



AP Stylebook is the reference source
 = Washburn Law style adaptation


12:00 p.m. Use “noon” instead of 12:00 p.m.

academic degrees

Do not capitalize when referring to degrees in general terms (*bachelor's, master's, doctorate, associate degree*) but always capitalize specific degrees (*Bachelor of Arts, Master of Science*), whether or not they directly precede or follow a name.

Juris Doctor (JD) 

Correct: The keynote speaker will be Juris Doctor Michael Abercrombie.

Capitalize abbreviations, but do not include periods (unless part of a firm's formal name). 

Correct: JD, BA, BS, MA, MS, PhD, LLP, LLC, MBA, MSW (Masters of Social Work), and MAcc.(Masters of Accounting)

Include periods with LL.M. in Global Legal Studies and M.S.L. (Master of Studies in Law)

Italicize and lowercase *cum laude, magna cum laude, and summa cum laude.*

alumni (plural - male and female) – list older alumni first and then alphabetical

alumnae (plural - female)

alumna (singular - female)

alumnus (singular - male)

and & (ampersand)

Spell out “and” and do not use the ampersand “&”.

Exception: Use “&” when it is part of a company's formal name.

Exception: Ok to use on social media and ads

Barristers' Ball

board of directors/board of trustees/board of advisors

Uppercase only when part of a formal name.

Correct: The Washburn Law Alumni Association Board of Directors met on Tuesday.

Incorrect: A vote is expected by the Board of Trustees.

Centers for Excellence

- Robert J. Dole Business and Transactional Law Center (BTLC)
- Center for Excellence in Advocacy (CEA)

- Center for Law and Government (CLG)
- Children and Family Law Center (CFLC)
- International and Comparative Law Center (ICLC)
- Oil and Gas Law Center (OGLC)

On subsequent references, use “Center” or the Center’s acronym.

class year (see also graduation year)

Use the compound modifiers first-year, second-year, or third-year. Hyphenate only when used as an adjective.


Correct: First-year law student Sam Smith enrolled for the spring semester.

Correct: Sam Smith, first-year law student, enrolled for spring semester.

Correct: Sam Smith is in his first year of law school.

1L, 2L, or 3L is acceptable

For the law school, bold student’s name and include their anticipated graduation year.

Correct: **Jane Doe, J.D. Candidate ’17**, is a member of the Moot Court Council. 

(Bold name and year throughout a publication; don’t bold the comma after graduation year.)

colors 

Washburn Law’s official colors for branding purposes include:

NAVY BLUE:

Web/online/HEX – #003D79

Pantone/PMS #654

c/100 m/67 y/0 k/38

r/0 g/61 b/121

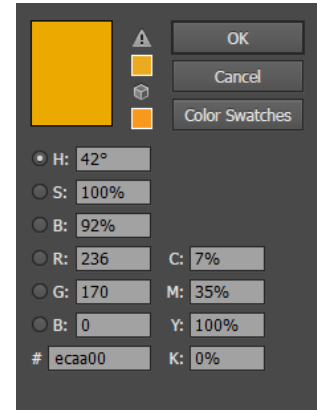
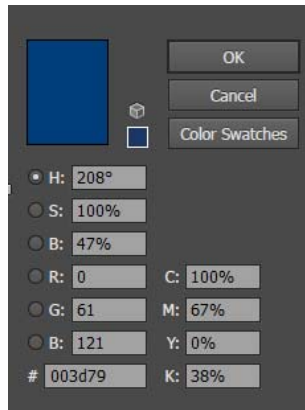
GOLDEN YELLOW:

Web/online/HEX – #ECAA00

Pantone/PMS #124

c/6 – m/35 – y/100 – k/1

r/236 – g/170 – b/0



commas


Use commas before the “and” in a series (Oxford style)

Correct: Blue, red, and green are primary colors.

Offset date at beginning of a sentence with a comma.

Correct: In 1966, he became a legislative liaison for the company.

Correct: On October 24, the group hosted a speaker.

course titles 

Capitalize course titles only when referring to a specific course title.

Do not capitalize when referring to areas of law.

Correct: He teaches Contracts I.

Correct: He teaches a course on contracts.

Correct: She practices immigration law.

court cases

Italicize court cases.

