

**INTERACTIVE CITATION
WORKBOOK FOR *THE BLUEBOOK:*
*A UNIFORM SYSTEM OF CITATION***

Washington

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(Pub. 3125)

CITATIONS USING THE WASHINGTON STYLE SHEET

The Office of the Reporter of Decisions¹ prepares the decisions and opinions of the Supreme Court and the Court of Appeals for publication in the official court reports. Under the direction of the Supreme Court, the Reporter's Office publishes a style sheet for use in preparation of opinions for publication. The style sheet is available on the Internet through the home page for the Washington State Courts.²

General Rule 14, which sets out the format for pleadings and other papers, states that “[c]itations shall conform with the format prescribed by the Reporter of Decisions.” GR 14(a). The Style Sheet is set out as an appendix to GR 14.

The key differences between *The Bluebook* and the Washington Style Sheet when constructing a citation are

- the differing abbreviations,
- the requirement that citations be made to both the official reporters and the regional reporter when there is an official reporter, and
- the lack of a section symbol or year in citations to statutes or the administrative code where the cite is to a statute or regulation currently in effect.

The Style Sheet is organized in three sections: (1) general principles, (2) abbreviations, and (3) exceptions to *Bluebook*.

GENERAL PRINCIPLES

In the general principles section, the Style Sheet adopts the Nineteenth edition of *The Bluebook* as the basic citation resource. It also directs the writer to “[u]se and cite to official sources, which in most instances are printed publications. Do not cite to an unofficial source unless the official source is unavailable.”³

ABBREVIATIONS

The second section of the Style Sheet sets out the abbreviations to be used for Washington sources. The following chart sets out the key differences between the abbreviations for the most commonly used sources under the Style Sheet and *The Bluebook*.

¹ http://www.courts.wa.gov/appellate_trial_courts/supreme/?fa=atc_supreme.reporter.

² http://www.courts.wa.gov/appellate_trial_courts/supreme/?fa=atc_supreme.style. A copy of the current style sheet is included at the end of this section.

³ The general principles section also contains information regarding style, spelling, and punctuation.

Key Differences Between the Washington Style Sheet and <i>The Bluebook</i>		
Source	Washington Style Sheet	<i>The Bluebook</i> (see page 272: Table 1.3—States and the District of Columbia)
Washington Constitution	Const. art. IV, § 1	Wash. Const. art. IV, § 1 (See page 110)
Washington Reports and Washington Reports, Second Series Official Reporter for cases decided by the Washington Supreme Court	Wash. Wn.2d	Wash. Wash. 2d
Washington Appellate Reports Official reporter for cases decided by the Washington Court of Appeals	Wn. App.	Wash. App.
Pacific Reporter, Pacific Reporter, Second Series, and Pacific Reporter, Third Series Unofficial reporter for cases in the Pacific region, including the Washington Supreme Court and Court of Appeals	P. P.2d P.3d	P. P.2d P.3d
Revised Code of Washington Washington's official code	RCW x.x.x	Wash. Rev. Code § x.x.x (year)
Washington Administrative Code	WAC x-xx-xxx	Wash. Admin. Code § x-x-x

The following note is set out after the abbreviations:

In citations, “Const.,” “Laws of,” and the names of codes and statutes (e.g., “Code of 1881,” “Rem. Rev. Stat.”) are printed in the official reports in large and small caps, but ordinary typeface is acceptable in manuscript opinions. In text, both the official reports and manuscript opinions use ordinary typeface.

Although this note is not included under the list of exceptions to *The Bluebook*, this note creates an exception to *The Bluebook* rule that large and small caps are not used in non-academic materials. See Rule B1 in the Bluepages.

EXCEPTIONS TO THE *BLUEBOOK*

The Style Sheet contains 17 exceptions to *The Bluebook*. As with the general principles, some of the content in the exceptions goes beyond constructing citations. For example, there are exceptions related to the use of capitalization and when numbers in the text should be written out.

The content that follows focuses on the exceptions that are most pertinent to constructing citations.

