Formatting Academic Papers

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What we will cover today

- **Appellate Briefs**
  - Formatting Rules
  - Creating your Appellate Brief template

- **Law Review Comments & Seminar Papers**
  - Formatting Rules and Sample Template
  - Citation Managers including EndNote, CiteGenie, and Zotero

Formatting your Appellate Brief

Formatting your Appellate Brief

Follow the Rules

- **Kano v. National Consumer Co-op Bank, 22 F.3d 899 (9th Cir. 1994).**
  - The court imposed a $ 1,500 sanction on the appellant's attorney

  - The court found the opening brief violated Rule 32(a); the text was spaced one-and-one-half lines apart, and the typeface in the footnotes was much smaller than permitted by the rule, containing eight lines per inch instead of six.

- **Varda Inc. v. Ins. Co. of North America, 45 F.3d 634 (2nd Cir. 1995).**
  - The court denied the winning side $ 1,000 in appellate costs because of its overlong footnotes (such awards are usually routine).

  - The 50-page brief included 58 footnotes, many more than a page long. It would have totaled 70 pages if presented in standard format.

Federal vs. State Rules

- Federal court of appeals lawyers must consult two sets of rules: the Federal Rules of Appellate Procedure (FRAP) as well as the "local rules" of the court to which the appeal is being taken.
  - For example, the FRAP sets page limits for reply briefs; but the D.C. Circuit regulates brief length by the number of words. The Ninth Circuit requires that parties submit "excerpts of record" rather than the "joint appendix" more common in other appellate courts.

- State appellate courts also usually have detailed rules with substantial variation from state to state. In California, the requirements for the format and length of these briefs are found in the California Rules of Court, rules 8.204 and 8.883

Step 1: Insert Section Breaks

Insert two section breaks to create three sections: the cover page, the preliminary information section (e.g. the table of contents and table of authorities), and the main argument section.

