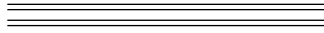


THE MANUAL OF STYLE
FOR THE
CONNECTICUT COURTS

Second Edition

The Office of the Reporter of Judicial Decisions

THE MANUAL OF STYLE
FOR THE
CONNECTICUT COURTS



Rules of style observed in the publication
of opinions in the official reports of the
State of Connecticut

Second Edition

The Office of the Reporter of Judicial Decisions

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State of Connecticut

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INTRODUCTION

The following style manual is offered to assist all justices, judges, law clerks and support staff in the drafting and reviewing of opinions. The goal in drafting the manual was to offer guidelines that would lead to relative consistency of structure and format in the opinions published in the Connecticut Reports, Connecticut Appellate Reports and Connecticut Supplement. Unfortunately, it is impossible to anticipate every question that may arise concerning matters of style. It is recommended that justices, judges and law clerks consult the editorial staff of the Office of the Reporter of Judicial Decisions on matters not covered in this manual.

Certain of the style conventions contained here have been observed in the Connecticut Reports for decades, while others manifest departures from the practices of the past. Specifically, the recommended format for short citations of opinions represents a distinct change from the previous usage. While it is understood that the style will certainly continue to change, it is hoped that such changes will continue to be the result of gradual evolution.

Emily J. Lebovitz
Reporter of Judicial Decisions
December, 1997

STYLE CONVENTIONS—IN GENERAL

I

OPINION ORGANIZATION

A

In general, the name under which an opinion is reported is taken from the original pleadings. If the original pleadings named the case *John Smith v. Brian Brown*, the case retains that name even if one or more parties was added on either side or intervened or if a different party was substituted for the original plaintiff or defendant. If parties have been added or have intervened after the filing of the original pleadings, do *not* add “et al.” to the name of the case. Similarly, where a case initially involved more than one plaintiff or defendant, and where all but one party on each side have been eliminated from the controversy by the time the opinion is issued, the title will retain “et al.” In such a situation, explain in a footnote the discrepancy between the case title and references to the plaintiff or the defendant in the singular.

In an action brought on behalf of a minor do not include “PPA” in the case title even though it appeared on the original pleadings. In a case brought on behalf of a minor include “et al.” in the title only if a parent or guardian is also seeking damages, such as recovery of medical expenses.

“AKA” and “DBA” are never used in case titles. In cases involving banks, “N. A.” or “FSB” is included as part of the name of the bank. In a case involving an executor or administrator of an estate, use the following form: *Brian Brown, Executor (Estate of Estelle Brown) v. John Adams*. If Brian Brown is seeking to recover on his own behalf as well as on behalf of the estate, add “et al.” following the closing parenthesis.

B

Dividing an Opinion into Parts

When an opinion is to be divided into parts, main parts are introduced by Roman numerals, centered, without punctuation. Titles are centered under the Roman numerals and are written in capital letters. It is not essential that a title be given for every part of an opinion. If main parts are further divided, subparts are introduced by capital letters, centered, with no punctuation. Titles to subparts are written with initial capitals conforming with the Chicago Manual of Style on titles, i.e., capitalize first and last words, all nouns, pronouns, adjectives, verbs, adverbs and subordinate conjunctions; lower case articles, coordinate conjunctions and prepositions, regardless of length. Further divisions are preceded by Arabic numerals with no punctuation.

The preferred style for referring to a particular part of an opinion is: “In part II A, we discussed”

C

Paragraphs

Paragraphs longer than one page should be avoided. Also, avoid one sentence paragraphs and a series of very short paragraphs if the same subject is under discussion.

D

Footnotes

1. For the format of quotations of statutes and Practice Book sections used in footnotes, see part IX on Quoted Material.

2. When one footnote refers to either a previous or a subsequent footnote in the same opinion, use: "See footnote 1." It is not necessary to include the words "supra" and "infra" for references to a footnote in the same opinion.

3. Citation of footnotes: *State v. Mooney*, 218 Conn. 85, 87 n.2, 588 A.2d 145 (1991).

E

Rescripts

The rescript is the final paragraph of an opinion. In effect, it is the judgment of the appellate level court, and, when typed onto a form prepared by the Reporter's office that is signed by the Chief Justice or Chief Judge, it serves as the official notice to the trial court of the action taken by the Supreme or Appellate Court. It should not, therefore, contain any text such as "Because the trial court improperly so ruled, we reverse the judgment and order a new trial." Rather, it should indicate only whether the judgment of the trial court is being affirmed. If so, the rescript will read: "The judgment is affirmed." If the entire judgment is reversed, the rescript will read: "The judgment is reversed . . ." followed by a specific instruction to the trial court to render a particular judgment, to conduct further proceedings consistent with the appellate opinion or to conduct a new trial. If only a portion of the judgment is reversed, the options include reversing the entire judgment and directing judgment as on file except as modified specifically. In the alternative, the judgment can be reversed as to only a specific portion, e.g., "The judgment is reversed as to the conviction of manslaughter in the first degree with a firearm"

Where a judgment is reversed, the word *direction* is reserved for instructions to the trial court to render a specific judgment, e.g., "and the case is remanded with direction to render judgment for the plaintiff." Where further hearings are required, the case is remanded for further proceedings. The text of the opinion should make clear the nature of the proceedings required. The rescript should read: "and the case is remanded for further proceedings

consistent with this opinion,” or “and the case is remanded for further proceedings according to law.” Where a new trial is required (appeal from disposition after a full trial, not after a summary disposition), “the case is remanded for a new trial.” If there has been a summary disposition and a trial is required on remand, the rescript orders “further proceedings” rather than “a new trial.”

Where there is a cross appeal as well as an appeal, and where the judgment is being reversed either in whole or in part, the disposition of the cross appeal must be specifically addressed in the rescript.

In general, it is not necessary to mention that it is the judgment of the trial court that is being affirmed or reversed. Where, however, an appeal is before the Supreme Court on certification from the Appellate Court, the rescript must make clear that it is the Appellate Court judgment that is being affirmed or reversed, and any remand must be to the Appellate Court with direction to take certain action, such as remanding to the trial court or affirming (but *not* reinstating) the trial court judgment, or for further proceedings in the Appellate Court. Similarly, administrative appeals requiring remands must be channeled back through the same routes that they followed up on appeal.

II

REFERENCES TO INDIVIDUALS—PARTIES, WITNESSES, ETC.

A

Titles

Titles such as Mr., Ms. and professional titles are not ordinarily used in opinions. Identify a person by first and last name initially. Then, if there is no ambiguity, refer to that person by last name only. Use “Abraham Stolman, the chief state toxicologist, testified after Halpern. Stolman identified the substance” Continue to include first names along with last names only where necessary to avoid ambiguity, such as where two or more individuals have the same last name. Do not use a first name alone.

Avoid using the title “Dr.” It is preferable to use “Harold Jekyll, an osteopath,” or “psychiatrist,” “surgeon,” “chemist,” “chief state medical examiner,” “psychologist,” “professor of biochemistry.” Official titles of individuals, where necessary, should be included with initial identification and should be capitalized: “Detective Michael Reardon,” “Officer John Harte” and “Sheriff John Sharkey.” Such individuals should thereafter be referred to by their last names provided the reference is close enough to the initial identification to remain clear. If unclear, repeat the title once, “Detective Reardon,” or the full name if there is no title, “Michael Reardon.”

B

Party Designations and References

It is customary in Connecticut appellate opinions to refer to parties by their relative positions in the trial court, that is, as “the plaintiff,” “the defendant,” “the petitioner” or “the respondent.” The appellate positions of the

parties are usually clarified in a narrative manner, such as “the plaintiff appeals claiming” After the initial identification of the parties, they may be referred to either by name or by party status. References within an opinion should be consistent. An individual should not be identified alternately as “Jones” and as “the defendant.”

