

IDC Quarterly Stylistic Requirements – Revised and Effective August 2023

FORMATTING RULES

1. Save the article as **Column Name – Author Last Name – Volume & Issue Number – Draft Number**. The version you submit to your editor will always be “Draft 1.” Examples:

Insurance – Fox – V32N4 – Draft 1
Feature – Smith – V32N4 – Draft 1
2. Submit your article in Word format with **justified text**. There should be **no page numbers, headers or footers**.
3. At the top left, above the main title, identify the **column name (or “Feature Article”)** & **author name(s) (bolded)** and *firm name(s) (italics)*.
4. At the very top, above the author names and main title, provide a sentence or two **social media captions** for the IDC to promote your article.
5. The main title is centered in bold **Title Case (not all caps)**. No underline. Please make sure you use a title beyond just “Tort Law,” etc... Do not capitalize words like “the,” “of” and “in” in the main title, unless it is the first word.
6. Format headings like the main title. **Headings** describe the upcoming section in a few words (not a sentence). Columns should not contain lettered or numbered sections.
7. *Subheadings*, if any, should be fewer than 10 words and *italicized*, but are otherwise formatted like headings. Use sparingly.
8. Indent each paragraph **0.5 inches**. Indent block quotations (50+ words) 0.5 inches on both the left and right sides.
9. **Single-space** everything, except for double spacing before and after a title or subheading, and before and after block quotes. “Before” and “After” paragraph spacing should be 0 pt.
10. Use **one space after periods**. Do a search for two spaces and make corrections before you submit.
11. **No footnotes or endnotes**. Citations should be in the body of the article.

Exception: The Monograph uses endnotes for citations. This is the main notable difference between the monograph and a regular submission.
12. Use “smart quotes” (curly quotes and apostrophes), not straight quotes. “Straight quotes” often appear after a cut and paste from an opinion, statute, etc. “Find and replace” before sending to your editor.
13. **Highlight** two **pull quotes** that, subject to editorial discretion, may be emphasized in a text box in the final publication.

CITATIONS

Unless specifically stated otherwise below, please follow the current edition of *The Bluebook: A Uniform System of Citation* for all citations. The 21st Edition is the current edition. **Please be aware that you, as an author, are responsible for and must thoroughly check the accuracy of your citations and quotations.**

Citing to Illinois Cases

Use the public domain citation format for all published decisions issued July 1, 2011 and after. The following are the citation formats adopted by the *IDC Quarterly* for those decisions:

It is preferred that you use pin citations whenever possible. Non-pin cites should be limited.

The following examples indicate the proper use of pin citations and short form citations. Please pay attention to when there is and is not a comma used, and please include the space after the paragraph (§) sign:

Reliable Fire Equip. Co. v. Arrendondo, 2011 IL 111871, § 43.

Reliable Fire Equip. Co., 2011 IL 111871, § 44.

Id. § 45.

Id. §§ 45-47.

Id. §§ 45, 50-51.

Center Partners, Ltd. v. Growth Head GP, LLC, 2011 IL App (1st) 110381, § 3.

Center Partners, Ltd., 2011 IL App (1st) 110381, § 4.

Id. § 5.

Id. §§ 5-6, 8.

If you do need to cite without a pin citation, here is the format:

Reliable Fire Equip. Co. v. Arrendondo, 2011 IL 111871.

Center Partners, Ltd. v. Growth Head GP, LLC, 2011 IL App (1st) 110381.

Common Citation Problems

1. Typesetting for Case Citations:

- a. *Italicize* case names (no underline), but do not italicize the comma after a case name.
- b. The period after an “*Id.*” is italicized, as the period is part of the substitute for the case name.
- c. All citations must end with punctuation—whether a period, comma, or semicolon depends on where the citation falls in a sentence.
- d. *Italicize* cross-references (*supra*, *infra*), signals (*See*, *See also*, *See*, *e.g.*, etc.), actions of a higher court (*rev’d*, *cert. denied*, etc.), and short forms (*Id.*). That means *cited in* and *quoted by* are to be in italics.
- e. An em dash makes a break in thought and an en dash marks a range.

