

*PLEASE NOTE: AP Stylebook is the reference source.*

**12:00 p.m.** Use “noon” instead

### **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):

JD, BA, BS, MA, MS, PhD, LLP, LLC, MBA, MSW (Masters of Social Work)

MAcc.(Masters of Accounting)

Include periods for the following:

LL.M. in Global Legal Studies

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

**alumni** – plural (male and female)

**alumnae** – plural (female only)

**alumna** – singular (female)

**alumnus** – singular (male)

### **Barristers’ Ball**

**board of directors/board of trustees/board of advisors** – uppercase only when part of a formal name (e.g., Washburn Law Alumni Association Board of Directors)

**Centers for Excellence** Use the compound

- 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 acronym.

## class year

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

- First-year law student Sam Smith ...
- Sam Smith, first-year law student, ...
- Sam Smith is in his first year of law school.
- 1L, 2L, or 3L is acceptable
- Correct: **Jane Doe, J.D. Candidate '17**, is a member of the Moot Court Council.

## colors

Washburn Law's official colors for branding purposes are:

### BLUE:

Web/online/HEX – #003D79

Pantone/PMS #654

c/100 – m/67 – y/0 – k/38

r/0 – g/61 – b/121

### YELLOW:

Web/online/HEX – #FFE490

Pantone/PMS #1215

c/0 – m/9 – y/45 – k/0

r/255 – g/228 – b/157

## commas

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

- Blue, red, and green are colors.

Offset date at beginning of a sentence with a comma.

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

- He teaches Contracts I.
- He teaches a course on contracts.
- She practices immigration law.

## court cases

Italicize court cases.

- 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:

- In the *Brown* case, 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 24<sup>th</sup>.

## degrees with distinction

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

## 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.

## e-mail, e-commerce, and e-business (hyphenate)

## faculty names

Use full formal name with middle initial on first reference, and last name only on second reference.

## faculty plaudits

List the person’s most recent activity first.

The title of research articles should be listed in quotes.

- “Agriculture and Farm Law”

Names of journals and newspapers should be in italics.

- *Washburn Law Journal*

Names of books should be in small caps.

- EXPERT LEARNING FOR LAW STUDENTS

## faculty-to-student ratio

## fonts

Washburn Law’s official fonts for branding purposes are:

Garamond Premier Pro, Gill Sans MT, Century Gothic, and Impact

## graduation year

Bold graduate’s name and year(s) throughout a publication.

- **John A. Smith, ’66**, lives in Los Angeles.
- **Robert J. Dole, BA ’52, JD ’52, ’69 and ’85** (Honorary Degrees), is a native Kansan.
- **John Kemp, JD ’74 and ’03** (Honorary Degree), advocates for people with disabilities.
- **Mary Smith, JD candidate ’17**, is president of the SBA.

Capitalize “Class” of:

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

### **Intensive Trial Advocacy Program (ITAP)**

- First reference: Intensive Trial Advocacy Program (ITAP)
- Subsequent references: ITAP

### **Institute for Law Teaching and Learning (ILTL)**

#### **judge vs. justice**

The rule is still easy to remember if you just 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.”

The only state that I know of (and I’m fairly sure it’s the only one) that is an 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** or JAG

### **Juris Doctor** or JD; years ago it was called an LL.B

- Correct: **Jane Doe, JD candidate ’17**, is a member of the Moot Court Council.

### **Law Clinic**

See Washburn Law Clinic

### **law firm names**

Use full name of law firm; double-check all firm names for correct spelling, periods and abbreviations

- 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.

See entry for *Washburn University School of Law*.

**LL.B** is the abbreviation used prior to JD for a law degree

**LL.M.** in Global Legal Studies

The LL.M. in Global Legal Studies is for prospective students with a foreign law degree.

**Lunch & Learn** (use the ampersand not “and”)

**M.S.L.** (Masters of Studies in Law)

A degree is 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 Accounting)

## Meet and Greet

### months

When used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov., and Dec. Spell out when using alone or with a year alone.

- Jan. 15, 2008, was a cold day.
- It was a cold day in January 2008.
- It was a cold day in January.

Do not abbreviate months with dates in headlines

## Moot Court

### the Netherlands

Not capitalized, unless the first word of a sentence.

- Utrecht University and Maastricht University are both 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.

- Twenty-two students attended the event.

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

- United States Court of Appeals for the Tenth Circuit
- 22nd Judicial District

## of Counsel

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

- 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. Such part-time practitioners are sometimes lawyers who have decided to change from a full-time practice, either with that firm or with another, to a part-time one, or sometimes lawyers who have changed careers entirely, as for example former judges or government officials, or attorneys who transition from corporate/in-house practice to law firm practice.
- A retired partner of the firm who, although not actively practicing law, nonetheless remains associated with the firm and available for occasional consultation.
- 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.
- 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.

- The plane flew over the city.