A party should not be referred to as “the defendant” where that party is one of several defendants. Where only one of several defendants or plaintiffs is involved in the appeal, the fact that others were involved at trial should be noted, either in the text or in a footnote, and these other parties should be identified.

Party status nouns are always used with articles in Connecticut opinions. Use “the plaintiff,” “the defendant,” “the petitioner.” Where the plaintiff or the defendant is the administrator or the executor of an estate, use “the plaintiff’s decedent” to refer to the deceased individual.

III

MISCELLANEOUS RULES OF GRAMMAR AND PREFERRED USAGES

A

Possessives

The preferred method of forming the possessive of words such as “witness,” “testatrix” and “administratrix” is to add an apostrophe. **Examples:** “The witness’ testimony.” “Lopez’ identification of the defendant.”

Examples of words treated mistakenly as possessives:

“Teachers union”—no apostrophe; not a possessive, but a union of teachers.

“Two years time”—not a possessive, no apostrophe.

Avoid double possessives such as “the defendant’s mother’s testimony.” Use: “The testimony of the defendant’s mother.” Also do not use “§ 53a-55’s prohibition.” Use: “The prohibition of § 53a-55 against”

B

Singulars and Plurals

Examples:

attorney’s fees or counsel fees

attorneys general

conditional sale contract, conditional sales contracts

department and commissioner of correction (*not* corrections)

mechanic’s lien or mechanic’s liens

motor vehicles commissioner

the defendants Smith

the parties plaintiff or the plaintiffs

The noun *none* may be either singular or plural. The noun *jury* is always singular and takes a singular verb.

No apostrophe is necessary to indicate plurals of symbols, numbers and letters—1950s, ABCs, three Rs.

C

Infinitives

Infinitives are not split. Modifying adverbs should be placed either before or after the infinitive, never in the middle. Example: “to conclude correctly,” *not* “to correctly conclude.” A common problem is the phrase “failed to properly conclude,” which contains a split infinitive. If rewritten as “failed properly to conclude,” the suggestion is that the failure was proper. A better choice would be “failed to conclude properly.”

D

Restrictive and Nonrestrictive Clauses

A *restrictive* clause is one that defines or limits the noun it modifies. Such clauses are not separated from the rest of the sentence by commas. They are introduced by the word *that*.

Example: “The plaintiff testified that the car *that sideswiped her truck* had a badly dented left front fender.”

A *nonrestrictive* clause is used to describe rather than to define the noun it modifies. It can be read as parenthetical to the rest of the sentence, is set off by commas, and, usually, is introduced by the word *which*.

Example: “The testimony, *which was ambiguous at best*, indicated”

E

Miscellaneous Conventions and Preferred Usages and Spelling

Avoid beginning a sentence with the word *however*. Place *however* after the verb, set off by commas. Also, avoid using *and*, *but* and *nor* to begin a sentence. All tend to be weak openers.

Render a judgment (when referring to the action of a court rather than a clerk), *not enter*.

Open a judgment, *not reopen*, unless the judgment has been opened previously.

Pleaded, rather than *pled*.

The *present* case, rather than the *instant* case.

Treat *jury* as singular: Jury was, not jury were.

Supersede, *not* supercede.

Marijuana (1993 change to conform to new spelling in the General Statutes).

Whether, not *whethere* or *not*.

Guarantee, in all senses, constitutional and otherwise; *guarantees*—plural.

Installment and *install*—preferred dictionary spelling rather than one *l*.

But, where referring to *instalment contracts*, as in General Statutes § 42a-2-612, spell with one *l* to be consistent with the statute.

Fulfillment, not *fullfillment*.

Wilful, not *willful*—to be consistent with the General Statutes.

Moneys, not *monies*—preferred dictionary spelling.

Ensure, rather than *insure*, unless referring to policies of insurance.

Executrix, *administratrix*, *testatrix*—gender specific terms are used to follow pleadings.

Photographic array, not *photo* array.

Telephoned, not *phoned*.

Toward, not *towards*.

The preferred authority for resolving spelling questions is Merriam-Webster's Collegiate Dictionary, Tenth Edition.

IV

PUNCTUATION

The following are preferred practices in the Connecticut Reports and Connecticut Appellate Reports.

1. Use a comma after an introductory clause or phrase.
2. If a sentence contains two independent clauses, it is preferred that a comma be placed before a conjunction.
3. Parenthetical or descriptive (rather than defining) modifying clauses, which are not essential to the sentence and can be omitted without changing its basic meaning, are set off by commas. Such clauses, as noted in part III on Miscellaneous Rules of Grammar, are nonrestrictive and use the relative pronoun *which* rather than *that*. Clauses that are essential to the basic meaning of the sentence are restrictive. They are not set off by commas and use the relative pronoun *that*.

Examples:

The defendant, who was convicted of robbery, received a five year sentence. (nonrestrictive)

A defendant who commits first degree robbery with a deadly weapon shall receive a five year mandatory minimum sentence. (restrictive)

The vehicle that hit the plaintiff sped away. (restrictive)

The defendant's vehicle, which had been repaired, fit the description given. (nonrestrictive)

4. No comma is used before a conjunction between the last two terms of a series, whether words, phrases or clauses, unless the meaning is not clear without it.

Example: Wealth, happiness and learning were his.

5. In the title of a case, Jr., is set off by commas, but III is not. Inc. is set off by commas, but Company and Corporation (or Co. and Corp. as used in citation form) are not. Do not use a comma before et al. unless otherwise necessary, as where the preceding term is one that is set off by commas.

Examples:

John Smith et al.

John Smith, Jr., et al.

John Smith III et al.

Rollins, Inc., et al.

Rollins Company et al.—Rollins Co. in a citation.

Rollins Corporation et al.—Rollins Corp. in a citation.

6. An opening parenthesis is not preceded by punctuation.

7. Commas and periods go within closing quotation marks, but colons and semicolons go outside them. Superior numbers indicating footnotes always follow punctuation.

8. For use of ellipses and asterisks to mark omissions from text, see part IX on Quoted Material.

V

CAPITALIZATION

Capitalize as few words as possible. Words requiring capitalization include the names of specific courts, the General Assembly (but *not* legislature), and full names of legislative acts (Workers' Compensation Act, but *not* compensation act or compensation laws). Names of state agencies and commissions are not capitalized. Federal agency names, however, are capitalized. This practice is in conformity with the style used in the General Statutes.

Examples:

Supreme Court, Appellate Court, Superior Court, Probate Court, Interstate 91, Route 6, Dixwell Avenue, House of Representatives, Senate, Department of the Navy, Federal Bureau of Investigation, Title IV-D of the Social Security Act.

governor, commissioner of children and families, board of finance and control, trial court, department of transportation (state), article fourth, federal, constitution, fourteenth amendment, medicaid, statute of frauds, statute of limitations, part IV of this opinion, department of correction (**N.B.** correction is singular).

Connecticut correctional institution, New Haven community correctional center, city and county of Hartford.

Caucasian, Hispanic (takes article “a”), Latino, Asian, African-American, but black, white. The racial or ethnic identifier selected should be used consistently throughout the opinion.

VI

ITALICS

(See also part IX on Quoted Material)

A

In Quotations

Where italics are used to emphasize words or phrases in a quotation that ends a sentence, the closing quotation mark is followed by (Emphasis added.) before the citation to the source of the quote. Where a quotation does not end a sentence, (emphasis added) is inserted after the semicolon, before the citation to the source. (Emphasis in original.) and (emphasis in original) are similarly used where italics from the original source are retained in the quotation. Where material italicized in the original is quoted in Roman type, there is no need to indicate that the emphasis has been omitted, particularly where the originally emphasized words are foreign language words, which we print in Roman type.