Examples:

Discussed in pages 42 – 44

Never—subject to the known exception—use the . . .

- f. Ellipses (dots) **have spaces** between them like this Do not use the word autocorrect dots (...). Do not use ellipses at the beginning or the end of a quote. They are for mid-quote omissions. See BB R. 5.3.

- g. Note the spaces in Ill. App. 3d and Ill. 2d. Check *The Bluebook* for each reporter to which you are citing.

Examples:

Minton v. Helena Marine Service, Inc., 147 Ill. App. 3d 491 (5th Dist. 1986).

In re Marriage of Weiss, 87 Ill. App. 3d 643, 650 (1st Dist. 1980).

Bruske v. Arnold, 44 Ill. 2d 132, 136 (1969), *cert. denied* 398 U.S. 905 (1969).

United States v. Kaiswer Aetna, 584 F.2d 378 (9th Cir. 1979), *rev’d* 444 U.S. 164 (1979).

See, e.g., Miehner v. Brown, 54 Ill. 2d 539 (1973).

Bonanno v. Potthoff, 527 F. Supp. 561 (N.D. Ill. 1981).

Celotex Corp. v. Catrett, 106 S. Ct. 2548, 2553 (1986).

People v. City of East St. Louis, 206 Ill. App. 3d 626 (5th Dist. 1990) (stating that, in cases of civil contempt, the order of the court must provide the defendant with the “keys to his cell” enabling him to purge himself of the contempt by complying with court’s order).

2. Case citations.

- a. Cite to the official reporter where available (for example, in Illinois:

Ill. App. 3d or Ill. 2d). **Do not include the regional reporter cite. The regional (unofficial) reporter citation is not used in the *Quarterly*.**

- b. Official reporter citations only require the year of the decision. Citations to Westlaw or Lexis require the full date (more on Westlaw and Lexis below).
- c. Identify the district (in parenthesis with the year of the decision) when citing to an appellate case in a state with separate appellate court branches or districts.
- d. When quoting from or referring to a specific part of a court opinion, always include pin cites to those page(s) in the opinion.

The following are examples of proper and improper case citations for Illinois cases decided prior to July 2011:

Proper:

Smith v. Jones, 123 Ill. App. 3d 45, 50 (1st Dist. 2007).

Smith, 123 Ill. App. 3d at 50.

Improper:

Smith v. Jones, 123 Ill. App. 3d 45, 789 N.E.2d 22 (1st Dist. 2007).

Issue: No citing regional reporters.

Smith v. Jones, 123 Ill. App. 3d 45 (2007).

Issue: Missing appellate district identifier.

Smith v. Jones, 123 Ill. App. 3d 45 (1st Dist. July 1, 2007).

Issue: Month and day should not be included.

3. Long, Shorter, Shortest Form Citations for the *Quarterly*.

- a. The first time you refer to a case, use the full or “long” citation.
- b. The second time that case is cited (whether or not it immediately follows the “long” citation), and any other time you return to cite that case after citing a different source, use the “shorter” citation:
 - Shortened case name (a readily identifiable shorter version of one party’s name).
 - Reporter volume and name, and
 - Page number, using “at” (for non-public domain citations) or the ¶ symbol without an “at” (for public domain citations).
- c. The third time, if the citation immediately follows “shorter” citation, use “*Id.*” and (if different) the page number. (*Id.* at 105 or *Id.* ¶ 105).
- d. If you use **five “*Id.*” cites in a row**, on the sixth instance, use the short citation again. (See Bluebook Rule 10.9).

IMPORTANT SPECIAL RULE:

Do not give the full citation, and then immediately follow it with an “Id.” Although this may be standard for other publications or in briefing, the *Quarterly* mandates use of the short cite the second time a case is cited. The long citation only needs to be used once per article. If, after using an *Id.*, you cite to a different source, when you return to that original case you must use the “shorter” citation again.

The following are examples:

Proper:

Smith v. Jones, 123 Ill. App. 3d 456 (1st Dist. 2007).

Smith, 123 N.E.2d at 459.

Id. at 460.