To insert a section break, go to the Page Layout tab, click Breaks, then click Next Page under the Section Breaks section
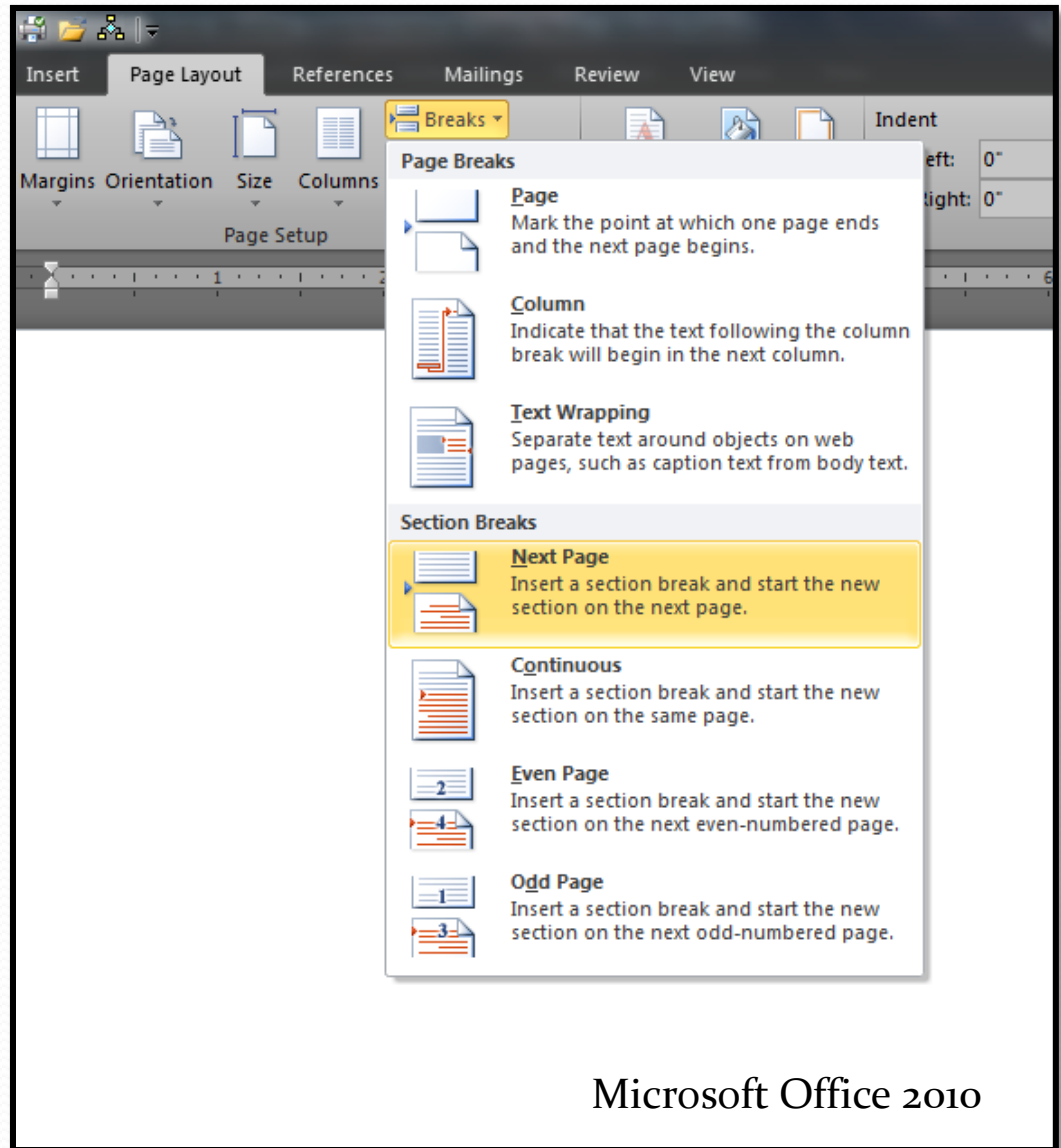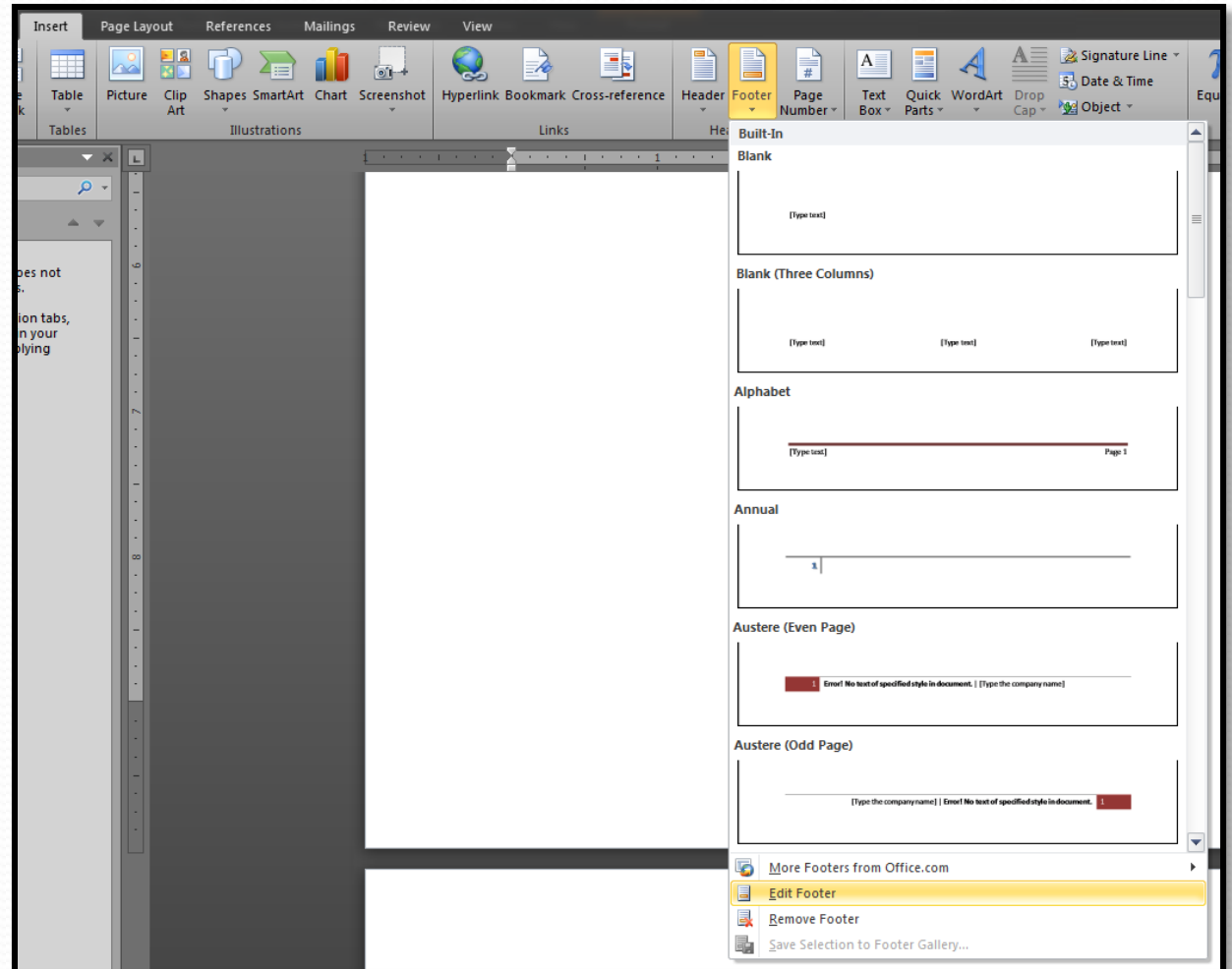

