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INTRODUCTION

The North Carolina Journal of International Law and Commercial Regulation (ILJ) is a student-run legal journal published at the University of North Carolina School of Law. The Journal prints articles, comments, and notes written by professors, practitioners, and students. It focuses on international business law, paying particular attention to the area of international trade, but publishes pieces reflecting all aspects of law affecting the international community.

In 1975, a group of students and professors at the School of Law recognized the growing influence of international law on the North Carolina business community and founded ILJ as a means of connecting academia with the law firms and businesses operating internationally. The fledgling journal, under the guidance of law student Henry Burwell, began operation on a meager budget and produced its first issue of three articles totaling 107 pages.* During each of the thirty-five years that followed, the journal has continued to grow. Currently it publishes three issues per volume.

Each issue has a circulation of about 300 subscribers. The majority of the current subscribers are the libraries of law schools, major law firms, and large corporate legal departments, but rapid subscription growth is enabling the Journal to reach more medium and small firms, as well as foreign governments, law schools, libraries, Westlaw, and Lexis/Nexis.

The Journal has two principal goals: first, to provide practical information on international business law for the growing number of attorneys and businesspersons involved in international trade; and second, to provide writing experience to UNC Law students. In pursuit of the latter goal, the Journal's policy always has been to accept as many student pieces for publication as possible.

*Information on the history of the Journal comes from *The North Carolina Journal of International Law and Commercial Regulation and International Course Offerings* by Jerry W. Markham, 73 N.C. L. Rev. 805 (1995).

THE NORTH CAROLINA JOURNAL OF
INTERNATIONAL LAW AND
COMMERCIAL REGULATION
Vol. 36 (2010-11)

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ORGANIZATION INFORMATION

Journal Organization and Structure

The Journal is divided into three sections: (1) Editorial Board; (2) Senior Staff; and (3) Staff. The Board makes policy and publication decisions, confers with authors, and corresponds with the printer. The Staff performs the critical tasks of assuring the form and accuracy of the works selected for publication.

Credit Hours

Editorial Board members who complete the Journal requirements prior to graduation receive three hours of academic credit in the spring semester of their term of office. Senior Staff members who complete the Journal requirements prior to graduation receive two hours of academic credit. 2L Staff Members who fulfill the journal's writing requirement of producing either two (2) notes or one (1) comment of publishable quality will fulfill the writing experience (WE) credit requirement for graduation. The decision as to whether a given person's work is of publishable quality is made by the Executive Board, pursuant to the bylaws, as published in this manual. Staff members receive no academic credit during their 2L year.

Faculty Advisor

The faculty advisor to the Journal is Saule T. Omarova. Prior to joining the UNC Law School, Professor Omarova practiced law in the Financial Institutions Group of Davis, Polk, & Wardwell, a premier New York law firm, where she specialized in a wide variety of corporate transactions and advisory work in the area of financial regulation. In 2006-2007, she served at the U.S. Department of the Treasury as a Special Advisor for Regulatory Policy to the Under Secretary for Domestic Finance. Her prior experience in New York and Washington as well as her work as a professor in international finance, enable Professor Omarova to bring a keen knowledge of the issues our journal tackles to the role of faculty advisor.



Awards

The Seymour Wurfel Award is presented each spring to the Executive Board member, excluding the Editor in Chief, who has contributed the most outstanding effort to the Journal throughout the year. The recipient of the award is determined by vote among the Board Members and he or she must demonstrate unselfish dedication to the Journal, persistence in the face of adversity, and always be willing to lend a hand to other staff members.

The A. Mark. Weisburd Award is presented each spring to one Articles Editor and one Note and Comment Editor who have contributed outstanding effort to the Journal throughout the year. The recipient of the award is determined by vote among the Executive Board Members and must demonstrate leadership and commitment to the journal, including exceptional service above and beyond the requirements of the position held.

WRITING SCHEDULE 2010-2011

FALL 2010:

INTRODUCTORY DATES: General Orientation: 8/25 and 8/26
Preference Due: 9/10
Fall/Spring Writing Assignment
Given to all Staff Members: 9/13
Period to Appeal Semester of
Writing Assignment: 9/13 to 9/20
N&C Editors Assigned: 9/13

NOTES: Topics Due (Sign up in ILJ Office): 9/22
N&C Editors to meet w/ writers: Week of 9/22
Outline Due to N&C Editor: 10/13
Draft Due to N&C Editor: 10/26
Drafts Back to Writers: 11/3
N&C Editors to meet w/ writers: Week of 11/3
Final Due to N&C Editor: 11/24

COMMENTS: Topics Due (Sign up in ILJ Office): 9/22
N&C Editors to meet w/ writers: Week of 9/22
Outline Due to N&C Editor: 10/26
Draft Due to N&C Editor: 11/17
Drafts Back to Writers: 12/19
N&C Editors to meet w/ writers: Before Break
Final Due to N&C Editor: 1/18

SPRING 2011:

NOTES: Topics Due (Sign up in ILJ Office): 1/18
N&C Editors to meet w/ writers: Week of 1/18
Outline Due to N&C Editor: 2/8
Draft Due to N&C Editor: 2/22
Drafts Back to Writers: 3/1
N&C Editors to meet w/ writers: Week of 3/1
Final Due to N&C Editor: 3/18

COMMENTS: Topics Due (Sign up in ILJ Office): 10/13
N&C Editors to meet w/ writers: Week of 10/13
Outline Due to N&C Editor: 11/17
Draft Due to N&C Editor: 2/15
Drafts Back to Writers: 2/28
N&C Editors to meet w/ writers: Week of 2/28
Final Due to N&C Editor: 3/23

SELECTING A TOPIC FOR A PIECE

New staff members on ILJ are required to fulfill writing obligations to maintain good standing on the journal. This also presents staff with an opportunity to submit a piece of academic work for publication, and in many cases, to be published. Specifically, members of the 2010-2011 incoming journal staff are expected to write either one Comment of approximately 50-60 pages or two Notes, one in the fall and one in the spring, of approximately 25-40 pages a piece.

Choosing a topic to write about is often difficult, time-consuming, and frustrating. Writing the piece, however, should not be a frustrating process. Therefore, the cardinal rule in writing for the Journal is the following: write about something that interests you. If the staff member dislikes his/her topic, then producing the piece will be infinitely more difficult, and the quality of the piece may suffer as well.

Note versus Comment

A couple of considerations play a big role early in the selection process. First, a staff member must decide whether to write a note or a comment. In general, a note analyzes a single decision, while a comment addresses a broader area of law, or set of cases. Thus, the search for a note topic will end with the discovery of a desired, available case, while the search for a comment topic may require looking into a combination of cases, agreements, laws, current events, and debates. Note: it is not unusual that the search for a note topic yields enough research for a comment. A staff member should not let the extra work involved with a comment (by virtue of it being longer than a note) discourage him/her from writing a comment!

General Guidelines

Originality. The topic must be new for the Journal. However, because of their breadth, Comments will often deal with the same general area of law which has been addressed in previous journal articles. This does not, however, rule out creating an original topic. For example, a comment might explore entirely different effects of an international agreement, or explore a particular debate from another angle. The issue of originality is simpler with notes as the journal maintains a sign-up sheet listing the case each staff member is writing about.

Timeliness. The Journal prides itself in publishing works on current, “cutting edge” developments. For student notes, in particular, this is a requirement. Therefore, cases should be no more than two to three months old when they are located. For those writing in fall semester, this generally rules out cases older than the previous July; for spring semester writers, this generally rules out cases older than the previous October. Additionally, all topics must be approved by staff writers' Notes and Comments Editors for timeliness before staff members may move forward with these topics.

Significance. Student notes are more apt to violate this guideline, so it is particularly directed to note writers choosing a topic. Controversial. Ground-breaking. Newsworthy. These are a few of the adjectives to describe cases to analyze in a note. Examples may include cases where there has been a switch in the way to rule on a subject, where there is a split in the federal circuits on how to rule on a subject, or where an agreement has been reached or a law has been signed which will drastically effect a population or an economy. Routine, according-to-

precedent cases should be avoided as note cases. This guideline is often the reason it is difficult to find a note topic. Staff members should not give up! The search may require looking outside the U.S. judicial system.

Sources of Help

- WESTLAW and LEXIS
- Current news stories
- Decisions from outside the U.S. judiciary, including the World Trade Organization, Court of International Trade, the European Union, NAFTA, and GATT
- Legislation or agreements affecting commerce or international law
- Faculty advisor Professor Omarova
- Other law professors
- Your Note and Comment Editor

For more on finding your international law topic, refer to the international research section of this handbook, beginning on page ##.

NOTES FORMAT AND STRUCTURE

The ordinary Note will be somewhere between 30 and 45 pages, with five sections, each of which is outlined below. They are the introduction, statement of the case, background law, analysis (or significance of the case), and conclusion. Some Notes will not fit into this scheme very well, however, so consider this description as a guide rather than a requirement. Feel free to experiment or change the format as your Note requires, *as long as you manage to describe your case and the background law as well as include an analysis of the legal issues in the case*. Concentrate, of course, on the substantive international issues as much as possible. Also, please note that the section headings do not obviate the need for transition sentences as you move from topic to topic and section to section. For a concrete example of this formatting see “*Ne Exeat* Clauses Proven Ineffective: How the Hague Convention Renders Access Rights Illusory,” by Sara J. Bass. This Note can be accessed via the following citation: 29 N.C. J. Int’l L. & Com. Reg. 573 (2004).

Introduction

This is a short section, rarely going much over three paragraphs or so. A good introduction will include some background to interest the reader, the facts and issue in your case, the import and effects of the case, and a road map of your Note. Set out the basic facts needed to understand the legal issue involved. Do not go into too much detail; you just want to explain enough to gain the reader’s attention. Then for the significance of the case, explain why you picked this particular case; focus on the effects of the case and its holding. Finally, in the road map, the author explains exactly what he or she will say in the rest of the note, breaking the explanation down by the parts of the note. This section will look awkward to most writers because it is customary to phrase it like this: “This Note will explore the facts and holding of [case name] in Part II. Part III will examine the background law, and Part IV will provide an analysis of the court’s opinion. Finally, this Note will conclude that. . . .” This phrasing is so customary as to be an incantation; if you want to phrase it differently, feel free to do so.

Statement of the Case (or Facts and Holding)

This section is essentially a brief of the case. It serves two important purposes. First, it explains the relevant facts and the procedural history. Second, it accurately and *objectively* reports what the court did in its opinion, as well as its reasons for doing so. Stay away from analysis and overt characterization of the facts in this section and simply tell the reader about the case. It is common to break the section down into subsections (usually labeled with capital letters, as if the sections were the second level of an outline), each one dealing with a specific aspect of the case. In the simplest case, you might put the Facts in Part A, the district court’s opinion in Part B, and the holding of the Court of Appeals in Part C. With more complex procedural histories, organize the material in whatever way makes the section easiest to read.

Of course, organization is not the only key to this section. How much to put in and how much to leave out is also important. The basic rule is to include only the facts that you really need to discuss the issue properly. For example, if the defendant corporation is incorporated in Delaware, owns two foreign subsidiaries, and is itself wholly owned by a company in Japan, but your issue makes the web of ownership irrelevant, then either leave those facts out or relegate them to a footnote. You won’t really be able to do the same thing with the holding of your

decision; by its very nature, it has to be included. Bear in mind here that all you are trying to do in this section is explain the decision. Don't go into more detail than necessary.

Background Law

If the previous section is essentially an extended brief of the Note's topic case, then this section is a quick and dirty brief of the principle cases of the particular legal area explored by the Note. The purpose of this section is to report on the holdings of cases relevant to your topic case. This purpose gives the Background section two important characteristics: it should remain an objective report, and it should include every case or source needed to analyze the principle case.

At a minimum, include every important case that your topic case discusses, as well as legislative history or statutory language where relevant. Do not be afraid to go further afield than did the judges or litigants if you think a particular source is necessary for a real understanding of the subject matter. On the other hand, do not include cases that you will not need to accomplish this basic task unless you plan to discuss some further implications later. As an example, if your case was disposed of on a motion for summary judgment, the court's opinion will invariably cite a case, e.g., *Matsushita*, to explain the proper standard of review, unless the summary judgment issue matters, you do not need to include any discussion of *Matsushita* at all.

Organizing this information into a coherent and easily understood review of the law is essential to a good Note. This task is easiest if there are two clear positions (e.g., dissent against majority or appellate court against trial court or, what might be the most fertile ground for a good case, one circuit against another), because then each legal position might give rise to a subsection of background law. If a statute is involved in the heart of the case, then it will undoubtedly deserve a subsection of its own. In the alternative, if a statute is not only the heart but the whole of the dispute, you might break the background law section into the history of the statute, judicial interpretation, etc. Readability should underlie your attempt to organize this material.

Significance of the Case (Analysis)

This section is an objective and forward-looking analysis of the topic opinion. It should compare the contents of Section II, the holding of the topic case, to Section III, the background law. By this foil you will be able to identify the logic or illogic of the opinion, inconsistencies with prior precedent, policy considerations, and desirable or undesirable consequences. *Apply your own analysis to the opinion in this section.* The Note should remain relatively, if not thoroughly, objective in this section. Note that sometimes the court will not have discussed a line of cases or a statute or the like that you feel is relevant. Do not let that stop you from dealing with the subject in this section.

In keeping with the analytical function of this section, be sure to examine the effects of the court's decision as a precedent itself. Thus if your topic case creates a conflict among the circuits or overrules a venerable bright-line rule, feel free to explore the ramifications of that aspect of the case. Similarly, if you think the court overlooked some significant policy considerations, raise them here. Remember to remain objective, though.

Your overall goals and interests, as well as your basic position, will be explained in this section. Let what you are trying to accomplish in this section guide all your choices about how to organize the rest of the Note and what sources go into the Note.

Conclusion

In this section, you should draw a conclusion, not simply restate the facts or analysis. The writer is free (in only this section) to become less objective and more critical. Thus in addition to summarizing the Note's contents, a conclusion may attempt to predict the future, criticize or make recommendations for future statutory or judicial treatment of the subject. This is the only part of the Note that is argumentative. It will often begin with a brief statement of your opinion of the topic case and then proceed to identify the factors that make the decision good or bad.

Footnotes

Footnotes are an important feature of the note. While not a formal element of the structure of a note, footnotes nevertheless serve at least three functions in a note.

First, footnotes cite authority for a proposition or a fact. In this vein, for every single sentence that isn't completely your own original thought, you should have a footnote. This sounds like a lot, but the fact of the matter is that in a note, only the Conclusion will be light on footnotes. There is nothing wrong with this even if it results in a string of *id.* citations below the line.

Second, footnotes also function as indicia of additional authority. The audience for which you are writing (other law students, law professors, and practitioners) is often as interested in your research as they are in what you have to say. Think about the reasons you might use a note and let those interests guide your decisions about the amount of authority to include. Note that inclusion in a footnote doesn't mean you have to have full discussion of that authority in the text of the note. String cites, *accords* and the like all serve this important purpose.

Finally, the footnote can discuss facts or legal issues that don't seem to fit in the overall thrust of the note. Placing less essential but still interesting issues in a textual footnote (which should always include a citation following the text) is sometimes referred to as moving it "below the line." If the fact or issue is significant in some way, but not to your note, it is a good candidate for inclusion below the line.

Final Suggestions

- Divide the note into sections as explained above, and in all sections other than the Introduction and Conclusion use subheadings, and if necessary, sub-subheadings. Headings and subheadings force the writer to be organized and consistent. They also make for a note that is easier to read and follow.
- Bluebook form must be correct. If you are having trouble, look at the guidance contained in the resources under Journal Editing Requirements for help.
- Don't assume that the reader knows as much about the subject as you do. Give the background information and definitions of terms (in the text or footnotes), different tests used by the court, and the significance of certain findings.
- Limit the use of pronouns to avoid confusion. Also, be careful about using the word "court" when it is not clear to which court you are referring.
- Use some actual quotations in both the text and the footnotes, the higher the authority the better. Your own opinion or interpretation carries little weight if you cannot convince the reader that it has some support. However, avoid long block quotations in the text of the note unless they are really needed.
- Finally, strive to turn in a first draft that is of the equivalent quality of something you would turn into a professor in a regular law school course.

COMMENT FORMAT AND STRUCTURE

Subject

While a Note focuses narrowly on one case and its effects, a Comment tends to have a broader scope. It will often be either an analysis of the development of the law in an area or an examination of how international law applies to some event or situation. When evaluating the development of an area of law, a Comment will either provide a broad overview of the area or focus narrowly on one aspect of that development. In doing this it will often pose new analyses of the law or challenge old interpretations.

ILJ's emphasis on international law means that many subjects present themselves daily in the area of international affairs. The student writer may want to scan the foreign affairs or international section of major newspapers and newsmagazines for possible subjects of interest. This can include new treaties affecting international law, government actions which may violate international law or international problems which may be amenable to a legal solution.

This wide scope means that a writer is only as limited as his imagination in finding a subject. However, because of the length of a Comment and the personal time it consumes, writers are strongly suggested to choose a subject which seriously interests them. Choosing an uninteresting subject will often adversely affect a Comment's publishability.

Format

A Comment will generally be twice as long as a Note, averaging around 60 double-spaced pages. Comments on broad topics may easily go beyond 80 pages and but may be as few as 50 pages long.

The organization and style of a Comment is not as rigidly defined as that of a Note. The writer should read the section on the Format and Structure of a Note for guidance but should remember that the format of a Comment will depend largely on its subject. While the format is not rigid, a Comment will usually include the following sections:

- 1) An Introduction of the area to be examined in the Comment.
- 2) A Background on the area of the law in question or the facts of the situation which is being analyzed.
- 3) An Analysis of either the development of the law or an application of the law to facts.
- 4) A Conclusion.

Writing Process

Due to the length and complexity of a Comment, writers should be encouraged to strive to incorporate as much detail as possible into their outlines. This will help Notes and Comments editors and writers to identify problems early in the writing process and to ensure that a smooth argument will be produced by the final product.

For More Information, see Eugene Volokh, *Writing a Student Article*, 48 JOURNAL OF LEGAL EDUCATION 247 (1998).

PUBLICATION SCHEDULE 2010 – 2011

Issue (i)

<u>Event</u>	<u>Due Date</u>		<u>Time</u>
Cite Check (i) Assigned	Thur.	8/26	Orientation
Cite Check (i) Due	Thur.	9/9	5 pm
AE Integration (Assigning AE)	Mon.	9/13	Noon
1PP Primary (Other AE)	Thur.	9/16	5 pm
AE's Meet w/ Staff for Review	TBD	TBD	To Be Determined
1PP Secondary (Senior Staff)	Mon.	9/20	Noon
AE Integration (Assigning AE)	Thur.	9/23	5 pm
Macro Begins (Pub. Editor)	Thur.	9/23	5 pm
Macro Complete (Pub. Editor)	Mon.	9/27	Noon
2PP Primary (Exec. Board)	Fri.	10/1	Noon
2PP Secondary (Assigning AE)	Tues.	10/5	Noon
Macro Begins (Pub. Editor)	Tues.	10/5	Noon
Macro Complete (Pub. Editor)	Sun.	10/10	5 pm
Articles to Authors	Mon.	10/11	Noon
Authors to return articles	Fri.	10/15	5 pm
AE's Make Author Changes	Fri.	10/15	5 pm
AE's Changes Complete	Mon.	10/18	5 pm
Macro Integration	Mon.	10/25	Noon
FPP Primary (Senior Staff)	Thurs.	10/28	5 pm
FPP Secondary (Exec. Board)	Mon.	11/1	Noon
PE Enters FPP Changes	Thur.	11/4	5 pm
Issue I to Printer	Fri.	11/5	Noon

Issue (ii)

<u>Event</u>	<u>Due Date</u>		<u>Time</u>
Cite Check (ii) Assigned	Tues.	10/26	5 pm
Cite Check (ii) Due	Tues.	11/9	5 pm
AE Integration (Assigning AE)	Fri.	11/12	5 pm
1PP Primary (Other AE)	Mon.	11/15	5 pm
1PP Secondary (Exec. Board)	Fri.	11/19	Noon
AE Integration (Assigning AE)	Wed.	11/24	Noon
Macro Begins (Pub. Editor)	Wed.	11/24	Noon
Macro Complete (Pub. Editor)	Mon.	1/10	Noon
2PP Primary (Senior Staff)	Thur.	1/13	5 pm
2PP Secondary (Assigning AE)	Mon.	1/17	Noon
Macro Begins (Pub. Editor)	Mon.	1/17	Noon
Macro Complete (Pub. Editor)	Sun.	1/23	5 pm
Articles to Authors	Mon.	1/24	Noon
Authors to return articles	Fri.	1/28	5 pm
AE's Make Author Changes	Fri.	1/28	5 pm
AE's Changes Complete	Mon.	1/31	5 pm

Macro Integration	Thur.	2/3	5 pm
FPP Primary (Senior Staff)	Mon.	2/7	Noon
FPP Secondary (Exec. Board)	Thur.	2/10	5 pm
PE Enters FPP Changes	Sun.	2/13	5 pm
Issue (ii) to Printer	Mon.	2/14	Noon

Issue (iii)

<u>Event</u>	<u>Due Date</u>		<u>Time</u>
Cite Check (iii) Assigned	Tues.	1/18	5 pm
Cite Check (iii) Due	Tues.	2/1	5 pm
AE Integration (Assigning AE)	Fri.	2/4	Noon
1PP Primary (Other AE)	Mon.	2/7	5 pm
1PP Secondary (Senior Staff)	Fri.	2/11	Noon
AE Integration (Assigning AE)	Tues.	2/15	Noon
Macro Begins (Pub. Editor)	Tues.	2/15	Noon
Macro Complete (Pub. Editor)	Sun.	2/20	5 pm
2PP Primary (New E-Board)	Thur.	2/24	5 pm
2PP Secondary (Old E-Board)	Mon.	2/28	Noon
AE's Conduct brief look-over	Wed.	3/2	Noon
Macro Begins (Pub. Editor)	Wed.	3/2	Noon
Macro Complete (Pub. Editor)	Sun.	3/6	5 pm
Articles to Authors	Mon.	3/7	Noon
Authors to return articles	Mon.	3/14	Noon
AE's Make Author Changes	Mon.	3/14	Noon
AE's Changes Complete	Thur.	3/17	5 pm
Macro Integration	Mon.	3/21	Noon
FPP Primary (New AEs)	Thur.	3/24	5 pm
FPP Secondary (TBD)	Mon.	3/28	Noon
PE Enters FPP Changes	Thur.	3/31	5pm
Issue (iii) to Printer	Fri.	4/1	Noon

OVERVIEW OF THE PRODUCTION PROCESS
FOR THE *N.C. Journal of International Law and Commercial Regulation*

Below is outlined our production process to give everyone the big picture, and to give Staff members a better idea of what the various Board members do.

I. Solicitation

Without solid articles from respected professionals and professors, the Journal is not very useful to our primary market, namely academics and practitioners. Using suggestions from prior boards, present Journal members, faculty, summer employers, and prior publications, as well as patience and ingenuity, the Executive Editor (EE) contacts potential authors to invite them to write for the Journal.

II. Receipt

We receive solicited and unsolicited professional articles from outside the UNC Law community as well as student pieces from staff and students not associated with the Journal. All are evaluated individually by the EE and the Editor in Chief (EIC). During busy receipt periods (usually early winter and late spring) the EE may give review assignments to other Board members.

III. Selection

The articles received by ILJ are evaluated by the EE and EIC. Offers are made to those authors that provide the best balance of the following elements in their pieces: relevancy to the Journal, compelling topic, thoroughness of footnotes, clarity of style and grammar, reputation of the author and the author's employer. If the authors accept the offers of publication, then the articles will be revised through ILJ's editing process.

IV. Initial Editing

The Managing Editor (ME) and EIC assign each selected piece to an Articles Editor (AE), with broad suggestions for improvement from the EE or EIC. The AE adds suggestions of his or her own, with a focus on organization and identifying text that needs supporting citations. The AE then contacts the author to introduce himself or herself prior to beginning the cite check process. If major issues have been identified with the piece, it may be appropriate for the AE to address these up front, at the discretion of the EIC and EE.