ABC Corp v. XYZ, Inc., 321 Ill. 2d 654 (2006).

Smith, 123 Ill. App. 3d at 460

Improper:

Smith v. Jones, 123 Ill. App. 3d 456 (1st Dist. 2007).

Id. at 459.

Issue: In the above, the author is missing the “shorter” cite before the “shortest” *Id.* cite is used.

This applies to the monograph as well. Also, even if you refer to the name of a case in the body of the Monograph and

then use an endnote, put the name of the case in the endnote, not just the reporter information.

- 4. Westlaw and LEXIS citations.** Use these electronic database cites when there are no permanent reporters to cite. The proper format is <case name>, <case docket number>, <database identifier>, <electronic report number>, at *<star, followed by the pincite page number> (<court and full date on which the decision was issued>).

Examples:

Smith v. Jones, No. 07-12345, 2007 WL 123456, at *2 (Ill. App. Ct. 1st Dist. May 1, 2007).

Smith v. Jones, No. 07-12345, 2007 U.S. Dist. LEXIS 123456, at *2 (N.D. Ill. May 1, 2007).

The short form citations would then appear as follows:

Smith, 2007 WL 123456, at *4.
Id. at *3.

5. Citations to Statutes and Rules:

Follow these basic citation formats.

735 ILCS 5/1-101.
42 U.S.C. § 2000e.
Ill. S. Ct. R. 304.

Follow Bluebook for other sources.

DEADLINES

Deadlines are not optional or flexible, as the *Quarterly* is dedicated to publishing its issues on schedule, in order to keep our members timely informed.

The due dates for columns and feature articles, including the Monograph (which is due earlier than regular columns and feature articles), are available more than a year in advance. This advanced scheduling enables the authors to plan ahead, around their personal and work commitments.

PREEMPTION

In an attempt to avoid duplicate coverage of a single case or topic, the editorial board requires that you e-mail the topic or case on which you will be writing to the Executive Editor as soon as possible (but not later than two weeks before the deadline for submitting the article or column). The Executive Editor will coordinate with the other authors to confirm non-duplicate coverage and come up with a solution if/when potential duplication occurs. (An exception exists when each column or article focuses on entirely different aspects of the case or topic.) If a duplicative column or article is submitted by an author who did not first coordinate the topic with the Executive Editor, preference will be given to the author who did submit his or her topic in advance. Feature article authors should contact the Executive Editor prior to writing the article to have the topic approved to avoid duplication and to ensure it is appropriate for our publication.

SAVING AND SUBMITTING ARTICLES AND COLUMNS

E-mail your Draft 1 article to your editor and carbon copy Sandra Wulf at sandra@idc.law. There is no need to “cc” the Editor in Chief on e-mail correspondence with the editor pertaining to changes, unless you need some input or clarification from the Editor in Chief. Your editor will review your submissions and respond with any proposed revisions. Please simply reply to your editor’s e-mails to tell them whether the revisions are approved. This is easier and less confusing than if you accept the changes yourself and resubmit the article because the editor will not know for sure if all of his or her proposed changes were made without reading the whole article. **Let the editors accept and reject changes on their own computers.**

Your editor will submit the final version to the Editor in Chief as “Draft 2.”

PRACTICAL ADVICE

The *IDC Quarterly* readers have requested that more practical advice and procedural “nuts and bolts” information be included in columns. As such, we request that all authors try to incorporate practical advice into their articles and columns. Following are a couple of

examples how this might be accomplished, but we leave it up to you to decide how best to approach this request.

Consider ending your column with a “practice tip” of a few sentences relating to your column. For example, this was a portion of the conclusion paragraph of a Medical Malpractice column:

In reality, defense counsel are probably not requesting remittitur for reducing excessive verdicts as often as possible. Non-economic damages by their nature have no good economic measure, and therefore are often the result of irrational decision making by juries. Therefore, defense counsel should argue that the court must use its rational discretion to determine whether the verdict is excessive and whether remittitur, a mechanism that the supreme court has so vigorously reserved for the judiciary, should be applied.