Examples:

“[W]henever a court discovers that it has no subject matter jurisdiction, *it is bound to dismiss the case*” (Emphasis added; internal quotation marks omitted.) *Concerned Citizens of Sterling v. Sterling*, 204 Conn. 551, 557, 529 A.2d 666 (1987).

While this court in *Badgett* “refuse[d] . . . to extend the ‘fiction’ that the passenger compartment is *always* within reach of the arrestee . . . to circumstances . . . where the defendant is no longer at the scene of the arrest when the warrantless search was undertaken”; (emphasis in original) *State v. Badgett*, supra, 427; implicit in that holding

See part IX on Quoted Material for use of (Emphasis added.) in conjunction with other quotation alteration notes.

B

Other Italics—Foreign Words, Names of Judges, the Letter *l*

Latin and other foreign language words are not italicized even if they were italicized in the material being quoted.

Names of judges of Connecticut state courts are italicized if given parenthetically or within commas to identify the court or the author of an opinion, as

in the court, *Smith, J.* Nonparenthetical textual references to judges are not italicized. Names of judges from other jurisdictions, including Connecticut federal courts, are not italicized.

Examples:

The trial court, *Maltbie, J.*, denied the motion.

Judge Maltbie denied the motion.

Breen v. Aetna Casualty & Surety Co., 153 Conn. 633, 645, 220 A.2d 254 (1966) (*King, C. J.*, dissenting). When the pinpoint page is in a concurring or dissenting opinion, the author and type of opinion should be identified.

Miranda v. Arizona, 384 U.S. 436, 86 S. Ct. 1602, 16 L. Ed. 2d 694 (1966) (Warren, C. J.).

In sections of the General Statutes and public acts, italicize the letter *l* to distinguish it from 1 (one).

VII

HYPHENS AND COMPOUND WORDS

Use a hyphen only with a prefix that can stand alone (full-time). *Non* is a nonhyphenated prefix. In compound words hyphens are used sparingly, chiefly when required according to accepted dictionary usage (Webster's Third New International or Merriam-Webster's Collegiate, Tenth Edition) or where necessary for clarity. Most rules on hyphenation of compound words have so many exceptions as to be almost impossible to apply with any real consistency. The following list, which is not intended to be exhaustive, indicates preferred treatment of terms commonly used in Connecticut opinions.

Examples:

bypass	off-site
bloodstain	one-half (adj.)
case-by-case	one half (noun)
case-in-chief	on-site
case law	out-of-court (adj.)
codefendants	patdown
comaker	person who is not drug-dependent (<i>never</i> non-drug-dependent)
common law (noun)	pickup truck
common-law (adj.)	postarrest
coplaintiffs	post- <i>Miranda</i>
counterclaim	posttrial
counterfinding	pretrial
court-appointed (adj.)	pre-1927
court-ordered (adj.)	quasi-judicial
coworker	rate-making (adj.)
cross appeal	reestablishment
cross complaint	

cross-examination	right-of-way
cross section (noun)	rule-making (adj.)
cross-section (verb)	rule making (noun)
decision maker (noun)	self-incrimination
decision-making (adj.)	setoff (noun)
drug-dependent	set off (verb)
drug dependency	single-family (adj.)
fact finder (per dictionary)	single family (noun)
fact-finding (adj. and noun)	statewide
firefighter	stepdaughter
firsthand	tape-record (verb)
follow-up (noun)	tape-recorded (adj.)
follow up (verb)	tape recording (noun)
full-time	time limited
girlfriend	two-family (adj.)
in-court (adj.)	twofold
lesser included offense	two part (adj.)
line up (verb)	two-pronged
lineup (noun)	two-story (adj.)
long arm jurisdiction	two year old child
long-standing	well established
long-term	work-related (adj.)
month-to-month	x-ray (verb)
multifamily	X ray (noun)

A combination of an adverb and an adjective is not hyphenated.

Examples: highly skilled worker, unintentionally caused emotional distress, jointly owned land, well lighted room, well reasoned decision.

VIII

ABBREVIATIONS AND ACRONYMS

(See also part XIV on Cases—Titles and Abbreviations)

The word section is spelled out at the beginning of a sentence. Elsewhere, the symbols § and §§ are used.

No. may be used for number and nos. for numbers, although in text it is preferable to spell out number and numbers.

Assn. for Association. Associates is not abbreviated.

Bros. for Brothers is used in citation to cases.

Page and chapter are written out in text, but use p. and c. and pp. in citations.

Use the form: We said (p. 732) that

Et al. is correct, never et als. or et ux.

PPA is never used. Use the name of the minor. Use et al. only where the next friend makes a claim on his or her own behalf, i.e., for moneys spent for the minor's medical bills.

Inc. for Incorporated.

Ins. Co. for Insurance Company.

Corp. for Corporation and Dept. for Department in case citations. **N.B. This is a departure from previous practice.** The abbreviations should be used in citations of older cases where those words were spelled out in the running heads. In quoted material, these older citations should be left spelled out.

Ltd. for Limited.

D.b.a. and a.k.a. are never used in case titles. Spell out in text. Use only if necessary.

Mfg. for Manufacturing in citation to cases.

Acronyms should be avoided as they are distracting and unclear, especially for out-of-state readers. Instead of SNET, use the telephone company; for CNG, the gas company; for CL&P, the power company or the utility. Avoid using acronyms such as DOT, CHHC or CRB to nickname departments, boards, commissions or divisions. Instead, use the department, the board, the commission or the division as a short form reference, unless an opinion involves numerous agencies. Do not use UM as an acronym for uninsured motorist. Exceptions are CUTPA and CUIPA, the Connecticut Unfair Trade Practices Act and the Connecticut Unfair Insurance Practices Act. The acronyms for those acts are used in Connecticut opinions. Two others are UAPA, the Uniform Administrative Procedures Act, and UCC, the Uniform Commercial Code.

IX

QUOTED MATERIAL

(See also part VI A on Italics)

A

In General

Quoted material should be quoted exactly. Deletions, including omitted citations, require ellipses and additions require brackets. Ellipses are never used to begin a quotation. Any change in capitalization, including changes in previously bracketed letters, requires the use of brackets. When quoting material that does not begin with a capital, and a capital is required in the text, use: “[T]he duty to exercise ordinary care” Similarly, when a quotation begins with a capital and the text requires lowercase, use: We held that “[t]he question is primarily one of fact” Alternatively, to avoid the

use of brackets, separate the text from the quotation with a colon, and begin the quotation with a capital: We stated: “The question is primarily one of fact” Punctuation that immediately precedes or follows deleted language should be deleted as it is considered to have been replaced by the ellipses. Bracketed material should not begin or end with punctuation inside the brackets. Do not use [, however,]. Use [however]. Do not bracket spaces—do not change “refused” to “refuse[.]” Instead, use “[refuse].”

Obvious spelling and capitalization errors in quotations from transcripts, trial court memoranda and briefs may be corrected without brackets. Mistakes in published material should be corrected in brackets where possible. Do not use [sic] as it emphasizes the error.

Each new paragraph of quoted material begins with quotation marks. Where several paragraphs of text are omitted, they may be replaced, collectively, by three asterisks centered on a line. Closing quotation marks are used following the final quoted paragraph. Sometimes, in oddly spaced material such as quotations from correspondence or commercial documents, only opening and closing quotation marks are used.