V. Cite Checking

The AE divides the piece into manageable parts for cite checking. The size of the parts is dictated by the number of cite checkers (CCs) available, as determined by the ME. The AE then assigns CCs their sections to cite check, and the AE confers with the CCs to discuss the article's focus and come up with a strategy for locating sources and making copies as necessary.

The CCs should first do a quick bluebook check of assigned footnotes. This check helps the CC identify citation parts that are missing or confusing, giving him a chance to find the information when the source is checked. The CC should also edit the text and footnote sentence structure and grammar before checking the source; these edits may dictate a shifting of footnotes in the text or citations in the footnotes.

The CCs then locate the sources in the cite check and verify that the source matches what the author attributes to it, that all quoted material is an exact match, and that all needed source information is present in the citation. Online sources should not be used for cite checking unless the material is not available in any other form. PDFs of printed sources that appear as the printed source does are fine, however.

Cite checkers should type up a list of the footnotes assigned to them, editing those which require changes. AEs will develop a procedure for recording these footnotes and CCs should follow AEs' established procedures. Text editing should be marked as required by AEs, and edits should be made to a

soft copy of the article using Track Changes or other method for alerting AEs to suggested revisions. All edits are then turned into the AE.

A note on style: CCs can make style suggestions. These suggestions may or may not be used by the AE, who must ensure that the piece: (1) has a consistent style throughout, not a different one for each section that is cite-checked and (2) overall retains the author's personal style.

VI. Follow-up Editing (AE Integration)

Once the initial cite checking is complete, the AE types the textual and bluebooking footnote changes into the master electronic version of the piece. The AE evaluates the CC's "above the line" edits for consistency with the overall style and flow of the piece and decides which edits to retain. The AE also reviews the bluebooking at this time and makes any necessary corrections.

VII. Follow-up Cite Checking (rarely needed)

After the follow-up editing is complete, in the event that there are still major problems, CCs might be called upon to do additional cite checking as needed.

VIII. Page Proofs

The more eyes that can review each piece, the more likely we are to catch errors—especially minor grammar, spelling, and bluebooking errors. Obviously, the greatest number of errors are present during the initial edit and cite checking stages. Thus, the initial editor and cite checkers are key to removing the bulk of the errors in each piece. The goals of the rest of the editing process are to: (1) use multiple persons and multiple cycles to weed out those hard-to-notice errors, and (2) control the access to the computer files to help minimize the introduction of new errors into the piece.

Page Proofing takes place in 3 phases with two individuals reading the entire piece at each phase. The ME, in consultation with the executive board, rotates the assignments of page proofs between AEs, Executive Board Members and Senior Staff.

A. 1st PPs

Using the overall Journal schedule, the ME assigns an AE as the primary 1PP editor for the piece. The ME also assigns the piece to a secondary 1PP editor from the Executive Board or Senior Staff. The original AE will provide the assigned 1PP editors with a hard copy of the article. The primary and secondary editors for each piece thoroughly read the piece for clarity, flow, paragraph transitions, section transitions, grammar, spelling, bluebooking, etc. Edits will be made directly onto the hard copy of the piece. After 1PP is complete, AEs will integrate the changes into the electronic version of the piece and it will be handed over to the publication editor (PE).

B. Second Page Proofs

After the last cite checking and first rounds of page proofing are complete, the AE hands over the computer copy of the piece to the Publication Editor (PE). From this point on, the PE controls the use of all electronic copies of each piece. The PE converts the file to prepare it for publication. In addition, the PE uses macros to add headers and page numbers, and to transform the text and footnotes into the format seen in our bound issues. The PE then prints out a copy of each piece for the 2nd page proof (2PP). When 2PPs are printed out by the PE, the ME assigns each to a new primary editor. The secondary editors are generally the original AE for the piece.

As the editing cycles progress from step IV above, the focus shifts from content to technical details. At the 2PP stage, all editors are mainly checking for (1) latent spelling, grammar, cross-reference (*i.e.*, *supra* and *infra* citations), and bluebooking errors, and (2) the overall formatting of the piece (*e.g.*, font size and type, heading formats, table of contents format, headers). Content is not reviewed at the 2PP stage unless a major problem arises.

After the 2nd page proof is complete, the PE will enter all the changes made on the hard copy of the 2PP into the official electronic copy of the piece.

C. Author Review

After the 2PP is complete, a proof of the article is sent to the original author for review. The author will be given roughly a week to review the suggested changes to his or her piece. Once the author returns the piece with suggestions, the original AE will have an opportunity to integrate the author's changes in consultation with the EE and EIC. These changes will then be incorporated into the electronic copy of the article by the PE.

D. Final Page Proofs

After 2PPs are complete, the PE prints out Final Page Proofs (FPPs). Once again 2-3 staffers will review the piece with fresh eyes to ensure that all errors are caught. While this phase generally only requires two read-throughs, the Executive Board may require more as deemed necessary depending on the piece.

Once FPPs are complete, the PE enters any remaining changes into the computer copy of each piece and prints out a copy of the entire issue. In addition, postscript files are made of each piece and e-mailed to the publisher.

The PE then negotiates a production schedule with the publisher and the EE contacts each author to have them sign the copyright release for their piece. Once signed by the authors, these forms are passed on to the Circulations Editor for filing with the Copyright Office. The Circulations Editor also creates a "strip list," containing all subscribers to which the new issue should be mailed directly by the publisher. This list is also emailed to the publisher.

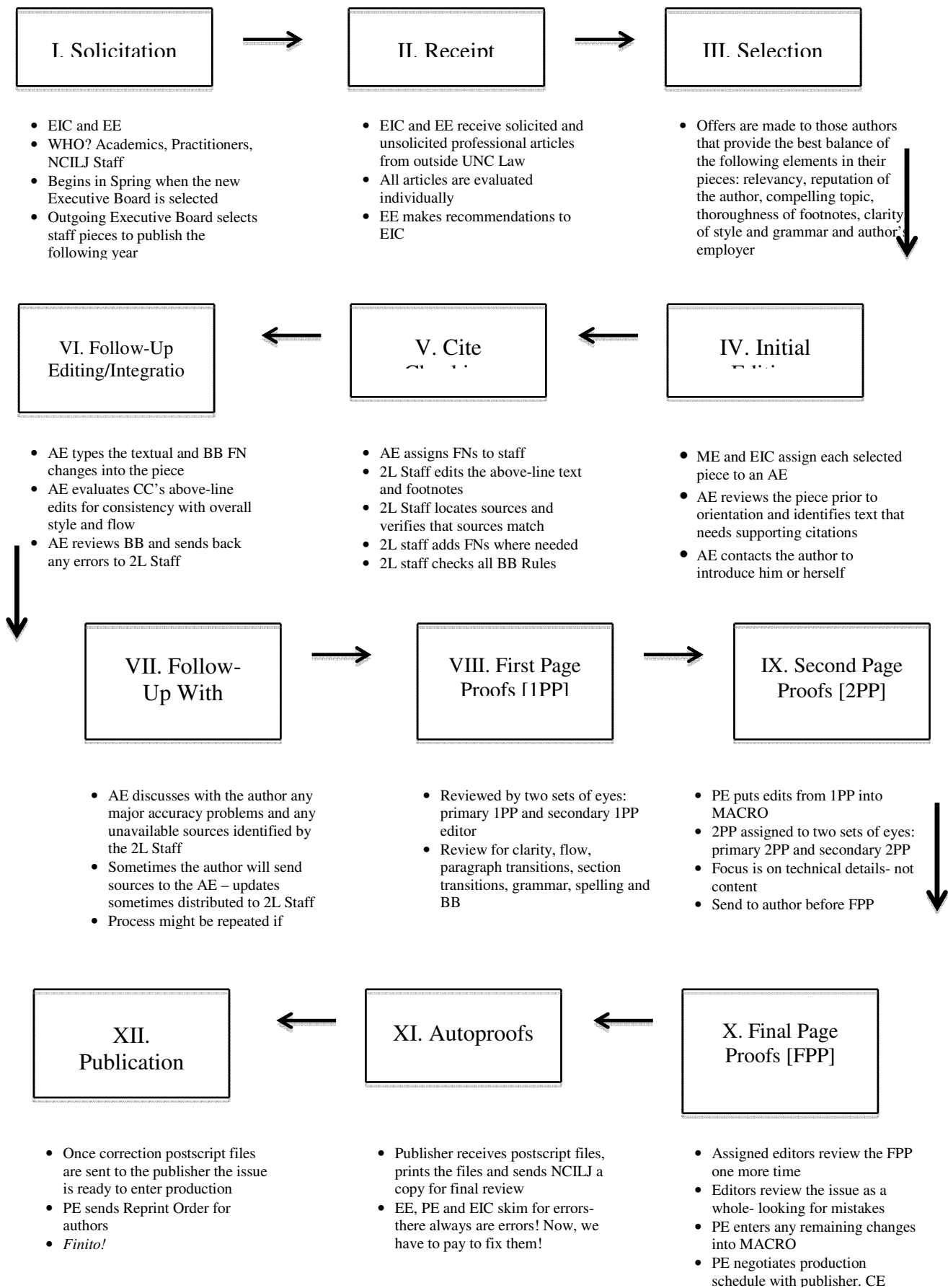
IX. Autoproofs

When the publisher receives the e-mailed postscript files, they print the files out on their production equipment. A copy of the entire issue, called Autoproofs, is put together and sent to the Journal. The EE, PE, and EIC skim these autoproofs for remaining errors. (At this point, corrections cost money, so the editors must meet to decide which errors should be fixed—the usual determination is *all*.) Under our production process, the publisher cannot make corrections for us. Instead, the PE must make the corrections in our computer files and generate postscript files for the pages that need to be replaced. The PE then e-mails these files to the publisher for the issue.

X. Publication

Once correction postscript files are sent to the publisher, the issue is ready to enter production. By now, the PE should have already sent a Reprint Order to the publisher. The Reprint Order provides the publisher with the address of each author, who will receive a complimentary set of 15 reprints of their article. (For student authors, these are sent to the Journal office, unless the author has graduated and provided a forwarding address.)

The Circulations Editor then should give the PE a final number of books to be produced. The PE passes this information on to the publisher and production begins. Within about fifteen business days, the Journal receives a set of three advance issues, followed shortly by the boxes loaded with Staff and backorder copies. *Finis!*



2010-2011 Articles Editing Groups

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CITE CHECKING: A STEP-BY-STEP GUIDE

Step 1: Receive article from AE by email, print out article and save a copy on a disk, on your hard drive, or in your inbox; you will be assigned a certain number of footnotes.

Step 2: Make all **above the line changes** to text accompanying your assigned footnotes; edits should be made in red pen, please use the proofreading mark-up symbols.

Step 3: Make a list of all sources cited in your assigned footnotes (see spreadsheet handout) and the corresponding locations (physical location as well as call number) of the source (see Step 4), please be as specific as possible (Davis Library, U.N. Materials, basement, 7th floor, etc.). Depending on your AE's policy this list could be on google docs, handwritten, or in some other form.

Step 4: Find all sources, YOU MUST GO TO THE HARD COPY. It might help to group the sources into where they are located (group all Duke sources together, all Central, all Davis, etc., so you can check them all in one trip). **If you cannot find a source** that the author has cited, first seek assistance from the librarians here at UNC and Davis, call Duke library, call fellow staff members with the same piece, check out the Library of Congress website to see if the source exists, etc. If an interlibrary loan is necessary, be sure to place the request ASAP referring to page 41 for the request form.

If you *still* cannot find the source then retype the citation as you think it should be; type out the Bluebook rule you used to format the citation; label it as UNTRACEABLE; and type out *exactly* what you did (where you looked, who you talked to, etc). ***This will ensure that the Articles Editor will not repeat steps that you have already taken.*** Merely stating that you could not find the source will not suffice.

Occasionally foreign language sources or sources available only in foreign countries present traceability problems. UNC librarians can be very helpful with this, but if the source is simply not obtainable (and occasionally it won't be), you should consult with your AE. This source may need to be obtained from the author, and dealing with this as soon as possible will be important to maintain the publication schedule.

Step 5: Once you have located all of your sources, email your list of sources/locations to all members of your cite check group and your AE or follow your AE's procedures to insure that the entire cite check group has access to your sources.

Step 6: When you find the hard copy sources, **verify the accuracy of each source**, make sure it fits with the corresponding above the line text, and all information in the citation is correct (year, page number, pinpoint page, etc.).

Step 7: Once you have verified the accuracy of each source, **cut and paste your assigned footnotes into a separate word document**; now you must edit the citation to ensure that it is bluebooked correctly.

Step 8: For each citation, you will need to use the **track changes** function in Microsoft Word to show items that you added and/or deleted from the original citation. After making the changes to the original citation, in ALL CAPS and **bold, list all Blue Book Rules that you referenced** for that particular cite. You need to list these rules for all additions/deletions as well as citations that are correct in their original form along with a reason in parentheses.

Example:

See *Brown v. Swanson*, 45 S.E.2d 55, 59 (N.C. 2000).

ADDITION BB Rule 10.4; DELETION; BB Rule 1.2(a) (cited authority directly states the proposition)

Step 9: After you have created a digital edit as in the example above for all of the footnotes, please **create a clean version**. Create a separate document (a new version), with the citations listed *as they should appear*. This enables us to cut and paste your changes into the final version. Therefore, the above edited citation would look like the following in the clean copy:

Brown v. Swanson, 17 N.C. 233, 235, 45 S.E. 2d 55, 59 (2000).

What to turn in to AEs by the due date (anything non-digital goes into your AE's ILJ mail box; anything digital can be emailed to your AE):

1. Cite checking verification sheet, signed, please go over every step on the sheet, and initial each category when done!
2. Hard copy or digital copy of list of sources, including location where hard copy source was found (as specific as possible).
3. Hard copy of the above the line edits.
4. Digital copy of the below the line track change edits, make sure to include reference to blue book rules used.
5. Digital copy of the below the line clean copy edits.

CITE CHECKING: REMINDERS, THOUGHTS AND SUGGESTIONS

1. Cite-checkers have **two primary responsibilities**:
 - a. Ensure that the cited source supports the text; and
 - b. Ensure that all citations are in proper Bluebook format.
2. **Don't be late!** Deadlines are very important for the journal to run smoothly. Stay in contact with your AE throughout the process.
3. **If there is no footnote listed**, you need to find one. A good rule of thumb is approximately one footnote per sentence. It's much better to err on the side of too many than too few, particularly in student pieces.
 - a. **Some suggestions for finding a source that is not listed:** look in other sources cited in the document, perform a Google or Westlaw search to find supporting authority
4. **Help each other.** Example: Once you create your list of sources, and have found where they are all located, email a copy of that document to the rest of the group. Often the same sources are cited over and over in an article, and this will enable others to by-pass looking for the source.
5. **Communication with the group is helpful to everyone.** Example: It may be more efficient and convenient for one group member to get sources from locations other than the law library (e.g. Duke). Be sure not to make the same person do it every time! Also, in the **RARE** occasion that you should have to check out a source for a cite check, please be sure to alert the other group members so they don't waste time trying to find the source.
 - a. **You may check out items and place them in the ILJ carrel so that it will be easier for your group to share resources.**
6. **Know the bluebook.** The bluebook is very detailed and general rules are followed by exceptions and more specific rules. A good general rule of thumb is "keep reading." Often you will stop reading after taking in a general rule when a more specific rule addresses your situation better.
7. You **can't use electronic sources** (Lexis/Westlaw) to verify sources other than US cases.
8. **Your manual is filled with helpful bluebook basics and editing materials.** Review those documents.

Utilize your AEs. They were in your shoes last year and are here to help.

CITE CHECKING VERIFICATION CHECKLIST

STAFF MEMBER _____

AUTHOR _____

FOOTNOTE NUMBERS _____

DATE DUE _____

ARTICLES EDITOR _____

Please print this document and turn in a **HARDCOPY** to your AE's mailbox in the ILJ suite.

I have successfully:

_____ checked to see that the FN supports the textual statement.

_____ checked to see if any of the text is so close to the source that it needs to be put in quotation marks.

_____ checked that all quoted material is identical to the original.

_____ inserted footnotes where applicable. General rule of thumb is that every sentence should be followed by a footnote. [*Hint: You can usually find a footnote using the material the author has already cited.*]

_____ read the text to see if any additional FNs are needed and made sure each sentence is properly supported.

_____ inserted parenthetical citations where applicable. [Note: *See generally* should always be followed by a parenthetical! Noting that a parenthetical is needed is not enough- you must add it for your AE!]

_____ made sure there are two spaces following every period.

_____ checked the text and the FNs for grammatical and stylistic errors.

_____ checked to see if all *supra* and *infra* references in FNs are correct.

_____ checked BB Rule 1.2 and 1.3 for introductory signals. [Note: *Always err on the side of adding an introductory signal*].

_____ checked proper typeface using BB Rule 2.1 and 2.2.

_____ checked proper use of BB Rule 4.1 [Note: *period following Id. should always be italicized.*]

- _____ checked BB Rule 5 for proper formatting, alternations and omissions of quotations.
[Note: Quotes over 50 words should be in block quote format]
- _____ checked BB Rule 13 (if applicable).
- _____ checked BB Rule 15 for books, reports, and other non-periodic materials.
- _____ checked BB Rule 16 for periodical materials [journals, newspapers, newsletters].
- _____ checked BB Rule 17 for unpublished and forthcoming sources.
- _____ checked BB Rule 18 for internet, electronic media, and other non-print resources.
[Remember that electronic sources are always a last resort- always try to find the print copy first!]
- _____ checked BB Rule 12 for proper statute format (if applicable).
- _____ checked BB Rule 10 for proper citations of cases.
- _____ checked BB Rule 20 for all Foreign Materials [look at this rule when you have abbreviations in languages other than English; languages that do not use the roman alphabet; citations to translations of non-English language documents; foreign country constitutions].
- _____ checked to make sure all pinpoint citations are correct.
- _____ checked BB Rule 21 for all international materials [treaties and other international agreements; international law cases; international arbitrations; UN materials; EU materials; WTO materials; etc].
- _____ checked abbreviations and citations located in T1 – T13.
- _____ checked the “citing” or “quoting” reference within a citation.
- _____ checked BB Rule 6.2 for numbers and symbols.
- _____ turned in [via email or hardcopy] a TYPED sheet listing complete text of all assigned FNs and noted the appropriate corrections or that there is no need for one to my AE.
- _____ noted the Bluebook rule controlling any corrections.

Recognizing that I am bound by the Honor Code, I certify that I performed the above tasks:

SIGNATURE _____

DATE _____

ILJ STYLE SHEET

Here is a list of rules, hints, and suggestions that may be consulted when you are reading, editing, footnote checking, or writing a piece for the Journal. Some nit-picky items are included as “rules” merely for the sake of Journal consistency. Style questions outside the scope of this guide may be answered by referring to the Texas Law Review Style Manual, available in the Journal office.

OUTLINE

- | | |
|--------------------|-----------------|
| I. Abbreviations | VI. Punctuation |
| II. Capitalization | VII. Quotations |
| III. Grammar | VIII. Spacing |
| IV. Italics | IX. Usage |
| V. Miscellaneous | |

I. ABBREVIATIONS

- A. Bluebook Abbreviations – Become familiar with the list of abbreviations in T.6 at the back of the Bluebook. These are used frequently in case citations.
- B. “United States” – Spell out “United States” except when used as an adjective:
U.S. citizen.
- C. Months – Spell out months in text and abbreviate in footnotes. Months are abbreviated as follows: Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.
- D. “2d and 3d” – The correct abbreviation for “second” is “2d,” not “2nd.” The correct abbreviation for “third” is “3d” not “3rd.” There are no periods after these abbreviations.

II. CAPITALIZATION

- A. Court – “Court” is capitalized only when it is part of the proper title of a court or when it is used in reference to the United States Supreme Court.
“Fourth Circuit Court of Appeals”
“The Court in *Brown v. Board of Education*”
- B. State – “State” is capitalized when used as a proper name or as a proper adjective only if it refers to a specific statute or to the State as a litigant.
“the State of North Carolina”
“North Carolina is a state”
- C. Congressional, Administration – “Congressional” and “administration” are capitalized only when a part of a proper noun. See **Texas Style**’s list on pp. 6-8.
- D. Id. – “Id.” is capitalized if it is the beginning of a sentence (*i.e.*, follows a final period). If *id.* follows a comma or a semicolon, it is in the lower case.
- E. A.M. and P.M. – “A.M.” and “P.M.” are capitalized regardless of what your first-year writing instructor said. There is no space between the period and the letter.

- F. Region names – A descriptive term used to denote a definite region, locality, or geographic feature is capitalized. A descriptive term denoting solely direction or position is not capitalized.
 “the Far East”
 “eastern North Carolina”
- G. Capitalization after colons – This is sticky. If the phrase following the colon is there for general support of a proposition, the first word is not capitalized. If the phrase following the colon is formally introduced, the first word is capitalized. Another rule of thumb: If the text following the colon is a complete sentence, capitalize the first word (as in this sentence).
 “She had been cheated: the day after, the price dropped to \$10.99.”
 “He lived by a code: Never drive with someone without his seatbelt.”

III. GRAMMAR

- A. That or Which? – “That” is used to introduce restrictive, or defining, clauses—ones that identify the person or thing to which “that” refers. “Which” is used to introduce a nonrestrictive or defining clause—one that adds a new fact about the word or phrase to which the pronoun “which” refers.
Rule: If [note capitalization after a colon] the sentence would be grammatically and substantively complete if the clause were omitted, “which” should be used; otherwise, use “that” in the sentence.
 “Federal courts often rely on the decisions of state courts that have previously confronted the issue.”
 “The Rule in Shelly’s Case, which has been abolished in many states, still confuses many attorneys.”
- B. Plurals – In plural forms of compound terms, the significant word takes the plural form.
 “assistant attorneys general”
 “courts of appeals”

IV. ITALICS

- A. Case Names – Always italicize case names in text. Italicize in footnotes only if the case name is not a full cite.
- B. Citing Works with Titles Containing Case Names – When citing a work whose title contains a case name, and citation form requires that the title of the work be italicized, print the case name in Roman if it appears in the original title in italics and print the case name in italics if it appears in the original title in roman. For example, when citing student notes in footnotes, italicize the title, except for the case name.
 Note, *Extraterritorial Application of the Lanham Act*: American Rice, Inc. v. Arkansas Rice Growers Cooperative Ass’n, 9 N.C. J. INT’L L. & COM. REG. 133 (1983).
- C. Foreign Words – Italicize words or phrases in foreign languages that have not been incorporated into common English usage. There is a strong presumption that Latin phrases commonly used in legal writing have been incorporated into

common usage and thus should *not* be italicized. See **Texas Style** pp. 33-34 for a partial listing.

- D. Signals as verbs (not italicized) – When a signal serves as a verb in a sentence, it is not italicized. See BLUEBOOK RULE 2.1(d).
Ex. “See Christina L. Anderson, Comment, Double Jeopardy: The Modern Dilemma for Juvenile Justice, 152 U. PA. L. REV. 1181, 1204-07 (2004), for a discussion of... (rather than *See Christina L. Anderson*).
- E. “Quoting” and “Citing” (not italicized) – In a case cite followed by a parenthetical indicating that the case cites or quotes from another authority, “quoting” and “citing” should *not* be italicized. See BLUEBOOK RULE 10.6.2.
- F. Punctuation – Commas, apostrophes, colons, semicolons, and quotation marks are italicized only as part of an italicized word or phrase. Parentheses and brackets, and punctuation marks immediately following parentheses and brackets are always printed in Roman. See BLUEBOOK RULE 2.2 (c).
- G. Hypothetical Names – Capital letters used to represent proper names of hypothetical parties or places are printed in italics.
Ex. “A went to town *B*.”

