

The American Bankruptcy Trustee Journal
Journal of the National Association of Bankruptcy Trustees
Style Sheet and Editorial Guidelines
January 1, 2017

NABT reserves the right to edit all articles for content and style. All articles are reviewed by the Editor prior to publication. All articles submitted for publication must be first-run articles that have not appeared in any other publication, unless otherwise approved by the Editor.

Article Length

There are no minimum or maximum word requirements. However the optimal length is approximately 1,500 to 1,800 words. Articles of substantial length may be published in two or more parts.

Key Points

As part of your drafting and submission of your article, please provide 3-5 “key points” which will appear in a graphic near the top of the article to provide the reader with what they should “take away” from reading the article. The key points can be included at the end of the article; the Editors will move them to the appropriate location as part of the layout process.

Submitting Your Article

All articles must be submitted by email as Microsoft Word files. Please email the articles to adobin@trenklawfirm.com. Please do not include page numbers or headers and limit the use of footnotes (see citation guidance below).

It is important to submit articles by the deadline given.

When submitting your article, please submit (i) a digital head shot photo (color is preferred) for use with the article; and (ii) a brief biography of 3-4 sentences. Photos must be 300 dpi for optimal print quality.

Graphics

The use of graphics for data is encouraged. Charts and graphs may be placed in your document as you want them to appear, but *always include the original images in a separate file* (e.g., Excel-generated charts should be sent in their original Excel file or a pdf) and e-mail them in addition to the original article.

Quotes

Indicate quotes with quotation marks. If applicable, indicate emphasis added in parenthesis at the end of the quote. If you are omitting the beginning, end or any part of a sentence, use the ellipsis (...).

As space allows, pull-out quotes will be used to emphasize important thoughts. You may indicate

potential pull-out quotes in a letter accompanying the article. Final determination will be made by the Editor.

Cases

Always italicize case names. Please cite cases according to *West Bankruptcy Reporter* using B.R.; otherwise, use Blue Book Form. Citations to cases should be in the text of the article and include pinpoint citations.

Comma Rules

- In a simple series, omit the comma before the conjunction (*e.g.*, The flag is red, white and blue.).
- Use the serial comma if an integral element of the series requires a conjunction (*e.g.*, I had orange juice, toast, and ham and eggs for breakfast.).
- Omit comma before Inc., Corp., Co., Ltd., L.P., P.C., etc. (*e.g.* Smith & Smith Inc.).
- Omit comma after name and before suffix (*e.g.*, John A. Doe Jr.; John A. Doe Sr.; John A. Doe III).
- Omit comma following a month and preceding a year (*e.g.*, February 1994 not February, 1994).
- Include commas when listing a full date (*e.g.*, On Feb. 18, 2007, NABT announced its meeting).

Terminology

BAPCPA (the bankruptcy law effective Oct. 17, 2005)

the Bankruptcy Code

the Code

the Bankruptcy Act (prior 1978)

chapter 7, chapter 11, etc. (NOT capitalized)

Title 11

U.S. Trustee

trustee (meaning case or panel trustee)

bankruptcy judge

bankruptcy court (unless referring to specific court)

district court (unless referring to specific court)

Section 1031 (at the beginning of a sentence)

§1031 (within a sentence)

bankruptcy case (NOT bankruptcy proceedings for the case-in-chief)

adversary proceeding (NOT adversary case)

contested matters (if not actually initiated by filing of separate adversary)

out-of-court

parties in interest (NOT parties at interest)

pre-petition

post-petition

debtor-in-possession (use DIP on second reference)

Supreme Court

Court (uppercase only when naming a specific court and in all references to the U.S. Supreme Court)

Cities and States

When referring to a city, list the city and state unless the city is one of the following, in which the city stands alone:

ATLANTA	HOUSTON	PHILADELPHIA
BALTIMORE	INDIANAPOLIS	PHOENIX
BOSTON	LAS VEGAS	PITTSBURGH
CHICAGO	LOS ANGELES	ST. LOUIS
CINCINNATI	MIAMI	SALT LAKE CITY
CLEVELAND	MILWAUKEE	SAN ANTONIO
DALLAS	MINNEAPOLIS	SAN DIEGO
DENVER	NEW ORLEANS	SAN FRANCISCO
DETROIT	NEW YORK	SEATTLE
HONOLULU	OKLAHOMA CITY	WASHINGTON

In listings of cities and states, all states should be abbreviated except Alaska, Hawaii, Idaho, Iowa, Maine, Ohio, Texas and Utah. List the District of Columbia as Washington, D.C.

State Abbreviations:

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

Spell out the names of the states when they stand alone in textual material (*e.g.*, The floods in Missouri were devastating).

If you have any questions about these guidelines, please contact the Editor.