Retain quotation marks that appear around or within previously quoted material. Internal quotation marks that originally appeared as “ ” should be reversed to ‘ ’ and those that appeared as ‘ ’ should be converted to “ ”. To avoid multiple sets of quotation marks within a particular passage, it is preferable to use the note (Internal quotation marks omitted.) or (internal quotation marks omitted). Where the quoted material itself contains that note, it is omitted and replaced by ellipses. That note should be inserted after the quotation, before the citation to its source.

Where a citation is omitted from quoted material, the note (Citation[s] omitted.) or (citation[s] omitted) is inserted after the quotation, before the citation to the source of the quotation. Use (Citation[s] omitted.) after a quotation that ends a sentence. Use (citation[s] omitted) after a quotation that does not end a sentence. If the quoted text concludes at the end of a sentence that is followed by one or more citations, the author of the quoting document has two options: (1) The quotation may be closed after the period and followed by the citation to the source with no reference to (Citations omitted.); or (2) the period may be followed by ellipses before the closing quotation mark and the note (Citations omitted.) inserted before the citation to the source of the quotation, provided the quoted sentence was followed immediately by a citation. (Citations omitted.) should never follow a quotation that contains no ellipses. Use: “The opinion of the Appellate Court fully describes the underlying facts of this case.” *State v. Byrd*, 233 Conn. 517, 519, 659 A.2d 1201 (1995). *or* “The opinion of the Appellate Court fully describes the underlying facts of this case. . . .” (Citation omitted.) *State v. Byrd*, 233 Conn. 517, 519, 659 A.2d 1201 (1995).

If, in the source document, the quoted sentence continues beyond the point at which the quoting document ends the quotation as a sentence by using a space, ellipses and a period, the note (Citations omitted.) should be included after the closing quotation mark only if the omitted citations came within the portion of the sentence that was omitted.

Where an opinion quotes previously quoted material that omitted citations and replaced them by ellipses, do not include (Citations omitted.) following the closing quotation marks before the reference to the source of the quotation unless the quoting document itself omits additional citations that appeared in the source of the quotation. If the quoted material itself contains the reference (Citations omitted.), replace that with ellipses.

Where two or more quotation alteration notes are necessary, use (Citations omitted; emphasis added; internal quotation marks omitted.) in that order.

If a footnote is omitted from the quoting document, do not use (footnote omitted). Do not bracket superior numbers to indicate that the footnote has been added.

For placement of punctuation inside or outside quotation marks, see part IV on Punctuation.

Examples:

The right of a parent to the “companionship, care, custody and management of his or her children” is fundamental. (Internal quotation marks omitted.) *In re Juvenile Appeal (83-CD)*, 189 Conn. 276, 284, 455 A.2d 1313 (1983).

“[W]henever a court discovers that it has no jurisdiction, it is bound to dismiss the case, without regard to [its] previous rulings. . . .” (Citation omitted; internal quotation marks omitted.) *Concerned Citizens of Sterling v. Sterling*, 204 Conn. 551, 557, 529 A.2d 666 (1987).

“[C]redibility of witnesses and the determination of factual issues are matters within the province of the [board]”; (internal quotation marks omitted) *Huck v. Inland Wetlands & Watercourses Agency*, 203 Conn. 525, 540–41, 525 A.2d 940 (1987); and, as noted previously

In quotations of colloquies from trial transcripts, use one of the forms in the following examples:

“Q. When did you arrive?”

“A. On Monday”

or

“The Court: Jury selection is Monday.

“Mr. Smith [Assistant State’s Attorney]: We request that

“Mr. Green [Defense Counsel]: Your Honor, may I request Tuesday?”

In Footnotes

When quoting statutes and the Practice Book, follow the styles of those sources for capitalization of titles and for paragraphing or running text in with titles.

Examples:

General Statutes § 45a-493 provides in relevant part: “Reformation. Upon the petition of any interested person” **N.B.** The text is run in with the title.

Practice Book § 9 provides: “No person shall be admitted as an attorney except as herein provided.”

or

Practice Book § 9 provides: “Admission
“No person shall be admitted . . . except as herein provided.” **N.B.** The text is not run in with the title but is set out as a separate paragraph, as done in the Practice Book itself.

Use “in relevant part” where less than the full section, subsection or subdivision is included in the quotation. If text is omitted from both within and immediately following the quoted portion of a section of a statute or a Practice Book rule, then ellipses are required in both places. Do not use ellipses to begin a quotation from a statute or Practice Book rule. For rules on citing the General Statutes, see part XVI A. For rules on citing the Practice Book, see part XXII.

Full citations should be given for any cases quoted in a footnote if not previously cited in the text. If the case has been cited previously in the text, the short citation form described in part XV F may be used. **N.B. This is a new rule** that coincides with the new rule on short citation form described in part XV F.

X

NUMBERS

A

Dates

Use a comma after the year, *except* where the date is used as an adjective. Do not use “th,” “st” or “d” after the number of the day of the month.

Examples:

On March 29, 1941, the plaintiff fell.
The contract was signed on April 15.

The July 17, 1990 appearance. (date used as adjective)

The March, 1990 letter. (date used as adjective)

The 1989–90 fiscal year.

pre-1959

post-1941

Do not use an apostrophe when adding *s* to a year to refer to a time period in general: the 1960s; the mid-1980s.

B

Figures

In general, numbers of 100 or greater are written in figures unless they begin a sentence, in which case they are spelled out. Numbers lower than 100 are spelled out. Where a number 100 or greater and others that are lower appear in one sentence, or where many numbers lower than 100 appear in a short space, they are all written in figures.

Decimals, hours of the day and percentages are written in figures. The word percent is spelled out.

Examples:

9.238

11:37 p.m.

2 a.m. (not 2:00 a.m.)

3 o'clock in the morning

4 percent

Sums of money are written in figures, although amounts in cents may be spelled out. Do not include *.00* following a round dollar amount. Do not follow the sum with “in cash,” which would be redundant. Very large, round numbers may be written as shown in the following examples.

Examples:

fifty cents

\$2.89

\$7500 (not \$7,500 or \$7500.00)

one million dollars or \$1 million

twenty billion dollars or \$20 billion

Simple fractions are spelled out. Use a hyphen when a fraction is used as an adjective. Omit a hyphen when a fraction is used as a noun. Use decimals where possible for fractions involving larger numbers, otherwise use figures. In decimal fractions a zero should precede the decimal point, except when used to state the caliber of a firearm or bullet.

Examples:

one and one-half tons (fraction used as adjective)
a one-half interest (fraction used as adjective)
one half of the proceeds (fraction used as noun)
0.66 percent of the population (exception: .35 caliber bullet)
0.74 (larger numbers)

Miscellaneous Examples:

180 degree turn
paragraph three, *but* paragraph 3 (k)
count one
findings numbers sixteen through twenty
finding number eleven
lots 11 and 12 *or* lots nos. 11 and 12
R-3 residential zone
chapter 58 of the General Statutes
nine millimeter

STYLE CONVENTIONS—CITATIONS

XI

ORDER OF CITATIONS

In string citations or citations of multiple authorities, constitutions are listed first, followed by statutes, rules of court, cases, secondary materials such as treatises, signed law review articles and unsigned law review materials, and, finally, annotations, legal encyclopedias and dictionaries, in that order.

For constitutions, statutes, rules of court and cases, federal materials are listed first, then those of Connecticut, and then those of other states in alphabetical order. *An exception* to this rule would be where a federal case is cited as to a point of state law. Because such a ruling may be considered less authoritative than state court opinions on the same point, it is acceptable to list the state cites first, followed by the signal “see” and then the federal cite or cites. Within a given jurisdiction, cite cases of higher courts before those of lower courts, using reverse chronological order within a particular level. As recommended by the Bluebook, treat all federal Circuit Courts as one jurisdiction and cite F., F.2d or F.3d cases in reverse chronological order. Follow the same approach for federal District Court cases in F. Sup. The rule on citation order may be disregarded for purposes of emphasis, such as to demonstrate the development of a particular area of the law. The reason for any departure from the usual order of citations should, however, be evident from the context.