V. MISCELLANEOUS

- A. Order of Signals – Signals following other signals should be in proper order and in lower case if in the same sentence. Within a citation clause, citation strings may contain signals of more than one type (separated by semicolons). However, when signals of different types are grouped in different citation sentences, they must therefore be capitalized. See BLUEBOOK RULE 1.3.
- B. When to Shorten Page and Section Numbers – When listing pages of a case, article, note, or book, etc., shorten as follows:
“pp. 116-117” to “pp.116-17”
When citing statute sections, do not shorten:
“35 U.S.C.A. §§ 102-103”
Note: When cross-referencing multiple footnotes, keep all the digits. It will be changed to conform with the Bluebook by the Publication Editor during the last stage of editing. It’s a computer “thing:”
“*see infra* notes 117-121”
- C. References to Courts – When first referring to a circuit or district court by name, use the full name: “Court of Appeals for the Seventh Circuit;” “United States District Court for the Middle District of North Carolina.” Subsequent references may be shortened to “the court.”
- D. Numbers – In text, numbers 100 or greater are not spelled out; smaller numbers (*e.g.*, sixty-six) are spelled out. In footnotes, only numbers zero through nine are spelled out. Other round numbers, such as “hundred” or “million,” may be spelled out if done consistently. (NOTE: An email ought to be sent out to the group to make sure that this is done consistently throughout the piece to save time later.) In a sentence with more than one number, if this rule would treat them all differently, either spell out all numbers or use all figures. Some mixed numbers such as “2.1 million” are acceptable.

All numbers with decimal points and numbers in a statistical study are written as figures. Indication of cents and decimal percentages should be consistent.

Ex. “The taxes due for the years 1992 and 1993 were \$1202.33 and \$100.00, respectively.”

Numbers are not spelled out when accompanied by a dollar sign, percent symbol, or section symbol, unless there is a stylistic reason for doing so.

Numbers that begin a sentence are always spelled out. A symbol should never begin a sentence.

E. Numbers as a Series in Text – In a numbered series of clauses in text, numerals should be enclosed in parentheses. *E.g.*, (1) Go to the store; (2) Stir the meat sauce.

F. Lists in Text and Footnotes – Lists should be indented from the left margin (usually ten spaces). If each entry can fit on one line, then each subsequent line should line up under the first entry.

1. degree of conflict
2. nationality of the party

If an entry extends onto the next line, line up the words in the second line under the text in the first line:

1. degree of conflict between the foreign government and the United States government
2. nationality of the various parties seeking to assert a fraudulent claim

G. Section Symbols – Spell out “section” in text. Use the section symbol in footnotes unless it is the first word of a sentence.

H. Percent Symbol and Dollar Sign – the rules are the same for both; there should be no space between either symbol and the accompanying numeral; both should be spelled out wherever numerals are spelled out.

I. “I.e.” and “e.g.” – These two signals are not interchangeable. “*I. e.*” means “that is” or “namely” and should be used only to introduce another way of putting what has already been said, “*E.g.*,” means “for example” and is used to introduce an example. Both are always followed by a comma and are italicized. Use of these generally should be restricted to footnotes.

VI. PUNCTUATION

A. Apostrophes – Consult Texas Style for the use of apostrophes to make plural possessives. The Texas Style Manual is available to be checked out from the ILJ Office or from the library.

“Jones’ house was a shambles.”

“The Joneses’ house was egged,”

Do not use an apostrophe for dates: “1990s.” Capitalize decades: “The roaring Eighties.”

An apostrophe should not be used after the names of countries and other organized bodies ending in “s,” or after words that are more descriptive than possessive except when the plural form does not end in “s.”

“United States laws”

“children’s playground”

But: “Congress’ intent”

- B. Serial Commas – In a series place commas after each item, including the penultimate item.
 “First year law students take civil procedure, contracts, criminal law, torts, property, and legal research and writing.”
- C. Dates and Commas – In complete dates, place a comma between the day and the year and following the year. In incomplete dates, omit commas.
 “On May 12, 2002, we will be inebriated.”
 “In May 2002 we will be free.”
- D. No Comma After Case Name at Beginning of Sentence – Do not put a comma after the name of a case appearing at the beginning of a sentence.
 “In *Jones v. Smith* the Supreme Court held that”
- E. Commas in Statutes – During editing, watch carefully for missing or misplaced commas in statutory cites.
 “U.S. CONST., art. III, § 2, cl. 1.”
- F. Hyphenated words – Be careful with words beginning with prefixes such as “anti” and “non.” Contrary to what many might think, most of these words are not hyphenated. *See TEXAS STYLE*, p. 43. For instance, a hyphen is not used with the following prefixes: anti, co, de, inter, intra, multi, non, para, post, pre, pro, re, semi, super, and un. The exception to this rule applies where the second word is capitalized, hyphenated, or is a number, or if a hyphen is necessary for clarity.
 “nonalien”
 “non-American”
 A hyphen is always used with the following prefixes: ex, self, and quasi.
 A hyphen is used in a spelled-out number or fraction if it is an adjective; a hyphen is not used if the word is a noun.
- G. Hyphens in Titles – A hyphen is not used in a civil or military title denoting a single office, but a hyphen is used in a double title.
 “editor in chief”
 “commander in chief”
 “Congressman at Large”
 “vice president”
 “vice-presidency”
 “secretary-treasurer”
- H. Punctuation In and Around Parentheses – A sentence containing an expression in parentheses is punctuated outside the parentheses as if the expression were absent. The parenthetical expression is punctuated as if it stood alone except that the final stop is omitted unless it is a question mark or exclamation point and is attached to the parenthetical expression. If a wholly detached sentence is in parentheses, the final stop is omitted.
 The court rejected plaintiff’s claim (breach of contract).

(The footnote indicates that the court did not find the argument persuasive.)

- I. Signals – Do not put commas after signals such as *see*, *see generally*, or *but see*. See BLUEBOOK Rule 1.2. Do place commas as follows:

See, e.g.,

But see, e.g.,

- J. Punctuation Marks that Cannot Make it on Their Own – During the editing process, be on the lookout for lone quotation marks, parentheses, and brackets. They almost always should have a partner.

VII. QUOTATIONS

- A. Fifty-Word Cut-Off for Block Quotes – Quotations of fewer than fifty words are left in the text; quotations of fifty words or more are separated from the text by single spacing and indenting *both* margins. See BLUEBOOK Rule 5.1.
- B. Statutes in Footnotes and Text – Actual language quoted from a statute is indented ten spaces from each margin in text and footnotes.
- C. Indenting to Show Paragraphs – In block quotations, if the first word of the quoted material is also the first word of a paragraph in the original, the first sentence of the quotation should be indented to signify that fact. If the first word of the quotation is not the first word of a paragraph in the original, the first quoted sentence should not be indented. See BLUEBOOK RULE 5.1(iii).

- D. Capitalization in Quotations – The first word in a direct quotation is capitalized only when the quotation is a complete sentence. Capitalize the first word in a formally introduced quotation if the word is capitalized in the quotation. Do not capitalize the first word in a direct quotation if it is not capitalized in the original or if the quotation is not formally introduced and is intended to be part of the flow of the sentence. If necessary, show the omission of a capital letter with brackets.

The court remarked, “Defendant doesn’t have a prayer.”

The court’s rationale was confusing: “Although precedent mandates that we find for the defendant, we refuse to do so.”

The court stated that “the defendant is guilty.”

The court stated that “[t]he defendant is guilty as sin.” [“The” capitalized in original quote.]

Use brackets to indicate changes from lower case to caps and vice versa.

“[A]nother amusing tale is the defendant’s alibi.”

If you wish to incorporate a capitalized quote in the middle of a sentence in the text, “[y]ou would do this.”

- E. Ellipses – BLUEBOOK RULE 5.3. See TEXAS STYLE, at 47-49. Notice the difference between (1) a period followed by an ellipsis to begin the next sentence, and (2) an ellipsis followed by a period to end a sentence:

“Plaintiff claimed that defendant struck him repeatedly about the head and shoulders. Despite the alleged severity of the attack, however, plaintiff had suffered no cuts, scrapes or bruises.”

1. “Plaintiff claimed that defendant struck him repeatedly about the head and shoulders. . . . [nevertheless] plaintiff suffered no cuts, scrapes, or bruises.”
2. “Plaintiff claimed that defendant struck him repeatedly Despite the alleged severity of the attack” (When the end of a sentence is omitted, the ellipsis goes between the last word quoted and the final punctuation mark.)

To create ellipses use three periods separated by one space from each other; **do not use an ellipses character.**

- F. Punctuation In and Around Quotation Marks – A comma and the final period are always placed inside quotation marks. Other punctuation marks (colons, semicolons, question marks, exclamation points) are placed inside the quotation marks only if they are part of the quoted material. *See* BLUEBOOK Rule 5.1(iv)
- I said, “What do you think of elephants?”
Did he say “hello”?
- G. Quotes Inside Quotes – Single quotation marks are used only if the phrase is within a quotation. Alternate so that a quote within a quote within a quote is offset by double quotation marks. *See* BLUEBOOK Rule 5.2(e).
- I said, “Jane said, ‘Mike said “hello” to me.’”
- H. Backwards Quotation Marks – You may encounter backwards quotation marks. Because the word processor does not distinguish between beginning and ending quotation marks, this invariably will be a printer’s error. Please mark in red pencil or by track changes, as instructed by your AE.

VIII. SPACING

- A. Spacing in Abbreviations – A space is left before, after, and between unabbreviated words and abbreviated words when the abbreviation contains more than one letter. (“Int’l” for “International”); but no space is left between abbreviations where one letter is used to abbreviate words (“N.C.” for “North Carolina” and “L.J.” for “Law Journal”). *See* BLUEBOOK RULE 6.1(a).
- N.C. J. Int’l L. & Comm. Reg.
- Thus, there are no spaces between “S.D.N. Y.” or “D.N.J.,” but there is a space between “D. Conn.” There is no space in “U.S.” There is a space in “S. Ct.”
- B. Spacing After Periods – There should be *two spaces* after a period ending a sentence and after a footnote number. During the editing process, always check for spacing after periods. Use your discretion. If there appear to be 1 1/2 spaces, it will be acceptable to leave it as is. If there is clearly only one space, however, (i.e., if it looks as though the printer was lazy in failing to split a word at the end of a line by hyphenating), please mark the printer error in red pencil using the space symbol (#). *See* BLUEBOOK RULE 6.1(b).
- C. Spacing with Parentheticals – In case and statutory cites, there should be a space between the date parenthetical and the explanatory parenthetical. *See* BLUEBOOK RULE 1.5.
- Yick Wo v. Hopkins, 118 U.S. 356 (1866) (striking down).

In addition, in statutory cites there should not be a space between a main section number and its subsection; there is a space between the subheading and the date parenthetical. *See* BLUEBOOK RULE 11.

17 U.S.C. § 109(b)(1)(A) (Supp. III 1991).

Ariz. Rev. Stat. Ann. §§ 44-1692(3)(b) (West Supp. 1983-84).

- D. Placing Footnote Numbers in Text – Footnote numbers in text should always follow punctuation
 - within the definition of coercion,²³

Not: within the definition of coercion²³,
- E. Spacing Dashes – To indicate a dash, type two hyphens without any space preceding or following.
 - The defendant pleaded not guilty—a foolish mistake in his lawyer’s mind—to the charge of assault.
- F. Spacing around “\$” – There is no space between “\$” and the amount.
- G. Section Numbers and Spacing – There is always a space between “§” and the number. *See* BLUEBOOK RULE 11.
 - 8 U.S.C. § 1108 (1988).

IX. USAGE

- A. Affirm – “Affirm” a holding, not a court.
- B. As – “As” may be used to mean “because” only at the beginning of a sentence.
- C. Because/Since – “Because” shows direct causation; “since” is temporal as well as causal. “Because” is generally preferred, although “since” may be used to imply circumstances: “Since you are already here, you might as well stay.”
- D. Defendant/Plaintiff – When referring to a specific plaintiff or defendant, do not use the article “the”; these terms are substitutes for parties’ names.
- E. Ensure/Insure – “Ensure” means to make certain; “insure” means to protect against risk.
- F. Fact – Avoid “fact” phrases generally. Never use “the fact that.”
- G. First, Second, Etc. – Do not convert “first, second, third . . . last” into adverbs. “First,” not “Firstly.”
- H. Furthermore, Further, Moreover – “Furthermore,” “further,” and “moreover” are generally interchangeable. Make sure, however, that they are being used correctly, that the sentence does either *further* or add *more* to your point.
- I. Holds – A court holds, distinguishes, and overrules; a case does not.
- J. Hopefully – “Hopefully” means “with hope”; it does not mean “I hope” or “it is to be hoped.” Sentences such as “Hopefully I’ll leave on the noon plane” are incorrect unless one is leaving on a noon plane with hope in one’s heart.
- K. However – “However” (in whatever way) should not be used at the beginning of a sentence when the intended meaning is “nevertheless.” When “however” begins a sentence, it means “in whatever way”: “However you advise her, she will do what she wants. Nevertheless, try to dissuade her from going.”
- L. Inter alia – Do not use in text.
- M. Utilize – Change to “use.”

- N. When/Where – “Where” should be used only to designate place; it should not be used as a substitute for “when” or “in which.”
- O. While – “While” should not be used as a substitute for “and” or “but.” It may be used for “although.”
- P. Cum gratias salis – How to take these rules (a grain of salt).

COMMON BLUEBOOKING MISTAKES IN FOOTNOTES

1. Use *See* if the cited authority requires an inferential leap from the text. Use no signal if the cited authority *See* BLUEBOOK RULE 1.2.

- i. identifies the source of a quotation,
- ii. identifies an authority referred to *in* text, or

Ex. In *United States v. Jones*,¹ the Supreme Court . . .

1. 1 U.S. 315 (1997).

iii. is a clear paraphrasing of the material in the cite.

2. Do not italicize full case name in footnotes

Improper: *See United States v. Jones*, 1 U.S. 315, 320 (1997).

Proper: *See* United States v. Jones, 1 U.S. 315, 320 (1997).

3. Do italicize case name in short forms *See* BLUEBOOK RULE 10.9.

Improper: *See Jones*, 1 U.S. at 320.

Proper: *See Jones*, 1 U.S. at 320.

4. Five Footnote Rule. Use a short form for a case if the case is already cited in the same footnote or in one of the preceding five footnotes. *See* BLUEBOOK RULE 10.9.

1. *See* United States v. Jones, 1 U.S. 315,320 (1997); United States v. Ross, 4 U.S. 925, 930 (1997).

2. *See* United States v. Smith, 2 U.S. 653,655 (1997).

3. *See id.*

4. *See id.*

5. *See* United States v. Doe, 3 U.S. 843, 844 (1997).

6. *See Jones*, 1 U.S. at 321.

5. Use of Id. Use “*id*” when citing to the immediately preceding footnote when the preceding footnote contains only one authority. Note: sources identified in explanatory phrases, or subsequent history are ignored for purposes of this rule *See* BLUEBOOK RULE 4.1.

1. United States v. Jones, 1 U.S. 315, 320 (1997) (quoting United States v. Smith, 2 U.S. 653, 655 (1997)).

2. *See id.* at 321.

6. Parentheticals

a. Explanatory Parentheticals (*See* BLUEBOOK RULE 1.5) – are recommended after *See also*, *Cf.*, *Compare*, *But cf.*, and *See generally*.

i. Note: explanatory parenthetical should begin with a present participle and should not begin with a capital letter.

1. *See Jones*, 1 U.S. at 320 (stating that . . .).

Unless:

ii. the parenthetical information quotes one or more full sentences or a portion of the material that reads as a full sentence. For examples, *see* BLUEBOOK RULE 1.5

or

iii. a complete participle phrase is unnecessary in context. For examples, *see See* BLUEBOOK RULE 1.5.

b. Weight of Authority (*See* BLUEBOOK RULE 10.6.1)– Use parenthetical phrase indicating the weight of authority when a case is cited for a proposition that is not the single, clear holding of a majority of the court.

1. *See United States v. Jones*, 1 U.S. at 315, 328 (1997) (Stevens, J., dissenting).

c. *See See* BLUEBOOK RULES 10.6.2 and 1.5 for order of parentheticals.

7. When citing books, treatise, and other non-periodic materials, use large and small caps for both the author's name and the title of the work. (*See* BLUEBOOK RULE 15).

1. 4 CHARLES ALAN WRIGHT & ARTHUR MILLER, FEDERAL PRACTICE AND PROCEDURE § 1005 (3d ed. 1997).

8. Use large and Small caps for the title of a law review or journal. (*See* BLUEBOOK RULE 16). See table T-13 for periodical abbreviations.

1. John Doe, *The Importance of Proper Bluebooking*, 55 N.C. INT'L L. & COM. REG. 1598 (1997).

9. Only use Hereinafter when using a special shortened form. Be careful not to use hereinafter when *supra* is adequate. (*See* BLUEBOOK RULE 4.2).

55. BOB JONES ET AL., THE SEVENTEENTH EDITION: A GUIDE TO PROPER BLUEBOOKING UNDER THE NEW RULES 400 (2001) [hereinafter THE SEVENTEENTH EDITION].

67. THE SEVENTEENTH EDITION, *supra* note 55 at 402.

10. Spell out the numbers zero to nine in footnotes. *See See* BLUEBOOK RULE 6.2 for exceptions. Note: When the section or paragraph symbols are used, there should be a space between the § or

paragraph symbols. Use % and \$ symbols whenever numerals are used. But never use them to begin a sentence. (See BLUEBOOK RULE 6.2)

11. Also remember to cite text in footnotes.

1. United States v. Jones, 1 U.S. 315, 321 (1997).

ILJ BLUEBOOK SUPPLEMENT
(Based on the N.C. Law Review Supplement)
(2008-09)

The standard reference for footnote citation is *The Bluebook: A Uniform System of Citation* (18th ed.). Conforming to *Bluebook* style tells our readers that we place a high value on consistency, attention to detail, and accuracy. Along with the quality of the articles that we publish, it significantly contributes to the reputation of the *NC Journal of International Law & Commercial Regulation (NCILJ)*. We rely on our Board and Staff members to edit and cite check carefully to eliminate *Bluebook* errors. For this reason, every Board and Staff member should read this supplement carefully and refer to it frequently (that is, at every editing stage).

This supplement is not intended as a replacement for *The Bluebook*. It covers a limited number of *Bluebook* rules that are frequently applied. It also covers citation rules particular to the *ILJ* that supersede or elaborate upon basic *Bluebook* rules.

If you have not done so already, review Rules 1–9; Tables 1, 6, and 13; and the basic citation formats for cases, statutes, session laws, books, law review articles, and non-consecutively paginated periodicals. **Also, review this supplement carefully and be alert to any policies that supersede Bluebook rules.** You may find it helpful to annotate your *Bluebook* with the rules from this supplement.

A Note on Supplemental Sources

As you will learn in the course of cite checking and editing, *The Bluebook* is confusing or silent on some issues. In such cases, it is helpful to consult *The United States Government Printing Office Style Manual 2000* (the “*GPO Style Manual*”), available at <http://www.gpoaccess.gov/stylemanual/index.html>, *The Chicago Manual of Style* (15th ed.) (the “*CMS*”), *The Elements of Style* (4th ed.), Webster’s Third New International Dictionary (Unabridged) (currently the official *ILJ* dictionary), back issues of the *ILJ*, Lexis or Westlaw (to determine how other journals have cited a source), the primary editor of the piece, the Publication Editor, Editor in Chief, or other Board members. When consulting these supplemental sources, it is crucial that each Board and Staff member apply them consistently. For example, both the *CMS* and the *GPO Style Manual* contain rules discussing hyphenation, and in certain cases these rules conflict. Therefore, the *Law Review* has established the following order of authorities:

1. *The Bluebook*: *The Bluebook* and the *Bluebook Supplement* control over all other authorities.
2. Webster’s Third New International Dictionary (Unabridged): The dictionary is especially useful for determining a word’s proper meaning, spelling, hyphenation, and part of speech.
3. The *GPO Style Manual*. The manual is especially useful for the following:
 - a. Capitalization: *Bluebook* Rule 8 requires that the *GPO Style Manual* be used to resolve capitalization issues not specifically addressed in *The Bluebook*. Remember to consult Rule 8 *prior* to the *GPO Style Manual*, as Rule 8 controls on the items it addresses (even where the *GPO Style Manual* conflicts).

- b. Hyphenation/compounds: Although not mandated by *The Bluebook*, the *Law Review* currently uses the *GPO Style Manual* as its primary authority (unless the official dictionary conflicts) for purposes of hyphenation. Thus, disregard any rules in the *CMS* that conflict with the *GPO Style Manual*. Please note the following caveats to this rule:
 - i. African American v. African-American: For hyphenated Americans, use no hyphen if the term is used as a noun, but do use a hyphen if it is used as a compound adjective. For example: “Both African Americans and whites took a course in African-American history offered at UNC.”
 - ii. Compound words: The current trend, recognized by the *GPO Style Manual*, is to bypass hyphenation and close up compound words combined in contemporary usage. For example, the *GPO Style Manual* prints the word “decisionmaking” closed, but Webster’s Third New International Dictionary (Unabridged) does not yet recognize this word. *Law Review* policy is to close up any compound words specifically recognized in the *GPO Style Manual* as compound words; thus, “decisionmaking,” not “decision-making” or “decision making.”
- 4. The *CMS*: The importance of the *CMS* to each editor conducting a technical edit (FPP, RPP, BKP, or BKI) cannot be overemphasized. The *CMS* not only supplements *The Bluebook* and the *GPO Style Manual* but covers many additional substantive areas. For additional assistance using the *CMS*, see <http://www.press.uchicago.edu/Misc/Chicago/cmosfaq/cmosfaq.html>
- 5. *The Elements of Style*: This short volume is extremely useful both for questions on grammar and to help authors express themselves more clearly and concisely.

RULE 1.2 (Introductory Signals)

The Bluebook does not require “see” before authority that *directly supports* the author’s proposition. For example, if the author states that in *Smith v. Jones* the court held X, no signal is required when citing the particular page on which the court’s holding appears. Where cited authority *directly supports* the contrary of the author’s proposition, the signal “contra” is used and a parenthetical is required.

“See” is required, however, where the cited authority *indirectly supports* the proposition. For example, if the author states that the court departed from precedent and cites that part of the opinion in which the court distinguished controlling precedent, “see” should be used. “See” should also be used where the only quoted material is a catch word or phrase.

RULE 1.3 (Order of Signals)

In footnotes in which more than one signal is used, the signals should be ordered according to Rule 1.2—e.g., signals indicating support precede comparative signals, which precede contradictory signals; direct authority precedes indirect authority, which precedes analogous authority; etc. Within each category of signals (e.g., supportive, contradictory, etc.), cited authority should be strung together in a single citation sentence, separated by semi-colons. For example:

1. *See Hili v. Sciarrotta*, 140 F.3d 210, 215 (2d Cir. 1998); *United States v. Berzon*, 941 F.2d 8, 17 (1st Cir. 1991) (stating that notice is required when a court relies on testimony at a hearing in a separate case to enhance a sentence). *But see State v. Pearson*, 704 P.2d 1056, 1060 (Mont. 1985) (stating that there is no due process right of advance notice of facts to be relied on at sentencing).

RULE 1.4 (Order of Authorities Within Each Signal)

Always consult Rule 1.4 when multiple sources are introduced by a single signal.

It is important to note the general order of authorities **within a signal**:

- 1) Constitutions
- 2) Statutes
- 3) Treaties and other international agreements
- 4) Cases
- 5) Legislative materials
- 6) Administrative and executive materials
- 7) Records, briefs, and petitions
- 8) Secondary materials
 - a) Model codes and restatements
 - b) Books, pamphlets, works in a collection of a single author's works
 - c) Works in journals
 - d) Book reviews
 - e) Student written law review materials
 - f) Annotations
 - g) Magazine and newspaper articles
 - h) Unpublished materials
 - i) Electronic sources
- 9) Cross-references to author's own textual material

Note that Rule 1.4 provides that regardless of the above order, an authority can be cited first within a signal if it is considerably more helpful than the other authorities.

RULE 1.5 (Parenthetical Information)

ILJ requires a parenthetical for sources other than those introduced by no signal, “see,” or “see, e.g.” Sources introduced by all other signals (see also, but see, see generally, etc.) do require parentheticals.

EXCEPTION: There is one VERY NARROW exception to this rule. When “see generally” is used as the verb of a sentence, and the context of the sentence so explains the source that it makes a parenthetical unnecessary, no parenthetical is required.