Alternatively, consider occasionally devoting an entire column to a topic all defense litigators can use in daily practice. We understand that this would not work with all of the column topics. For those that lend themselves well to practice tips, perhaps one or two practical columns out of the four in a year would work.

ARTICLE LENGTH

Columns are approximately 1,100 to 2,200 words.

Feature articles are approximately 2,400 to 3,600 words.

Consider splitting a particularly lengthy column or feature into a two-part series, with the second part to follow in the next issue. If that is not feasible, please contact the Editor in Chief prior to submitting the article or column to determine whether that issue of the *Quarterly* can accommodate a lengthier article.

SELF-EDITING

Please recognize that, like the authors, the editors are volunteers too. Before submitting your article to an editor, we suggest that you have someone else edit it. Please submit your article or column with the attitude that it will be published exactly as submitted. Give your article no less attention to detail and to the rules than you would use for submitting a legal brief to a court. Also, please cut excess words instead of relying on editors do so. Example:

Excess Words: At that point in time, it did not appear that the insurance policy was a contract that was in effect and controlling for the motor vehicle accident.

Better: At the time of the accident, it appeared the insurance policy was not in effect.

CAPITALIZATION

The following words are capitalized or not capitalized as shown below:

- Do not capitalize party titles: **plaintiff, defendant, counterplaintiff, third party defendant, respondent**, etc. (Use “the” in front of each party. See the “Identifying Parties” section for further details.)
- Do not capitalize general court names, even where referring to a specific court (unless it is the United States Supreme Court, which is “Court” or “Supreme Court”): **the court, trial court, circuit court, district court, appellate court, supreme court** (for state supreme courts when not using the court’s full name).
 - The means “court” is lower case for all references to appellate courts and even the Illinois Supreme Court: e.g., “the court”.
- Capitalize the word “Court” and court names *only* when listing the court’s full name (unless it is the United States Supreme Court, which is “Court” or “Supreme Court”): **Illinois Supreme Court, Supreme Court** (for SCOTUS only), **Illinois Appellate Court Fourth District or Appellate Court of Illinois Fourth Judicial District** (with the abbreviation “Fourth District” or the like used only after first using the court’s full name), **Court of Appeals for the Seventh Circuit or Court of Appeals, Seventh Circuit** (with the abbreviation “Seventh Circuit” used only after first using the court’s full name), and **District Court, Northern District of Illinois**.
- Do not capitalize “state” or “federal” (like “**the state**,” when referring to Illinois, or “**federal law**”), unless the word they are modifying is capitalized (like “**State of Illinois**” or “**Federal Reserve**”).

OTHER ISSUES

1. **Numbers:** Numbers under 10 should be spelled out and numbers 10 and over should be written in numerals (Examples: one, two, three . . . nine, 10, 11, 12).
2. **Company/Corporate Pronouns:** A frequent error is the use of plural pronouns to refer to companies. A company’s pronoun is “it” – not “they.”

Examples:

Correct: ABC Corp. argued that it owed no duty to the plaintiff. Further, it argued that even if it owed a duty, it did not breach the duty.

Incorrect: ABC Corp. argued that it owed no duty to the plaintiff. Further, they argued that even if they owed a duty, they did not breach the duty.

3. **Block quotations of 50 words or more** should be indented .5” on the left and right, without quotation marks. Quotation marks within a block quotation should appear as they do in the original text. When a letter must be changed from upper to lower case, or vice versa, enclose it in brackets. Substituted words or letters and other inserted material should also be bracketed.

Example:

[T]his presumptive privilege must be considered in light of our historic commitment to the rule of law. This [commitment] is nowhere more profoundly manifest than in our view that “the twofold aim [of criminal justice] is that guilt shall not escape or innocence suffer.” . . . The need to develop all relevant facts in the adversary system is both fundamental and comprehensive. The ends of criminal justice would be defeated if judgments were to be founded on a partial or speculative presentation of the facts.

United States v. Nixon, 418 U.S. 683, 708-09 (1974) (citation omitted). The Court then balanced this interest against the evils of forced disclosure. *Nixon*, 418 U.S. at 710.