Example:

Neil v. Biggers, 409 U.S. 188, 93 S. Ct. 375, 34 L. Ed. 2d 401 (1972); *United States v. Di Re*, 332 U.S. 581, 68 S. Ct. 222, 92 L. Ed. 210 (1948); *United States v. Ferrone*, 438 F.2d 381, 390 n.19 (3d Cir.), cert. denied, 402 U.S. 1008, 91 S. Ct. 2188, 29 L. Ed. 2d 430 (1971); *Willin v. Ajello*, 496 F. Sup. 804, 808 (D. Conn. 1980); *State v. Cesero*, 146 Conn. 375, 379, 151 A.2d 338 (1959); *Russo v. Christian*, 23 Conn. Sup. 442, 445, 184 A.2d 186 (1962); *Lovejoy v. Franklin*, 426 So. 2d 841, 842 (Ala. Civ. App. 1983); *Wolf v. Malevani*, 343 So. 2d 949, 950 (Fla. App. 1977); *Montgomery Ward & Co. v. Wetzel*, 98 Ill. App. 3d 243, 245, 423 N.E.2d 1170 (1981); *Chetopa State Bancshares, Inc. v. Fox*, 6 Kan. App. 2d 326, 334, 628 P.2d 249 (1981); *White v. Morris*, 345 So. 2d 461, 467 (La. 1977); *Pettis v. State*, 209 Miss. 726, 730–31, 48 So. 2d 355 (1950); *North Hempstead v. North Hills*, 38 N.Y.2d 334, 337, 342 N.E.2d 566, 379 N.Y.S.2d 792 (1975); *People v. Litman*, 59 App. Div. 2d 748, 398 N.Y.S.2d 555 (1977); *Scherf v. Myers*, 258 N.W.2d 831, 836 (S.D. 1977); *Hammond v. Travelers Indemnity Co.*, 553 S.W.2d 205, 206 (Tex. Civ. App. 1977); 2 Restatement (Second), Contracts § 178 (1981); F. James & G. Hazard, Civil Procedure (3d Ed. 1975) §§ 11.3 through 11.17; W. LaFave, Search and Seizure (2d Ed. 1987) § 1.11; C. McCormick, Evidence (3d Ed. 1984) § 312; 5 J. Wigmore, Evidence (Chadbourn Rev. 1974) § 1522; annot., 18 A.L.R. 417 (1922); 79 Am. Jur. 2d 542, Wills § 379 (1975).

XII

PUNCTUATION OF CITATIONS

Within a sentence of text, a citation given as authority for a particular principle, but not itself discussed, is set off by semicolons at the beginning and end. Semicolons are used between citations in a string. Reference to an authority actually being discussed in the sentence is not set off by semicolons; the citation, or each citation if more than one, is followed by a comma.

Examples:

Likewise, the sixth amendment guarantees criminal defendants an “impartial jury”; *Holland v. Illinois*, 493 U.S. 474, 110 S. Ct. 803, 107 L. Ed. 2d 905 (1990); that is, a jury drawn from a representative venire.

On the basis of our decision in *State v. Brown*, 19 Conn. App. 640, 563 A.2d 1379, cert. denied, 212 Conn. 821, 565 A.2d 540 (1989), we conclude that the claims of the defendant are without merit. See *Paulsen v. Manson*, 203 Conn. 484, 525 A.2d 1315 (1987); see also *Tyson v. Warden*, 24 Conn. App. 729, 591 A.2d 817, cert. denied, 220 Conn. 909, 597 A.2d 340 (1991).

XIII

INTRODUCTORY SIGNALS

In general, use the Bluebook.

No punctuation is used after the following, which are not italicized in Connecticut opinions:

accord

but see

cf.

contra

compare

compare ____ with ____, *or* compare ____ and ____, *not* compare ____ to

see

see also

see generally

Commas are used before and after e.g.—as in see, e.g.,

XIV

CASES—TITLES AND ABBREVIATIONS

For the citation of a Connecticut case, usually follow the form of the running head in the official volume. The running head is the case name appearing at the top of each page of the opinion. Cite an out-of-state case according to the rules for running heads in Connecticut cases. When citing a case from another jurisdiction, observe the conventions of Connecticut opinions for abbreviations.

Abbreviations to be used in case citations: Assn. for Association, & for and, Bros. for Brothers, Co. for Company, Corp. for Corporation, Dept. for Department, Inc. for Incorporated, Ins. for Insurance, Mfg. for Manufacturing, R. Co. for Railroad Company and Ltd. for Limited. **N.B.** The words Corporation and Department were previously spelled out in Connecticut cases. To be consistent with the new policy, abbreviate those words in citations of cases where they were spelled out except when citations are part of the quoted material.

Spell out: Associates, Board and Commission.

In some cases, further abbreviation in the running head is made necessary by the length of the parties' names. Where that has been done, the abbreviated words are spelled out for the citation. For example, *F.O.I.C.* will be spelled out *Freedom of Information Commission* when the case is cited, and *C.H.R.O.* will be spelled out *Commission on Human Rights & Opportunities* in citations.

Miscellaneous rules:

1. "Et al." is omitted from a case citation. Use "et al." only in the full title of a case at the beginning of an opinion. "Jr.," "Sr." and "III" are also omitted from case citations.

2. “Inc.” is omitted where it follows “Co.” in a citation; in the full title of a case “Inc.” is retained after “Company.” “Inc.” is always retained after “Association” in the full title of a case and after “Assn.” in citations.

3. “The” is omitted from the beginning of a party name in a citation.

4. “Re” as in “*In re Angus M.*” is not capitalized.

5. “Ex rel.” in the name of a case is retained in a citation.

6. “N. A.” and “FSB” following the name of a bank are retained in a citation.

XV

CASES—CITATION FORM

A

In General; Parallel Citations; Dates

Cases from jurisdictions that have official reports should be cited to the official report first, followed by the regional or unofficial report citation. **Cite pinpoint or supporting pages to the official report only.** If a supporting page has been given for one citation in a string citation, supporting pages should be given for all citations in the string citation. If the official report has not yet been printed, use the supporting page from the unofficial report; if two unofficial reports are used, give the supporting page from the first unofficial report listed, that is, S. Ct., N.E.2d or P.2d. The date (year of decision) is enclosed in parentheses and follows the citation. If the opinion cited and its subsequent history (such as cert. denied) both have the same date, the date is given only once, following the subsequent history. Also included in the parentheses with the date is the state of decision if cited to a regional report only, or the particular federal District Court or Circuit Court of Appeals.

United States Supreme Court opinions are cited to U.S., S. Ct. and L. Ed. 2d, in that order. If none of those is available, cite to United States Law Week, as follows: *Smith v. Jones*, U.S. (47 U.S.L.W. 3758, 3762, November 25, 1991).

California and *New York* decisions require three citations where available. California decisions should be cited to the official report, to the Pacific Reporter and to the California Reporter if reported in all three. **N.B.** As the California courts have a rule that allows the *withdrawal of an opinion* or *depublication* after its initial release, the existence of the opinion should always be verified in the official bound volume as the withdrawal may have occurred after the printing of the unofficial bound volume. New York decisions should be cited to the official report, to the Northeast Reporter and to the New York Supplement if reported in all three.

Examples:

People v. Windham, 19 Cal. 3d 121, 560 P.2d 1187, 137 Cal. Rptr. 8 (1977);
In re Marriage of Hewitson, 142 Cal. App. 3d 874, 191 Cal. Rptr. 392 (1983);
People v. Dawson, 50 N.Y.2d 311, 406 N.E.2d 771, 428 N.Y.S.2d 914 (1980);
People v. Lipman, 59 App. Div. 2d 748, 398 N.Y.S.2d 555 (1977).