Ex. “For a discussion of the congressional confirmation hearings of Clarence Thomas, see generally Source A.”

Parentheticals begin with a lower-case present participle (e.g., arguing, contending) and do not end with a period.

Ex. “*See generally* Akhil Reed Amar, *Reports of My Death Are Greatly Exaggerated: A Reply*, 138 U. PA. L. REV. 1651 (1990)(arguing that the author and the two-tier theory of federal jurisdiction are still viable).”

If, however, the parenthetical contains quoted material that reads as a complete sentence, no present participle is required, the first word is capitalized, and the sentence ends with a period. Present participles may also be omitted where the context renders the present participle unnecessary. For example:

3 Consequences of Changing U.S. Population: Hearings Before the House Select Comm. On Population, 95th Cong. 11 (1978)(statement of Dr. David Birch)(“[T]here are more mayors of Rockville, Maryland, than there are mayors of Detroit.”).

Mari J. Matsuda, *Public Response to Racist Speech: Considering the Victim’s Story*, 87 MICH. L. REV. 2320, 2381 (1989)(“We are a legalized culture. If law is where racism is, then law is where we must confront it. . . [L]et us present a competing ideology . . .”).

NOT: Mari J. Matsuda, *Public Response to Racist Speech: Considering the Victim’s Story*, 87 MICH. L. REV. 2320, 2381 (1989)(explaining that “[w]e are a legalized culture. If law is where racism is, then law is where we must confront it. . . [L]et us present a competing ideology . . .”).

Parentheticals precede any subsequent history or related authority. For example:

See United States v. Calderon, 127 F.3d 1314, 1343 (11th Cir. 1997) (applying the *Wheat* standard for counsel of choice to review of a denial of a motion to substitute counsel at sentencing), *cert. denied*, 534 U.S. 1167 (2002).

RULE 2 (Typefaces for Law Reviews)

The published version of the *ILJ* follows the convention used in *The Bluebook*. That is, the *ILJ* uses ordinary Roman, italics, and large and small capitals as they appear in all *Bluebook* examples.

A word about case names: Always italicize case names in text. In footnote citation sentences, use Roman in full citations and italics in short form citations. In footnote text, italicize case names used without citations or with only short form citations but use Roman if the case name is in a separate, full citation clause. For case names appearing in parentheticals, follow the rules for case names in footnote text. However, if the parenthetical merely states “citing” or “quoting” along with the case citation(s), follow the rules for case names in footnote citation sentences.

Note that **punctuation** is only italicized if it falls within italicized material but not when it follows it. (For example: *see, e.g., not see, e.g.*) One “exception” to this rule: the period following *id.* is italicized. Also, when “see” is used as a verb, do not italicize.

Ex. “*See supra* notes 1–2 and accompanying text.”

BUT

“For an example of this rule, see *supra* notes 1–2 and accompanying text.”

RULE 3.2 (Pages, Footnotes, Endnotes, and Graphical Materials)

When referring to page numbers (a.k.a. “pinpoints”), use “at” or no introductory phrase, rather than “p.” or “pp.” When citing to the first page of an authority in the context of a full citation, repeat the page number.

NOTE: *ILJ generally requires pinpoint cites for all authorities.* If an author has failed to provide a pinpoint for a book or other lengthy source, **the cite checker must make a reasonable attempt to find it herself.** If she cannot find an acceptable pinpoint, she must then consult the primary editor about whether to spend more time on it. Primary editors are ultimately responsible for tracking down necessary pinpoints.

The **main exceptions** to the pinpoint rule (that pinpoints are required) are:

- ***When a full case name appears in text***, a footnote should be added immediately after the case name with the full cite but no pinpoint. A second footnote should appear at the end of the sentence with a short cite and pinpoint within the case.
- ***For “see generally” cites.*** Pinpoints are not required, but note that such cites do generally require parentheticals.
- ***When a point is repeated frequently throughout an entire source***, “passim” ***can be used.*** See *Bluebook* Rule 3.2(a).

When referring to footnotes, there is no space between “n.” and the footnote number:

Thomas L. Hazen & Bren L. Buckley, *Models of Corporate Conduct: From the Government Dominated Corporation to the Corporate Dominated Government*, 58 NEB. L. REV. 100, 101 n.17 (1978).

To cite an entire footnote that spans more than one page, only cite the page on which the footnote begins (and the footnote number). To cite to a specific page of a footnote, cite only those specific pages (and the footnote number). When citing text on the page and the footnote, cite the page and the footnote as follows: 1073 & n.17.

RULE 3.3 (Sections and Paragraphs)

Spell out “section” and “paragraph” in text or when beginning a footnote sentence, but use the section (§) and paragraph (§§) symbol in footnotes generally. However, when referring to the United States Code or a federal regulation, always use the section symbol unless it begins a sentence. Note that “section” is *not* capitalized except when it is the first word of a sentence. To illustrate this rule:

This is a § 1983 claim.
Section 1983 of the Civil Rights Act addresses this issue.
According to the court, section 97-57 of the General Statutes of North Carolina . . .

If a work is organized by sections or paragraphs, a page number should be cited only if necessary for further identification. *In other words, if an entire section is relevant to the proposition being cited, then there is no need to include page numbers.* Generally, no page numbers are needed when “see generally” is the introductory signal. *If, however, the text cited covers fewer pages than the entire section, then specific page numbers should be given.* Always include page numbers when the source is being quoted or when citing to a session law.

Never use “at” before a section or paragraph symbol.

Never use “et. seq.” When citing to a range of page numbers each with more than three digits, do not repeat the first digit unless necessary to avoid confusion. Where an en dash would confuse the reader, use “to.” For example:

20 S.E.2d at 324–25 not 20 S.E.2d at 324–325.
N.C. GEN. STAT. § 97-57 to 97-59 not N.C. GEN. STAT. § 97-57–97-59.

RULE 3.5 (Internal Cross-References)

When referring the reader to a point dealt with earlier or later in the text, use the following form: *See supra* (or *infra*) text accompanying note 00.

To refer to another footnote, use: *See supra* (or *infra*) note 00.

To refer to a combination of footnotes and text, use the following form: *See supra* (or *infra*) note 00 and accompanying text.

Note that usually the point to which the author is referring is discussed both in the above-the-line text and in the footnotes. Be sure to use the “*See supra* (or *infra*) notes 00 and accompanying text” form in these instances.

Sometimes an author will want to *supra* to an entire Part or Section. It is acceptable to do this (and often preferable because you do not have to worry about footnote numbers changing). To refer to a Part or Section in this way, use: *See supra* Part I.A.2.

Generally, cross-references should not be made to footnotes that contain only citations. Instead the complete citation should be repeated. However, if an author is being particularly difficult about re-citing the sources, keep the citation to maintain the peace (this would appear: *See sources cited in note 00*). If you are going to keep a “sources cited” citation, make sure that you have the correct pinpoints if they have changed from the prior citation.

RULE 4.1 (*Id.*)

“*Id.*” may be used with every citation form *except* internal cross-references. It may be used *only* when citing the immediately preceding authority within the same footnote *or* when citing authority within the immediately preceding footnote if that footnote contains only one authority. Note that cases or authorities cited in subsequent histories or parentheticals are not considered separate authorities for the purpose of a subsequent “*id.*” reference. For example:

1. *Capacchione v. Charlotte-Mecklenburg Sch.*, 57 F. Supp. 2d 228, 229 (W.D.N.C. 1999), *aff’d in part and rev’d in part en banc per curiam sub nom. Belk v. Charlotte-Mecklenburg Bd. of Educ.*, 269 F.3d 305 (4th Cir.), *reconsideration denied en banc*, 274 F.3d 814 (4th Cir. 2001), *cert. denied*, 535 U.S. 986 (2002), *and cert. denied*, 535 U.S. 986.
2. *Id.* at 230.
3. *Strickler v. Greene*, 527 U.S. 263, 281 (1999) (quoting *Berger v. United States*, 295 U.S. 78, 88 (1935)).
4. *Id.*

“*Id.*” may be used to reference a “*supra*” or “*infra*” citation in an immediately preceding citation or footnote:

1. *See Hazen & Buckley*, *supra* note 4, at 102.
2. *Id.* at 103.

But, “*id.*” should not be used to refer to internal cross-references. For example:

1. *See supra* notes 4–5 and accompanying text.
2. *See supra* notes 4–5 and accompanying text.

Also, “*id.*” should not be used within a footnote to cite the last source in a preceding string cite within the same footnote. This supersedes Rule 4.1.

RULE 4.2 (“Supra” and “Hereinafter”)

“Supra” and “hereinafter” generally should only be used to refer to secondary sources. In extraordinary circumstances, however, they may be used for cases, statutes, constitutions, legislative materials (other than hearings), or regulations.

Short forms designated by the use of “hereinafter” should be used sparingly, usually only for sources with cumbersome names. “Hereinafter” should also be used, however, if a footnote contains more than one authority by the same author such that a subsequent “supra” cite would be confusing.

Note, “hereinafter” is NOT used when the same author is cited multiple times in the article. The author must be cited more than one time in the same footnote.

Use of “hereinafter” does not excuse the use of “supra” to indicate where the original citation to the full title appears:

1. See generally UNEQUAL PROTECTION: ENVIRONMENTAL JUSTICE AND COMMUNITIES OF COLOR (Robert D. Bullard ed., 1994) [hereinafter UNEQUAL PROTECTION] (explanatory parenthetical).
2. See Thomas L. Hazen, *Corporate Directors’ Accountability: The Race to the Bottom—The Second Lap*, 66 N.C. L. REV. 171, 180–81 (1987) [hereinafter Hazen, *Corporate Directors’ Accountability*]; Thomas L. Hazen, *Corporate Chartering and the Securities Markets: Shareholder Suffrage, Corporate Responsibility and Managerial Accountability*, 1978 WIS. L REV. 391, 397–400 (1978) [hereinafter Hazen, *Corporate Chartering*].
3. Robert D. Bullard, *Introduction to UNEQUAL PROTECTION*, *supra* note 17, at xvii; see Hazen, *Corporate Directors’ Accountability*, *supra* note 18, at 181.
4. See Hazen, *Corporate Chartering*, *supra* note 18, at 399.

Never use “hereinafter” if the author does not refer to the work in a later footnote with a *supra/infra* reference.

Never shorten a cumbersome title in a “supra” cite without first using “hereinafter”. In other words, it is not permissible to drop the subtitle of a work without using a “hereinafter” cite.

When using “supra” and “hereinafter” the same typeface should be retained as in the original citation. In addition, quotation marks are not needed when indicating a hereinafter form unless quotation marks appear in the original title.

RULE 5.1 (Formatting of Quotations)

Block quotes:

Quotations of fifty words or more must be block-quoted. Block quotations should not be set off by quotation marks, but quoted material within the block quotation should be set off by quotation marks.

Indentation: The first line of the block quotation is indented if it begins a paragraph in the quoted authority.

Textual quotes:

In textual quotations, the footnote reference number follows the final punctuation in the quotation. In footnote text, the citation appears flush left on the next line after the blocked quotation.

Quotes within quotes:

Quotations within a block quote are indicated by double quotation marks. Quotations within a quotation that is not a block quote are indicated by single quotation marks. When typing an internal quotation mark followed by a regular quotation mark, leave a hard space between the two:

The Supreme Court required that “[s]uch congressional intent or authorization for states to affect interstate commerce . . . must be ‘expressly stated’ and ‘unmistakably clear.’ ”

Where internal quotation marks indicate a quotation from a previous source, always include a parenthetical fully identifying the original source of the internal quotation. Citations to the original source should include pinpoints, even if the referring source does not give these references.

RULES 5.2 and 5.3 (Alterations & Quotations Within Quotations and Omissions)

Ellipses are never used at the beginning of a quotation. Ellipses are also not used at the end of a quotation *used as a clause or phrase*. Ellipses and brackets are used to indicate omissions from quotations *used as complete sentences*.

NOTE: Cite checkers should photocopy quoted material that appears in an altered format. In other words, cite checkers should make a copy of the original source of any quote that contains (or should contain) an ellipsis and turn it in to their primary editors with their cite checks.

The following passage serves as the basis for the subsequent ellipsis examples:

If you make the following nonsensical alterations in this passage, it would appear various ways. Please pay careful attention to the spacing of the ellipses. We know this is picky, but that’s life at a scholarly journal, and *Law Review* policy requires strict attention to detail. Law students have nothing better to worry about, you know. Who cares about grades? I know I don’t.

Omissions at the beginning of a quoted sentence are indicated only by bracketing and capitalizing the initial letter:

“[M]ake the following nonsensical alterations in this passage”

Brackets are not used, however, if the initial letter is capitalized in the original:

“*Law Review* policy requires strict attention to detail.”

Do not use ellipses if the quoted passage is used as a clause or phrase:

The above passage refers to “life at a scholarly journal.”

Omissions in the middle of a quoted sentence are indicated by an ellipsis with three ellipsis points or dots (referred to in *The Bluebook* as periods). The ellipsis is set off from the text by spaces and there is a hard space between each dot:

“We know this is picky, but# . . #*Law Review* policy requires strict attention to detail.”

Omissions at the end of or following a quoted sentence are indicated with an ellipsis (three (3) dots). Do not use an ellipsis if the end of the quotation is also the end of a sentence in the original. If material is omitted to make the sentence deliberately and grammatically incomplete, only use an ellipsis (three (3) dots) without any closing punctuation:

The ellipsis example in the *Bluebook Supplement* begins, “If you make# . . .,” and ends, “I know I don’t.”

If material is omitted from the end of a sentence, but the next sentence in the quote is completely intact, there is one space before the first dot in the ellipsis and two spaces following the period (or other ending punctuation).

“Please pay careful attention# . . . ##We know this is picky, but that’s life at a scholarly journal, and *Law Review* policy requires strict attention to detail.”

Likewise, if material is omitted both at the end of the first sentence and following the first sentence, there is one space before the first period in the ellipsis and two spaces after the period (or other ending punctuation):

“Please pay careful attention# . . . ##[T]hat’s life at a scholarly journal, and *Law Review* policy requires strict attention to detail.”

If the first sentence in a quote is complete, but material following the first sentence is omitted (either the start of the second sentence or entire sentences followed by further text), there is no space before the period (or other closing punctuation) and two spaces following the last dot in the ellipsis.

“Please pay careful attention to the spacing of the ellipses. . . ##*Law Review* policy requires strict attention to detail. . . ##Who cares about grades?”

RULE 6 (Abbreviations, Numerals, and Symbols)

In general, there is no space between adjacent single capitals. When one or more of the capitals refers to the name of a geographic or institutional entity, however, insert a space between the capitals referring to the entity and the other adjacent single capitals. An ordinal

such as 2d or 4th counts as a single letter. Abbreviations of more than one letter must be separated by a space on either side:

P.2d
F. Supp. 2d
S.E.2d
N.C. App.
A.L.R.4TH
A.L.R. FED.
ARIZ. L. REV.
J. PROD. LIAB.
N.C. L. REV.

Generally, *spell out numbers zero to ninety-nine in text both above and below the line. In numbers containing four or more digits, use commas to separate groups of three digits in text both above and below the line. This supersedes Rule 6.2(a)(vii). However, Rule 6.2(a)(vii) applies to numbers within a citation.* As a general rule, if a comma in a number within a citation is confusing, the comma should be omitted.

When using a paragraph or section symbol, leave a hard space between the symbol and the number. Do not leave spaces when dollar signs or percentage symbols are used.

RULE 7 (Italicization)

ILJ only italicizes case names, publication titles, words for emphasis, and foreign words that are not part of common English usage. Latin words and phrases common to legal writing generally should not be italicized.

RULE 8 (Capitalization)

Capitalization generally

Capitalize all words in titles except articles, conjunctions, and prepositions of four or fewer letters unless they appear as the initial word or immediately after a colon. Note that certain words (e.g., “that” and “as”) are capitalized in some titles and not in others, depending on their part of speech. Consult a dictionary for assistance.

1. Caleb Nelson, *Sovereign Immunity as a Doctrine of Personal Jurisdiction*, 115 HARV. L. REV. 1559 (2002). (“As” is used as a preposition and is lowercased).
2. Lucy E. Salyer, *Laws Harsh As Tigers: Chinese Immigrants and the Shaping of Modern Immigration Law* (1995). (“As” is used as an adverb and is capitalized).

For words other than those listed in Rule 8, consult the *GPO Style Manual*. Remember that the *GPO Style Manual* supersedes all authorities (other than *The Bluebook*) for purposes of capitalization, including the *CMS*.

Capitalization issues related to “court”:

Lower courts/state courts:

- When the text includes the name of a particular lower federal or state court, the name of the court should be capitalized. E.g., “The United States Court of Appeals for the Fourth Circuit”; “the Supreme Court of North Carolina”
- When the text includes the name of a lower court in general, the name of the court should NOT be capitalized. E.g., “the district court ruled . . .” or “the circuit court held . . .”
- When the text references a particular holding of a lower court or a state court (including a state supreme court), “court” should be lowercase. E.g. The *Howerton* court held . . .” (referencing a NC Supreme Court decision) or “The *Seacoast* court assessed . . .” (referencing the First Circuit’s decision in *Seacoast*).

United States Supreme Court:

- All references to the U.S. Supreme Court should be capitalized. This includes: “The United States Supreme Court held . . .”; “The Court held . . .” and “The *Buckley* Court held . . .”

RULE 9 (Titles of Judges, Officials, and Terms of Court)

When a footnote lists the judges joining an opinion, the judges must be listed in the order they appear at the *beginning of the volume* of the official reporter in which the case is printed, *which may differ from how they are listed in the opinion*. Cite checkers should keep a sharp eye out for this and double-check the order listed.

RULE 10.2 (Case Names)

In textual sentences, abbreviate only widely known acronyms (e.g., FDA, NAACP) and the eight words listed in Rule 10.2.1(c). *In citation sentences*, ***always abbreviate all words according to Table 6, including first words***. “United States” should be spelled out when used as a noun, but may be abbreviated as “U.S.” when used as an adjective.

Always omit “Commonwealth of,” “State of,” and “People of” *except* when citing decisions of courts from that geographical location. When citing state court decisions, only use “Commonwealth,” “State,” or “People.” The rationale for this rule is that the state court appears in the parenthetical with the date of the decision. For example:

1. State v. Rogers, 992 S.W.2d 393 (Tenn. 1999), *aff’d*, 532 U.S. 451 (2001) **not** State of Tennessee v. Rogers, 992 S.W.2d 393 (Tenn. 1999), *aff’d*, 532 U.S. 451 (2001).
2. Rogers v. Tennessee, 532 U.S. 451, 466–67 (2001) **not** Rogers v. State, 532 U.S. 451, 466–67 (2001) or Rogers v. State of Tennessee, 532 U.S. 451, 466–67 (2001).

Also, omit “City of” except where it begins a party’s name.

In citation sentences, abbreviate geographical locations according to Table 11 *except* where the geographical entity is a named party.

Always italicize procedural phrases such as “*In re*,” regardless of the italicization of the rest of the case name.

See Rule 10.2.1 for cases that are referred to by a name other than their actual case name. E.g., “The Civil Rights Cases” or “The Prize Cases.”

RULE 10.3 (Reporters and Other Sources)

With one exception, always cite cases to the appropriate regional reporter if they appear therein. Parallel cites to the appropriate state reporter are not required. Because regional reporters cover decisions of more than one court, the court must be specified in a parenthetical. **Always consult Table 1 to confirm the correct abbreviations of state courts.**

1. Woods v. State, 440 S.E.2d 1 (Ga. 1994).

NOTE: *Sometimes, you will need to cite an “as-of-yet-unpublished opinion.” This is an opinion that has not yet been put into the reporter. The proper way to cite this case is to use blanks for the pinpoints you do not yet know: State v. Allen, __ N.C. App. __, __, 615 S.E.2d 256, 260 (2005).*

You must insert the proper pinpoints immediately before print.

In addition to citing the appropriate regional reporter, The Bluebook requires parallel public domain citations if the decision is available as such. See Rule 10.3.3. The following jurisdictions have adopted a public domain format for cases:

Sixth Circuit	cases after 12/31/93
District of South Dakota	cases after 12/31/93
Bankruptcy Court of the Dist. of S.D.	cases after 12/31/93
Louisiana	cases after 12/31/93
Maine	cases after 12/31/96
Mississippi	cases after 7/1/97
Montana	cases after 1/1/98
New Mexico	cases after 12/31/95
North Dakota	cases after 1/1/97
Ohio	cases after 4/30/2002
Oklahoma	cases after 5/1/97
South Dakota	cases after 12/31/96
Utah	cases after 12/31/98
Wisconsin	cases after 1/1/2000
Wyoming	cases after 12/31/2003
Puerto Rico	cases after 1/1/98

For public domain citation form, consult Rule 10.3.3 and Table 1. This table is periodically updated by the Harvard Law Review Association. Any updates are published on the Bluebook's official Web site: <http://www.legalbluebook.com>.

RULE 10.6 (Parentheticals Information Regarding Cases)

Always include a parenthetical indicating the weight of the authority: “en banc,” “in banc,” “mem.,” “per curiam.” Also, always indicate an “unpublished table decision.”

Parentheticals indicating weight of authority precede explanatory parentheticals. All parentheticals follow the case citation, preceding any prior or subsequent history.

Follow the model below for placing parentheticals:

See Source A (weight of authority—if case) (alteration in original) (emphasis added—if the author adds the emphasis) (citation/footnote omitted—if the author does the omitting) (quoting Source B (emphasis added—if Source A adds the emphasis) (citation/footnote omitted—if Source A omits citations from Source B) (explanatory parenthetical), subsequent history/*reprinted in*/etc.

Note that the “(alteration in original)” parenthetical is used only for quotes within quotes, and its function is to alert the reader that the author is quoting Source A without any alterations, but that Source A alters the quote from source B in some way. “The original” in “(alteration in original)” refers to Source A—the original from the author’s point of view—not Source B—the actual original source of the quote.

NOTE: Where one case cites earlier case and the earlier case cites an even earlier case, information about the even earlier case may be omitted.

Example: In the citation: Jones v. Smith, 100 U.S. 1 (1990) (quoting Fox v. Cat, 95 U.S. 1 (1980), quoting Dog v. Mouse, 90 U.S. 1 (1970)), the reference to “Dog v. Mouse” is not necessary and the cite just becomes: Jones v. Smith, 100 U.S. 1 (1990) (quoting Fox v. Cat, 95 U.S. 1 (1980))

RULE 10.7 (Prior and Subsequent History)

Always give the entire appropriate subsequent history whenever a case is cited in full, BUT omit denials of discretionary appeals UNLESS the decision is less than two years old or if the denial is significant.

When a case name changes on appeal, this change must be noted unless it is merely a reversal of the parties’ names or a name change during denial of certiorari:

1. *Capacchione v. Charlotte-Mecklenburg Sch.*, 57 F. Supp. 2d 228, 229 (W.D.N.C. 1999), *aff’d in part and rev’d in part en banc per curiam sub nom. Belk v. Charlotte-Mecklenburg Bd. of Educ.*, 269 F.3d 305 (4th Cir.), *reconsideration denied en banc*, 274 F.3d 814 (4th Cir. 2001), *cert. denied*, 535 U.S. 986, and *cert. denied*, 535 U.S. 986 (2002).

The shorthand reference for a particular decision in a case involving multiple decisions may be noted as follows:

2. State v. Goebel (*Goebel II*), 2001 MT 155, ¶ 20–30, 31 P.3d 340, 346–47 (Mont. 2001).

The Supreme Court of North Carolina has two methods of granting appellate review. The proper form should be used in text and footnotes. Note that *Shepard's* does not distinguish between the supreme court's grant of certiorari and discretionary review. This is incorrect.

1. Davis v. MacMillan, 148 N.C. App. 248, 558 S.E.2d 210, *discretionary review denied*, 355 N.C. 490, 563 S.E.2d 564 (2002).
2. Hixson v. Krebs, 136 N.C. App. 183, 523 S.E.2d 684 (1999), *cert. denied*, 352 N.C. 356, 544 S.E.2d 546 (2000). (Note that for a case that is two (2) years old or older, include the certiorari information if particularly relevant.)