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

- 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...
- Incorrect: 10% of the graduates...

## percentages

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

- The cost of living rose 0.6 percent.
- He said 10 percent of the electorate may not vote.
- Ten percent of the graduates...

## periods

Only type one space after a period; most programs automatically adjust for spacing after a period.

See the *academic title* entry for period usage.

**power of attorney**

not powers of attorney

**pro bono** (do not hyphenate)

**practice ready** (do not hyphenate)

**Practitioner in Residence** (capitalize but do not hyphenate)

**principal** (meaning high ranking, not principle)

**Publications (newspapers, magazines, etc...)**

The Topeka Capital-Journal  
the National Jurist

**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.

**Scholar in Residence** (capitalize but do not hyphenate)

**semesters**

Lowercase spring, summer, fall, and winter.

**special characters**

& Do not use the ampersand except when it is part of a company's formal name.

**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.

The em dash (but not the en dash) is also used to set off the sources of quotes:

*"Seven social sins: politics without principles, wealth without work, pleasure without conscience, knowledge without character, commerce without morality, science without humanity, and worship without sacrifice."*  
—Mahatma Gandhi

**state names**

Do not use "Kansas" or "Kan." or "KS" when referencing Topeka or Wichita in Washburn Law publications.

- Correct: She is a native of Topeka.
- Incorrect: Mr. Jones practices law in Wichita, Kansas.

Do not use the state name following major metropolitan cities, like Los Angeles or Boston.

Place one comma between the city and the state name, and another comma after the state name, unless ending a sentence.

- Correct: She was traveling from Salina, Kan., en route to Dallas.
- Incorrect: She was traveling from Salina, Kansas en route to Dallas, Texas.

Use “New York state” when necessary to distinguish the state from New York City. Use “state of Washington” or “Washington state” to distinguish the state from the District of Columbia.

Abbreviate states according to AP Style, not postal abbreviations; a few states are never abbreviated. Only use the two-letter postal code with full addresses, including ZIP code.

- Correct: He is from Tucson, Ariz.
- Incorrect: He is from Tucson, AZ.

Ala.	Hawaii	Mich.	N.C.	Utah
Alaska	Idaho	Minn.	N.D.	Vt.
Ariz.	Ill.	Miss.	Ohio	Va.
Ark.	Ind.	Mo.	Okla.	Wash.
Calif.	Iowa	Mont.	Ore.	W.Va.
Colo.	Kan.	Neb.	Pa.	Wis.
Conn.	Ky.	Nev.	R.I.	Wyo.
Del.	La.	N.H.	S.C.	
D.C.	Maine	N.J.	S.D.	
Fla.	Md.	N.M.	Tenn.	
Ga.	Mass.	N.Y.	Texas	

*the National Jurist* (lowercase “the” and italicize)

## titles of works

The title of research articles should be listed in quotes. Quotation marks are used to set off parts of a larger published work.

- “Agriculture and Farm Law”

Names of journals, magazines, law reviews, and newspapers should be in italics.

- *Washburn Law Journal*

Names of books should be in small caps.

- EXPERT LEARNING FOR LAW STUDENTS

## titles of persons

Capitalize formal titles only when used before an individual’s name.

- Dean Thomas J. Romig made an announcement.
- **The Honorable Christel Marquardt, ’74**



- It is acceptable to use “**The Hon.**” in Class Actions in the *Washburn Lawyer* magazine
- Exception: When Barack Obama served his first term as President... (when referring the U.S. President)

Lowercase and spell out titles when not used with a person’s name.

- The dean made an announcement.

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

- Thomas J. Romig, the dean, made an announcement.
- Marsha Boswell, director of marketing communications, made an announcement.

Capitalize formal titles of distinguished practitioners.

- The Honorable Ron Greenberg, retired Alameda County, Calif., superior court judge, was the Visiting Jurist.

## U.S. vs. United States

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

- U.S. Supreme Court
- He is from the United States.

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

**videotape, videotaping** (One word)

**Volunteer Income Tax Assistance (VITA) clinic**

**Veterans Legal Assistance Clinic (VLAC)**

**Washburn Law Clinic**

Use Washburn Law Clinic on first reference, then Law Clinic or Clinic on subsequent references.

**Washburn Law Library**

Use Washburn Law Library on first reference, then Law Library on subsequent references.

**Washburn University School of Law**

- First reference: **Washburn University School of Law**
- On subsequent references: **Washburn Law** — no exceptions!

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

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

- Incorrect: Alumni often speak at Washburn Law School.
- Incorrect: Alumni often speak at Washburn University Law.

## Washburn University School of Law Alumni Association

**website** (not hyphenated, one word)

### years

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

- He served as a judge from 1975 to 1983.

In Class Notes and In Memoriam sections of the *Washburn Lawyer*, it is acceptable to use hyphens between two years.

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

When referring to the academic year, use 2014 –15.

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

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