Correct: The case of *Brown v. Board of Education* was filed in 1951.

Exception: Brown v. Board of Education Historical Site

On subsequent references, italicize the case name:

Correct: In *Brown*, the jury...

dates

Always use Arabic figures. Do not use “st, nd, rd, or th” when referring to a date.

Correct: The event occurred on April 24.

Incorrect: The event occurred on April 24th.

Do not separate a month and a year with a comma.

Correct: Bridget graduated in May 2016.

dual degree (do not hyphenate)

Washburn University offers a dual J.D./M.B.A. program and a dual J.D./M.Acc program between the School of Law and the School of Business.

em dash —

An em dash marks a change in thought, an interruption, an aside, or an appositive, or to set off parenthetical statements. Leave a space before and after the em dash in a sentence.

Correct: Joe — and his trusty dog — were always welcome.

email (do not hyphenate)

faculty names


Use full formal name, as it appears in the Washburn Law print directory.

On subsequent references, use only the person’s last name.

If a faculty member is a Washburn Law alum, include their graduation year. (See class year.)

faculty scholarship/citations

Use *The Bluebook* style for citations.


 NOTE: If the citations appear as a list beneath the faculty person’s name, do not include their name at the beginning of the citation.

Articles in Law Reviews and Other Scholarly Journals:

Names of law reviews are spelled out (not abbreviated). 

Correct: “The Virtue of Path Dependence in the Law,” 56 *Santa Clara Law Review* 303 (2016).

Books and Monographs:

Names of books are italicized (do not use small caps). 

Correct: *Interactive Citation Workbook for ALWD Guide to Legal Citation*, 2016 Edition (co-authored with Tracy McGaugh Norton, Christine Hurt) (LexisNexis, 2016).

Chapters in Books:

Correct: “Banking, Commercial & Contract Law” (chapter 2), *Kansas Annual Survey* (Kansas Bar Association, 2016) (co-authored with Lori A. McMillan and Andrea Boyack).

Conferences Planned:

Correct: Co-Chair, “Thriving in a Time of Change,” 17th Biennial Legal Writing Institute Conference, Portland, Oregon, July 10-13, 2016.

Media Interviews:

Correct: Quoted, “Giglio Policy Creates Massive Burden for Shawnee County Prosecutor's Office,” *The Topeka Capital Journal*, May 8, 2016.

Correct: Interview, “Wake Up with WURD,” 900AM-WURD Radio, Philadelphia, Pennsylvania, July 2, 2015 (discussing the Department of Labor's proposed overtime regulations with Solomon Jones).

Opinions/Editorials and Blog Articles (Selected):


Correct: “Questioning U.S. Support for Japan's National Security Moves,” *JURIST-Forum*, September 2, 2015.

Presentations:

Correct: “Memoirs of a Prosecutor,” Maryville University, St. Louis, Missouri, November 30, 2015.

Professional Service:

Correct: Secretary, Section on Labor Relations and Employment Law, Association of American Law Schools, January 2016-January 2017.

(Citation adaptations were made for the purpose of being reader-friendly for screen readers on the web, the lay reader, and internet searches.) 

faculty-to-student ratio (hyphenate)

fewer vs. less

Use *fewer* for individual items/people.

Correct: Fewer than 10 applicants called.


Use *less* for bulk or quantity.

Correct: I had less than \$50 in my pocket.

First Year Program (capitalize and don't hyphenate) 

fonts

Washburn Law's official fonts for branding purposes are Adobe Garamond Pro, Gotham, and Univers.

graduation year 

Bold graduate's name and year(s) throughout a publication. (Don't bold comma after graduation year.)

Correct: **John A. Smith, '66**, lives in Los Angeles, California.

Correct: **Robert J. Dole, BA '52, JD '52, '69, and '85** (Honorary Degrees), is a native Kansan.

Correct: **John Kemp, JD '74 and '03** (Honorary Degree), advocates for people with disabilities.

Correct: **Mary Smith, JD Candidate '17**, is president of the WSBA.

Capitalize "Class of 2017."

Correct: **Robert J. Dole** is a member of the Class of 1952.

Correct: **Robert J. Dole, Class of 1952**, is from Russell, Kansas.