RULE 10.8 (Special Citation Forms)

Always cite to Lexis or Westlaw before citing to slip opinions of unreported cases.

Short forms for briefs, records, motions, and memoranda are analogous to short forms for cases. The five-footnote rule applies, and *supras*/hereinafters may only be used in extraordinary circumstances.

RULE 10.9 (Short Forms for Cases)

In general, short forms for cases can be used only if the full name of the case is given within the paragraph of text or if the case is cited (as authority, *not subsequent history or parenthetically*) in *full or short form* in one of the five previous footnotes (a.k.a. **the “five-footnote rule”**). When a case is cited more than once in the same footnote, a short form may be used within that footnote.

It is not necessary to repeat the parenthetical for repeated citations of a dissenting or concurring opinion. BUT when the “*id.*” refers to a different opinion within the same case, that fact must be indicated parenthetically:

1. Rogers v. Tennessee, 532 U.S. 451, 468 (2001) (Scalia, J., dissenting).
2. *Id.*
3. *Id.* at 453 (majority opinion).

RULE 12 (Statutes)

As a general rule, cite statutes to the current official code in force, if therein. If any subsection of the statute is also contained in the supplement, cite to the current version of the code and the supplement. If the statute appears only in the supplement, cite only the supplement.

For federal statutes, cite to the United States Code (U.S.C.), if up-to-date. Otherwise, cite to the U.S.C.A. (see discussion below). For state statutes, cite to the preferred compilation if the UNC Law Library has it. Otherwise, cite to what we do have but use the appropriate form for that compilation per Table 1.

If the statute appears in scattered sections, cite the session laws.

If the statute is commonly cited by name, include the name in the citation, but omit “The” from the name. See Rule 12.3.1 for proper citation form.

If the text refers to an “act” as such or the fact of enactment of a statute, the footnote should cite the session laws. *Bluebook* Rule 12.4 provides the proper form for citation to session laws. Table T.1 provides the proper citation for each state’s session laws. Proper pinpoint cites must be given where appropriate. Whenever session laws are cited, a parenthetical reference must be made to the current version of the statute. Check the latest version of the statute on Westlaw or Lexis to determine whether the parenthetical should say “codified at,” “codified as amended at,” or “repealed.” The hard copy, however, must be checked as well. The rules discussed below apply to determine which statutory compilation to use (e.g., U.S.C. v. U.S.C.A.) in “codified”/“codified as amended” parentheticals.

Session laws should generally be cited by their dates of enactment. “Act of May 26, 1955,” not “An Act to Prohibit Squirrel Hunting in Public Parks,” unless the session law has a common name by which it is to be referred.

Rules of evidence or procedure should be cited according to Rule 12.8.3. **Rules of evidence or procedure should not be cited as statutes although they are found in statutory compilations.**

Citing statutes (federal and state) and public or session laws correctly appears to be a pervasive problem. Thus, the purpose of this portion of the *Bluebook* Supplement is to clarify the general citation rules and *Law Review* policies relating to these sources; it is not intended to replace *The Bluebook*. In other words, if you come across a statute or public/session law in your cite check or during incorporation, open your *Bluebook* and consult Rule 12 and Table T.1.

Federal Statutes (U.S.C. or U.S.C.A.)

United States Code (U.S.C.) is the official compilation for federal statutes. Unless the U.S.C. is out-of-date, all cites to federal statutes should be cited to U.S.C. and/or its supplement. As of August 2006, the current version in our library is 2000.

To determine whether U.S.C. is out of date, follow the following steps:

- Pull up the statute in Westlaw or Lexis.
- Check the statute’s “History” for amendments.
- Determine the latest version of the U.S.C. compilation.
- Determine if the U.S.C. compilation includes all the amendments to the statute:
 - If it does, cite to the U.S.C.

- If it does not, cite to the U.S.C.A., including the latest supplement, if necessary. **Be sure that the U.S.C.A. and the latest supplement include all relevant amendments.**

Whether U.S.C. is current or out-of-date is determined by statute, not subsection. Thus, if the author cites to 5 U.S.C. § 552, and U.S.C. is current with respect to subsection (b) but is out of date with respect to subsection (a), cite to the U.S.C.A., not the U.S.C. The rationale: consistency. It is not uncommon for an author to cite other subsections of the same statute.

If a statute is commonly referred to by the original section number and name as it appeared in the public law (e.g., the ADA, Social Security Act, OSHA, etc.), in addition to providing the current codification in U.S.C., the cite checker *must* provide the original name and section number according to Rule 12.3.1(a). This rule is particularly applicable when the author refers to the statute by its original section number and name above the line.

Example:

The author states: “Section 1128(A)(b)(1) of the Social Security Act . . .”

Incorrect: 42 U.S.C. § 1320a-7(a)(b)(1) (2000)

Correct: Social Security Act § 1128(A)(b)(1), 42 U.S.C. § 1320a-7(a)(b)(1) (2000)

Three exceptions to citing U.S.C./U.S.C.A. According to *The Bluebook*, there are **two exceptions** to citing a federal statute to the U.S.C. or the U.S.C.A. *Law Review* policy adds a third. In all cases, **the proper cite is to the public law**, which can be found in the *Statutes at Large* (located across the aisle from the U.S.C.).

- (1) When citing an entire act or when citing multiple sections from an act that is codified in scattered sections or titles of the U.S.C. such that “no useful citation to the code is possible.” (Rule 12.2.2(a)).
- (2) When the author refers to the historical fact of enactment, repeal, or amendment—e.g., “In 1996, Congress enacted . . . to address Five years later, Congress revisited this issue and amended the law to cover” (Rule 12.2.2(b)).
- (3) Statutes no longer in force *that no longer appear in the current U.S.C. or U.S.C.A. volumes/supplements.* **This supersedes Rule 12.2.1(b)**, which states that such statutes should be cited to the last edition of the U.S.C. or the U.S.C.A. in which they appeared. The rationale: Libraries are more likely to have *Statutes at Large* than past editions of the U.S.C. or the U.S.C.A.

NOTE: A public law cite *may* also be required when citing a subsequent amendment to a statute currently in force or the repeal of a statute. (Rule 12.6).

If an author cites to the U.S.C/U.S.C.A where a public law cite is required, ***it is the cite checker’s responsibility to find the public law.*** The statute’s history (enactment and amendment) is printed in both U.S.C. and U.S.C.A. Start with the statute and work backward.

Example of a proper federal public law cite (Rule 12.4):

McCarran-Ferguson Act, ch. 20, 59 Stat. 33 (1945) (codified as amended at 15 U.S.C. §§ 1011–1015 (2000)).

To break this down: (name of the statute), (chapter number OR public law number), (section number if the cite does not refer to the entire act), (volume number) Stat. (starting page), (pinpoint page if the cite does not refer to the entire act) (year) ((codified at . . . parenthetical)).

NOTE: Not all federal acts have popular names, so the “Act of (month) (day), (year)” format may be required. If the cite refers only to a few specific sections of the act, list those sections *and* provide pinpoints to the appropriate pages (see the North Carolina cite below for an example).

State Statutes

If possible, all cites to state statutes should be to the official/preferred compilation or to whatever compilation is available in our library. For North Carolina statutes, all cites should be to softbound compilation published by Lexis (the official compilation). Do not cite to West’s compilation (hard compilations located next to the official compilation).

The rules for citing state statutes are generally the same as the rules for citing federal statutes. Some general things to remember:

- Cite whatever compilation is available at our library. Cite checkers are not required to track down the state’s official code.
- Be sure to check the main volume and any supplement. The rule for citing the year of a state code are the same as those for U.S.C. and U.S.C.A. (Rule 12.3.2).
- *Always* consult Table 1 for the appropriate citation form. Do not assume that the UNC Law Library carries the official compilation.

Three exceptions to citing state statutes. The state counterparts to federal public laws are session laws. ILJ policy requires session law cites when:

- (1) citing an entire act that is codified in scattered sections or titles of the state’s compiled laws such that “no useful citation to the code is possible.” Rule 12.2.2(a);
- (2) referring to the historical fact that a particular law was enacted, amended, or repealed (*the current codification must be provided parenthetically*);
- (3) citing to a law no longer in force that does not appear in the current compilation of the state’s laws.

If an author cites to the state code where a session law cite is required, ***it is the cite checker’s responsibility to find the session law***. Session law references are listed at the end of each statute to show when the provision was passed and amended.

Example: Section 29-19 of the General Statutes of North Carolina includes this history:

HISTORY: 1959, c. 879, s. 1; 1973, c. 1062, s. 1; 1975, c. 54, s. 1; 1977, c. 375, s. 6; c. 591; c. 757, s. 3.

Translation: The original provision can be found in the 1959 session laws, chapter 879, section 1. The amendments can be found in the 1973, 1975, and 1977 session laws.

NOTE: Before 1942, state session laws were divided into the North Carolina Public Laws, North Carolina Private Laws, and North Carolina Local Public Laws. Cite these accordingly.

In general, there are four important things to remember when cite checking a session law (which also apply generally to federal public law cites):

- (1) For statutes that do not have a short, well-recognized name, get the **date of the enactment** for use in the title.
- (2) Get **BOTH the first page of the act AND the chapter or session law number**.
- (3) Get **BOTH the pinpoint AND the section number** if the cite does not refer to the entire act. If a session law is amending a prior act, you may need to use “sec.” to cite the *bill’s* sections, and the § symbol to cite the *amended act’s* sections. See Rule 12.4(c) for an example. Note that “sec.” will only be used in rare instances in which “the session law is divided into primary sections, and these sections, in turn, contain sections of the amended act.” Rule 12.4(c). Just because a session law amends a prior act does not mean that “sec.” should be used instead of “§”; the session law must be carefully evaluated to determine if the use of “sec.” is appropriate.
- (4) **You must provide a parenthetical cite to the statute’s location in the code** unless it appears in so many scattered sections that a code cite is not helpful. In the parenthetical, you must also note if the provision has been amended since the session law cited.

Example of a proper North Carolina cite (Rule 12.4):

Act of Aug. 26, 1997, ch. 458, § 2.1, 1997 N.C. Sess. Laws 1938, 1940 (codified at N.C. GEN. STAT. § 153A-340(b)(3) (2001)).

To break this down: (name of the statute), (chapter number), (section number if the cite does not refer to the entire act), (year) N.C. Sess. Laws (starting page), (pinpoint page if the cite does not refer to the entire act) ((codified at parenthetical)).

NOTE: State acts sometimes have popular names, which should be used instead of the “Act of (month) (day), (year)” format where available. If the cite refers to the entire act, it is not necessary to list section numbers or provide a pinpoint in addition to listing the first page of the chapter (see the federal cite above for an example).

NOTE: If ILJ policy calls for a session law cite from another state, the cite checker should check ASAP to find out if the session laws are available from UNC or from Duke. An interlibrary loan request for the specific session law will likely be necessary. It may be easier

(and quicker), however, to contact the state’s law library directly rather than using interlibrary loan. For a list of state law libraries, see <http://www.llsdc.org/sourcebook/state-leg.htm>.

Citing to Current Statutes (Both Federal and State)

In addition to citing the appropriate state or federal compilation, it is even more important to ensure that the citation is current **at the time ILJ goes to print**. In the past, it has not been uncommon for serious substantive issues to be uncovered at late editing stages when an editor, using Lexis or Westlaw, discovered that a statute had actually been repealed or modified. **Therefore, it is imperative for cite checkers to use Lexis or Westlaw to ensure that the appropriate hardcopy compilation includes all relevant amendments.**

At the Integration stage, primary editors must recheck all statutes to ensure that they are still up-to-date. All pieces should be rechecked both to the appropriate hard copy source and to either Lexis or Westlaw. This final check accomplishes three goals:

- Second set of eyes: This procedure provides a necessary control to ensure that the cite checker properly cited the statute.
- Additional amendments: During the time between the cite check and the BKP, Congress or the respective state legislature may have amended the statute.
- New supplements: At the Integration stage, there may be a new statutory supplement available (e.g., 2005 instead of 2004) or the main volume may have been completely replaced. It is embarrassing if Article A cites Statute I to the 2005 supplement, but Article B still cites the same statute to the 2004 supplement. To ensure consistency throughout the issue, all primary editors, therefore, must reverify all statutes at the same time—the BKP stage.

Short cites for statutes. Refer to Rule 12.9. A statute can be short cited with only the section symbol and the section number when the section has been cited under the same title number (e.g., Title 42) within the preceding five footnotes. It is not necessary to restate the title number, U.S.C., or the year. The same rule applies to C.F.R. materials. Note, however, that the *id.* rule applies:

1. 42 U.S.C. § 1983 (2000).
2. *Id.* § 1988.
3. *See* Hixson v. Krebs, 136 N.C. App at 185, 523 S.E.2d at 686.
4. § 1983.

RULE 13 (Legislative Materials)

All cites to federal materials, except cites to the *Congressional Record*, require a “Sup. Doc.” number. All cites to congressional reports require a parallel cite to U.S.C.C.A.N.

See **Rule 13.2** for Bills and Resolutions, **Rule 13.3** for Hearings, and **Rule 13.4** for correct citation form for Legislative Reports, Documents, and Committee Prints.

For short cites for legislative materials refer to Rule 13.7

RULE 15 (Books, Reports, and Other Nonperiodic Materials)

When citing books, both the title and the author's full name should appear in large and small caps. The author's name should appear as it appears in the source being cited unless the author is an institution (see Rule 15.1(c)):

1. See LEON F. LITWACK, *TROUBLE IN MIND: BLACK SOUTHERNERS IN THE AGE OF JIM CROW* 271 (1998).

If the author's name includes the designation "Jr." or "III" or similar designations, insert a comma before the designation *only if the author does*. If a work has more than two authors, the normal convention is to use the first author's name followed by "ET AL." List all authors' names only if "particularly relevant" (15.1(b))

If a work has an editor or translator, always include the name of the editor or translator even if the work also has an author (Rule 15.2). If a work has multiple editions, always cite to the latest edition that supports the author's proposition. Also, please note the special rule (Rule 15.4(c)) for pre-1900 works.

To cite an essay or article within a collection of shorter works when the shorter work has already been cited in full, use *id.* if the shorter work was cited as the immediately preceding authority (the normal *id.* rule). *Id.* should not be used to refer to the collection as a whole when citing another shorter work within the collection. Use the *supra* form to refer to the collection as a whole. A *supra* form is used in later cites when citing the individual work and/or the collection as a whole. See Rule 15.9.1.

1. See Maeva Marcus & Natalie Wexler, *The Judiciary Act of 1789: Political Compromise or Constitutional Interpretation?*, in *ORIGINS OF THE FEDERAL JUDICIARY: ESSAYS ON THE JUDICIARY ACT OF 1789*, at 13, 27–30 (Maeva Marcus ed., 1992) [hereinafter *ORIGINS OF THE FEDERAL JUDICIARY*].
2. See *id.* at 30.
3. See William M. Wiecek, *Murdock v. Memphis: Section 25 of the 1789 Judiciary Act and Judicial Federalism*, in *ORIGINS OF THE FEDERAL JUDICIARY*, *supra* note 38, at 223, 223–47.
4. Marcus & Wexler, *supra* note 38, at 30.

RULE 16 (Periodical Materials)

When citing to a student work or a professional piece, include the author's name as it appears in the source being cited (see discussion of Rule 15, *supra*):

1. Ruth Bader Ginsburg, *Some Thoughts on Autonomy and Equality in Relation to Roe v. Wade*, 63 N.C. L. REV. 375 (1985).

Citation to student works requires the citation to include an indication of the type of student piece. Comment, Recent Development, Note, or other indication should appear in the citation between the author's name (if given) and the title of the work. See Rule 16.6.2.

1. Melanie C. Falco, Comment, *The Road Not Taken: Using the Eighth Amendment to Strike Down Criminal Punishment for Engaging in Consensual Sexual Acts*, 82 N.C. L. REV. 723 (2004).

Note that there are separate citation forms for consecutively and nonconsecutively paginated journals. See Rules 16.3 & 16.4.

Note that pinpoints are not required in newspaper short cites.

Cite checkers must confirm newspaper cites against hard copies if they are available on UNC's campus or at Duke. If not, Westlaw or Lexis may be used. See Rule 16.5 for the proper citation form. **Please note that citations to newspaper articles only include the first page on which the article appears regardless of what page the cited material is located.** However, cites for magazine articles include the first page and a pinpoint for where the cited material is located, both in the first cite and subsequent short cites.

RULE 17 (Unpublished Materials and Forthcoming Sources)

Rule 17 includes proper citation form for commonly used unpublished materials, including letters, press releases, memorandums, speeches, interviews, and forthcoming publications.

RULE 18 (Electronic Media and Other Nonprint Resources)

Rule 18 covers all types of electronic sources, including commercial databases such as Lexis and Westlaw and cites to Internet Web sites. **Because cite checkers are required to verify all citations against the hardcopy, PDF, or on Lexis or Westlaw, Rule 18 will primarily apply to Web sites and journals that are ONLY available online (Rule 18.2.3).** Rule 18 may also be used to note increased accessibility to a traditional source in the form of a parallel citation to the Internet using "*available at.*" (Rule 18.2.2)

Websites

It is important that the correct explanatory phrase be used with electronic sources because it tells the reader the availability of the source. There are two choices for citing electronic sources. (See Rule 18).

- 1) **"available at"**: used when the traditional source is used and cited (which should be done to the extent possible); this explanatory phrase may be used to give a parallel citation to the source for increased availability. **Rule 18.2.2 governs this type of citation**
- 2) **"Last Visited"** Rule 18.2.3(e) Only dates that refer clearly to the material cited should be used. Do not "last modified" or "last updated" dates on web pages, or copyright designations. An otherwise updated site should be given a "last visited" parenthetical: Yahoo! Home Page, <http://www.yahoo.com> (last visited Dec. 15, 2006).
- 3) **No Signal**: used when the source does not exist in a traditional printed format OR when a traditional printed source is so obscure that it is practically unavailable. **Rule 18.2.3 governs this type of citation**

Improper application of the no signal and “available at” rules appears to be a common problem. Cite checkers and ALL editors (especially the primary editor) should challenge whether the appropriate form is being used. It is not uncommon for errors to be discovered at the BKI stage.

Paraphrased order in internet citations can be particularly tricky. Below is a guide to ordering parentheticals and other information in internet citations.

- 1). No Signal: Source (date) [hereinafter], URL (explanatory).
- 2). *Available at*: Source (date) [hereinafter], *available at* URL (explanatory).

NOTE: All materials cited to Internet Web sites must be printed or downloaded and turned in with the cite check to the primary editor to be kept on file. In light of the increasing number of cites to Web sites and the transient nature of many Web sites, copies of these materials must be kept on file to assure that they are available for future reference. There does NOT need to be a parenthetical explaining this, however (Rule 18.2.3(f)).

NOTE: Under Rule 18, the general rules of citation and style contained in *The Bluebook* still apply. Thus, for example, if you have an internet work written by an institutional author, the name of the institution and the work should be in small caps pursuant to Rule 15(c). Likewise, if you are citing an online journal article, the title of the article should be in italics pursuant to Rule 16.

NOTE: Rule 18 does not cover all electronic sources given the large number of such sources now available. Please consult the Publication Editor when a source does not appear to be covered by Rule 18 to ensure that all necessary information is included in the citation form and that certain citation forms are consistent.

Cases

For **unreported cases ONLY**, please follow conventions for citation to Lexis or Westlaw versions of cases at **Rule 18.1.1**.

TABLES

The Tables may be the most helpful parts of *The Bluebook*. Consult **Table 1** to determine the appropriate parallel citations, the proper official code to cite, and the proper court references, both full and abbreviated for United States jurisdictions.

The tables also discuss, among other things, how to cite old reporters. Both the United States Supreme Court and the Supreme Court of North Carolina, as well as some other state courts, originally printed their decisions in reporters published by private businesses. Rule 10.3.2 explains how these early reporters should be cited. The publisher’s name and volume is given parenthetically if the reprint and the original reporter have identical pagination. If the pagination differs, the parallel citation form must be used.

Table 9 lists abbreviations for words that commonly appear in titles of legislative materials.

Table 10 lists proper geographical abbreviations, including state name abbreviations (many of which are different than ordinary state name abbreviations).

MISCELLANEOUS

- ***Personal pronouns*** should be avoided; where necessary, authors should alternate between genders, rather than using phrases such as “he or she.” If an article discusses six hypothetical defendants, the first, third, and fifth should be female, and the second, fourth, and sixth should be male. Be careful not to alternate the gender until the “character” changes. However, if the author is particularly adamant about sticking with one gender, let him do so.
- **Spacing:** Always use two spaces after periods and colons.
- **Lists/Commas:** When sentences include lists (e.g., The American flag is red, white, and blue.), it is *Law Review* convention to include a comma before the “and.”
- **“Supreme Court of North Carolina”** is the proper way to refer to this court, not the “North Carolina Supreme Court.” As for other states, find the official website and go with what the court (or legislature) calls itself.
- **N.C. Statutes:** We call the North Carolina laws the “General Statutes of North Carolina.”

The Bluebook: A Uniform System of Citation 2010-2011 Updates

Please note that *The Bluebook: A Uniform System of Citation* has been republished. The current edition retains most of the bluebook rules taught in RRWA.

2010-2011 Policy concerning new edition: This year, the executive board has decided *not* to require staff members to purchase a personal copy of the new edition of *The Bluebook*. However, staff should be advised that they are expected to make themselves aware of changes and adhere to changes in the editing process. Furthermore, staff members must have access to copies of the new edition. Copies are available in the UNC Law Library, as well as for use in the ILJ suite. Please do not remove copies from the ILJ suite as they are there for shared usage.

Please note the following changes in the new edition:

- 1] BB Rule 1.5(b) now provides comprehensive guidance on the order of multiple parentheticals in a single citation.
- 2] BB rule 10.4(b) now allows omission of jurisdiction and court abbreviation of state courts if that information is provided in the reporter title.
- 3] BB Rule 10.6.1(c) provides guidance on citation to seriatim opinions of the early Supreme Court.
- 4] BB Rule 10.8.3 provides details for citations to audio recordings of court proceedings.
- 5] BB Rule 13.4(d) establishes specific citation formats for Congressional Research Services and Government Accountability Office reports.
- 6] BB Rule 14 has been revised to improve citation to administrative agency materials. Also note T1.2 for details on specific agencies.

7] INTERNET SOURCES

- BB Rule 18 has changed considerably for Internet sources. Specific changes include:
 - BB Rule 18.2.1(a) now provides guidance allowing citation to authenticated and official Internet sources as well as exact digital scans of print sources as if they were the original print source. These changes in BB Rule 18 are also reflected in BB Rules 10, 12, 15, 16, and 17.
 - BB Rule 18.2.2(b) for guidance on citing webpage titles of main pages and subheadings.
 - BB Rule 18.2.2(a) states that when no author of an Internet source is clearly announced, the author information should be omitted from the citation, unless there is a clear institutional owner of the domain.
 - BB Rule 18.2.2(c) states that citations to Internet sources should be dated as they appear on the Internet site, using only dates that refer clearly to the material cited. When material is undated, the date of the author's last visit to the website should be placed in a parenthetical after the URL.

-BB Rule 18.2.2(c) states that for blogs and other frequently updated websites, citations should include timestamps whenever possible.

8] FOREIGN MATERIALS

- BB Rule 20 has been expanded to include more examples.

9] INTERNATIONAL MATERIALS

- BB Rule 21 has been updated and now includes improved citations to United Nations materials.
- Note that BB Rule 21 specifies the citation format for the International Criminal Court.
- BB Table T2 on Foreign Jurisdictions has been expanded to include more local citation rules.
- Note changes in BB Tables T3 - T5.

