1013 et seq.

3.2.2.5. Section 844 of the Penal Code

3.2.2.6. Section 1203.1b of the Penal Code

3.2.2.7. Probate Code section 233, subdivision (b), provides . . .

3.2.3. Within parentheses, use code abbreviations followed by a comma and the section symbol (§) before the code section number. For subdivisions, insert another comma after the code section number and use the abbreviation "subd." Use a double section symbol (§§) for citing more than one section, but only one section symbol when using "et seq." Use a comma or ampersand (&) to separate multiple subdivisions of the same code. Citations to multiple codes, or code cites combined with other authority, in the same parenthetical are separated by semicolons.

3.2.4. Examples:

3.2.4.1. (Bus. & Prof. Code, § 16700 et seq.)

3.2.4.2. (Code Civ. Proc., § 564, subd. (a).)

3.2.4.3. (Pen. Code, § 1203.1ab.)

3.2.4.4. (Civ. Code, §§ 1810.2-1812.12.)

3.2.4.5. (Pen. Code, §§ 118, 118a, 126.)

3.2.4.6. (Prob. Code, §§ 610 et seq., 670 et seq.)

3.2.4.7. (Evid. Code, § 700; see Pen. Code, § 1321.)

3.2.5. Parenthetical statutory citations embedded within a sentence are not punctuated with a period. If, however, the parenthetical citation stands alone after the end of a full sentence, it is completed with a period.

3.2.6. Examples:

3.2.6.1. Because defendant could not satisfy the second prong (Code Civ. Proc., §§ 391.1, 391.2), his motion was denied.

3.2.6.2. A "health care provider" includes clinics licensed pursuant to the Health and Safety Code (Health & Saf. Code, § 1200) and individuals licensed pursuant to the Business and Professions Code (Bus. & Prof. Code, § 657, subd. (b)). (See also Bus. & Prof. Code, § 2060.)

3.2.7. Code names and abbreviations are as follows:

From the California Style Manual:

Codes are spelled out when in a sentence, abbreviated within parentheses

Business and Professions Code (Bus. & Prof. Code)

California Code of Regulations (Cal. Code Regs.)
California Uniform Commercial Code (Cal. U. Com. Code)
Civil Code (Civ. Code)
Code of Civil Procedure (Code Civ. Proc.)
Corporations Code (Corp. Code)
Education Code (Ed. Code)
Elections Code (Elec. Code)
Evidence Code (Evid. Code)
Family Code (Fam. Code)
Financial Code (Fin. Code)
Fish and Game Code (Fish & G. Code)
Food and Agricultural Code (Food & Agr. Code)
Government Code (Gov. Code)
Harbors and Navigation Code (Harb. & Nav. Code)
Health and Safety Code (Health & Saf. Code)
Insurance Code (Ins. Code)
Labor Code (Lab. Code)
Military and Veterans Code (Mil. & Vet. Code)
Penal Code (Pen. Code)
Probate Code (Prob. Code)
Public Contract Code (Pub. Contract Code)
Public Resources Code (Pub. Resources Code)
Public Utilities Code (Pub. Util. Code)
Revenue and Taxation Code (Rev. & Tax. Code)
Streets and Highways Code (Sts. & Hy. Code)
Unemployment Insurance Code (Unemp. Ins. Code)
Uniform Commercial Code (Cal. U. Com. Code or U. Com. Code)
Vehicle Code (Veh. Code)
Water Code (Wat. Code)
Welfare and Institutions Code (Welf. & Inst. Code)

3.3. **Cases:** Citations to cases should include the official reporter and the parallel citation to the West reporter (Pacific Reporter series until 1960, California Reporter after that).

3.3.1. **Case Name:** Use the name exactly as it appears in the official reporter (capitalization, punctuation, etc.)

Italicize the entire case name. The date goes after the case name.

3.3.2. **Examples:**

From the California Style Manual:

Roland v. Christian (1968) 69 Cal.2d 108 [70 Cal.Rptr. 97]; *Ortega v. Kmart Corp.* (2001) 26 Cal.4th 1200 [114 Cal.Rptr.2d 470]. CSM sections 1:13 and 1:14 citation style for California Supreme Court case.

(Note: CSM calls for both unofficial reporters in the parallel citation, but *Advocate* drops the Pacific Reporter if there is a California Reporter citation.)

Hale v. Safeway Stores, Inc. (1954) 129 Cal.App.2d 124 [276 P.2d 118]. CSM citation style for California Court of Appeal case before 1960.

Ursino v. Big Boy Restaurants (1987) 192 Cal.App.3d 394 [237 Cal.Rptr. 413]. CSM citation style for California Court of Appeal case 1960 and after.

3.4. California Rules of Court

3.4.1. Give the title of the rules, followed by a comma, the word “rule,” and the number.

Do not use the designation “subdivision” (or “subd.” in parentheses) when citing to California Rules of Court, State Bar rules and standards, appellate court local rules, trial court local rules, or Judicial Council sources.