Microsoft Office 2010
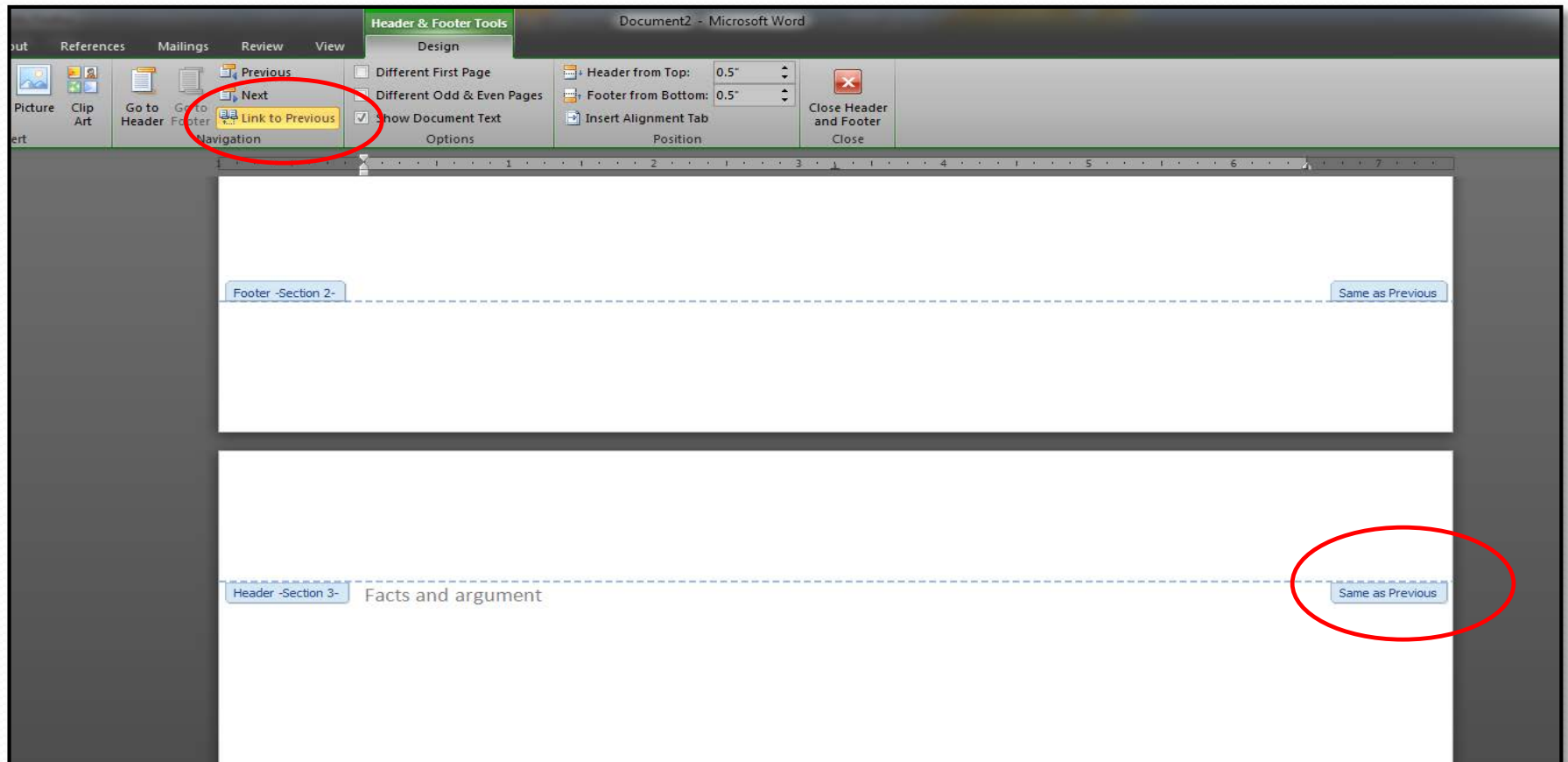
Step 2: Insert Page Numbers

The goal for this step is to insert the page numbers in the footer of each Section so that they number independently. This is a multi-step process.

First, go to the Insert tab, select Footer, and choose Edit Footer from the drop down menu.
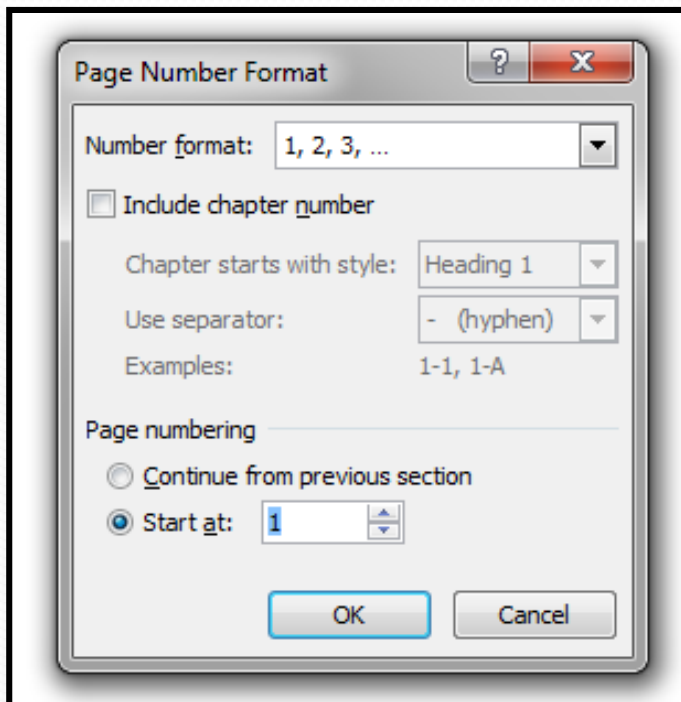
In the Header & Footer Tools tab, unselect the option for "Link to Previous" section for footer sections 2 and 3.

Once you have unselected the link to previous option, the "Same as Previous" language (highlighted in blue) will disappear.

From the Insert tab, first insert your page number in the desired position, then select Format Page Numbers
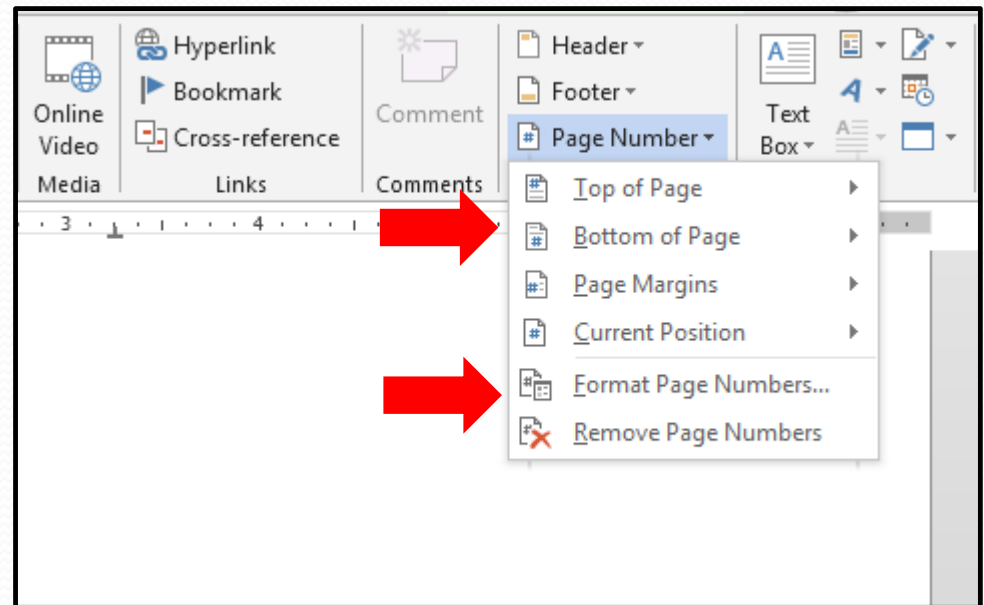
Format the numbers in each section to either Roman (i) or Arabic (1), and make sure that the page numbering begins at 1 for each section.