PAGE PROOFING INSTRUCTIONS/TIPS

- How long does a PP take? (8-12 hrs for 1PP, 6-8 hrs for 2PP, 5-7 hrs for FPP)
 - Factors:
 - Quality of work by AE and cite checkers (and other PPs)
 - Quality of the article to begin with (writing, poor BBing, second language)
 - Difficulty of the subject matter
 - Complexity of the cites
 - Difficulty of the Pping task (internet cites, *supras*, etc.)
- Above-the-line changes:
 - Ignore stylistic differences unless there is an egregious problem (leave it to the AE and the author generally). **If** you do see changes that are necessary; e.g., a non-English speaking writer does not appear to make any sense, then you can suggest reworking a sentence BUT you MUST rework the sentence instead of just noting problem.
 - If you think there needs to be a change, make the suggestion concrete
 - Don't just say "word choice" without suggesting a new word
 - Don't just say "grammar" without giving what it should be
 - Don't just say "awkward" without giving something better
 - Use the Texas Style Manual for grammar and style choices. **Note the rule you are using.**
- Structural/content changes:
 - Don't (except in extraordinary cases). This article has already been through a primary edit and a cite check. Generally we only want small/medium-sized changes.
- Footnotes:
 - Adding footnotes
 - At this stage, only suggest footnotes where the proposition above-the-line clearly isn't coming from the author.
 - It doesn't need a footnote if:
 - It's the author's opinion
 - It's introductory, conclusory, or summary
 - It's so general that it's common knowledge (you don't need a footnote to prove that 9/11 happened or that the Berlin Wall fell)
 - If a footnote is missing, but it's clear that it comes from a certain source, be sure to point that out
 - USE THE BLUEBOOK – don't assume you know the answer. **Note the rule you are using.**
 - Don't even think about doing a PP without your BB next to you.
 - Use it even for little things like looking up abbreviations.
 - Assume that the editors who came before you were wrong. Make it a game to show them, show them all, how much smarter you are.
 - Identify AND make corrections: e.g., it is your job to rewrite a bad internet citation that is too long, by constructing internet instructions per rule 18.
- Comments generally:
 - Don't say "I think this is wrong" especially if the answer is in the BB.
 - If you have a question about an internet source, *look it up* yourself.
 - Except in special cases, all comments should be about making a concrete change. Otherwise, you probably don't need to put it down.
 - This isn't really the forum for opinions.
 - The author will only be notified of recommendations if they are very very good and very necessary. Your audience is an AE and the PE, don't raise new questions—provide answers.
 - Unless it's the author's opinion. You may disagree with it, but that's ok. It's their prerogative to express their own opinions.

COMMON MISTAKES FROM THE FIRST CITE CHECK

BB Rule 4.1: Periods after *Id.* are ALWAYS italicized.

BB Rule 18.2.3: If you are directly citing to an internet then you do not use *available at* with a few exceptions like press releases.

BB Rule 5.3(b): Unless you are using a quote as a full sentence, ellipsis should not end a quote. In addition, ellipsis should NEVER begin a quote-no matter how you use the quote.

BB Rule 4.2: When using *supra*, first try to find an author, then an institutional author, and only then go to the article title. Staff members often used the title of the article when there was an institutional author available (e.g., the UN committee that drafted it or the convention itself)

Consistency - Particularly "above the line," consistency is key. This goes for the tense the author uses, the abbreviations he or she may use, phrases he or she may use, etc. It is a good idea to use the listservs to coordinate with the other cite checkers in your group if there is a major issue with consistency. Try to be consistent in how you refer to something. Inconsistently referring to a U.N. Committee or inconsistently citing cases only adds to your AE's work.

Parentheticals - Many times, parentheticals would have been appropriate the cite checks or additional information would have been helpful in the footnote. You are not only checking for correct citation format – you are also making sure that the footnote is as useful as possible for the reader. *See generally* should basically always be followed by a parenthetical.

BB Rule 6.1: Go over when and how to abbreviate something. Look at the BB Rule – it is important. Make sure that you are using BB abbreviations and not what some foreign journal uses. Many times the full names of sources were spelled out when they ought to have been abbreviated.

BB Rule 5.1(a): Quotes over 50 words are in block quote format.

Adding footnotes – The basic rule is one footnote per sentence. If the author has not followed this, add a footnote! Simply noting that a footnote is needed is not enough unless you absolutely cannot track down a source. (And under those circumstances, you need to document all the steps that you took to track a source down – where you looked, who you asked, etc.)

- That said, there are exceptions: (1) You don't need to add a FN for sentences which summarize material that will be discussed in the same paragraph - so introductory paragraph sentences don't need a FN. (2) Also sentences in the conclusion often contain information given in previous sections. This phenomenon is typical in the conclusion.

BB Rule 1.2: Please review when to use introductory signals. Err on the side of adding too many than not adding enough. Unless the citation is a quote, or it requires NO inferential step, it should have some form of an introductory signal.

See - When a signal is used as a verb in a sentence, it is NOT italicized. For example, See John Smith, How to Cite Check, (2008) for an explanation of commonly missed bluebooking rules. (The "see" is not italicized). But . . . *See* John Smith, How to Cite Check, (2008) (providing an explanation of cite checking). ("*See*" is italicized).

BB Rule 5.3: Ellipsis should not be used to end or begin a quotation

BB Rule 4.2(a): Supra is not used for cases/statutes/constitutions! Read the rule on the use of Supra. Particularly when citing to a part of the text –see example 29 in this section.

BB Rule 4.1: The period after *id* is ALWAYS italicized. In addition, you cannot use *id* if the previous FN had more than one citation in it.

BB Rules 10.9(a)(2) and 12.9 contain the “five-footnote rule” – basically for cases and statutes, you cannot use *Id.* or another short form unless it clearly identifies a case/statute that is already cited in the *same* footnote or in *a manner such that it can be readily found* (in either full or short form, including *id.*) *in one of the preceding five footnotes*. OTHERWISE, you use a full citation. You can use “*Id.*” five times in a row, but no more than five.

For books - get all the information that is required according to the rule - edition, publisher, translator, etc. AND note information that could not be located; when doing anything like this, please note the avenues that you took to find (i.e. looked in the book, asked a librarian) – the AE should not be repeating your work and you don’t want your cite check to get sent back to you!

Above the line edits - don't change the authors style or the piece significantly, you are only doing one section and it needs to flow from section to section; if you DO have a suggestion about something above the line, make a *concrete* addition to the work; i.e. do NOT simply say, “this sounds forced” or “this sentence could be stronger” because that is NOT helpful; instead make a concrete suggestion

If a citation contains a "**citing**" or a "**quoting**" reference you have to cite check the "citing" or "quoting" reference too.

See generally cites need a parenthetical virtually always. If there isn’t one, saying “this needs a parenthetical” is not enough. YOU NEED TO ADD IT.

Numbers – spell out numbers unless they are preceded by a \$ or % or are 100 or greater (BB Rule 6.2)

Capitalization of titles in articles (see BB Rule 8(a)) – e.g., often newspaper articles don't capitalize most of the words, so you'll see a title like "A day in the life of an ILJ editor." This needs to be corrected to "A Day in the Life of an ILJ Editor," regardless of what the newspaper printed.

Authors using online sources - if they did this, you still need to find a HARD COPY of the source or a PDF, if it is published in hard copy (Note, however, that sometimes the source looks

like it's available in hard copy, but was only published in the online version, e.g., of Time Magazine or NY Times.) This brings me to the next point...

If the author does not provide a pinpoint cite, you MUST go find one yourself. This applies also to online only articles, where you might not have a page number. Cite to a paragraph number - this may mean you have to count the paragraphs yourself. Tedious, but necessary. (This is why you often need a hard copy. E.g., the author may have used the NY Times website, but you still need to look for the hard copy in order to find what page it was printed on.) **MOST CITATIONS NEED A PINPOINT CITE – JUST FIND IT!**

Check for plagiarism – This includes obvious lifting, but equally important is using the exact same words as a source. Be careful of wording that is very close to the wording in the source, because you may need to change to a quotation in that instance. This is often inadvertent. One good way to spot this is if you come across an unusual word/phrase in the article. E.g., "The CIA airlifted the leader out of Thailand." The sentence was not plagiarized, but looking at the source, the word "airlifted" is taken directly from the source. This is a judgment call, but please highlight (for your AE) any suspected plagiarism and suggest alternative sentence structure, verbs, etc.

Make sure the proposition is supported – Be careful with making sure that the specific proposition is supported – the source may be a general discussion of the topic, but the proposition must be in the source listed.

Using "hereinafter" in FNs – when using "hereinafter", make sure that in subsequent FNs, the source's font is formatted exactly the same way (BB Rule 4.2(b)). E.g., if the source is a book, which is always formatted in small caps, and you shorten it to "hereinafter RANDOM TITLE OF BOOK," the subsequent FNs must list RANDOM TITLE OF BOOK in small caps. Same goes for italicized sources, regular font sources, etc.

Spacing after footnotes – there must be TWO spaces after every FN number in the main body of the text. This was generally not a problem when the FN falls at the end of the sentence, but when there's a FN in the middle of the sentence and/or after a comma, semicolon, etc., many staff members did not add another space.

If a sentence lacks a FN – you must take the initiative of entering in a new FN number, and then finding a source that supports the proposition. It stinks and it is no fun, but that is your job. We have ALL had to do it. Start by looking at the sources that are already cited in the article - chances are that the proposition came from one of those sources. If that doesn't work, find a reputable source (i.e., not a random internet article that you just Googled).

Look at BB examples - some popular sources are already cited for you, as examples in the Bluebook (e.g., Time Magazine, the Universal Declaration of Human Rights, Amnesty Int'l reports)! This can save you time and frustration, not to mention ensure your absolute accuracy.

BB Rule 21 is very useful for ILJ sources – become very familiar with this rule!

“Official” Sources - This came up with Internet sources. If the author cites to a source that is not the "official" source of that information, you need to find the official source and cite to that instead. E.g., if Author's source is a Press Release from the UN, and Author cites to Joe Schmoe's blog that has the Press Release re-printed on it, or Author cites to a human rights organization's website that has the Press Release on it, you need to go to the actual UN website (or print version) and cite THAT instead. (Basically if Author cites to a lousy source that's merely reprinting something, you must find and cite to the actual source where the information originated.)

*Stephanie's Recommendations to Maintain Your Sanity:
(prepared by former 1L member)*

- **Review all of the your assigned footnotes prior to beginning the cite check** – download Article and review which footnotes you are assigned to check (maybe freak out once or twice)
- Print out at least your section, perhaps the whole article – if you have nothing else to do, ha ha – and **read through your portion** to assess any blatant mistakes, as well as the author's form and tone.
- Begin the cite check:
 - **Remember:** If there is a hard copy of a source, you must locate that source and verify the cite. **You can't just cite to the internet!**
 - **Newspapers and Magazines** (such an annoyance!) are located in the Undergraduate Library, if not at the Law Library. (The UL is located next to the Student Union. It is the ugly tall building.) The newspapers are generally on microfilm on the 2nd floor towards that back. The people there are nice and will help you out if you are nice to them. ☺
 - **Weird, Random Citations:** You WILL run into a few of these, so don't stress!! A trick I learned (but not until the THIRD cite check...I'm slow...) was that you can search in LEXIS or WESTLAW for the source. If you locate it in a Harvard Law Review article, then, chances are, you can just copy the citation format. (It's not stealing – it's a clever use of resources. ☺)
 - **Adding Footnotes:** JUST DO IT! (If it feels right.) Unfortunately, it will probably mean that you will be required to find the source on your own, but, hint hint, 90% of the time the source will be within a few footnotes from the added one – more than likely the additional footnote will wind up being an *id.* If not, then good luck! (Seriously, let me know and I will see what I can do to help.)
 - **Hoarding sources:** If I find out about it...you will be tarred and feathered and paraded through the Rotunda at the noon hour... Oh, you don't think I'm serious?? ;-)
 - **Get the easier ones done first:** Sometimes, getting the easier ones done first helps. It makes you think you are making progress, and, sometimes, will even help you locate a source that may be harder to find. Don't ask me how. Just like you shouldn't ask me how gravity works.
- Don't forget to do **ABOVE THE LINE** edits as well as review **ALL FOOTNOTE TEXT**.
- **DON'T WAIT UNTIL THE LAST MINUTE!!!!!!!!!!!!!!** This is a very, very bad idea and will lead only to screaming, crying and stomping of feet – and I hate making a public spectacle of myself.
- Come to me for help. Enough Said.
- Once you have submitted your portion, **go do something enjoyable!!**
- **ALWAYS REMEMBER:** All members of the Board and Senior Staff were last year's cite checkers. We did even though it sucked sometimes. The better job we do, the easier it will be for the subsequent edits to be completed on time. The better we are at keeping our deadlines, the less work will be left for next year's Board!! (Which is you guys.)

SOURCES OF INTERNATIONAL LAW: A ROUGH RESEARCH GUIDE

LIBRARY INFORMATION

To access UNC's library catalog, go to: <http://library.law.unc.edu/>
Click on "Search the online catalog."

To find law for foreign jurisdictions, run a *subject heading* search. For example:

Law -- Japan, or
Constitutional Law -- Japan, or
Constitutions -- Japan, or
Civil Rights -- Japan

To find international law materials by *subject heading* try

International law, or
Contracts -- International law, or
Arbitration and award -- International, or
Jurisdiction -- International law

UNC's Davis library is a depository for United Nations documents. Not all documents are listed in the UNC library catalog. Check with the reference staff at Davis for help finding the proper indexes and catalogs.

Davis also has a good collection of foreign and international documents. For further information go to: <http://www.lib.unc.edu/reference/govinfo/aboutintl.html>

Duke's Perkins library has foreign and international materials and is a depository for European Union documents. For information on international documents go to:
<http://docs.lib.duke.edu/igo/index.htm>

Duke's law library has a collection of foreign and international legal materials. For further information go to <http://www.law.duke.edu/lib/library.htm> (Duke Law Library is closed for academic year 2007-2008)

Interlibrary loan requests: http://library.law.unc.edu/forms/ill_student.html

SOURCES FOR THE CITATION CHECKERS:

Index to Legal Citations and Abbreviations. 2nd edition. By Donald Raistrick.
London : Bowder-Saur, 1993.
Reference Desk KD 4009 .R.35 1993

Prince's Bieber Dictionary of Legal Citations. 6th edition. By Mary Mile Prince.
Buffalo, NY : W.S. Hein, 2001 {Bluebook format}.

Reference Desk KF 246 .B45 2001

Bieber Dictionary of Legal Abbreviations. 5th edition. By Mary Mile Prince. Buffalo, NY : W.S. Hein, 2001.

Reference Desk KF 246 .B54 2001

Bieber's Dictionary of Legal Abbreviations Reversed. Igor I. Kavass. Buffalo, N.Y. : W.S. Hein, 1994.

Reference Desk F 246 .B542 1994

LEGAL RESEARCH GUIDES

On the Web:

ASIL (the American Society of International Law) Guide to Electronic Resources for International Law: <http://www.asil.org/resource/home.htm>

LLRX.com posts legal research guides on a wide variety of topics: <http://www.llrx.com>

International guides: http://www.llrx.com/international_law.html

Foreign & Comparative guides: http://www.llrx.com/comparative_and_foreign_law.html

Print resources:

Foreign Law : Current Sources of Codes and Basic Legislation in Jurisdictions of the World. Edited by Thomas H. Reynolds, Arturo A. Flores. Littleton, CO : F.B. Rothman, 1989-

Law Reference Collection K 38 .R49

Germain's Transnational Law Research: A Guide for Attorneys. Edited by Claire Germain. Ardsley, NY: Transnational Publishers, Inc. 1999 –

Law Reference Collection K 85 .G47

Modern Legal Systems Cyclopedia. Edited by Kenneth Redden. Buffalo, NY: W.S. Hein, 1984-

Law Stacks K 530 .M62 1984

HELPFUL SUGGESTIONS FROM PAST STAFF MEMBERS

Articles - On the Undergraduate Library site for UNC (<http://www.lib.unc.edu>), there is an article search function found above the search text box. Here you can enter the title of the desired article and the search engine will locate it, more often than not.

Davis Reference Librarians - When you use the reference staff at Davis as a resource, email your group. It saves time if you can refer the group to a specific staff member who has helped

you locate a source and knows where it is, or if you can give tips to pass on to the reference staff (for example, X staff member helped me find this source; they are small tan books located in reserves).

Europa – this is a repository for the documents of various departments of the EU located at http://europa.eu/index_en.htm. It can be useful for locating needed documents for cite checks as well as for one's own research when writing a note or comment.

Google Scholar - This subsection of the Google search engine is devoted specifically to published works. To use this function, click on the "Advanced Search" option located on the Google homepage. Then select "Google Scholar" from the "Topic-Specific Search Engines" list. This research tool is easy to use as it permits natural language searches and it often produces valid .pdf documents.

UN – the link to the documentation center is <http://www.un.org/documents/>

SELECTED LAW RESOURCES ON THE WEB

INTERNATIONAL:

American Society of International Law:

<http://www.asil.org/> (Publishers of ILM, International Legal Materials). ILM is available in print and on Westlaw and Lexis

<http://www.asil.org/library.htm> (Library & Information Center)

<http://www.asil.org/spgbd.htm> (International Law Links Springboard)

Topics include: Current developments, analysis and documents; Treaties; US Government & Foreign Relations; International Organizations; Associations, NGOs & Research Centers; Lawyers and Law Lists; International Law Students; General Directories & Searching Tools; Library of Congress and other catalogs

European Union:

<http://europa.eu.int/eur-lex/en/index.html> (official Web site in English)

International Governmental Organizations:

<http://www.library.northwestern.edu/govpub/resource/internat/igo.html> (List compiled and maintained by Northwestern University Library, Government Publications department.)

Library of Congress

<http://lcweb.loc.gov/rr/news/extgovd.html#intw>

Contains: General International Information, International Organizations, European Communities, Information by Country

<http://www.loc.gov/rr/international/portals.html> Portals to the World

Contains links to: electronic resources from around the world, breakdown is by country

United Nations International Law:

<http://www.un.org/law/>

Contains links to: treaties, Law of the Sea, codification of international law, International Court of Justice, International Criminal Tribunals and UN documents research guide.

FOREIGN:

World Legal Information Institute:

<http://www.worldlii.org/> (A joint initiative of several university-based legal information institutes)

Foreign Laws on the Web:

<http://www.ll.georgetown.edu/intl/for.html> Georgetown University Law Library

Foreign Law Legal Research Resources on the Internet:

<http://www.lib.uchicago.edu/~llou/foreignlaw.html> (University of Chicago Law Library)

<http://www.hg.org/trade.html> HierosGamos, (*Guide to Global Trade Law*)

On-line Searches for international law cases using Westlaw and Lexis/Nexis

You might begin with a database including the Supreme Court and federal courts of appeals. Here are a few searches to try with cases: “split circuit,” “dissent,” “reverse,” “overturned.” To help fulfill the aforementioned timeliness requirement, a staff member can restrict the dates of the search to go no further back than a set date.

Using WESTLAW, the ALLFEDS database includes Supreme Court and federal courts of appeals decisions. Staff members can also search by area of practice. For federal court cases at all levels, see the following databases for the corresponding area of practice: FATR -CS for antitrust and trade regulation; FCML-CS for commercial law and contracts; FIM-CS for immigration law; FINT-CS for U.S. cases in international and foreign law; FINT-CIT for the Court of International Trade; and FMRT-CS for maritime law. (This list is by no means exhaustive!) Finally, staff members can search for a topic in WESTLAW databases for legal news and highlights. Often a student will find short summaries of recently decided cases.

Using LEXIS, the GENFED database includes Supreme Court and federal courts of appeals decisions. HOTTOP is a database which houses the “hot topics” in the law. These include taxation, financial and securities law, and international law. Among the “areas of law” databases are the INTLAW (international law) and ITRADE (international trade) databases. INTLAW includes the following sub-databases: treaties and agreements, which includes the NAFDEC (NAFTA decisions) and GTTWTO (GATT and World Trade Organization decisions) databases; tax law, which includes the TNI (tax notes international) database; European Community law, which includes the ECNEWS and other databases; newsletter and journal databases; and databases for the case law of specific countries, including Australia, Canada, France, Ireland, and Mexico. ITRADE contains sub-databases for federal court decisions, International Trade Commission decisions, and Customs Service decisions. Finally, LEXIS also

contains an international law library and an international news library. (Once in LEXIS, check the second page of listings for databases.)

One last note about on-line searches: the Journal keeps in the office copies of literature by both WESTLAW and LEXIS aimed at research in international law. All of the aforementioned databases, plus more, are explained fully in these manuals. Staff members are encouraged to use these manuals, as well as to seek out the assistance of UNC Law Lexis and Westlaw representatives as needed.

When in doubt, start by googling the quote or title or author you are searching for. Surprisingly often, this will take you RIGHT to the source, giving you the information you need to find the print copy of the cite, and occasionally even to a useable PDF.

For tips on searching foreign language sources, check with Jim Sherwood, the International Law Librarian at UNC Law Library.

2010-2011 Bylaws

ARTICLE 1: Offices

Section 1: The principal office of the corporation in the State of North Carolina shall be located at the School of Law of the University of North Carolina, in the City of Chapel Hill, County of Orange. The corporation may have other such offices either within or without the State of North Carolina, as the Board of Directors may determine or as the affairs of the corporation may require.

Section 2: The corporation shall have and continuously maintain in the State of North Carolina a registered office and registered agent as required by the North Carolina Non-Profit Corporation Act. The registered office may be identical to the principal office in the State of North Carolina. The address of the registered office may be changed by the Board of Directors.

ARTICLE II: Members

The corporation shall have two (2) classes of members. The classes are the Editorial Board class and the Staff class. The membership of the corporation shall be composed only of students at the at the University of North Carolina School of Law who meet such qualifications established for membership hereinafter set forth.

ARTICLE III: Executive Board

Section 1: The Executive Board shall be composed of the Editor in Chief, Executive Editor, Managing Editor, Circulations Editor, Publication Editor, and Symposium Editor.

Section 2: Membership on the Executive Board is limited to those students who meet the requirements, as determined by the Board of Directors, for membership in the Staff Class. A student must have one full academic year remaining beyond the semester in which s/he is nominated for an editorial position in order to fulfill eligibility requirements for being a member of the Editorial Board.

Section 3: During the school year, the Executive Board shall set a time to meet weekly to discuss the operations of the journal.

Section 4: A special meeting of the Executive Board may be called at any time by the Editor-in-Chief, or in his/her absence by the Managing Editor, or by any two (2) members of the Executive Board. Each member of the Executive Board shall be notified of the meeting at least five (5) days prior to the meeting. It shall be the duty of the Editor-in-Chief to call such a meeting when so requested, in writing, by a majority of the members of the Corporation. A written request for the calling of a special meeting must state the purpose(s) of the proposed meeting and the business to be transacted. The meeting shall be confined to the objects stated in the request.

ARTICLE IV: Editorial Board

Section 1: The Editorial Board shall be composed of the Executive Board, the Articles Editors, and the Note and Comment Editors.

Section 2: Control of and responsibility for the editorial policy of the journal shall be vested in the Editor in Chief; provided, that his/her decision on a matter of editorial policy may be reversed by a three-fourths vote of the other members of the Editorial Board.

Section 3:

(a) Requirements for Membership. Membership on the Editorial Board is limited to those students who meet the requirements, as determined by the Board of Directors, for membership in the Staff class. A student must have one full academic year remaining beyond the semester in which s/he is nominated for an editorial position in order to fulfill eligibility requirements for being a member of the Editorial Board.

(b) Restrictions. As a condition of his or her membership on the Editorial Board, each member agrees not to participate in any academic program that will require the member to remain outside the state of North Carolina during his or her term of office for any period longer than one week, with the exception of summer study and/or employment. Any member wishing to participate in such a program during the academic year must first notify in writing the Editor in Chief and the Faculty Advisor no less than one month before said program is scheduled to begin. The member may then be required to resign his or her duties and responsibilities, with the understanding that the member may no longer be eligible to receive academic credit for his or her prior term of service. If necessary, the Editorial Board shall fill the member's vacant seat in accordance with Article VII, Section 8.

