

ALWD Guide Rules Affected by Changes to the 21st Edition of *The Bluebook*¹

ALWD Guide Rule	Description of change
2.2(a)	Writers may close spaces in abbreviations in reporter names to conserve space in documents filed in court, even if the reporter names would normally be separated, because many courts impose word limits on briefs and other documents (i.e. “S. Ct.” can become “S.Ct.” or “F. Supp. 2d” can be “F.Supp.2d”).
4.1	In citations using numbers of four digits or more (1,000 and above), use commas to place the numbers into three-digit groups.
9.1	Adds how to cite to photographs and illustrations using the following format: [artist’s name, if available, significant, or relevant], Photograph/Illustration of [description of graphical material], <i>in</i> [full citation of source]. Additionally, <i>id.</i> and <i>supra</i> can be used for short citations to photographs and illustrations.
10.1	Clarifies that <i>id.</i> and <i>supra</i> can be used for short citations to photographs and illustrations.
10.2(a) ^{FN}	Clarifies that when using <i>supra</i> or <i>infra</i> , if there is a span of numbers in which the numbers are 100 or higher, the repetitious digits should be dropped from the concluding number, so the citation only retains the last two digits.
12.10(c)	This is a new subdivision in Rule 12.10. It adds information on how to cite in-chambers opinions from a U.S. Supreme Court Justice who rules as the sole Justice on a stay, bail, or injunction application.
12.14(b)	Adds that if the docket number of an unreported case being cited has a digit or digits before a colon (usually representing the year the complaint in the case was filed) or the judge’s initials at the end of the docket number, those may be omitted, but writers should retain all other parts of the docket number.
12.15	Clarifies that although court documents can be abbreviated in citations, they should not be abbreviated in textual sentences. Adds that if the docket number of a pending case being cited has a digit or digits before a colon (usually representing the year the complaint in the case was filed) or the judge’s initials at the end of the docket number, those can be omitted.

¹ This lists only the *ALWD Guide* rules that are substantially affected. It includes only changes to the text of the rules themselves, not anticipated changes to citation examples. In other words, if a four digit pinpoint cite now needs a comma after the first digit in a citation example in the 6th edition, it would not be listed as a change here, although it will be updated in the *ALWD Guide* 7th edition. Finally, only major impacts to the Appendices are mentioned, and because Appendix 3(E) was so heavily impacted, it is reproduced here in full.

14.1	<p>Citing official codes for both federal and state sources is not required, but it is preferable.</p> <p>Citing to online sources for official state and municipal statutes and ordinances is permissible <i>whenever</i> they are available online, rather than when they are <i>only</i> available online.</p>
14.2	A full citation to the current official or unofficial United States Code does not require the year of the code in the citation.
14.2(f)	A full citation to the current official or unofficial United States Code does not require the year of the code in the citation.
14.3(a)	If citing to an earlier version of a statute that was amended, the citation must indicate the date of amendment, even if the specific subsection the text references was not amended.
20.1(b)(2)	If a work has three or more authors, and the authors' names are not particularly relevant or the citation is a short form, use the first author's name followed by et al. and omit the other names. In a full citation, when the authors' names are particularly relevant, set out the full names of multiple authors.
23.5	Adds how to cite to a draft uniform act, which includes indicating parenthetically that it is a draft and the date of the draft.
28.3	Adds that time markers in audio recordings may be used for designating pin point citations but are not required. If used, the pin point should follow the format ", at XX:XX" immediately after the title of the recording.
31.1(b)	Adds instructions for creating a descriptive title if an internet source's headings are not clear enough to decipher a title; a descriptive title should not be italicized.
31.1(d)	Adds that if there is a short link available for the URL that clearly indicates the main source (such as wapo.st or imdb.to), then the citation should use the short link. If the short link does not clearly indicate the original source (such as bit.ly), however, do not use the short link.
31.1(g)	Clarifies that if an online source has been updated or modified since its original posting, writers should use the date of the change or modification instead of the original posting date.
36.1	The order of authorities within each signal should be ordered logically such that authorities that are more helpful or authoritative than others should appear first within the same signal. The remaining sub-sections in Rule 36 remain as a suggestion for ordering, not a requirement.
37.3	Clarifies that extraneous words such as "the" may be omitted in explanatory parentheticals, if doing so does not cause confusion.