Repeat for each section in your paper.

Step 3: Format Headings

In this step you will format each heading in the main argument to your brief specifications. Typically an appellate brief will utilize three heading levels (e.g. I., A., and 1.)

First, write out your headings.

Then, select the text for your first heading, right-click Heading 1 in the Styles menu and choose "Update to Match Selection." Repeat for headings 2 and 3
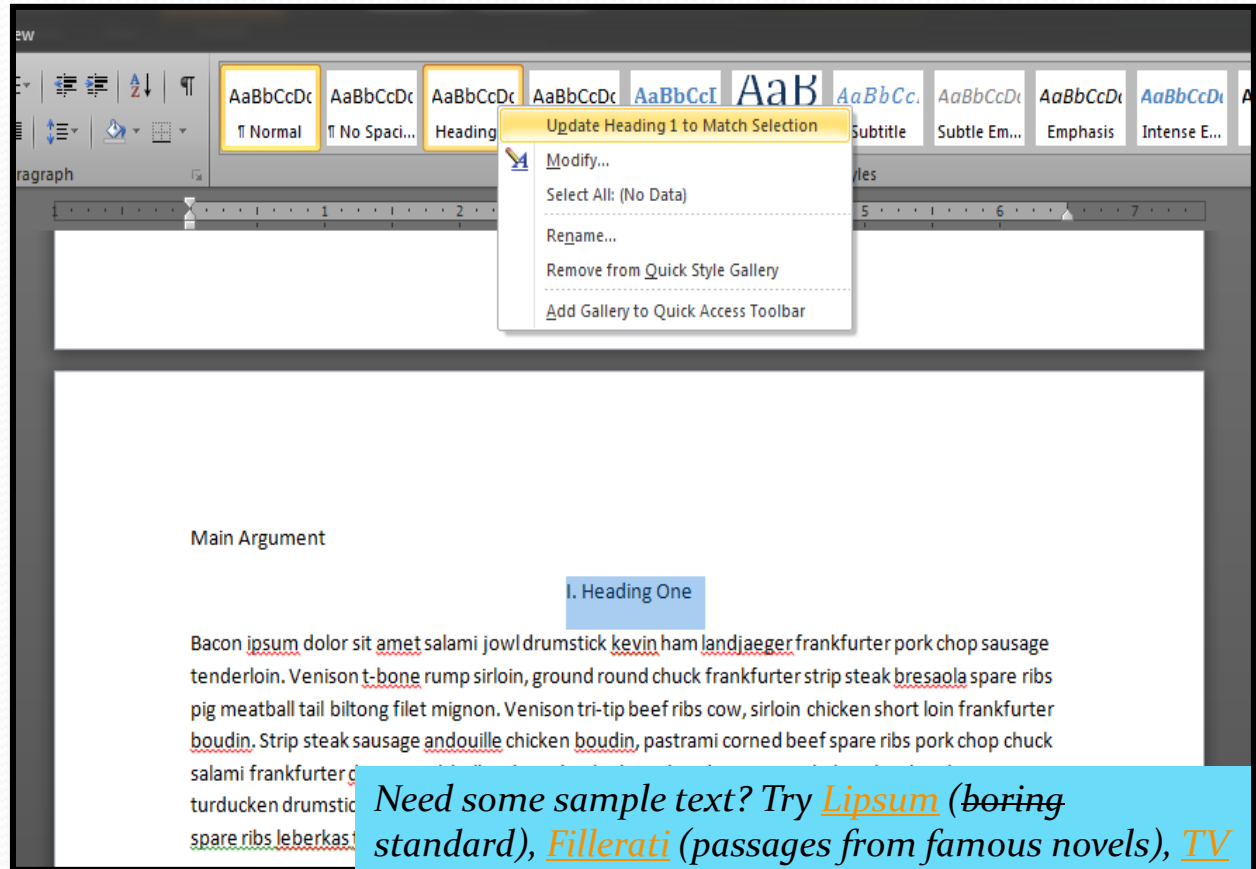
Need some sample text? Try Lipsum (~~boring~~ standard), Fillerati (passages from famous novels), TV Ipsum (theme songs & catch phrases), or Bacon Ipsum (BACON!)

Step 4: Write your Brief!

Step 5: Create your Table of Contents

Go to the References tab, click on Table of Contents, and select one of the default choices (you can always change the style of the TOC after it is generated).