Guardian ad Litem (GAL)**Intensive Trial Advocacy Program (ITAP)**

internet (lowercase)

Institute for Law Teaching and Learning (ILTL)**judge vs. justice**

The rule is easy to remember if you focus on the *name* of the court — everywhere in the U.S., if the person is on the bench of a "Supreme" Court, that person is a justice. Anyone on a court that isn't called "Supreme" is a judge.

NOTE: Under the federal court system, under the Kansas court system, and under the vast majority of state court systems, it is "judge" until you get to the highest court in the system.

In the federal system, the highest court is the United States Supreme Court, so only those nine members (Justice Scalia, Justice Ginsburg, etc.) are "Justice." Anybody else in the federal system, whether Court of Appeals or District Court, is called "Judge."

In Kansas and the vast majority of states, the system mimics the federal system: the state's highest court is called the Supreme Court, and those members are called "Justice." (Justice Rosen, Justice Beier, etc.) Anybody else—Court of Appeals or District Court, is called "Judge."

Notable exception to all this is New York: in that state, the Court of Appeals is the highest court, and the lower court is confusingly called the Supreme Court. Therefore, they are "Justice" in the lower court and "Judge" in the higher court.

Judge Advocate General (JAG)

Judge Advocate General's (JAG) Corps

Juris Doctor (see academic degrees)

Latin words

Italicize and lower case Latin words.

Correct: The process of jury selection is called *voir dire*.

Law Clinic (see Washburn Law Clinic)

law firm names

Use full name of law firm; double-check all firm names for correct spelling and punctuation.

Correct: Goodell, Stratton, Edmonds & Palmer, LLP

Incorrect: Goodell Stratton

Law Library (see Washburn Law Library)

Law School

Always capitalize when referring to Washburn Law. Do not capitalize when used as an adjective or when referring to another law school other than Washburn Law. (See Washburn University School of Law.)

LL.M. (Master of Laws)

An internationally recognized post-graduate law degree.

Correct: Washburn Law's LL.M. in Global Legal Studies is for prospective students with a foreign law degree.

Lunch & Learn (use the ampersand not "and")

Incorrect: Luncheon Learn

Incorrect: Lunching Learn

M.S.L. (Master of Studies in Law)

A degree for individuals engaged in professional work who may benefit from formal exposure to the study of law.

M.S.W. (Master of Social Work)

M.Acc. (Master of Accountancy)

Meet and Greet

Months

Always spell out months.

Correct: January 15, 2008, was a cold day.

Do not separate month and year with a comma.

Correct: He was elected in November 2016.

Moot Court

the Netherlands

Do not capitalize “the” unless it is the first word of a sentence.

Correct: Our study abroad program at Maastricht University is in the Netherlands.

nonprofit (one word, do not hyphenate)

numbers/numerals

Use figures for 10 and above. Spell out numbers for nine and below.

One, two, three, four, five, six, seven, eight, nine, 10, 11, 12, 13, etc.

Spell out all numbers that begin a sentence.

Correct: Twenty-two students attended the event.

Spell out numbers for tenth and below. Use figures for 11th and above.

Correct: United States Court of Appeals for the Tenth Circuit

Correct: 22nd Judicial District

of Counsel

The American Bar Association provides four acceptable definitions of the term:

1. A part-time practitioner who practices law in association with a firm, but on a basis different from that of the mainstream lawyers in the firm.
2. A retired partner of the firm who, although not actively practicing law, nonetheless remains associated with the firm and available for occasional consultation.
3. A lawyer who is, in effect, a probationary partner-to-be: usually a lawyer brought into the firm laterally with the expectation of becoming partner after a relatively short period of time.
4. A permanent status in between those of partner and associate, having the quality of tenure, or something close to it, and lacking that of an expectation of likely promotion to full partner status.

online (do not hyphenate)

over vs. more than

Over generally refers to spatial relationships.

Correct: The plane flew over the city.

More than is used when referring to amounts, times, etc.

Correct: There are more than 10 students in the class.

percent

Spell out the word “percent” and do not use the “%” symbol.

Correct: Ten percent of the graduates are practicing in Europe.

Incorrect: 90% of the graduates participated in commencement ceremonies.