37.3	Clarifies that when the material cited refers to two or more outside authorities, the explanatory parentheticals for those outside authorities should appear in the order in which they appear in the material. And each source should be introduced as follows: “first . . . ; then . . . ; and then . . .” so that the first outside authority is introduced by “first” and the last outside authority, no matter how many, is introduced by “and then.”
Appendix 6(A)	When citing the Internal Revenue Code, the full citation no longer needs to include the year.

Revised Appendix 3(E) Names of Cases, Institutional Authors, and Periodical Titles

Use the abbreviations in **Appendix 3(E)** for words in the names of cases, institutional authors, and periodical titles not listed in **Appendix 5** or where specifically directed by an ALWD rule. While most abbreviations end in a period, others are contractions formed with apostrophes, and those do not end with a period. For abbreviations of names of case reporters, see **Chart 12.2** or a jurisdiction’s entry in **Appendix 1**. For abbreviations of statutory compilations, see a jurisdiction’s entry in **Appendix 1**.

To form a plural, add “s” to the end of the abbreviation unless the word listed indicates otherwise or the abbreviation would end awkwardly with “ss.” For example, the “(s)” in “Resource(s)” means to use “Res.” for “Resource” (singular) or “Resources” (plural).

When an abbreviation differs depending on its reference, you will see a bracketed note. For example, the abbreviation “Fed.” stands for “Federal,” but this abbreviation is not used to refer to the *Federal Reporter*. Some abbreviations refer to more than one word or to related forms of a word (indicated in parentheses). For example, “Corp.” stands for either “Corporate” or “Corporation.”

You may abbreviate a word of eight or more letters that is not listed here if doing so not only shortens the word but also produces a recognizable abbreviation. To prevent reader confusion, you may need to spell out a word instead of abbreviating it.

Word/Term	Abbreviation
Academ(ic, y)	Acad.
Account[ant, ing, ancy)	Acct.
Administrat(ion, ive)	Admin.
Administrator	Adm’r
Administratrix	Adm’x
Advertising	Advert.

Advoca(te, cy)	Advoc.
Affair	Aff.
Africa(n)	Afr.
Agricultur(al, e)	Agric.
Alliance	All.
Alternative	Alt.
Amendment	Amend.
America(n)	Am.
Ancestry	Anc.
and	&
Annual	Ann.
Appellate	App.
Arbitrat(ion, or)	Arb.
Artificial Intelligence	A.I.
Associate	Assoc.
Association	Ass'n
Atlantic [<i>Note: not for reporter; see Chart 12.2</i>]	Atl.
Attorney	Att'y
Authority	Auth.
Automo(bile, tive)	Auto.
Avenue	Ave.
Bankruptcy [<i>Note: not for reporter; see Chart 12.2</i>]	Bankr.
Behavior(al)	Behav.
Board	Bd.
British	Brit.
Broadcast(er, ing)	Broad.
Building	Bldg.
Bulletin	Bull.

Business(es)	Bus.
Capital	Cap.
Casualt(ies, y)	Cas.
Catholic	Cath.
Cent(er, re)	Ctr.
Central	Cent.
Chemical	Chem.
Children	Child.
Chronicle	Chron.
Circuit	Cir.
Civil	Civ.
Civil Libert(ies, y)	C.L.
Civil Rights	C.R.
Coalition	Coal.
College	Coll.
Commentary	Comment.
Commerc(e, ial)	Com.
Commission	Comm'n
Commissioner	Comm'r
Committee	Comm.
Communication	Commc'n
Community	Cmty.
Company	Co.
Comparative	Compar.
Compensation	Comp.
Computer	Comput.
Condominium	Condo.
Conference	Conf.
Congress(ional)	Cong.
Consolidated	Consol.