If you have not used Styles for your headings (e.g. if your headings were manually formatted), the Table of Contents will not generate automatically and you will be prompted to first apply heading styles from the Styles gallery (Step 3).
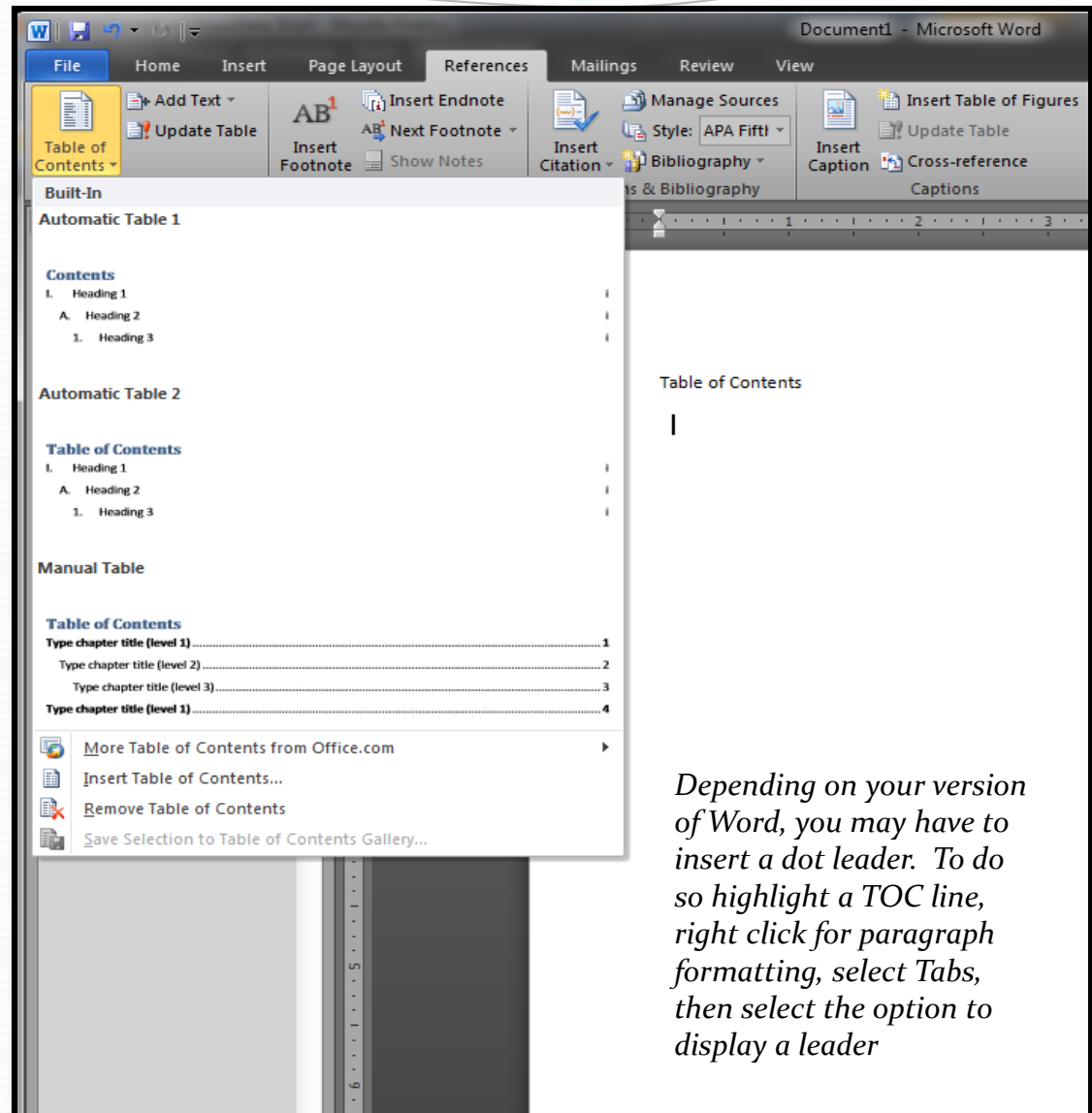
Depending on your version of Word, you may have to insert a dot leader. To do so highlight a TOC line, right click for paragraph formatting, select Tabs, then select the option to display a leader
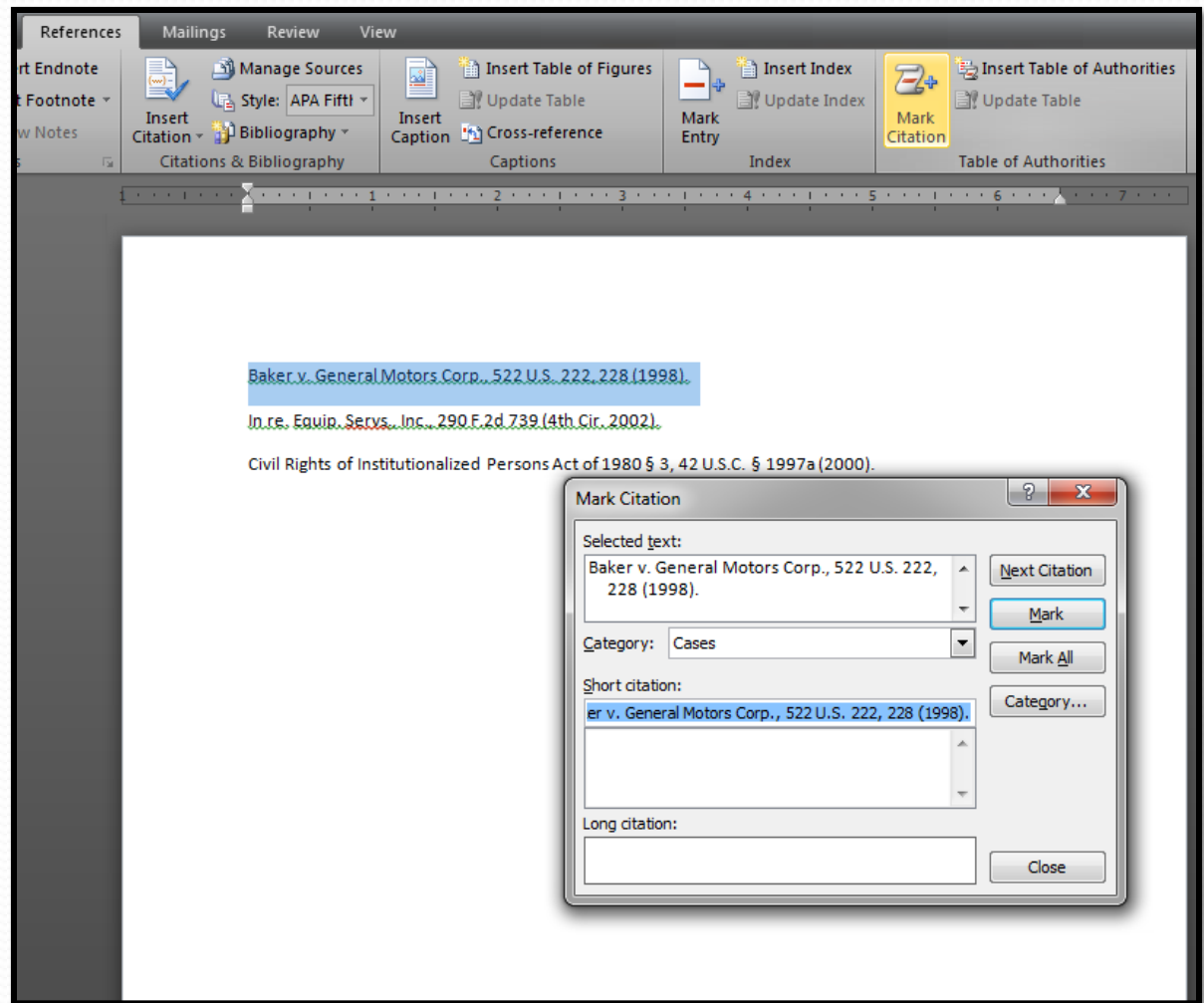
Step 6: Create your Table of Authorities