Case Names

Case names should be in italics no matter where or how they are used. *See* Exception 1. In addition, when a case has both an adversary and a nonadversary name, the case name should include only the first case name in the official reports caption. *See* Exception 8.

Reporters Included in Citations

Perhaps the most critical, and noticeable, difference between *The Bluebook* and the Washington Style Sheet is the required inclusion of parallel citations. The citation must include citations to both “official reports and regional reporters for all cases for which official reports are published.”⁴ In addition, for Washington cases, pinpoint citations must be to the official reports.⁵ Pinpoint citations to the regional reporter *in addition to* the pinpoint citations to the official reports are optional. For non-Washington cases, pinpoint citations are made to the official report or the unofficial report. *See* Exception 9.

As noted, the style sheet requires citations to both the official reporters and the regional reporters. Unlike the headnotes in the unofficial reports which are added as soon as an opinion is filed, the headnotes written for inclusion in the official reports are reviewed and approved by the writing judge or justice before they are included in the opinion. Therefore, for a recent case, the citation to the unofficial reports may be available before the citation to the official report. Where the citation to the official reporter is not available, use a place holder: *Case Name*, __ Wn.2d __, [volume] P.3d [page] (year).

Similarly, the Style Sheet requires parallel citations to the official reports and both unofficial reporters for United States Supreme Court cases in the following order: __ U.S. __, __ S. Ct. __, __ L. Ed. or L. Ed. 2d __ (year). *See* Exception 16.

As with citations to the Washington official reports (*see* Exception 9), if the citation to the official reporter is not yet available, use a place holder: *Case Name*, __ U.S. __, [volume] S. Ct. [page], [volume] L. Ed. or L. Ed. 2d [page] (year).

⁴ Note: Public domain citations should be included when they are available.

⁵ Beginning with the first opinion in volume 153 of the Washington Reports and the first opinion in volume 124 of the Washington Appellate Reports, opinions include sequential paragraph numbers. Pinpoint cites to the official reports should be to pages, paragraph numbers, or both; pinpoint citations should not be made to P.3d paragraph numbers.

Review Denied and Review Granted and Subsequent History

When review has been granted or denied in a Washington case, the cite should be to the official reporter: Wash. or Wn.2d; citing to the regional reporter *in addition* to Wash. or Wn.2d is optional.

For non-Washington cases, cite to the regional reporter; citing the official reporter *in addition* to the regional reporter is optional.

For *cert. granted* or *cert. denied* in the United States Supreme Court,

cite only to U.S. if therein; otherwise, cite to one of the following: S. Ct., L. Ed. or L. Ed. 2d, or U.S.L.W. in that order of preference. When subsequent history results in an opinion (such as *aff'd*, *rev'd*, *vacated*, *overruled by*, and *abrogated by*), use a full case citation.

See Exception 10: Exception to *Bluebook* rule 10.7, at 101-03.

“*Overruled by*” (or “*abrogated by*”) is appropriate when a case explicitly repudiates (or effectively overrules or departs from) an earlier decision of a lower court as well as an earlier decision of the same court. Do not use “*superseded by statute*” or “*superseded by constitutional amendment*” subsequent history.

See Exception 11: Exception to *Bluebook* rule 10.7.1(c) at 102-03.

Note: Recall that under *Bluebook* Rule 10.7, denials of certiorari or denials of similar discretionary appeals are only included where the decision is less than two years old or the denial is particularly relevant.

Citations to Codes

When constructing citations to Washington’s statutory or administrative codes, the key differences are the abbreviation, the omission of a section symbol, and, in general, the omission of the year and publisher. Thus, a citation to a Washington statute contains the following components: RCW x.x.x. A citation to the Washington administrative code contains the following components: WAC x-xx-xxx.

When citing to a current or former, official or unofficial, version of a statute that is published by a private publisher, do not add the name of the publisher and year of publication, e.g., “(West)” or “(LexisNexis 2003),” unless the volume is being cited for something other than the text of the statute, in which case include the publisher name and year.