Constitution(al)	Const.
Construction	Constr.
Contemporary	Contemp.
Continental	Cont'l
Contract	Cont.
Conveyance(r)	Conv.
Cooperat(ion, ive)	Coop.
Corporat(e, ion)	Corp.
Correction(al, s)	Corr.
Cosmetic	Cosm.
Counsel(or, ors, or's)	Couns.
County [<i>Note: See Rule 12.2(j)</i>]	Cnty.
Court	Ct.
Criminal	Crim.
Defen(d, der, se)	Def.
Delinquen(cy, t)	Delinq.
Department	Dep't
Detention	Det.
Develop(er, ment)	Dev.
Digest	Dig.
Digital	Digit.
Diplomacy	Dipl.
Director	Dir.
Discount	Disc.
Dispute	Disp.
Distribut(ing, ion, or)	Distrib.
District	Dist.
Division	Div.
Doctor	Dr.
East(ern)	E.

Econom(ic, ical, ics, y)	Econ.
Editor(ial)	Ed.
Education(al)	Educ.
Electr(ic, ical, icity, onic)	Elec.
Employ(ee, er, ment)	Emp.
Enforcement	Enf't
Engineer	Eng'r
Engineering	Eng'g
English	Eng.
Enterprise	Enter.
Entertainment	Ent.
Environment(al)	Env't
Equality	Equal.
Equipment	Equip.
Estate	Est.
Europe(an)	Eur.
Examiner	Exam'r
Exchange	Exch.
Executive	Exec.
Executor	Ex'r
Executrix	Ex'x
Explorat(ion, ory)	Expl.
Export(ation, er)	Exp.
Faculty	Fac.
Federal [<i>Note: not for reporter; see Chart 12.2</i>]	Fed.
Federation	Fed'n
Fidelity	Fid.
Financ(e, ial, ing)	Fin.
Fortnightly	Fort.

Forum	F.
Foundation	Found.
General	Gen.
Global	Glob.
Government	Gov't
Group	Grp.
Guarant(or, y)	Guar.
Hispanic	Hisp.
Histor(ical, y)	Hist.
Hospital(ity)	Hosp.
Housing	Hous.
Human	Hum.
Humanity	Human.
Immigration	Immigr.
Import(ation, er)	Imp.
Incorporated	Inc.
Indemnity	Indem.
Independen(ce, t)	Indep.
Industr(ial, ies, y)	Indus.
Inequality	Ineq.
Information	Info.
Injury	Inj.
Institut(e, ion)	Inst.
Insurance	Ins.
Intellectual	Intell.
Intelligence	Intel.
Interdisciplinary	Interdisc.
Interest	Int.
International	Int'l
Invest(ment, or)	Inv.

Journal(s)	J.
Judicial	Jud.
Juridical	Jurid.
Jurisprudence	Juris.
Justice	Just.
Juvenile	Juv.
Labor	Lab.
Laboratory	Lab'y
Law(s) [<i>Note: Law is not abbreviated if it is the first word</i>]	L.
Lawyer	Law.
Legislat(ion, ive)	Legis.
Liability	Liab.
Library	Libr.
Limited	Ltd.
Limited Liability Company	LLC <i>or</i> L.L.C.
Limited Liability Limited Partnership	LLLP <i>or</i> L.L.L.P.
Limited Liability Partnership	LLP <i>or</i> L.L.P.
Limited Partnership	LP <i>or</i> L.P.
Litigation	Litig.
Local	Loc.
Machine(ry)	Mach.
Magazine	Mag.
Maintenance	Maint.
Management	Mgmt.
Manufacturer	Mfr.
Manufacturing	Mfg.
Maritime	Mar.
Market	Mkt.
Marketing	Mktg.

Matrimonial	Matrim.
Mechanic(al)	Mech.
Medic(al, inal, ine)	Med.
Memorial	Mem'l
Merchan(dise, dising, t)	Merch.
Metropolitan	Metro.
Military	Mil.
Mineral	Min.
Modern	Mod.
Mortgage	Mortg.
Municipal(ity)	Mun.
Mutual	Mut.
National	Nat'l
Nationality	Nat'y
National Association	N.A.
National Trust and Savings Association	NT ▲ & ▲ SA or N.T. ▲ & ▲ S.A.
Natural	Nat.
Negligence	Negl.
Negotiat(ion, or)	Negot.
Newsletter	Newsl.
North(ern)	N.
Northeast(ern) [<i>Note: not for reporter; see Chart 12.2</i>]	Ne.
Northwest(ern) [<i>Note: not for reporter; see Chart 12.2</i>]	Nw.
Number	No.
Office(e, ial)	Off.
Opinion	Op.
Order	Ord.