Select your first citation and click on the Mark Citation button on the References tab.

For each citation, choose the category (case, statute, etc.) you want that citation to appear in, and make the necessary changes to the Short Citation beneath.

Once you've marked all your citations, you can insert your Table of Authorities from the References tab.

Formatting your Law Review Comments and Seminar Papers

Formatting Rules

American University Law Review	Prefers submissions via ExpressO.	Please include an abstract and CV.	ExpressO or **AULRarticles@gmail.com**	ExpressO or **AULRarticles@gmail.com**
Appalachian Journal of Law	Submit by e-mail to **law_journal@my.asl.edu** or mail to: Appalachian Journal of Law P.O. Box 2825 Grundy, Va. 24614	The journal provides a forum for issues that shape the lives of the people and communities of Appalachia. It includes issues concerning alternative methods of dispute resolution and community service. Although focused on the Appalachian region, the usefulness of the publication will not be limited by geographical boundaries.	**law_journal@my.asl.edu**	**law_journal@my.asl.edu**
Arizona Law Review	Accepts submissions via Scholastica or Expresso (please do not submit through both). If you are unable to submit via Scholastica or ExpressO, please send it **submissions@arizonalawreview.org** **As of January 20, 2014, their website says they will begin accepting submissions in February 2014.**	Strong preference for articles under 35,000 words (including footnotes). Include a résumé or CV. Bluebook citation format.	Expedite requests may be submitted via Scholastica or ExpressO (or e-mail to **submissions@arizonalawreview.org** if you are unable to access ExpressO). Does not review expedited manuscripts before article selection begins in March and September. Requires at least 7 days from the time an expedited request is made.	Scholastica, ExpressO or **submissions@arizonalawrev iew.org**
Arizona State Law Journal	Exclusively uses Scholastica.	Text and footnotes should conform to the Bluebook and Chicago Manual of Style.	Scholastica	Scholastica
Arizona Summit Law Review (formerly the Phoenix Law Review)	Interested in *Arizona Summit Law Review*? Feel free to email us at **lawreview@AZSummitLaw.edu** to find out more.		**lawreview@AZSummitLaw.edu**	**lawreview@AZSummitLaw. edu**
Arkansas at Little Rock (University of) Law Review	Submit via e-mail to **lawreview@ualr.edu**	Requests that all articles be submitted in triple-spaced format (text and footnotes). Prefers Microsoft Word format, but will accept in WordPerfect. Follows the Bluebook and the Texas Law Review Manual on Usage and Style.	**lawreview@ualr.edu**	**lawreview@ualr.edu**

- Allen Rostron & Nancy Levi, *Information for Submitting Articles to Law Reviews, & Journals,* available at http://papers.ssrn.com/sol3/papers.cfm?abstract_id=1019029

Academic Legal Writing
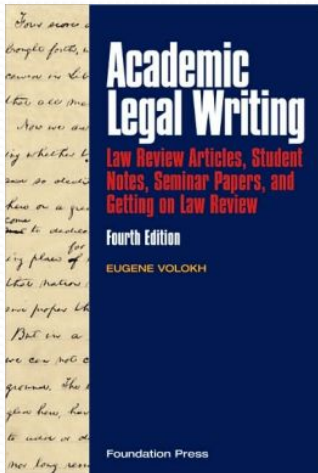
Academic legal writing : law review articles, student notes, seminar papers, and getting on law review / by Eugene Volokh ; with foreword by Alex Kozinski

Available in the LRC Reading Room at KF250 .V64 2007

Sample template from the book available here.