B

Connecticut Cases

Connecticut cases should be cited to Conn., Conn. App., Conn. Sup. and to A. or A.2d. Early Connecticut opinions appearing in volumes reported by Kirby, Root and Day should be cited as follows: *Rockwell v. Sheldon*, 2 Day (Conn.) 305 (1806).

Citations of *unpublished* or *unofficially reported cases* should give the following information: name of case, court, district of court, docket number and, in parentheses, the month, day and year of decision. If the decision is reported in an unofficial publication, such as the Connecticut Law Reporter or the Connecticut Superior Court Reports (C.S.C.R.), that publication may be cited in separate parentheses following those containing the date.

Example:

State v. Marshall, Superior Court, judicial district of Hartford-New Britain at Hartford, Docket No. 192875 (August 5, 1989) (00 Conn. L. Rptr. 00) (date of Law Reporter not included). The supra form for cases published in the Connecticut Law Reporter is: *State v. Marshall*, supra, 00 Conn. L. Rptr. 00. If the Conn. L. Rptr. or the C.S.C.R. is not cited, then use: *State v. Marshall*, supra, Superior Court, Docket No. 192875.

For citations to Supreme Court records and briefs use: *State v. Paradise*, Conn. Supreme Court Records & Briefs, December Term, 1982, Pt. 2, State's Brief pp. 5-8.

C

Federal Cases

For the rule on citing United States Supreme Court cases, see part XV A, on Citation of Cases in General and Parallel Citations. Federal Circuit Court decisions are cited to F., F.2d or F.3d, with the circuit and date indicated in parentheses. Federal District Court opinions are cited to F. Sup. (note that Sup. is spelled with one *p*). The district and date follow the citation in parentheses.

Examples:

United States v. Evans, 446 F.2d 998 (8th Cir. 1971); *Mogk v. Detroit*, 335 F. Sup. 698 (E.D. Mich. 1971).

Cite an unreported federal case by its name, the name of the court, the docket number and, in parentheses, the district or circuit and the month, day and year of decision.

Example:

Smith v. Jones, United States Court of Appeals, Docket No. 0000 (2d Cir. May 15, 1996).

D

Abbreviations in Citation Itself

(See also part XIV on Cases—Titles and Abbreviations)

Adjacent single letter abbreviations are typed with no space between them. An abbreviation of more than one letter is preceded or followed by a space. A number and a letter denoting a series of reports or other publication, such as 2d or 3d, are treated as a single letter abbreviation and preceded by no space when used with a single letter abbreviation such as A. or P.

Examples:

U.S.; A.2d; N.Y.S.2d; S.W.2d; F.3d; So. 2d; Cal. App. 3d; S. Ct.; L. Ed. 2d; F. Sup.; E.D.N.Y.; A.L.R.5th; 2d Cir.

The word *Supplement* is always abbreviated with one *p*, as in F. Sup. or Conn. Sup. This is a convention that has been observed in the Connecticut Reports from at least 1934, if not earlier.

E

Subsequent History

The full subsequent history of an opinion should be given in its initial citation. When an opinion is first cited in a footnote and later in the text, the full subsequent history should be given in both the first footnote citation and the first text citation.

Example:

Roundhouse Construction Corp. v. Telesco Masons Supplies Co., 168 Conn. 371, 362 A.2d 778, vacated, 423 U.S. 809, 96 S. Ct. 20, 46 L. Ed. 2d 29 (1975), on remand, 170 Conn. 155, 365 A.2d 393, cert. denied, 429 U.S. 889, 97 S. Ct. 246, 50 L. Ed. 2d 172 (1976).

For subsequent citations of the opinion, the short citation form (see below) is recommended.

Terms commonly used to explain the history of a cited decision are:
aff'd,
appeal dismissed,
cert. denied,

cert. dismissed,
cert. granted,
modified,
on appeal after remand, **N.B.** The history on remand should be omitted unless it is relevant to the rule for which the case is cited.
on remand,
rev'd,
rev'd on other grounds,
sub nom. **N.B.** This term is used only when the case name changes on appeal. A change from *State v. Smith* to *Smith v. Connecticut* is not considered a change requiring sub nom. No comma is used either before or after sub nom. In accordance with the Bluebook, a "sub nom." reference is not included when a name change occurs in a denial of certification.
vacated,

F

Short Citation Form*

The initial citation of a case should include the applicable parallel citations and subsequent history. Subsequent citations of an opinion that has been fully cited one time may be limited to the case name followed by "supra," the volume and the pinpoint page, as follows: *State v. Roseboro*, supra, 221 Conn. 434. Subsequent citations to the same opinion within a given paragraph may omit the volume reference as follows: *State v. Roseboro*, supra, 434. **N.B.** Neither "at" nor "p." is included before the page number. For the benefit of readers, the pinpoint page should be given even where it is the same as that given the last time the case was cited. The short citation form may be used in footnotes for cases that have already been cited fully in the text. The initial citation of an opinion in text should, however, always be complete regardless of whether the complete citation was already given in a footnote. A possible exception may be made for opinions that are referred to by nicknames, such as *Miranda*, and whose citations are normally given only once, commonly in footnotes. The short form citation may be used for subsequent references to a case whose full citation was given initially within a quotation.

***Please note that the rule on short citations is a departure from pre-1993 practice.** It is intended to address the concerns of certain Justices who have considered the use of "supra" alone, or accompanied only by a pinpoint page, inadequate. It is also intended to provide greater information to readers and researchers, particularly in lengthy opinions and in string citations.

G

Id.

Id. may be used to refer to an immediately preceding citation. A page number should be included only where the reference is to a page different from that of the previous citation. As the source citation for a quotation that

itself contains one or more citations, the short citation form is used, rather than *id.* Do not use *id.* to refer to a string citation even if the intended reference is to the last item in the string. The short citation form, rather than *id.*, is used where any formal citation, including a constitutional provision, statute, rule, regulation or ordinance, intervenes between references to a case.

H

Parenthetical Information Concerning the Case Cited

Descriptive information concerning a cited case may be given in parentheses following the citation. Such parenthetical information is frequently given to identify the author or to explain the factual context in which a particular rule of law was applied. A parenthetical identification of the author should always be given following a citation to a concurrence or a dissent, unless the author was otherwise noted in text. As noted in part VI B, names of Connecticut judges are italicized, while names of judges of other states and federal courts are not italicized. A parenthetical containing the name of an authoring judge should precede a parenthetical containing descriptive information about the case cited. For consistency purposes, if one citation in a string citation includes a parenthetical, the other citations should include parentheticals as well. It is not always necessary to repeat the identical parenthetical; the use of “(same)” is acceptable.

Examples:

United States v. Rubio-Rivera, 917 F.2d 1271, 1275 (10th Cir. 1990) (defendant not required to show documentary proof of ownership or lawful custody of vehicle); *United States v. Arango*, 912 F.2d 441, 446 n.2 (10th Cir. 1990) (same). **N.B.** Parenthetical information that describes the application of a particular rule is not stated as a complete sentence and articles are omitted. Initial capitalization and ending punctuation in quoted material are not necessary, unless more than one sentence is quoted.

Katz v. United States, 389 U.S. 347, 361, 88 S. Ct. 507, 19 L. Ed. 2d 576 (1967) (Harlan, J., concurring).

Red Rooster Construction Co. v. River Associates, Inc., 224 Conn. 563, 570, 620 A.2d 118 (1993) (“[a] court should interpret a statutory scheme as a whole”).