See Exception 12: Exception to *Bluebook* rule 12.3.1(d) at 115.

Do not add the year in parentheses after a citation to a presently effective version of a statute or code. See Exception 13: Exception to *Bluebook* Rule 12.3.2, at 115-16. Similarly, do not add the year in parentheses after a citation to a presently effective version of a local code or ordinance. See Exception 14: Exception to *Bluebook* rule 12.9.2, at 115-120-21. In addition, do not add “Wash.” for codes and ordinances of Washington local governments. See Exception 14: Exception to *Bluebook* rule 12.9.2, at 120-21.

Note: While the Style Sheet does not explicitly say that section symbols are not used with citations to Washington statutes (or administrative regulations), Washington appellate courts do not use section symbols in their opinions; attorneys should do the same.

Office of Reporter of Decisions
STYLE SHEET
Effective December 28, 2010, and Subject to Revision

GENERAL PRINCIPLES

1. The Nineteenth Edition of *The Bluebook: A Uniform System of Citation* is the basic citation resource for Washington appellate court opinions except as noted below.
2. The latest edition of *The Chicago Manual of Style* is the authority for punctuation and style matters.
3. *Webster's Third New International Dictionary of the English Language* is the authority for spelling, including spacing and hyphens between nouns (e.g., boyfriend, girl friend, day care, baby-sitter). Where two or more spellings are listed, use *Webster's* preferred spelling rather than the variant.
4. For matters not covered by the *Bluebook*, *The Chicago Manual of Style*, or *Webster's*, the Office of Reporter of Decisions applies formal, traditional, noncolloquial English.
5. Use and cite to official sources, which in most instances are printed publications. Do not cite to an unofficial source unless the official source is unavailable.

ABBREVIATIONS

The following abbreviations are used for citing to primary Washington legal materials. The list replaces the list of abbreviations for Washington materials found in *Bluebook* table T1.3, at 272.

TITLE	ABBREVIATION
Washington Constitution	Const. art. VI, § 1
Revised Code of Washington (Official)	RCW
Revised Code of Washington Annotated (West)	RCWA
Annotated Revised Code of Washington (LEXIS)	ARCW
Session Laws	Laws of 2002, ch. 107, § 3
special sessions	Laws of 1995, 2d Spec. Sess., ch. 14, § 21
extraordinary sessions	Laws of 1963, 1st Ex. Sess., ch. 26
Washington Reports, 1st & 2d Series	Wash.; Wn.2d
Washington Territory Reports	Wash. Terr.
Washington Appellate Reports	Wn. App.
Washington Administrative Code	WAC
Washington State Register	Wash. St. Reg.
<u>Early Statutes</u>	
Ballinger Code	Bal. Code
Code of 1881	Code of 1881
Hill's Code of Procedure	Hill's Code of Proc.
Hill's General Statutes	Hill's Gen. Stat.
Pierce's Code	Pierce's Code
Remington's Statutes	Revised Rem. Rev. Stat.
Remington's 1915 Code	Rem. 1915 Code

Note: In citations, “Const.,” “Laws of,” and the names of codes and statutes (e.g., “Code of 1881,” “Rem. Rev. Stat.”) are printed in the official reports in large and small caps, but ordinary typeface is acceptable in manuscript opinions. In text, both the official reports and manuscript opinions use ordinary typeface.