Cross-Reference your Footnotes

Using the Insert tab, use the "cross-reference" feature when making supra or infra references.

This way, your references will automatically update even if you change the ordering of your footnotes later on
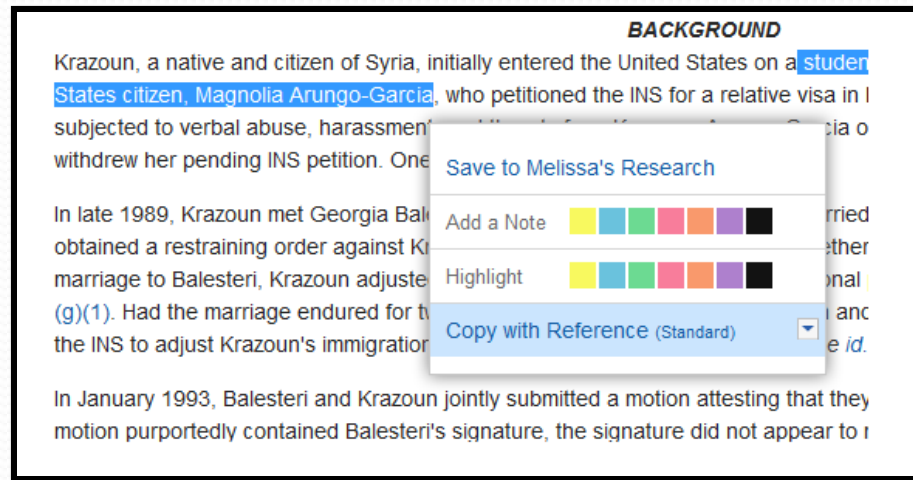
Citation Generators

- There are many ways to automatically generate Bluebook citations.

- Unfortunately there is no single generator that gets it right 100% of the time.
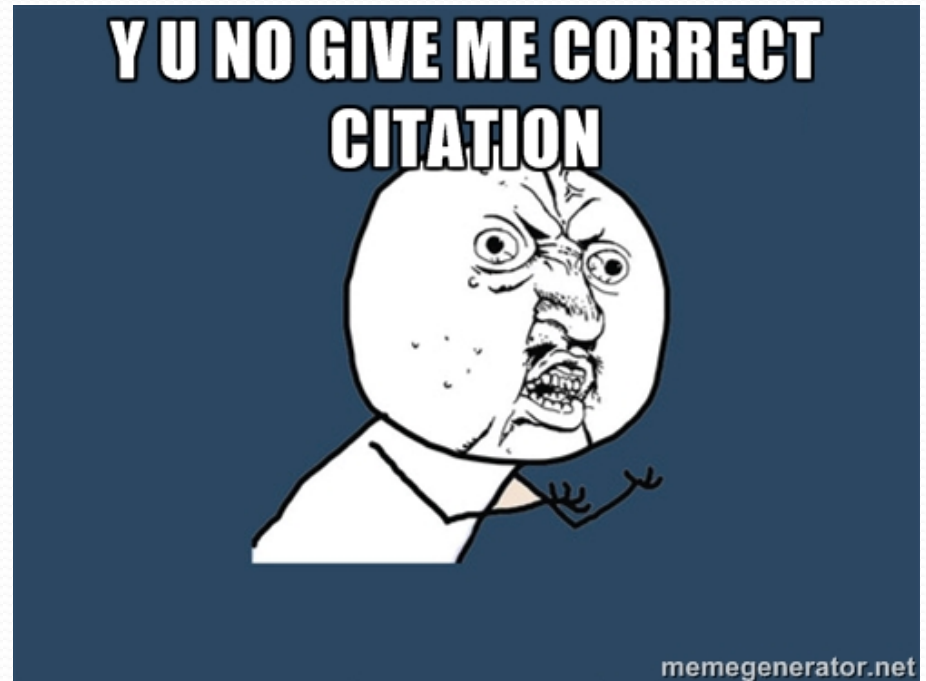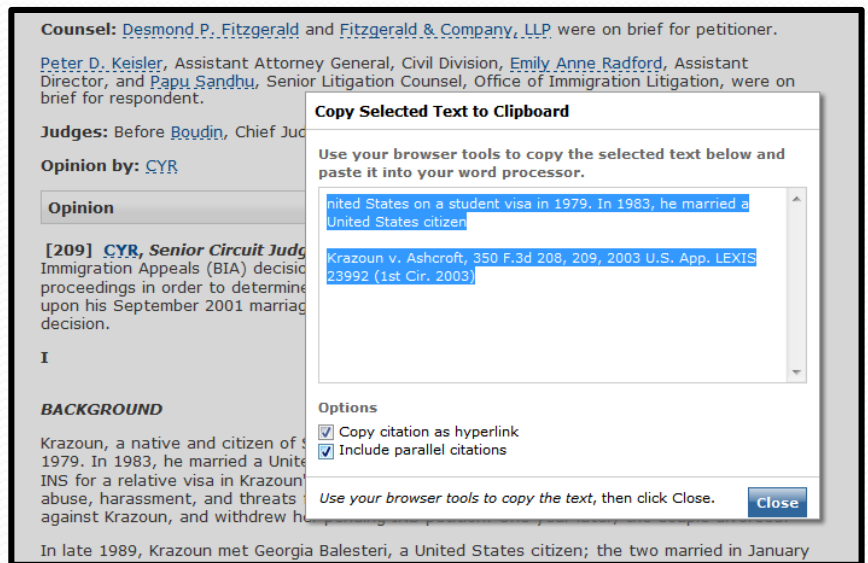
Westlaw Next and Lexis Advance

WestlawNext

WestlawNext's *copy with reference* and Lexis Advance's *copy to clipboard* both allow users to select text and paste it with an accompanying citation.