XVI

STATUTES

A

Connecticut Statutes

1

In General

Initial references to Connecticut statutes in text are given as follows: “General Statutes § 43-32.” **N.B.** “Connecticut” is omitted before “General Statutes.” Subsequent references to the same section in sentences are shortened to the

form “§ 43-32.” In formal citations always include the words “General Statutes” before the section. References to more than one section are given as follows: General Statutes §§ 1-1 through 1-9; General Statutes §§ 9-311 and 9-312; General Statutes §§ 9-311, 9-312; General Statutes § 31-275 et seq. Id. is never used to refer to a statute.

Revisions of the General Statutes other than the current one should be noted in parentheses and placed between the words “General Statutes” and the section, as follows: General Statutes (Rev. to 1981) § 43-32. For revisions prior to 1958 use the form “(1949 Rev.).” For supplements, use the form “(Cum. Sup. 1961).” If a particular revision is noted in text, it should also be noted in a footnote that quotes the statute, and if the revision is given in a footnote, it must also be noted in text.

Generally, the word “section” is replaced by the symbol “§,” except at the beginning of a sentence, where it is spelled out and capitalized.

Boldface titles preceding the text of each section of the General Statutes are drafted by the staff of the legislative commissioner’s office and are not officially adopted by the legislature. Titles may, however, be included as part of quotations of statutes.

2

Subsections and Subdivisions

Usually, a **subsection** of a statute is denoted by a lower case letter enclosed in parentheses. **Subdivisions** are indicated by Arabic numerals enclosed in parentheses and usually relate back to some type of introductory material. Frequently, the historical notes and annotations following sections of the General Statutes indicate the appropriate form of reference. In citations, always leave a space before any parentheses containing a subsection or subdivision designation. **Example:** § 52-86 (a) (2)—the reference is to subdivision (2) of subsection (a) of § 52-86. In some statutes, there are numerical subdivisions where there are no subsections.

Cite multiple subsections and multiple subdivisions as follows:

General Statutes § 19a-490 (a) and (b)
General Statutes § 54-47c (b) (1) and (2)

For rules on quoting statutes, see part IX B.

B

Statutes of Other Jurisdictions

To cite statutes of other jurisdictions, please follow the forms suggested by the Bluebook.

XVII

PUBLIC ACTS

Cite public acts as follows: Public Acts 1987, No. 87-215, § 4; Public Acts 1971, No. 239, § 1. **N.B.** In public acts adopted in and after 1973, the year is actually a part of the act number. In sentences, the following forms may be used to refer to a public act: “As amended by No. 87-215 of the 1987 Public Acts” “Number 87-215 of the 1987 Public Acts provides” “Public Acts 1987, No. 87-215 provides” Short form references in text to public acts dating from 1973 for which a complete citation has already been given may be as follows: “Public Act 87-215 further provides” A short form reference *that does not begin a sentence* is P.A. 87-215, which may also be used as a citation. Such a short form reference should be introduced as a parenthetical following the initial complete citation of the act.

A public act passed in **special session** is cited as: Public Acts, Spec. Sess., July, 1994, No. 94-1, § 5. The short form citation of a special session public act is: Spec. Sess. P.A. 94-1.

XVIII

SPECIAL ACTS

Special acts passed before 1972 are cited to volume number, first page of the act, act number, section number and year, as follows: 33 Spec. Acts 160, No. 172, § 2 (1967).

Special acts passed during and after 1973 should be cited in the same manner as public acts.

XIX

CONNECTICUT CONSTITUTION

1. *In sentences*, the following formats are used:

a. Articles: “The constitution of Connecticut, article first, § 9, provides” or “Article first, § 9, of the constitution of Connecticut provides” Note the use of commas before *and* after the section number.

b. Amendments: “Article sixth, § 8, of the constitution of Connecticut, as amended by article twenty-seven of the amendments, provides” **N.B.** The word “constitution” is not capitalized.

2. *In citations*, the following formats are used:

a. Articles: “Conn. Const., art. I, § 9.”

b. Amendments: “Conn. Const., amend. IV.”

UNITED STATES CONSTITUTION

1. *In sentences*, the following formats are used:

a. Articles: “The constitution of the United States, article three, § 3, provides”

b. Amendments: “The fourteenth amendment to the United States constitution” **N.B.** The word “constitution” and references to specific articles and amendments are not capitalized. E.g., due process clause, equal protection clause, supremacy clause.

2. *In citations*, the following formats are used:

a. Articles: “U.S. Const., art. III, § 8.”

b. Amendments: “U.S. Const., amend. XIV, § 2.”

XXI

CONNECTICUT LEGISLATIVE HISTORY

Examples:

15 H.R. Proc., Pt. 7, 1972 Sess., p. 4372.

15 H.R. Proc., *supra*, p. 4372. (Use only for subsequent references to the same part within a volume. If multiple parts of a single volume are cited, give the complete cite for each.)

4 S. Proc., Pt. 1, 1972 Sess., p. 17.

24 S. Proc., Pt. 7, 1981 Sess., pp. 2412–13, remarks of Senator Howard T. Owens, Jr.

Conn. Joint Standing Committee Hearings, Cities and Boroughs, Pt. 1, 1955 Sess., p. 123.

Conn. Joint Standing Committee Hearings, *supra*, p. 123. (Use only if one committee hearing reference is given.)

Education Committee Report No. 205, concerning House Bill No. 5371, entitled “An Act”

XXII

PRACTICE BOOK

In general, refer to the “rules of practice” rather than the “Practice Book rules” where no specific section is given. Note that *dates* need to be included with citations to the Practice Book *only* when a version of a rule other than the one currently in effect is intended.

Examples:

Practice Book § 892.

Practice Book, 1963, § 369 (now § 448)

Practice Book Form 601.1

In sentences use the following format: “In rule 1.1 of the Rules of Professional Conduct”

Cite as: “Rules of Professional Conduct 1.1.”

For rules on quoting the Practice Book, see part IX B on Quoted Material.

XXIII

STATE AGENCY REGULATIONS AND OTHER MISCELLANEOUS SOURCES

A

State Agency Regulations

In sentences use the following format: “Section 13-142-211 of the Regulations of Connecticut State Agencies provides”

Cite as “Regs., Conn. State Agencies § 13-142-211.”

B

Miscellaneous

Connecticut compensation cases: *Cortes v. Allegheny Ludlum Steel Corp.*, 1 Conn. Workers’ Comp. Rev. Op. 173, 181–82 (1982).

4 A.B.A., Standards for Criminal Justice (2d Ed. 1980) c. 22, standard 22-6.3, p. 22-71 (various chapters have supplements and/or have been revised in 1993 paperback editions).

4 A.B.A., Standards for Criminal Justice (2d Ed. 1980) c. 23 (1983), standard 23-8.8, p. 23.154 (chapter 23 was added in 1983).

Federal Rules: Fed. R. Civ. P. 24 *or* rule 24 of the Federal Rules of Civil Procedure. Use the same format for the Federal Rules of Evidence and of Criminal Procedure.

Family cases—the Family Support Magistrates Digest is a source. Any opinions therein should be cited as unpublished Superior Court cases, as outlined in Part XV B.

Connecticut Bar Association Committee on Professional Ethics, Formal Opinion No. 31 (1978).

Opinions, Conn. Atty. Gen. No. 93-013 (June 14, 1993).

Bridgeport Zoning Regs., c. 20, § 3 (a). *In sentences* use the following format: “Chapter 20, § 3 (a), of the Bridgeport zoning regulations provides” If there is no chapter, use: “Section 9.C of the Danbury zoning regulations provides”

If in doubt, give as much information as possible and avoid questionable abbreviations.