Exception: It’s okay to use % when used in a list of rankings or when space is a concern.

percentages

Use figures. Do not spell out unless at the beginning of a sentence.

Correct: The cost of living rose 0.6 percent.

Correct: He said that 10 percent of the electorate may not vote.

power of attorney (singular) (not power of attorneys)**powers of attorney (plural)****pro bono** (do not hyphenate)**practice ready** (do not hyphenate when used as a noun; hyphenate when used as an adjective)**Practitioner in Residence** (capitalize but do not hyphenate) **principal** (meaning high ranking)**PROLoG – Promoting Rule of Law in Georgia** **publications** (italicize name of publication)

Correct: *The Topeka Capital-Journal*

Correct: *the National Jurist* magazine (*The National Jurist* is also acceptable)

Correct: *preLaw* Magazine

quotation marks

Running quotations: If a full paragraph of quoted material is followed by a paragraph that continues the quotation, do not put close-quote marks at the end of the first paragraph. Do, however, put open-quote marks at the start of the second paragraph. Use close-quote marks only at the end of the quoted material.

Single quotation marks are used within double quotation marks.

Scholar in Residence (capitalize but do not hyphenate)

semesters

Lowercase spring, summer, fall, and winter, when used with semester.

Correct: During the fall semester, law students can sign up to be a clinic intern.

semi-colon

Jane Doe, '01; Tom Smith, '05; and Sue Jones, '07.

State Capitol (capitalize)

state names

Always spell out state names.

Include the state (spelled out) following major metropolitan cities.

Correct: President John F. Kennedy was assassinated in Dallas, Texas.

Place a comma between the city and the state, and another comma after the state, unless it ends the sentence.

Correct: She was traveling from Salina, Kansas, en route to Denver, Colorado.

Swearing-In Ceremony

titles of persons

Capitalize formal titles only when it precedes an individual's name.

Correct: Dean Thomas J. Romig made an announcement.

Correct: **The Honorable Christel Marquardt, '74**, was the honorary guest.

Correct: The dean made an announcement.

Exception: Barack Obama served two terms as President. (Capitalize when referring the U.S. President.)

Lowercase and spell out titles that are set off by commas.

Correct: Thomas J. Romig, Washburn Law's dean, made an announcement.

It is acceptable to use "**The Hon.**" (abbreviated) in Class Actions and In Memoriam (on our website).

Capitalize formal titles of Washburn Law's distinguished practitioners.

Correct: Ron Greenberg, retired Alameda County, California, superior court judge, was Washburn Law's Practitioner in Residence.

U.S. vs. United States

Use "U.S." as an adjective; use "United States" as a noun.


Correct: The U.S. Supreme Court is located in Washington, D.C.

Correct: He is from the United States.

vice president (lowercase, unless it precedes a name, and do not hyphenate)

Volunteer Income Tax Assistance (VITA) Clinic 

Veterans Legal Assistance Clinic (VLAC) 

Veterans Legal Association of Washburn (student organization; no apostrophe for *Veterans*) 

WALTR – Washburn Agricultural Law & Tax Report 

Washburn Law Clinic 

On subsequent references, use “Law Clinic” or “Clinic.”

Washburn Law Library 

On subsequent references, use “Law Library.”

Washburn University School of Law 

On subsequent references, use “Washburn Law.”

Do not use abbreviations such as WUSOL, WULS, WU Law, Washburn School of Law, Washburn Law School, Washburn University of Law, Washburn University Law, Washburn University Law School, Washburn, Washburn University, or Washburn U.


Correct: Alumni often speak at Washburn University School of Law.

Correct: Alumni often speak at Washburn Law.

Incorrect: Alumni often speak at Washburn Law School.

Incorrect: Alumni often speak at Washburn.

Incorrect:

Washburn University School of Law Alumni Association 

years


In the text of an article or cutline, do not use hyphens between two years, rather use “to.”

Correct: He served as a judge from 1975 to 1983.

When referring to the academic year, use 2014–15. (No space before and after the hyphen.)

Correct: In 2014-15, there was one student from China.

When referring to the calendar year, use 2014 to 2015.

In Class Notes and In Memoriam (website), it is acceptable to use hyphens between two years. 

Correct: He accepted a position to clerk with a senior judge from 1995-97.