4. **Abbreviations:** When using abbreviations (names, entities, terms, etc.), do not put quotation marks around the abbreviated term in parenthesis unless the abbreviation is not obvious. When abbreviating a person’s name, and there are no other people in the case with the same last name, there is no need to put the person’s last name in parentheses at all.

Examples:

Correct:

The Uniform Commercial Code (UCC) provides

Plaintiff Frank Jones alleged that Defendant Sony Corporation, Inc. (Sony) was negligent. Jones further claimed

The plaintiffs alleged they were the holders of copyrights in five sound recordings (“Copyrighted Recordings”) and that the defendant, without permission, was using an online media distribution system to download the Copyrighted Recordings.

Note: Here, it is correct to put the abbreviation in quotes inside the parentheses because it is not an obvious abbreviation.

Incorrect: The Uniform Commercial Code (“UCC”) provides

Plaintiff Frank Jones (“Jones”) alleged that Defendant Sony Corporation, Inc. (“Sony”) was negligent. Jones further claimed

5. **Contractions:** Do not use contractions, unless they are a part of a quotation.
6. **Punctuation and Quotation Marks:** Commas and periods always go **inside** quotation marks. Semicolons and colons go outside quotation marks. Question marks and exclamation points can go either place, depending on the sentence (e.g., if the question mark or exclamation point is part of the quotation, they go inside the quotation mark; otherwise, they go outside the quotation mark).
7. Italicize all Latin and other foreign language words, e.g., “*res ipsa loquitur*” or “*forum non conveniens*.”
8. **Abbreviate** the word “paragraph” with “par.” or ¶. Abbreviate the word “Section” with “sec.” or §. Whichever you choose, however, be consistent throughout.
9. Use of “**i.e.**” and “**e.g.**”: These are among the most commonly misused abbreviations because they are very similar. The abbreviation e.g. means “for example.” The abbreviation i.e. means “that is” or “which is to say.” They are not interchangeable. Also, a comma should follow both. Both should be italicized because they are abbreviations of foreign words. They are appropriate to use in citation sentences, but they should be avoided in the text of your article
10. **Identifying Parties.** Identify parties as “the plaintiff” or “the defendant” or use their proper names when there are multiple parties and it is easier to distinguish them by name instead of by description (never just “Plaintiff” or “Defendant”). Whatever you do, be consistent! Do not revert to “the plaintiff” and “the defendant” once you have identified them by name. Do not include Ms., Mr., etc., unless you are discussing different individuals with the same last name. In such case, you may distinguish the parties with prefixes or by including their first names. For example: “The plaintiff, ironworker John Smith, sued the defendant, ABC Corporation, the general contractor on a construction project. Smith claimed that ABC Corp. failed to clean the construction site adequately.”
11. **Sentence and Paragraph Structure.** Most **sentences** should be no longer than 15 to 20 words. Occasionally use a longer sentence for variety.

Use frequent paragraph breaks. Even if the discussion is centered on one general topic, a long paragraph can usually be broken down into two subtopics. Multiple shorter paragraphs are easier to understand and easier on the eyes.

12. **Avoid Passive Voice.** Use the active voice as much as possible. Use the passive voice only when the sentence sounds too **contrived** in the active voice. Active voice usually is stronger and easier to follow than passive voice. In addition, passive voice increases the potential for ambiguity.

Active: The trial judge ruled. –or– The trial judge made the ruling.

Paramedics brought the child to the ER.

Legislative history supported the court’s interpretation.

Passive: The ruling was made by the trial judge.

The child was brought to the ER by paramedics.

The court’s interpretation was supported by the legislative history.

13. **Avoid Legal Jargon.** Use the same words in your article that you use when talking to your friends and families, despite the fact that most of the readers are lawyers.

Avoid:

Herein, heretofore, hereinafter, etc.

Said (used as a replacement for “this,” or “that”)

Aforementioned (see “said” example)

The case at issue (the phrase “at issue” usually add nothing)

Whereas

Vehicle or automobile (in place of the word “car”)

THANK YOU!

Thank you for your hard work and dedication to the *IDC Quarterly*! Following these rules and guidelines will make everyone’s job easier in the long run.