Section 4: Suspension. Suspension from North Carolina Journal of International Law and Commercial Regulation Editorial Board may result from (1) failure to perform properly administrative duties or meet administrative requirements; (2) failure to perform editorial duties in a complete, thorough, and timely manner; (3) failure to meet academic standards; or (4) any other good cause, and shall be within the discretion of the Editorial Board, acting with the advice and consent of the Faculty Advisor(s). Should an Editorial Board member fail to perform Editorial Board duties properly, the following procedures shall be observed:

(a) Editorial Board Members, Except Editor in Chief:

(i) If the Executive Board ascertains that an Editorial Board member is failing to perform Editorial Board duties properly, the Managing Editor shall notify the member in writing of the duties and obligations that the member has failed to meet.

(ii) If the deficiencies persist, the Editor in Chief and another Executive Board member shall meet informally with the Editorial Board member to discuss (1) specific deficiencies in the member's work; (2) suggestions for curing these deficiencies; and (3) a reasonable time period during which the member should improve his or her performance. It is intended that this informal meeting will provide the Editorial Board member with any assistance necessary to enable him or her to perform the work expected. Following this meeting, the Editor in Chief shall present the Editorial Board member with a written notice that lists (1) the specific problems identified in the meeting; (2) the improvement needed for continued membership on the North Carolina Journal of International Law and Commercial Regulation; and (3) the time period in which the member shall improve his or her performance.

(iii) In the event that this meeting and the formal notice do not resolve these problems, the Editor in Chief and the board member in question shall discuss the board member's specific deficiencies with the Faculty Advisor(s). If the Faculty Advisor(s) agree(s) that further action should be taken, the Executive Board shall submit to the entire Editorial Board a recommendation for removal of the Editorial Board member. This recommendation may include a proposal that a specified number of credit hours, not to exceed the total credit hours awarded for Editorial Board membership, be withheld from the Editorial Board member. The Editorial Board member shall have an opportunity to make any statements before the Board. Upon a two-thirds vote, the Editorial Board may remove the Editorial Board member and, if appropriate, vote to recommend withholding a specific number of credit hours. After removal, the Faculty Advisor(s), in consultation with the Editor in Chief, may withhold a specified number of credit hours from the Editorial Board member. The Editor in Chief and Faculty Advisor(s) shall notify the Editorial Board member in writing of such removal and withdrawal of credit hours.

(iv) If an Editorial Board Member is removed s/he must discontinue listing her/his service on the Editorial Board of the North Carolina Journal of International Law and Commercial Regulation on her/his resume. In addition, s/he must inform any potential employers to whom he held her/himself out to as an Editorial Board member of the North Carolina Journal of International Law and Commercial Regulation that s/he has been removed.

(b) Executive Board Members, Other than the Editor in Chief:

(i) Executive Board members, other than the Editor in Chief, will be subject to the same procedures outlined in 3(a).

(ii) Should an Executive Board member, excluding the Editor in Chief, be removed from the Board, the remaining five members of the Executive Board shall appoint an existing member of the Editorial Board to fill that position.

(c) Editor in Chief:

(i) If the Executive Board, excluding the Editor in Chief, ascertains that the Editor in Chief is failing to perform Editorial Board duties properly, the Executive Board shall meet informally with the Editor in Chief to discuss (1) specific deficiencies in the Editor in Chief's work; (2) suggestions for curing these deficiencies; and (3) a reasonable time period during which the Editor in Chief should improve his or her performance. It is intended that this informal meeting will provide the Editor in Chief with any assistance necessary to enable him or her to perform the work expected.

(ii) If the problems identified in the meeting between the Executive Board and the Editor in Chief persist, the Executive Board, by a three-fourths majority, shall request a formal meeting of the Executive Board and the Editor in Chief for the purpose of addressing the Editor in Chief's continued difficulties. Following this meeting, the Executive Board shall present the Editor in Chief with a letter that lists (1) the specific problems identified in the meeting; (2) the improvements needed for continued member on the North Carolina Journal of International Law and Commercial Regulation; and (3) the time period in which the Editor in Chief shall improve his or her performance.

(iii) In the event that the meeting with the Executive Board and the formal notice do not resolve these problems, the Executive Board shall discuss the Editor in Chief's specific deficiencies with the Faculty Advisor(s). If the Faculty Advisor(s) agree(s) that further action should be taken, the Executive Board shall submit to the Editorial Board a recommendation for removal of the Editor in Chief. This recommendation may include a proposal that a specified number of credit hours,

not to exceed the total credit hours awarded for Board membership, be withheld from the Editor in Chief. Upon a three-fourths vote, the Editorial Board may remove the Editor in Chief and, if appropriate, vote to recommend withholding a specific number of credit hours. After removal, the Faculty Advisor(s), in consultation with the Executive Board, may withhold a specified number of credit hours from the Editor in Chief. The Executive Board and the Faculty Advisor shall notify the Editor in Chief in writing of such removal and withdrawal of credit hours.

(iv) If the Editor in Chief is removed s/he must discontinue listing her/his service as Editor in Chief of the North Carolina Journal of International Law and Commercial Regulation on her/his resume. In addition, s/he must inform any potential employers to whom he held her/himself out to as Editor in Chief of the North Carolina Journal of International Law and Commercial Regulation that s/he has been removed.

(v) After removal of the Editor in Chief, the Editorial Board shall meet to nominate an Executive Board member as Editor in Chief. Upon two-thirds vote of the full Editorial Board, any member of the Executive may be elected to serve as Editor in Chief for the remainder of the academic year. The vacant Executive Board position shall then be filled by appointment of the Executive Board, which may fill the vacated position by choosing from among the current Board members.

Section 5: On or before March 1 of each year, the members of the Editorial Board shall meet to elect their successors. Election shall be based on qualification factors, including but not limited to, leadership, editorial and critical competence, administrative ability, writing skill, performance of administrative duties, and other criteria deemed, by the Editorial Board, to be necessary and proper qualifications of an editor. Each member of the Editorial Board shall be notified of the meeting at least five (5) days prior to the meeting.

Section 6: The members of the Editorial Board shall be the Board of Directors of the corporation.

ARTICLE V: Staff Members

Section 1:

(a) General Provisions. The Staff class shall be composed only of students of the University of North Carolina School of Law who either: (1) are in the top 15% of their law school class; and/or (2) are selected via the Joint Journal Competition.

(b) Transfer Students. The North Carolina Journal of International Law and Commercial Regulation has the discretion to offer membership to a transfer student from another institution.

The transfer student must provide the Editor in Chief and Executive Editor with a writing sample based on the materials from the most recent Joint Journal Competition and a letter of intent describing why he or she is interested in joining the North Carolina Journal of International Law and Commercial Regulation.

(c) Joint-Degree Students. (1) A joint-degree student who has entered the Joint Journal Competition and has received and accepted an invitation to join the Staff class but cannot immediately serve because of the requirements of his or her program may, with the permission of the Editor in Chief, defer his or her service with the North Carolina Journal of International Law and Commercial Regulation for one academic year. (2) The Editor in Chief shall inform the Law

School Registrar, the Faculty Advisor, and his or her successor of any such deferments. For the purposes of Staff selection during the Joint Journal Competition, the succeeding Editor in Chief shall count deferred students among his or her selections, and reduce the total number of vacant Staff positions accordingly.

(d) Restrictions. As a condition of his or her membership on the Staff, each member is required to comply with the restrictions and procedures governing academic programs located outside the state of North Carolina outlined in Article IV, Section 3(a) above.

Section 2: To retain Staff membership and to become eligible for membership on the Senior Staff or Editorial Board in the student's third year of law school, the student must in the first year of Staff membership complete either two publishable Notes or one publishable Comment. In addition, the Staff member must perform satisfactorily all assigned editorial and administrative duties, which may include but are not limited to citechecking responsibilities and fulfilling the obligations of membership on a Symposium committee. If a student is selected for the Staff but fails to participate in assigned Staff duties, she or he will be disqualified permanently for that year unless s/he requests in writing to be excused for reasons that three-quarters of the Editorial Board, acting with the advice and consent of the Faculty Advisor(s), deem sufficient. The disposition of such requests shall be reported in writing to the student in question.

Section 3: Suspension from the North Carolina Journal of International Law and Commercial Regulation will result from (1) failure to perform properly administrative duties or meet administrative requirements; (2) failure to meet writing requirements and, if applicable, publication responsibilities; (3) failure to meet academic standards; or (4) any other good cause, and shall be within the discretion of the Editorial Board, acting with the advice and consent of the Faculty Advisor(s).

Section 4: Should any Staff member fail to perform Staff duties properly she or he shall be subject to the same procedures outlined in Article IV, Section 4(a).

Section 5: Senior Staff

(a) From time to time, the Editorial Board may establish a class of Staff known as Senior Staff. Members of the Senior Staff shall have previously and successfully completed all the requirements of Staff membership. Generally, Senior Staff shall be students in their third year of law school; however, the Editorial Board may grant such exceptions as deemed appropriate in extenuating circumstances.

(b) Senior Staff shall have all the rights and privileges of Staff members contained in these Bylaws and the Articles of Incorporation, but no additional rights.

(c) The duties and requirements of Senior Staff shall be to complete each of the cite checking assignments in a timely fashion, as well as serve and fulfill the obligations of membership on a Symposium committee. Prior to inviting members of the Staff class to become Senior Staff, the Editorial Board may add to, detract from, or otherwise alter these duties and requirements as may be necessary to better serve the needs and purposes of the North Carolina Journal of International Law and Commercial Regulation.

Section 6: Publishable Quality.

(a) A "publishable Note" shall be an academic Note completed by a Staff or Editorial Board member, which has been approved as worthy of publication by the Editor in Chief. Those that are left questionable will be approved as worthy of publication with the advice and consent of the Faculty Advisor.

(b) A "publishable Comment" shall be an academic Comment completed by a Staff or Editorial Board member, which has been approved as worthy of publication by the Editor in Chief. Those that are left questionable will be approved as worthy of publication with the advice and consent of the Faculty Advisor.

Section 7: "Other such research" as referenced by the Articles of Incorporation paragraph 4, may include but is not limited to footnote checking.

ARTICLE VI: Meetings of Members

Section 1: The annual meeting of the members of the corporation shall be held during the spring semester of each year at the registered office of the corporation or other such place as may be fixed by the Board of Directors if so stated in the "notice of meeting" as defined in Section 3 of this Article. Staff members of the corporation shall not have voting rights at any meeting; however, any three staff members may bring before a meeting of the Board of Directors, or any other meeting of the membership of the corporation, any matter for consideration by the Board of Directors. If such a matter is properly presented, the Board of Directors must act on the matter within two (2) weeks of the date of the meeting at which such matter is presented.

Section 2: A special meeting of the members of the corporation, to be held at a place fixed by the Board of Directors subject to the notice requirement of Section 3, may be called at any time by the President, or in his/her absence by the Secretary, or by any two (2) members of the Board of Directors. It shall be the duty of the President or Directors to call such a meeting when so requested, in writing, by a majority of the members of the Corporation. A written request for the calling of a special meeting must state the purpose(s) of the proposed meeting and the business to be transacted. The meeting shall be confined to the objects stated in the request.

Section 3: A "notice of meeting" shall state the time and place of such meeting. Such notice shall be given personally or by mail, by or at the direction of the President, or Secretary, or person calling the meeting, not less than five (5), and no more than fifty (50) days prior to such meeting.

Section 4: The President, or in his/her absence, the Secretary, shall preside at all such meetings defined in Section 1 or Section 2 of this Article.

ARTICLE VII: Board of Directors

Section 1: The Board of Directors of the Corporation shall be those persons elected to the Editorial Board as defined in Article IV.

Section 2: The management of the affairs, property, and business of the corporation shall be vested in the Board of Directors. They shall hold office until replaced by the new Board of Directors duly nominated and elected pursuant to the annual meeting. The Board of Directors is empowered to engaged in all lawful activity necessary to accomplish the purposes set forth in the Articles of Incorporation; to exercise all lawful powers now possessed by North Carolina non-profit corporations of similar character; and to engage in any business in which a corporation organized under the North Carolina Non-Profit Act may engage in, subject to the limitations of Paragraph 3(b) and 3(c) of the Articles of Incorporation.

Section 3:

(a) The regular annual meeting of the Board of Directors shall be held at a time and place to be set by the President, or in his/her absence, by the Secretary; provided that: (1) the notice of meeting requirement of Section 5 shall apply, and
(2) the meeting shall be held subsequent to the time established by the Board of Directors for the nomination, evaluation, and selection of the Editorial Board elect. In the event no time is set, the meeting shall be held in the second week of February.

(b) The Editorial Board elect shall not act in its capacity as a Board of Directors until installed pursuant to the provision of Article VI, Section 2 of these Bylaws.

Section 4: A special meeting of the Board of Directors, to be held at a place designated by the President or Secretary, or in the absence of both by two members of the Board of Directors, may be called at any time, subject to the notice requirements of Section 5.

Section 5: Notice of the time and place of all regular and special meetings of the Board of Directors shall be served personally or mailed to each director by the President, or Secretary, or director calling such meeting, at least five (5) days prior to the time fixed for the meeting, unless the giving of such notice is waived by prior resolution of the Board of Directors or pursuant to Section 10 of this Article. Except as otherwise provided in this Article, all notices of special meetings shall state the purposes thereof, and the business of such meeting shall be confined to such stated purposes.

Section 6: A majority of the Board of Directors constitutes a quorum for the transaction of business at any meeting of the Board. If less than a majority of the directors appear for the meeting, those present may adjourn the meeting without notice to other non-present directors.

Section 7: Where a quorum of directors is established at a meeting, a majority vote on any matter will constitute valid action by the Board of Directors on behalf of the corporation and its members. An action which is to be taken only by directors may be taken without a meeting if a majority of the directors give written consent to the action before the action is taken.

Section 8: Any vacancy occurring in the Board of Directors shall be filled in the following manner:

(a) A member of the Staff class shall be elected by the vote of a two-thirds majority of the remaining directors even though there may be less than a quorum of directors available. The

directors shall act with the advice and consent of the Faculty Advisor(s).

(b) The director(s) so elected and approved shall serve for the unexpired term of his/her predecessor.

(c) If the person(s) elected to serve as a director under this section was previously a member of the Editorial Board, the newly created vacancy shall be filled by the procedure outlined in subsection (a) of this section.

Section 9: At the end of each fiscal year, the Board of Directors shall submit a statement of business transacted during the preceding year reporting on the financial condition of the corporation and on the condition of its tangible assets.

(a) Such report shall be prepared by the Circulation Editor and shall include an annual sources/uses statement, and a consolidated annual income statement.

(b) Such report will be made available by the Editor in Chief to the Faculty Advisor(s) and the Dean of the Law School.

Section 10: Any or all of the requirements of this Article as to time, place, or notice of any meeting of the Board of Directors shall be waivable by absent directors if such waiver is in writing.

Section 11: The Board of Directors by resolution of a two-thirds majority of the Board, may designate one or more committees consisting of two (2) or more directors of the corporation. Such a committee shall have the rights and powers of the Board of Directors, but only for purposes of acting on the matter(s) specifically delegated to the committee.

Section 12: If the corporation enters into a contract, or transacts any business with any director(s), corporation or association of which one or more of the directors of this corporation is a member, stockholder, director, officer, trustee, or partner, such contract or transaction shall not be invalidated or otherwise altered by the fact that there is a situation of interlocking interests, so long as full disclosure of the relationship indicated to the Board of Directors that no adverse interest exists and the Board thereafter ratifies the contract of transaction.

ARTICLE VIII: Officers

Section 1: The officers of the corporation shall be the President, a Secretary, and a Treasurer. In no event shall the President serve as Treasurer or Secretary.

Section 2: Denomination of Officers.

(a) The Editor in Chief shall be the President of the Corporation.

(b) The Managing Editor shall be the Secretary of the Corporation.

(c) The Circulation Editor shall be the Treasurer of the Corporation.

(d) The Board of Directors may appoint such other officer(s), from time to time, as it shall deem

necessary to fulfill the purpose of the corporation at any meeting of the Board of Directors.

Section 3: The terms of all officers shall promptly expire upon the expiration of the term of the then current Board of Directors.

Section 4: The President shall preside at all directors' and member meeting. He shall have the authority and responsibility for general supervision over the affairs of the corporation and to perform all other duties of office as determined by the Board of Directors.

Section 5: The Secretary shall attend and keep the minutes of the meetings of the members and the Board of Directors. He/She shall see that all notices are duly given in accordance with the provisions of these bylaws or as required by the laws of North Carolina. He shall be responsible for all corporate records and papers and will keep the corporate seal in safe custody. He will attest with his signature and impress with the corporate seal all written documents of the corporation requiring such attestation and impression and otherwise perform all such duties incident to his office as assign to him by the President or determined by the Board of Directors.

Section 6: The Treasurer shall have custody of all money and securities of the corporation and shall keep regular books of account. He shall disburse the funds of the corporation in payment of the just demands against the corporation, and as may be ordered by the Board of Directors, take proper vouchers for such disbursements, and shall render to the Board of Directors, a proper account of all his transactions as Treasurer and of the financial condition of the corporation. He shall perform all duties incident to his office or which are properly required by the President or the Board of Directors.

Section 7: In the event of the absence or disability of the President, Secretary, or Treasurer, their duties shall be temporarily performed by other such officers as the Board shall designate. Subsequently, the vacancy in such office(s), shall be permanently filled by the directors at any regular or special meeting pursuant to the procedure established in Article VI section 8 of these bylaws for filling director vacancies.

Section 8: In the event of the absence or inability of any officer of the corporation to act, other than the President, Secretary, or Treasurer, the Board of Directors may delegate the powers or duties of such officer to any other officer or director whom it may select.

ARTICLE IX: Meetings

Section 1: The order of business at all regular meetings of the Board of Directors and of members shall follow as nearly as possible the following order:

- call meeting to order and determine quorum
- read and adopt the minutes of the previous meeting
- consider reports of officers and special committees
- unfinished business
- new business
- adjournment

ARTICLE X: Corporate Seal

Section 1: The corporate seal of the corporation shall be as follows: Two concentric circles in between which shall be written "North Carolina Journal of International Law and Commercial Regulation" and the words "corporate seal North Carolina" inscribed in the center portion.

ARTICLE XI: Finances

Section 1: The funds of the corporation shall be deposited in such banks, trust companies, savings and loan associations, or other such depositories as the Board of Directors shall designate. Checks drawn to pay any indebtedness of the corporation may be signed by the Treasurer or President under the restrictions established by the Board of Directors.

Section 2: The President and Treasurer are authorized to borrow money and to make and issue notes or other evidence of indebtedness pursuant to resolutions adopted by the Board of Directors after approval by the Dean of the Law School.

Section 3: The accounts of the corporation shall be kept on the basis of the fiscal year ending on the last day of March each year. Annual financial statements will be prepared as of that date.

ARTICLE XII: Copyright Policy

Section 1: Prior to publication each author shall sign a publication agreement which stipulates that they will publish exclusively with the North Carolina Journal of International Law and Commercial Regulation but that once their article has been published in the North Carolina Journal of International Law and Commercial Regulation they shall have the right to reproduce their work as they see fit.

ARTICLE XIII: Amendments

Section 1: Amendments to these bylaws may be made by a two thirds majority vote of the Board of Directors at any regular or special meeting of the Board at which a quorum is present when the proposed amendment has been set out in the notice of such meeting.

ARTICLE XIV: Dissolution

Section 1: If the Corporation becomes at any time unable to fulfill its designated purpose as set forth in the Articles of Incorporation it may be dissolved by a two-thirds majority vote of the Board of Directors present at a properly convened meeting at which a quorum is present, and approved by a majority vote of the Faculty of the University of North Carolina School of Law. Such action will conform to 55A-44 (Voluntary Dissolution) and 55A-48 (Articles of Dissolution) requirements of the North Carolina Non-Profit Corporation Act.

ARTICLE XV: Distribution of Assets Upon Dissolution

Section 1: In the event of dissolution of the corporation its remaining assets are to be distributed according to the provisions of 55A-45 (Distribution of Assets) of the North Carolina Non-Profit Corporation Act, with any assets of the Corporation remaining after satisfaction of creditors and discharge of liabilities assumed by the Corporation to be distributed in their entirety to the University of North Carolina School of Law, which is an organization incorporated under the North Carolina Non-Profit Corporation Act that is exempt from Federal taxation under Section 501(c)(3) of the U.S. Internal Revenue Code.

DUTIES OF EDITORIAL BOARD MEMBERS

I. Editor in Chief (one position)

- A. Publication Responsibilities
 1. Reviews all submitted articles and student pieces, with the Executive Editor, to determine whether to publish. Makes all final decisions.
 2. Conducts correspondence with professional authors, which includes making offers of publication.
 3. With the Executive Editor, conducts an initial edit of pieces selected for publication to remove potential trouble spots early in the publication process.
 4. With the Executive Editor, edits page proofs, revised page proofs, and book proofs from Christensen (the publisher).
 5. With the Managing and Publication editors, sets publication schedules and coordinates deadlines.
 6. Reviews student pieces for publishable quality for honors requirements and academic credit.
- B. Organizational Responsibilities
 1. Responsible for all summer operations of Journal.
 2. Runs Board meetings and implements policy decisions made by the Board of Editors.
 3. Supervises staff selection and writing competition.
 4. Supervises staff training in the fall semester and Board training in the spring.
 5. Runs the Board selection process.
- C. Public Relations
 1. Responsible for all faculty contact regarding Journal operations, including contact with our faculty advisor, contact with the Dean of Academic Affairs regarding academic credit and the honors requirement.
 2. Journal representative at ILSA meeting in April.

II. Managing Editor (one position)

- A. Organizational Responsibilities
 1. Responsible for all internal operations, including:
 - a. working with the Editor in Chief and Publication Editor to set deadlines and create the publication process.
 - b. assigning Articles Editors, Note and Comment Editors, and Staff to particular articles, notes, and comments to be published in the upcoming issue.
 - c. scheduling workflow for Articles Editors, Note and Comment Editors and Staff.
 - d. coordinating the activities of the Note and Comment Editors, particularly during the writing competition and the process of note topic selection.
 - e. coordinating ILJ social activities.

- f. day-to-day responsibilities (e.g., organizing office, answering staff questions, etc.).
 - 2. Responsible for being the Journal's enforcer of deadlines, scheduling and workflow of the other Editors and the Staff.
 - 3. Computer, printer, and network maintenance.
- B. Publication Responsibilities:
 - 1. Participates in first page proofs.
 - 2. Participates in second page proofs.
 - 3. Participates in final page proofs.

III. **Executive Editor** (one position)

- A. Publication Responsibilities
 - 1. Solely responsible for the solicitation of articles (main solicitation is in the Spring).
 - 2. With the Editor in Chief, reads incoming articles and makes a recommendation to the Editor in Chief on the merits of each.
 - 3. Conducts correspondence with professional authors, which includes making offers of publication.
 - 4. When the articles and notes come back from the printer as page proofs, revised page proofs, and book proofs, the Executive Editor and the Editor in Chief edit each piece.
 - 5. Although the Editor in Chief assists in #3 above, the Executive Editor is responsible for the final quality of the Journal and making it error-free.
 - 6. Assists Editor in Chief whenever necessary.
 - 7. Discusses Board meeting agenda and adds input prior to each meeting.
- B. Organizational Responsibilities: None.

IV. **Publication Editor** (one position)

- A. Publication Responsibilities
 - 1. With the Editor in Chief and Managing Editor, sets publication schedules and coordinates deadlines.
 - 2. Works with Article Editors to move pieces from initial editing phase into proof editing phase.
 - 3. Incorporates all changes in the articles using printer symbols to send to the printer, and creates all page proofs (*i.e.*, desktop publishing).
 - 4. Manages all publisher interaction (*e.g.* creating book proofs, incorporating book proof edits into final edition, and creating final edition).
 - 5. With the Editor in Chief and Executive Editor, edits contract proofs from Christensen (the publisher).
 - 6. At the discretion of the Editor in Chief assists in all other tasks as necessary to ensure timely publication of the Journal.
- B. Organizational Responsibilities:
 - 1. Updates Faculty and Staff contact lists at the beginning of the year.
 - 2. Computer, Printer, and Network Maintenance

V. Circulation Editor (one position)

- A. Accounting Responsibilities
 - 1. Maintains ILJ bank accounts
 - a. pays bills
 - b. deposits receipts
 - c. reconciles bank statements
 - 2. Prepare budget
 - 3. Annual income tax return
- B. Other responsibilities
 - 1. Maintains and updates subscription list
 - 2. Responds to subscriber requests
 - a. orders for back issues
 - b. volumes not received, etc.
 - 3. Handles reprint requests
 - 5. Purchases supplies
 - 6. Assistance with footnote checks, sorting mail, typing, etc., as required.
 - 7. Edits pieces as requested by the Editor in Chief and the Managing Editor.