TEXTS, TREATISES AND PERIODICALS

A

In General

When citing a text, treatise or periodical, the author should give the reader all the information necessary to locate the source cited. Be overinclusive rather than underinclusive. *In most cases a citation should include:* volume number of any multivolume work—in Arabic numerals, the author’s first initial and last name (except when citing Restatements, annotations, and law review notes or comments), title, edition, year, section and page. At times, it may also be necessary to list a supplement and its year, or a paragraph number.

B

Abbreviations

An *ampersand* is used between the names of two authors, or before the name of the last in a series of authors of a particular work. The word *and* is written out in the title of a text or article. No abbreviations are used in titles of books or articles. Names of particular law reviews are abbreviated in conformity with the style suggested by the Bluebook except for abbreviations using apostrophes, in which case we spell them out.

Examples:

Policy, not Pol’y,
Taxation, not Tax’n
International, not Int’l

The word *edition* is abbreviated as “Ed.” The word *editor* is abbreviated as “ed.” The word *supplement* is abbreviated as “Sup.”

C

Italics and Quotation Marks

Titles of books, treatises, newspapers and periodicals are not italicized or enclosed in quotation marks. Titles of law review articles, notes and comments are enclosed in quotation marks.

D

Short Citation Form

The *short citation form* for a text or treatise should include volume number, the first initial and last name of all authors, and “supra,” with the specific section or page intended. Include either “p. ___” or “§ ___” after the word “supra.” “Id.” may be used if there are no intervening citations or references. The short citation form for an article from a periodical, including a law review,

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E

General Examples

5 R. Anderson, *American Law of Zoning* (3d Ed. 1986) § 39.30, p. 713

5 R. Anderson, *supra*, p. 713

Annot., 18 A.L.R.5th 307 (1994) (capitalize “annot.” only when it is the first word of a single citation or a citation sentence)

83 Am. Jur. 2d, *Zoning and Planning* § 1104 (1992)—if a particular page is needed, use 83 Am. Jur. 2d 927, *Zoning and Planning* § 1104 (1992) (year depends on volume)

22A J. Appleman & J. Appleman, *Insurance Law and Practice* (1979) (year depends on volume)

Black’s Law Dictionary (6th Ed. 1990)

C.J.S.—use the same format as for Am. Jur. 2d

J. Calamari & J. Perillo, *Contracts* (3d Ed. 1987) § 22-9, p. 904

L. Cleaveland, H. Hewitt & C. Clark, *Probate Law and Practice of Connecticut* (1915)

Code of Professional Responsibility EC 7-5 (the Code was superseded October 1, 1986)

Rules of Professional Conduct 1.1 (the Rules became effective October 1, 1986)

6 A. Corbin, *Contracts* (1962)

3 A. Corbin, *Contracts* (Rev. Ed. 1996) § 11.18, p. 621 (these are revised versions of volumes 1 and 1A of 1962 edition)

19 G. Couch, *Insurance* (2d Ed. Rev. 1983) § 86:15, p. 981 (year depends on volume)

3 G. Couch, *Insurance* (3d Ed. 1995) § 50:25, p. 50-37

K. Davis, *Administrative Law Text* (3d Ed. 1972) § 30.07, p. 555

3 K. Davis & R. Pierce, *Administrative Law Treatise* (3d Ed. 1994)

3 E. Farnsworth, *Contracts* (1990) § 12.20c, p. 350

R. Fuller, 9 *Connecticut Practice Series: Land Use Law and Practice* (1993) § 56.2, p. 898 (for books in this series list author, volume, series: title, year) (author, subject and year depends on volume)

5 F. Harper, F. James & O. Gray, *Torts* (2d Ed. 1986) § 29.17, p. 763

1 F. Harper, F. James & O. Gray, *Torts* (3d Ed. 1996) § 4.12, p. 4:127 (other volumes of third edition will follow as completed)

2 B. Holden & J. Daly, *Connecticut Evidence* (2d Ed. 1988)

F. James & G. Hazard, *Civil Procedure* (3d Ed. 1985)

5 W. LaFave, Search and Seizure (3d Ed. 1996) § 11.7, p. 383
W. LaFave & A. Scott, Criminal Law (1972)
2 W. LaFave & A. Scott, Substantive Criminal Law (1986) § 8.13, p. 464
4 A. Larson & L. Larson, Workmen's Compensation (1996) § 97.54, p. 18-156
3 W. Locke & P. Kohn, Connecticut Probate Practice (1950) (year depends on volume)
W. Maltbie, Connecticut Appellate Procedure (2d Ed. 1957)
C. McCormick, Evidence (3d Ed. 1984)
2 C. McCormick, Evidence (4th Ed. 1992) § 359, p. 536
19 E. McQuillin, Municipal Corporations (3d Ed. Rev. 1994) § 54.219, p. 750 (year depends on volume)
Merriam-Webster's Collegiate Dictionary (10th Ed. 1993)
13 J. Moore, Federal Practice (2d Ed. 1996) (yearly revisions)
W. Horton & S. Cormier, Rules of Appellate Procedure (1996 Ed.) (yearly revisions beginning in 1994)
6A P. Nichols, Eminent Domain (3d Ed. Rev. 1996) § 36.14, p. 36-179
W. Prosser, Torts (4th Ed. 1971)
W. Prosser & W. Keeton, Torts (5th Ed. 1984)
3 Restatement (Second), Contracts § 385, comment (a) (1981) (use copy-right date) (year depends on volume)
4 Restatement (Second), Property, Donative Transfers § 34.9, p. 338 (1992) (year depends on volume)
2 Restatement (Second), Property, Landlord and Tenant § 21.2, p. 319 (1977)
2 Restatement (Second), supra, § 178—repeat "(Second)" even if that is the only Restatement cited in your document. If you repeat the full Restatement citation to indicate the title used because the issue in question has changed, include the date with that reference.
T. Stedman, Medical Dictionary (24th Ed. 1982)
E. Stephenson, Connecticut Civil Procedure (2d Ed. 1970)
3A J. Sutherland, Statutory Construction (5th Ed. Singer 1992) § 75.05, p. 439 (year depends on volume)
2 Z. Swift, A Digest of the Laws of the State of Connecticut (1823) (volume 1 is 1822)
2 Z. Swift, A System of the Laws of the State of Connecticut (1796) (volume 1 is 1795)
C. Tait & J. LaPlante, Connecticut Evidence (2d Ed. 1988) § 12.20, p. 469
L. Tribe, American Constitutional Law (2d Ed. 1988) § 18.7, p. 1715
3 Valuation and Distribution of Marital Property (J. McCahey ed., 1991) § 48.21, p. 48-33
Webster's Third New International Dictionary
4 F. Wharton, Criminal Evidence (14th Ed. Torcia 1987) (year depends on volume)
2 J. White & R. Summers, Uniform Commercial Code (3d Ed. 1988) § 27-20, p. 632 (year depends on volume)

4 J. White & R. Summers, Uniform Commercial Code (4th Ed. 1995) § 34-21, p. 475

9 J. Wigmore, Evidence (4th Ed. 1981) (year depends on volume)

6 S. Williston, Contracts (4th Ed. 1995) § 13:28, p. 870 (year depends on volume)

D. Wright, J. Fitzgerald & W. Ankerman, Connecticut Law of Torts (3d Ed. 1991)

Law Review—A. Poulin, “Collateral Estoppel in Criminal Cases: Reuse of Evidence After Acquittal,” 58 U. Cin. L. Rev. 1, 8–9 (1989).

A. Poulin, *supra*, 58 U. Cin. L. Rev. 8—*or*—note, *supra*, 88 Colum. L. Rev. 375

Novel—C. Dickens, Bleak House (Penguin Books 1971 Ed.) c. 10, p. 103 (differs from Bluebook)

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