Lexis Advance

EndNote and CiteGenie

EndNote

- A software package used to manage bibliographies and references when writing articles.
- Offers Bluebook citation format though the software itself is not law specific.
- Available for free from USD ITS.

CiteGenie

- Developed with the legal practicioner in mind
- CiteGenie is a Firefox plugin that creates Bluebook citations from text you copy from Westlaw, Lexis, and other websites.
- You can download it here
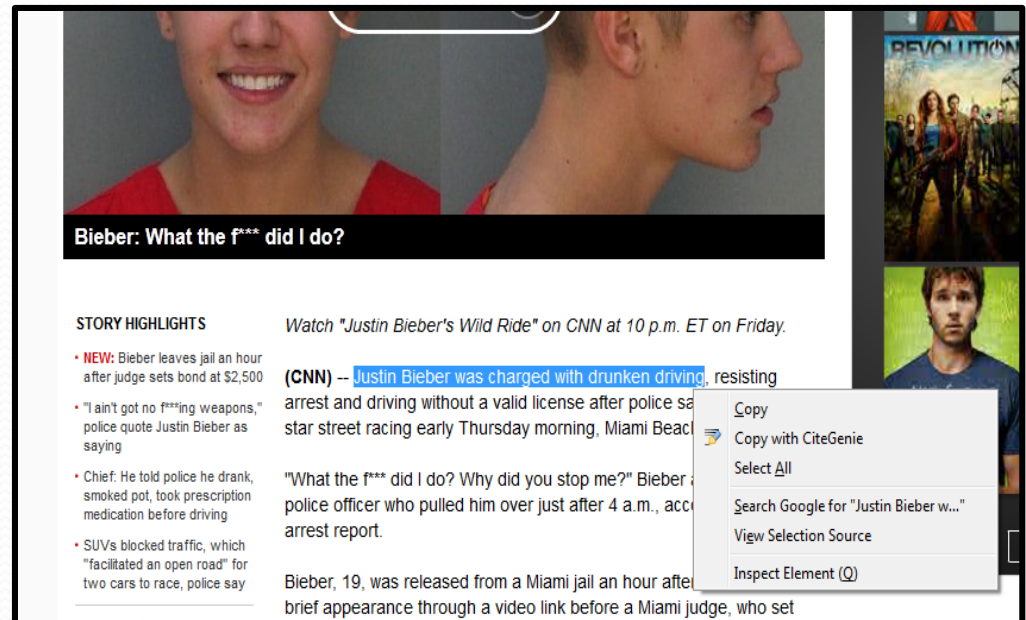
Zotero

Zotero is a free, easy-to-use tool to help you collect, organize, cite, and share your research sources.

- Zotero quick start guide
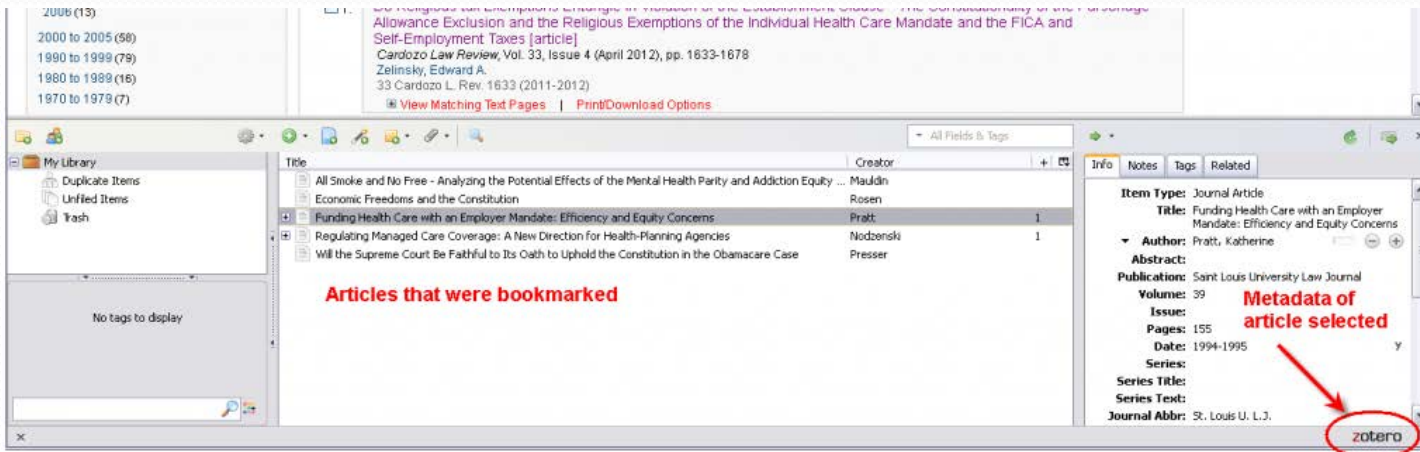
- Boston University – Tools for Making Bluebook Citations and Keeping Track of Research

We're here to help

Reference librarians are here every day and during weeknights (except during intersession).

Check our website for current hours:

http://www.sandiego.edu/law/lrc/general/hours.php

- Reference Desk Phone: 619-260-4612
- Ref. Desk E-mail: lrcrefer@sandiego.edu