EXCEPTIONS TO *BLUEBOOK*

1. Exception to *Bluebook* rules 2.1 & 2.2, at 62-65: Ignore rules about using roman type for case names. Case names should be in italics no matter where or how they are used.
2. Exception to *Bluebook* rule 5.3(b)(iv) at 79: The deletion of matter after the final punctuation of a sentence may be indicated by a three-dot ellipsis.
3. Exception to *Bluebook* rule 6.1(b) at 81: Do not use abbreviations for entities with widely recognized initials in text (unless previously set out in a parenthetical), in case citations (unless abbreviated in source) (this is also an exception to *Bluebook* rule 10.2.1(c) at 91), or as institutional authors.
4. Exceptions to *Bluebook* rule 6.2(a) at 81-82: In text, spell out numbers zero to nine. Use Arabic numerals for higher numbers. Use commas in numbers 1,000 and higher (e.g., 9,876) except when citing a page number in a case or court document.
5. Exception to *Bluebook* rule 6.2(d) at 82: In text, always write out “percent” rather than using a percentage sign (%).
6. Exception to *Bluebook* rule 8, at 84-86: Ignore this section. The Reporter’s Office generally follows *The Chicago Manual of Style* to resolve capitalization issues although, other than capitalizing proper nouns and maintaining consistency throughout the opinion, the judicial author’s preference governs.
7. Exception to *Bluebook* rule 9(a) at 87: When a judge is named in text, the use of the judge’s first and middle names/initials is discretionary with the author.
8. Exception to *Bluebook* rule 10.2.1(a) at 90: When a case has both an adversary and a nonadversary name, cite to only the first case name in the official reports caption.
9. Exception to *Bluebook* rule 10.3.1, at 95 and Table T1: Cite official reports and regional reporters for all cases for which official reports are published. Include public domain citations when available. For California, Illinois, and New York, include the state specific reporter (Cal. Rptr. 3d, Ill. Dec., N.Y.S.2d) in addition to the official reports and regional reporters. For Washington cases, pinpoint citations are made to Wn.2d or Wn. App. pages, paragraph numbers, or both; pinpoint citations to P., P.2d, or P.3d pages are optional; pinpoint citations should not be made to P.3d paragraph numbers. For non-Washington cases, pinpoint citations are made to the official report or the unofficial report. Maintain consistency throughout the opinion.
10. Exception to *Bluebook* rule 10.7, at 101-03: *Review denied* and *review granted*: for Washington cases, cite to Wash. or Wn.2d; citing P., P.2d, or P.3d in addition to Wash. or Wn.2d is optional; for non-Washington cases: cite to the regional reporter; citing the official reporter in addition to the regional reporter is optional. *Cert. granted* or *cert. denied* in the United States Supreme Court: cite only to U.S. if therein; otherwise, cite to one of the following: S. Ct., L. Ed. or L. Ed. 2d, or U.S.L.W. in that order of preference. When subsequent history results in an opinion (such as *aff’d*, *rev’d*, *vacated*, *overruled by*, and *abrogated by*), use a full case citation.
11. Exception to *Bluebook* rule 10.7.1(c) at 102-03: “*Overruled by*” (or “*abrogated by*”) is appropriate when a case explicitly repudiates (or effectively overrules or departs from) an earlier decision of a lower court as well as an earlier decision of the same court. Do not use “*superseded by statute*” or “*superseded by constitutional amendment*” subsequent history.

12. Exception to *Bluebook* rule 12.3.1(d) at 115: When citing to a current or former, official or unofficial, version of a statute that is published by a private publisher, do not add the name of the publisher and year of publication, e.g., “(West)” or “(LexisNexis 2003),” unless the volume is being cited for something other than the text of the statute, in which case include the publisher name and year.
13. Exception to *Bluebook* rule 12.3.2, at 115-16: Do not add the year in parentheses after a citation to a presently effective version of a statute or code.
14. Exception to *Bluebook* rule 12.9.2, at 120-21: Do not add “Wash.” for codes and ordinances of Washington local governments. Do not add the year in parentheses after a citation to a presently effective version of a local code or ordinance.
15. Exception to *Bluebook* rule 12.10(c) at 125: “Section” may be spelled out in text when referring to U.S.C. sections.
16. Exception to *Bluebook* table T1.1, at 215: Cite United States Supreme Court cases as follows: __ U.S. __, __ S. Ct. __, __ L. Ed. or L. Ed. 2d __ (year).
17. Exception to *Bluebook* table T1.3, at 263: For Pennsylvania Superior Court cases, omit the public domain citation after the A.2d citation becomes available.