3.4.2. When citing in text:

3.4.2.1. California Rules of Court, rule 224.

3.4.2.2. Under California Rules of Court, rule 421(a)(1), (b)(2)

3.4.2.3. California Rules of Court, rules 4 and 5.

3.4.2.4. According to the Advisory Committee comment, California Rules of Court, rule 28(e)(2)

3.4.3. When citing the rule in parentheses:

3.4.3.1. (Cal. Rules of Court, rule 976.)

3.4.3.2. (Cal. Rules of Court, rules 106, 107(b), 976(c).)

3.4.3.3. (Cal. Rules of Court, rule 416(a), (b) & (d).)

3.4.3.4. (Cal. Rules of Court, rule 423(a)(2), (3) & (b)(5), (6).)

3.5. **Names of Publications:**

See Chapter 3 of California Style Manual. Generally, the names of books and periodicals *are not* italicized, but the names of an article or chapter are italicized. This differs from the Associated Press stylebook which is commonly used by newspapers and magazines.

3.6. **Explanatory Words, Phrases, Introductory Signals:**

3.6.1. ***Id.*** and ***Ibid.***

3.6.1.1. Use *Ibid.* to cite again to the immediately preceding cite (same point page)..

3.6.1.2. Use *Id.* at page # (*Id.* at p. 273, or *Id.* at page 273) to cite to the immediately preceding cite but a different point page.

3.6.2. ***Supra*:**

3.6.2.1. Once a case has been fully cited, the first reference in any subsequent paragraph may use *supra* to signal an incomplete subsequent citation.

3.6.2.2. **Examples:**

3.6.2.2.1. *Silacci v. Abramson, supra*, 45 Cal.App.4th 558.

3.6.2.2.2. *Silacci v. Abramson, supra*, 45 Cal.App.4th 558, 562.

3.6.2.2.3. *Silacci v. Abramson, supra*, 45 Cal.App.4th at page 562.

3.6.2.2.4. (*Silacci v. Abramson, supra*, 45 Cal.App.4th at p. 562.)

3.6.2.3. Using *supra* to cite to a fully cited case previously cited in same paragraph:

3.6.2.3.1. *Silacci v. Abramson, supra*, at page 562.

3.6.2.3.2. (*Silacci v. Abramson, supra*, at p. 562.)

3.7 **Treatises:**

3.71. The Rutter Group publications are cited by author(s), title, and with expanded date parenthetical. The paragraph designations suffice for the Rutter Group publications, although the author may include page numbers if available. Because paragraph numbers include a colon and page numbers are hyphenated, use "to" when a cite includes multiple paragraphs or pages.

3.72. **Examples:**

3.72.1. (Weil & Brown, Cal. Practice Guide: Civil Procedure Before Trial (The Rutter Group 1997) ¶ 10:106 et seq., p. 10-43 et seq.)

3.72.2. (Croskey et al., Cal. Practice Guide: Insurance Litigation (The Rutter Group 1997) ¶ 3:33, p. 3-6.)

3.72.3. (Eisenberg et al., Cal. Practice Guide: Civil Appeals and Writs (The Rutter Group 1997) ¶¶ 8:15 to 8:18, pp. 8-4 to 8-6 (rev. # 1, 1998).)

3.72.4. Hogoboom and King, California Practice Guide: Family Law (The Rutter Group 1998) paragraph 12:100, page 12-20.4.

4. **Miscellaneous**

4.1. When used in the body of the article, do not capitalize the following: plaintiff, defendant, court, trial court, judge, bench, statute of limitations, etc. (Capitalize "Court" when referring to the Supreme Court of California or the U.S. Supreme Court.)

4.2. When dollar amounts are included in the article, leave off the cents. For example: "\$250,000" and not "\$250,000.00."

4.3 Remember, for California courts, "Court of Appeal" is correct; for Federal Courts, it is "Court of Appeals."

4.4 **Agreement between plaintiff and attorney (singular vs. plural):**

Plaintiffs' attorneys should note

The plaintiff's attorney filed the complaint on time

We are all plaintiffs' attorneys and need to speak with one voice

The plaintiffs' attorneys produced an expert, and won the case

The possessive form is preferred: The importance of this ruling to plaintiffs' attorneys cannot be overstated.

Instead of: The importance of this ruling to a plaintiff attorney cannot be overstated.

4.5 Contemporary Usage:

4.6.1 Voice-mail or voice-mail.

4.6.2 E-mail or e-mail.

4.6.3 The Web or the Internet are capitalized.

4.6 Multi-word adjectives versus nouns: The same phrase is hyphenated when used as an adjective, but not hyphenated when it appears as a noun.

This is a bad-faith case.

She handles many bad-faith matters.

Insurance bad faith is a specialty for many attorneys. Allstate allegedly acted in bad faith.

Bad-faith law is very complex.

He was injured by a seat belt.

Seat-belt injuries are becoming more common.