VI. Symposium Editor (one position)

- A. Organizational Responsibilities
 - 1. Organize and manage the annual symposium.
 - a. Work with Editor in Chief and the executive board to develop a topic.
 - b. Work with faculty advisors to select speakers.
 - c. Conduct all correspondence with the speakers regarding the content of their presentations and their participation in the symposium.
 - d. Coordinate all staff efforts to manage the entire event.
 - e. Obtain CLE credits for symposium attendees.
 - 2. Work with the Executive Editor and the executive board to solicit articles and/or transcripts from the symposium speakers for the symposium edition of the Journal.
- B. Publication Responsibilities
 - 1. Edit all professional and student pieces selected for publication in conjunction with the Articles Editors.
 - a. Conduct a thorough primary edit of each article, checking for organization, substantive defects, grammar, etc.
 - b. Conduct a secondary edit of pieces once cite checks are complete
 - c. Conduct a final edit of pieces returned from Christensen, along with the Editor-in-Chief and the Executive Editor.

VII. Articles Editor (six positions)

- A. Publication Responsibilities
 - 1. Assigned to edit all professional and student pieces selected for publication.
 - a. conduct a thorough primary edit of each article, checking for organization, substantive defects, grammar, etc.
 - b. verify accuracy of all research

- c. conduct secondary edits of pieces once cite checks are complete.
 - d. conduct secondary edits of pieces returned from Christensen, along with the Editor in Chief and the Executive Editor.
 - 2. Conduct all correspondence with authors, re: Journal edits to their pieces
 - 3. Assign cite checks to staff members allotted and be responsible for completion and accuracy of these cite checks.
- B. Organizational Responsibilities: none.

VIII. Note and Comment Editor (six positions)

- A. Publication Responsibilities
 - 1. Evaluate notes submitted in Joint Journal Competition
 - 2. Supervise student writing
 - a. help students select topics
 - b. maintain topic database
 - c. review student pieces during each stage of the Note and Comment process
 - d. significant input in selecting student pieces for publication
 - 3. General editing responsibilities as designated by the Managing Editor, including preliminary review of professional pieces for publication.
- B. Organizational Responsibilities: none

SELECTION OF THE EDITORIAL BOARD

In late January, the Managing Editor will distribute applications to staff members for the fifteen Board positions and Senior Staff positions. The applications will be accompanied by a description of the various positions and the duties expected in each. Interested staff members must fill out an application and rank in order of greatest interest the positions that they are seeking. Upon receiving applications, the entire Board of Editors will interview each candidate. After all interviews are completed, the entire Editorial Board will rank each candidate, with final deliberations and decisions to be made by the Executive Board. The Board will meet privately and vote on each of the Board positions and Senior Staff positions. The current Board's selection of the new Board and Senior Staff is final. Each candidate will be notified of the results the editor in chief by phone, and a notice will be posted in the ILJ office and in the Library.

The new Board will assume responsibility in April, and with the guidance of the old Board will continue to publish Issue IV of that year's volume. At that time, each new editor will shadow the editor he or she is replacing. When the new Board officially takes office, the old Board will attempt to assist in completing the work on old issues to the extent requested by the new Board.

REQUIREMENTS OF THE STAFF

- Cite checking
- Serve on symposium committee
- Complete two Notes or one Comment of publishable quality during the academic year.
 - Notes are twenty-five to thirty (25-30) pages double-spaced.
 - Comments are fifty to sixty (50-60) double-spaced.

Half of the students will write their pieces in the fall with remainder writing in the spring. Students will have the opportunity to request which semester they would prefer to write but if it is not possible to accommodate everyone's choice, the assignments will be made randomly after consideration of any compelling reasons brought to the Managing Editor's attention.

FAILURE TO MEET DEADLINES

Producing a volume of the Journal involves a great deal of work for both the Staff and the Board. In order to keep up with our publishing schedule, the Board must set firm deadlines. Generally, the deadlines that affect Staff members are those set for turning in drafts or outlines of Notes and Comments, and those set for turning in cite checking assignments.

Out of necessity, there is little flexibility in deadlines. Staff member failure to meet deadlines will result in the following actions:

- First, a written warning from the Managing Editor detailing the obligations the staff member has failed to complete.
- Second, the staff member will be required to meet with the Editor in Chief and the faculty advisor to discuss the obligations the staff member has failed to complete.
- If the problem persists thereafter, the staff member will be terminated, lose all related privileges (i.e., credit hours, if applicable), and inform his or her potential employers that he or she is no longer a members of the Journal (if this employer is under the impression that their potential employee is a member of the Journal).

ILJ EDITORIAL BOARD MEMBERS



EDITOR IN CHIEF

Name: Laura Ross

Year: 3L

Hometown: Chicago, IL

Undergrad: Ohio State

Areas of Legal Interest:
international trade and

international arbitration

International Connection: grew up in Curitiba, Brazil, spent one year in Argentina as exchange student, backpacked across Europe, traveled to more than 25 countries

Summer Position: Split summer between NC Court of Appeals and civil litigation firm

Email: ross11@unc.edu



CIRCULATION EDITOR

Name: Meghan Deutsch

Year: 3L

Hometown: Charlotte, NC

Undergrad: UNC-Asheville

Areas of Legal Interest:
immigration, employment,

municipal and criminal law

International Connection: studied abroad in South America and Asia, personal travel and work around Middle East

Summer Position: Summer Clerk at Charlotte City Attorney's office

Email: mdeutsch@email.unc.edu



MANAGING EDITOR

Name: Ashley Morrison

Year: 3L

Hometown: Asheville, NC

Undergrad: University of Richmond

Areas of Legal Interest:

international human rights, immigration, employment and labor

International Connection: Exchange student in Austria, Study abroad in Chile, Travel in Europe and Latin America

Summer Position: Summer clerk at N.C. Justice Center

Email: aamorris@email.unc.edu



EXECUTIVE EDITOR

Name: Allison Whiteman

Year: 3L

Hometown: Raleigh, NC

Undergrad: Davidson College

Areas of Legal Interest: criminal law, international trade

International Connection: study abroad in college in Ghana and Brazil, worked summer 2009 in Geneva, Switzerland

Summer Position: This summer I worked in the Guilford County DA's office.

Email: alwhiteman@gmail.com



SYMPOSIUM EDITOR

Name: Morgan Davis

Year: 3L

Hometown: Cornelius, NC

Undergrad: Hollins University

Areas of Legal Interest: national resources, criminal defense, white collar crime, international geopolitics

International Connection: travel in Europe

Summer Position: Legal Intern for Rudolph, Widenhouse and Fialko, criminal defense firm in Charlotte, NC

Email: davismr@email.unc.edu



PUBLICATION EDITOR

Name: Jessica Henderson

Year: 3L

Hometown: San Antonio, TX

Undergrad: Boston

University

Areas of Legal Interest: international intellectual property law, arts/antiquities/cultural property law, int'l development

International Connection: Int'l archaeological field school- Belize, Guatemala, Honduras

Summer Position: Legal intern for BB&T, Research assistant for Gerhardt and Crayton

Email: jessihend@gmail.com



ARTICLES EDITOR

Name: Stacey Allred

Year: 3L

Hometown: Charlotte, NC

Undergrad: UNC-CH

Areas of Legal Interest: municipal, First Amendment,

disability, immigration, employment, consumer, property

International Connection: Studied abroad in Sevilla, Spain, European travel

Summer Position: Intern for Charlotte City Attorney's office, working in CATS (city transport) Department

Email: saallred@email.unc.edu



ARTICLES EDITOR

Name: Zachary Dussault

Year: 3L

Hometown: Charlotte, NC

Undergrad: Hampden-Sydney College

Areas of Legal Interest:

immigration, public international law

International Connection: father lives in United Kingdom

Summer Position: Kushner & Kushner, P.C., boutique firm specializing in immigration for the entertainment industry

Email: zdussaul@email.unc.edu



ARTICLES EDITOR

Name: Merab Faulkner

Year: 3L

Hometown: Henderson, NC

Undergrad: Davidson College

Areas of Legal Interest:

civil rights- discrimination based on race, gender, age, disability, etc.

International Connection: Studied abroad in Italy, European travel

Summer Position: Legal Intern at Disability Rights NC

Email: mmf@email.unc.edu



ARTICLES EDITOR

Name: William Moss

Year: 3L

Hometown: Raleigh, NC

Undergrad: Duke University

International Connection: traveled to France during

summer

Email: william.f.moss@gmail.com



ARTICLES EDITOR

Name: Kate Oppenheimer

Year: 3L

Hometown: Redding, CT

Undergrad: Franklin & Marshall College

Areas of Legal Interest:

land use and growth management, administrative law, other areas of environmental law

International Connection: Semester at sea conducting oceanographic research and other international travel

Summer Position: Summer clerk at Hopping, Green & Sams, P.A. in Tallahassee, FL

Email: koppenhe@email.unc.edu



ARTICLES EDITOR

Name: Jessica West

Year: 3L

Hometown: Westfield, NC

Undergrad: Duke University

Areas of Legal Interest:

commercial law, regulation

and bankruptcy

International Connection: studied abroad in Bolivia and London, travel in Europe and Latin America

Summer Position: Clerked for U.S. District Court Judge in Raleigh, Summer associate at boutique litigation firm in NY

Email: westjb@email.unc.edu



NOTE & COMMENT EDITOR

Name: Jansen Averett
Year: 3L
Hometown: Durham, NC
Undergrad: UNC-CH
Areas of Legal Interest: employment law, media law

International Connection: travel throughout various parts of Europe

Summer Position: research assistant for Professor Sabbeth

Email: jansen.averett@gmail.com



NOTE & COMMENT EDITOR

Name: Kelly Brewer
Year: 3L
Hometown: I grew up all over the place- my father was in the Air Force and I went to high school in Hawaii

Undergrad: UNC-CH

Areas of Legal Interest: family law, medical malpractice, professional malpractice, personal liability defense, trust and estate law

International Connection: 3 years in Japan, travel in Europe, participated in USEUCOM symposium in Germany

Summer Position: Yates, McLamb & Weyher in Raleigh, defense litigation

Email: kabrewer@email.unc.edu



NOTE & COMMENT EDITOR

Name: Andrew Bruch
Year: 3L
Hometown: Waunakee, WI
Undergrad: Michigan State University
Email:

abruch@email.unc.edu



NOTE & COMMENT EDITOR

Name: Jonathon Korinko
Year: 3L
Hometown: Amherst, OH
Undergrad: Ohio University
Areas of Legal Interest: international business and

politics

International Connection: international internship with National Assembly for Wales in UK, travel

Summer Position: Law Clerk for Mannion & Gray, LPA

Email: korinko@email.unc.edu



NOTE & COMMENT EDITOR

Name: Claire Sauls
Year: 3L
Hometown: Raleigh, NC
Undergrad: UNC-CH
Areas of Legal Interest: criminal and environmental

law

International Connection: semester at sea, including travel to six continents, travel in Haiti

Summer Position: D.A. Office in Wake County

Email: claire.sauls@gmail.com



NOTE & COMMENT EDITOR

Name: Lindsay Trasko
Year: 3L
Hometown: Westford, MA
Undergrad: Stonehill College
Email:

lindsay.trasko@gmail.com

ILJ SENIOR STAFF MEMBERS



SENIOR STAFF

Name: Tyler Archie

Year: 3L

Hometown: Kinston, NC

Undergrad: Washington & Lee

Areas of Legal Interest: Environmental law, celebrity divorce

International Connection: European travel, worked on case between Chevron and Ecuador

Summer Position: three legal internships in Asheville, Birmingham and Raleigh

Email: tarchie@email.unc.edu



SENIOR STAFF

Name: Joseph Fiorelli

Year: 3L

Summer Position: Firm in St. Cloud, MN

Email: fiorelli@email.unc.edu



SENIOR STAFF

Name: Lindsay Schaffer

Year: 3L

Hometown: Broomall, PA

Undergrad: UNC-CH

Areas of Legal Interest: environmental law

International Connection: study abroad in New Zealand, travel to London

Summer Position: EPA, Region III in Philadelphia, PA

Email: schlinds@gmail.com



SENIOR STAFF

Name: Lindsey Wakely

Year: 3L

Hometown: Raleigh, NC

Undergrad: Elon University

Areas of Legal Interest: Constitutional And administrative law

International Connection: travel to Haiti and Mexico

Summer Position: Externship at the NC Community College System Office in Raleigh, 2nd Externship at Bull & Reinhardt in Asheville

Email: lwakely@email.unc.edu

ILJ STAFF MEMBERS



Name: Alice Anderson
Year: 2L
Hometown: Winston Salem, NC
Undergrad: Regent College, Vancouver, BC and Middlebury College,

Vermont

Areas of Legal Interest: environmental law, sustainable development, microfinance

International Connection: dual citizen- US and Canada, lived in Taiwan and Saudi Arabia, European and Asian travel

Summer Position: Extern at International Center for Criminal Law Reform and Criminal Justice, Vancouver, BC, Canada

Email: aca@unc.edu



Name: Sarah Arena
Year: 2L
Hometown: Palm Beach Gardens, FL
Undergrad: University of Florida
Areas of Legal Interest:

international human rights, children's rights, women's rights

International Connection: travel with family. Studied Arabic language and literature

Summer Position: RA for Professor Eichner

Email: sarahjarena@gmail.com



Name: Crystal Boni
Year: 2L
Hometown: Coral Springs, FL
Undergrad: University of Florida
Areas of Legal Interest:

international law, construction, business law

International Connection: study abroad in Italy, travel to Spain and Costa Rica

Summer Position: Legal Aid of NC, research assistant with UNC professor

Email: cboni@email.unc.edu



Name: Charles Archie
Year: 2L
Hometown: Kinston, NC
Undergrad: UNC-CH
Areas of Legal Interest: business litigation, dispute resolution

International Connection: hosted exchange students from Brazil and France during youth, studied abroad in Florence, Italy

Summer Position: White and Allen, PA and clerk with Chief Judge C. Christopher Bean of First Judicial District of NC

Email: charlesvarchie@gmail.com



Name: Adam Batenhorst
Year: 2L
Hometown: Raleigh, NC
Undergrad: Georgia Tech
Areas of Legal Interest: commercial regulation, environmental law, consumer

protection

International Connection: European travel and work which involved interaction with India

Summer Position: RA for Professor Omarova

Email: adamkb@email.unc.edu



Name: Kimberly Brow
Year: 2L
Hometown: Burlington, VE
Undergrad: University of Michigan
Areas of Legal Interest: civil litigation, education, torts

International Connection: travel to Peru and study of comparative politics

Summer Position: Johnston, Allison & Hord in Charlotte, NC

Email: kbrowvt@gmail.com



Name: Orla Buckley
Year: 2L
Hometown: Chapel Hill, NC
Undergrad: UNC-CH
Areas of Legal Interest: business law, international law, immigration

International Connection: worked for Irish Dept of Foreign Affairs, lived in Dublin, European travel, study abroad in Italy and Spain

Summer Position: Clerked for Justice Newby. Supreme Court of NC

Email: orla.buckley@gmail.com



Name: Emily Burnett
Year: 2L
Hometown: Dover, MA
Undergrad: UCLA
Areas of Legal Interest: health care law, criminal law
International Connection:

studied abroad in Norwich, England, European travel

Summer Position: research assistant

Email: eiburnet@email.unc.edu



Name: Cheryl Chew
Year: 2L
Hometown: Perth, Western Australia
Undergrad: Duke University
Areas of Legal Interest: criminal and environmental

law

International Connection: lived in Singapore, Thailand, Australia, and Hong Kong, spent time in Philippines, Vietnam, Mongolia, South Korea and China, family European and Southeast Asian travel

Summer Position: research assistant

Email: cheryl.c9@gmail.com



Name: Paul Morgan Bumbarger
Year: 2L
Hometown: Hickory, NC
Undergrad: Georgetown
Areas of Legal Interest: national security law,

international trade and development, law of armed conflict, military, Constitutional

International Connection: studied abroad in Hong Kong, Buenos Aires, Argentina, and Oaxaca, Mexico

Summer Position: Worked for Appellate Section of Criminal Division of NC DOJ, Studied abroad in Hong Kong

Email: pm.bumbarger@unc.edu



Name: George Carter
Year: 2L
Hometown: Charlottesville, VA
Undergrad: Washington and Lee
Areas of Legal Interest:

criminal law, mediation, real estate, international business

International Connection: European and other vacation travel

Summer Position: Intern in NC AG Office in Law Enforcement Liason section

Email: georgewcarter@gmail.com

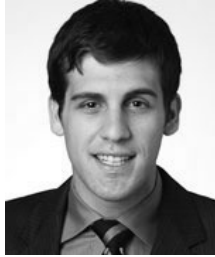


Name: Meghan Dawson
Year: 2L
Hometown: Fayetteville, NC
Undergrad: Wake Forest
Areas of Legal Interest: international human rights
International Connection:

involvement in ABRO Belarussian mission program, study abroad in Australia, European travel

Summer Position: law clerk in litigation department of Hutchens, Senter & Britton, Fayetteville, NC, RA for Professor Weissman

Email: dawsonm@email.unc.edu



Name: Brooks Jaffa
Year: 2L
Hometown: Charlotte, NC
Undergrad: UNC-CH
Areas of Legal Interest:
 national and international
 security issues

International Connection: travel in Europe-
 Belgium, Netherlands, France, Italy
Summer Position: intern with Judge Louis
 Trosch, district court in Charlotte and clerk at
 Wishart, Norris, Henninger and Pittman
Email: jaffa@email.unc.edu



Name: Scott Libraind
Year: 2L
Hometown: Raleigh, NC
Undergrad: UNC-CH
Areas of Legal Interest:
 government regulation

International Connection:
 studied abroad in United Kingdom
Summer Position: worked at NC House of
 Representatives as research intern for Rep.
 Harrison from Guilford, legal intern in
 Chatham County DA office
Email: slibfraind@gmail.com



Name: Carolyn Mayer
Year: 2L
Hometown: Matthews, NC
Undergrad: UNC-CH
Areas of Legal Interest:
 environmental law,
 international human rights,

government
International Connection: studied abroad in
 France
Summer Position: legislative research
 assistant at NC Senate for Senator Stan
 Bingham
Email: camayer87@gmail.com



Name: David Lanier, Jr.
Year: 2L
Hometown: Snow Hill, NC
Undergrad: UNC-CH
Areas of Legal Interest:
 construction, intellectual
 property, land use,

international business
Summer Position: reseach assistant for
 Professor Childs
Email: dlanier@email.unc.edu



Name: Derek Loh
Year: 2L
Hometown: Long Island, NY
Undergrad: Davidson
 College
Areas of Legal Interest:

family law, LGBT, international human rights,
 adoption
International Connection: ESL teacher in
 Dalian, China for 6 months, study abroad in
 London, summer internship in Geneva,
 Switzerland
Summer Position: interned at International
 Commission of Jurists, working on the
 organization's Sexual Orientation and Gender
 Identity Project
Email: derekloh@email.unc.edu



Name: Eric Mills
Year: 2L
Hometown: Asheville, NC
Undergrad: UNC-CH
Areas of Legal Interest:
 litigation, business,
 international business,

contracts disputes
International Connection: studied abroad in
 Argentina, summer in Vietnam, three months
 in New Zealand
Summer Position: Roberts and Stevens,
 Asheville, NC
Email: emi@email.unc.edu



Name: Eunice Park
Year: 2L
Hometown: Seoul, South Korea
Undergrad: University of Michigan
Areas of Legal Interest:

environmental law, international commercial regulation

International Connection: lived in South Korea for about twelve years

Summer Position: research assistant for Professor Hazen, law clerk for local attorney

Email: unibopark@gmail.com



Name: Elizabeth Ruiz
Year: 2L
Hometown: Anchorage, Alaska
Undergrad: University of South Carolina
Areas of Legal Interest:

communications and media law, international communications, intellectual property, pirates

International Connection: "I had Thai food last night."

Summer Position: Legal intern at the FCC

Email: lizannruiz@gmail.com



Name: Stacey Shepherd
Year: 2L
Hometown: Washington, DC
Undergrad: NC State
Areas of Legal Interest:
 would like to be a law professor (property, contracts, tax)

International Connection: studied abroad, traveled in Europe and Africa, taught Spanish and ESL

Summer Position: RA for Professor Brophy and Professor Saunders

Email: marlise@email.unc.edu



Name: Wilson Quick
Year: 2L
Hometown: Raleigh, NC (originally Florence, SC)
Undergrad: NC State
Areas of Legal Interest:

environmental law, health care and life sciences, business litigation, media and communications

International Connection: consulted with Arturo Fuente Cigars, toured tobacco farms and Free Trade Zone in Dominican Republic during business program, consulted with EA Sports team for Need for Speed franchise regarding online gaming presence in EU market

Summer Position: Summer Associate at Brooks, Pierce, McLendon, Humphrey & Leonard, LLP in Greensboro and Raleigh

Email: wquick85@email.unc.edu



Name: Raymond Shen
Year: 2L
Hometown: Chapel Hill, NC
Undergrad: UNC-CH
Areas of Legal Interest:
 international business, civil rights, torts, constitutional law

International Connection: studied abroad in Germany, internship in China, European travel

Summer Position: legal intern at Quintiles

Email: rdshen@email.unc.edu



Name: Allegra Sinclair
Year: 2L
Hometown: Raleigh, NC
Undergrad: UNC-CH
Areas of Legal Interest:
 criminal, torts, international human rights

International Connection: studied abroad in London, visited Ireland, Scotland and Czech Republic, as well as Egypt

Summer Position: RA for Professor Corrado

Email: assincl@email.unc.edu



Name: Douglas Thie
Year: 2L
Hometown: Newton, NC
Undergrad: Wofford College
Areas of Legal Interest:
 international trade and
 development, immigration

International Connection: semester in Chile,
 travel in Canada, Greek Isles, Spain and
 Argentina

Summer Position: International House law
 clerk in Charlotte, NC and RA for Professor
 Weissman

Email: dbthie@gmail.com



Name: Amelia Thompson
Year: 2L
Hometown: Waxhaw, NC
Undergrad: Appalachian
 State
Areas of Legal Interest:
 enviromental law,

administrative law, employment law, property,
 civil rights, appellate advocacy

International Connection: Study Abroad in
 Brighton, England, travel in Europe

Summer Position: Intern at State Ethics
 Commission in Raleigh, NC

Email: ameliat@email.unc.edu



Name: Mike Torralba
Year: 2L
Hometown: Jacksonville, FL
Undergrad: Florida State
Areas of Legal Interest:
 First Amendment law, media
 law, regulatory law

International Connection: visited Cuba

Summer Position: Legal Intern at the
 Reporters Committee for Freedom of the Press

Email: torralba@email.unc.edu



Name: Kelley White
Year: 2L
Hometown: Greenville,
 NC
Undergrad: UNC-CH
Areas of Legal Interest:
 international business law

International Connection: studied abroad in
 London, European travel

Summer Position: RA for Professor Hazen,
 worked for NC Court of Appeals

Email: kelmwhite@gmail.com



Name: Molly Elizabeth
 Thebes
Year: 2L
Hometown: Raleigh, NC
Undergrad: UNC-CH
Areas of Legal Interest:
 torts, criminal law

International Connection: backpacked
 through Europe, European vacations

Summer Position: Intern at the US DOJ,
 Environmental Torts Litigation Section

Email: molly.elizabeth.thebes@gmail.com



Name: Alexander Wilson
Year: 2L
Hometown: Norwalk, CT
Undergrad: UNC
 Greensboro
Areas of Legal Interest:
 international business law

International Connection: studied abroad in
 Japan for a year, travelled with father, who
 was a pilot

Summer Position: RA for Professor Hazen

Email: alwilso2@gmail.com