Organiz(ation, ing)	Org.
Pacific [<i>Note: not for reporter; see Chart 12.2</i>]	Pac.
Parish	Par.
Partnership	P'ship
Patent	Pat.
Person(al, nel)	Pers.
Perspective	Persp.
Pharmaceutic(al, als, s)	Pharm.
Philosoph(ical, y)	Phil.
Planning	Plan.
Policy	Pol'y
Politic(al, s)	Pol.
Practi(cal, ce, tioner)	Prac.
Preserv(ation, e)	Pres.
Priva(cy, te)	Priv.
Probat(e, ion)	Prob.
Problems	Probs.
Proce(edings, dure)	Proc.
Product(ion)	Prod.
Profession(al)	Pro.
Professional Association	PA <i>or</i> P.A.
Professional Corporation	PC <i>or</i> P.C.
Professional Limited Liability Company	PLLC <i>or</i> P.L.L.C.
Property	Prop.
Protection	Prot.
Psycholog(ical, ist, y)	Psych.
Public	Pub.
Publication	Publ'n
Publishing	Publ'g

Quarterly	Q.
Railroad	R.R.
Railway	Ry.
Record	Rec.
Referee	Ref.
Refin(ement, ing)	Refin.
Regional	Reg'l
Register	Reg.
Registered Limited Liability Partnership	RLLP <i>or</i> R.L.L.P.
Regulat(ion, or, ory)	Regul.
Rehabilitat(ion, ive)	Rehab.
Relation	Rel.
Report(er)	Rep.
Reproduct(ion, ive)	Reprod.
Research	Rsch.
Reserv(ation, e)	Rsrv.
Resolution	Resol.
Resource(s)	Res.
Responsibility	Resp.
Restaurant	Rest.
Retirement	Ret.
Savings	Sav.
School(s)	Sch.
Scien(ce, tific)	Sci.
Scottish	Scot.
Secretary	Sec'y
Securit(ies, y)	Sec.
Sentencing	Sent'g
Service	Serv.

Shareholder or Stockholder	S'holder
Social	Soc.
Sociedad Anónima, Société Anonyme	SA or S.A.
Societa per Azioni, Sociedad por acciones	S.p.A.
Society	Soc'y
Sociolog(ical, y)	Socio.
Solicitor	Solic.
Solution	Sol.
South(ern) [<i>Note: not for reporter; see Chart 12.2</i>]	S.
Southeast(ern) [<i>Note: not for reporter; see Chart 12.2</i>]	Se.
Southwest(ern) [<i>Note: not for reporter; see Chart 12.2</i>]	Sw.
Statistics	Stat.
Steamship(s)	S.S.
Street	St.
Studies	Stud.
Subcommittee	Subcomm.
Supreme Court [<i>Note: not for reporter; see Chart 12.2</i>]	Sup. Ct.
Surety	Sur.
Survey	Surv.
Symposium	Symp.
System(s)	Sys.
Taxation	Tax'n
Teacher	Tchr.
Techn(ical, ique, ological, ology)	Tech.
Telecommunication	Telecomm.
Tele(graph, phone)	Tel.

Temporary	Temp.
Township [<i>Note: See Rule 12.2(j)</i>]	Twp.
Transcontinental	Transcon.
Transnational	Transnat'l
Transport(ation)	Transp.
Tribune	Trib.
Trust(ee)	Tr.
Turnpike	Tpk.
Uniform	Unif.
United States	U.S.
University [<i>Note: not for periodical; see Appendix 5(A)</i>]	Univ.
Urban	Urb.
Utility	Util.
Village	Vill.
Week	Wk.
Weekly	Wkly.
West(ern)	W.
Yearbook or Year Book	Y.B.