



The Paralegal Educator

Manuscript Style Sheet

Paragraph Spacing:

All manuscripts from the author should be double spaced, with one extra line spacing between each paragraph.

Font:

Use 12 point Times Roman.

Page Margins:

All page margins must be a minimum of 1 inch, left, right, top, and bottom.

Headings:

The manuscript may be organized in levels of headings.

FIRST- LEVEL SECTION HEAD

Section Head is all caps, Times Roman 12 font, boldface, left-justified.

Biographies:

Authors should write their own biographical statement at the end of the article, accompanied by a current photo (jpg in 300 dpi). Statements should be, at most, three to five sentences long.

Punctuation:

- Use a serial comma: *item one, item two, and item three*. Always put a comma after the last item before the *and*.
- Avoid overuse of quotation marks to place emphasis on a word or phrase.
- Avoid use of a colon following a verb when listing items in a sentence unless the list is set off by bullets.
- Use parentheses sparingly.
- Commonly used prefixes preceding nouns (*preoperative, nonviolent, etc.*) do not require the use of a hyphen unless the closed combination of the prefix with the noun might lead to confusion with another term (*re-creation* versus *recreation*) or if the prefix is used with a proper noun (*pre-Raphaelite*). For a prefix ending with the same letter as the root, use a hyphen (*re-enter*).
- Use three spaced periods, with one space before and after each period, to indicate an omission within a sentence. “Since 1950, buying trends have changed . . . as consumers have become more interested in the contents than the package.”

Use of Bold, Italics, and Quotation marks:

- Use *italic* type when introducing a new term for the first time, for Latin terms (*per diem*), or for emphasis. Do NOT overuse italics.

- Use quotation marks for direct quotes from other sources. (Do NOT use quotation marks to emphasize terms.)
- Italicize the title of a book.
- Use quotes for an article or chapter of a book.
- Italicize legal citations: *Smith v. Jones*
- Italicize federal and state acts: *Fair Housing Act*

Excerpts:

When a direct quote exceeds *three lines of text*, it must be indented an extra inch right and left, single spaced, and written without quotation marks.

Abbreviations, symbols, and acronyms:

- * Use the symbols ® and ™ in running text for product names (e.g., PowerPoint® or BlackBerry®). There is no space between a trademark and a service mark and the raised symbol.
- * When using acronyms, use the full name and put the abbreviation or acronym in parentheses following the first usage of the term. For example, *The American Association for Paralegal Education (AAfPE)*. Use the acronym alone throughout the rest of the chapter. Once abbreviated, the names of organizations should be capitalized with no periods between the letters.
- * Plurals of acronyms are formed by simply adding the lowercase letter *s* with no apostrophe: *FSBOs*.
- * The use of *a* or *an* before an abbreviation will depend on whether the abbreviation is regarded as an “initialism” (abbreviations that are pronounced letter by letter, such as IBM) or an acronym (abbreviations that are pronounced as a word, such as ZIP (code)). When consonants *F, H, L, M, N, R,* and *S* are the start of an initialism, they are preceded by an “*an*.”

- * Be consistent within the same article: do not abbreviate a term in some sentences and spell it out in others.
- * Given a choice between an abbreviation and a contraction, choose the abbreviation (e.g. cont. is preferred over cont'd.).
- * Use *U.S.* (including periods) in text only as an adjective: U.S. cities. *UN* does not have periods and can be used as a noun. Spell out United States when used as a noun.
- * Spell out state names in running text, this includes after listing a city in running text (e.g. the conference was held in Dallas, Texas (not TX)).
- * Use *e.g.* and *i.e.* only within parentheses; use *for example* or *that is* in text.
- * Put a space between the initials of a person's name: H. G. Wells
- * Use periods in abbreviations for university degrees: Ph.D., M.S., B.S., B.A.
- * Lowercase abbreviations made up of single initials required a period after each initial, but no space after each internal period.
- * Use lower case for abbreviations dealing with time: 1 a.m.
- * Periods should be used in the names of organizations unless the organization promotes its name and/or products without abbreviations, such as AAfPE.
- * Do not abbreviate first names unless the individual uses such abbreviations in his or her legal name.
- * The form *Esq.* should be used only with a full name or initials, but no title should precede the name.
- * Leave one space before and after the following symbols: =, x, and &
- * Use the percent symbol (%) rather than *percent* for technical works.
- * There is no space before an asterisk following a word or punctuation mark within a sentence or at the end of the sentence.

Capitalization:

- * Lowercase words unless there is a good reason to capitalize, (e.g., proper name or term). Do not capitalize for emphasis.
- * Capitalize:
 - * Trademarks and trade names
 - * Formal names of offices and departments
 - * References to parts of the document: Figure 1, Problem 7, etc.
 - * The word Act when referring to a specific federal or state Act.
- * Do **not** capitalize:
 - * Job positions or titles (unless there is a name attached--Past President Joe Smith, President-Elect Jane Brown)
 - * Names of college degrees (bachelor's)
 - * State or federal unless used with proper name (State of Florida, state laws, federal laws)
- Title capitalization:
 - * Capitalize prepositions of five or more letters. (among, between)
 - * Do NOT capitalize prepositions with fewer than five letters in titles or headings (of, with, for).
 - * Do NOT capitalize articles (a, the) in headings unless they begin the heading.

Numbers:

- * Spell out numbers one through ten. 11 and higher, use numerals: 17, 299, 1,100,000.
- * Use numerals for units of physical measurement and money: 7 grams, \$2,000.
- * Spell out these: first, second, eleventh, forty-sixth, etc.

- * 1960s or the sixties

Internet Terms and Usage:

- *Internet* is capitalized but *website* is one word, not capitalized
- *web* is lower-cased, as in *web-based*
- e-mail and e-commerce are hyphenated and not capitalized (unless they begin a sentence)
- Online is not hyphenated
- Omit “http:” in front of *www* addresses unless there is no *www*:
www.aafpe.org but *http://apastyle.apa.org*
- References to websites should be italicized
- Dividing online addresses in text copy or in endnotes and references:
 - Always try to fit a URL in one line.
 - Break after the double slash in **http://**; or
 - Break before a dot, a single slash, a hyphen, an underline, or any other mark of punctuation.

Endnotes and References

- Endnotes are like footnotes except that they are all in one group at the end of the article. They have numbers that match the numbers in the article. They are listed in numerical order.
- References provide sources for information in the article but are not numbered. The author may or may not include parentheses that contain the author and year within the article. Sources are listed in alphabetical order.

Endnotes should appear at the end of the document and use the author's first name first and last name last followed by a comma. Then, the title of an article in quotation marks (with a comma placed before the final quotation mark). The magazine or book that follows is italicized with a comma, then the date, another comma, and page number.

References are treated as a bibliography, having no numbers or placement within the text. The format is to alphabetize the references by author's last name first, followed by the title of an article in quotes, the magazine or book italicized, volume number, date, and page numbers.

Resource abbreviations in endnotes and references

- *Id.* or *id.* at p. # should be used when citing to the immediately preceding resource.
- If not citing to the immediately preceding resource, you may use a short form of the resource such as: Author's last name at p. #.

AAfPE

- The AAfPE Annual Conference is capitalized in order to give the meeting extra emphasis and attention.

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