

**STATE OF WASHINGTON
OFFICE OF THE REPORTER OF DECISIONS
Temple of Justice
PO Box 40929
Olympia, WA 98504-0929**

**REQUEST FOR PROPOSALS
RFP 15-01**

APPENDIX C

STYLE SHEET

Effective December 28, 2010, and Subject to Revision

GENERAL PRINCIPLES

1. The Nineteenth Edition of *The Bluebook: A Uniform System of Citation* is the basic citation resource for Washington appellate court opinions except as noted below.
2. The latest edition of *The Chicago Manual of Style* is the authority for punctuation and style matters.
3. *Webster's Third New International Dictionary of the English Language* is the authority for spelling, including spacing and hyphens between nouns (e.g., boyfriend, girlfriend, day care, baby-sitter). Where two or more spellings are listed, use *Webster's* preferred spelling rather than the variant.
4. For matters not covered by the *Bluebook*, *The Chicago Manual of Style*, or *Webster's*, the Office of Reporter of Decisions applies formal, traditional, noncolloquial English.
5. Use and cite to official sources, which in most instances are printed publications. Do not cite to an unofficial source unless the official source is unavailable.

ABBREVIATIONS

The following abbreviations are used for citing to primary Washington legal materials. The list replaces the list of abbreviations for Washington materials found in *Bluebook* table T1.3, at 272.

TITLE	ABBREVIATION
Washington Constitution	Const. art. VI, § 1
Revised Code of Washington (Official)	RCW
Revised Code of Washington Annotated (West)	RCWA
Annotated Revised Code of Washington (LEXIS)	ARCW
Session Laws	Laws of 2002, ch. 107, § 3
special sessions	Laws of 1995, 2d Spec. Sess., ch. 14, § 21
extraordinary sessions	Laws of 1963, 1st Ex. Sess., ch. 26

Washington Reports, 1st & 2d Series	Wash.; Wn.2d
Washington Territory Reports	Wash. Terr.
Washington Appellate Reports	Wn. App.
Washington Administrative Code	WAC
Washington State Register	Wash. St. Reg.

Early Statutes

Ballinger Code	Bal. Code
Code of 1881	Code of 1881
Hill's Code of Procedure	Hill's Code of Proc.
Hill's General Statutes	Hill's Gen. Stat.
Pierce's Code	Pierce's Code
Remington's Revised Statutes	Rem. Rev. Stat.
Remington's 1915 Code	Rem. 1915 Code

Note: In citations, "Const.," "Laws of," and the names of codes and statutes (e.g., "Code of 1881," "Rem. Rev. Stat.") are printed in the official reports in large and small caps, but ordinary typeface is acceptable in manuscript opinions. In text, both the official reports and manuscript opinions use ordinary typeface.

EXCEPTIONS TO *BLUEBOOK*

1. Exception to *Bluebook* rules 2.1 & 2.2, at 62-65: Ignore rules about using roman type for case names. Case names should be in italics no matter where or how they are used.
2. Exception to *Bluebook* rule 5.3(b)(iv) at 79: The deletion of matter after the final punctuation of a sentence may be indicated by a three-dot ellipsis.
3. Exception to *Bluebook* rule 6.1(b) at 81: Do not use abbreviations for entities with widely recognized initials in text (unless previously set out in a parenthetical), in case citations (unless abbreviated in source) (this is also an exception to *Bluebook* rule 10.2.1(c) at 91), or as institutional authors.
4. Exceptions to *Bluebook* rule 6.2(a) at 81-82: In text, spell out numbers zero to nine. Use arabic numerals for higher numbers. Use commas in numbers 1,000 and higher (e.g., 9,876) except when citing a page number in a case or court document.
5. Exception to *Bluebook* rule 6.2(d) at 82: In text, always write out "percent" rather than using a percentage sign (%).
6. Exception to *Bluebook* rule 8, at 84-86: Ignore this section. The Reporter's Office generally follows *The Chicago Manual of Style* to resolve capitalization issues although, other than capitalizing proper nouns and maintaining consistency throughout the opinion, the judicial author's preference governs.

7. Exception to *Bluebook* rule 9(a) at 87: When a judge is named in text, the use of the judge's first and middle names/initials is discretionary with the author.
8. Exception to *Bluebook* rule 10.2.1(a) at 90: When a case has both an adversary and a nonadversary name, cite to only the first case name in the official reports caption.
9. Exception to *Bluebook* rule 10.3.1, at 95 and Table T1: Cite official reports and regional reporters for all cases for which official reports are published. Include public domain citations when available. For California, Illinois, and New York, include the state specific reporter (Cal. Rptr. 3d, Ill. Dec., N.Y.S.2d) in addition to the official reports and regional reporters. For Washington cases, pinpoint citations are made to Wn.2d or Wn. App. pages, paragraph numbers, or both; pinpoint citations to P., P.2d, or P.3d pages are optional; pinpoint citations should not be made to P.3d paragraph numbers. For non-Washington cases, pinpoint citations are made to the official report or the unofficial report. Maintain consistency throughout the opinion.
10. Exception to *Bluebook* rule 10.7, at 101-03: *Review denied* and *review granted*: for Washington cases, cite to Wash. or Wn.2d; citing P., P.2d, or P.3d in addition to Wash. or Wn.2d is optional; for non-Washington cases: cite to the regional reporter; citing the official reporter in addition to the regional reporter is optional. *Cert. granted* or *cert. denied* in the United States Supreme Court: cite only to U.S. if therein; otherwise, cite to one of the following: S. Ct., L. Ed. or L. Ed. 2d, or U.S.L.W. in that order of preference. When subsequent history results in an opinion (such as *aff'd*, *rev'd*, *vacated*, *overruled by*, and *abrogated by*), use a full case citation.
11. Exception to *Bluebook* rule 10.7.1(c) at 102-03: "*Overruled by*" (or "*abrogated by*") is appropriate when a case explicitly repudiates (or effectively overrules or departs from) an earlier decision of a lower court as well as an earlier decision of the same court. Do not use "*superseded by statute*" or "*superseded by constitutional amendment*" subsequent history.
12. Exception to *Bluebook* rule 12.3.1(d) at 115: When citing to a current or former, official or unofficial, version of a statute that is published by a private publisher, do not add the name of the publisher and year of publication, e.g., "(West)" or "(LexisNexis 2003)," unless the volume is being cited for something other than the text of the statute, in which case include the publisher name and year.
13. Exception to *Bluebook* rule 12.3.2, at 115-16: Do not add the year in parentheses after a citation to a presently effective version of a statute or code.
14. Exception to *Bluebook* rule 12.9.2, at 120-21: Do not add "Wash." for codes and ordinances of Washington local governments. Do not add the year in parentheses after a citation to a presently effective version of a local code or ordinance.
15. Exception to *Bluebook* rule 12.10(c) at 125: "Section" may be spelled out in text when referring to U.S.C. sections.
16. Exception to *Bluebook* table T1.1, at 215: Cite United States Supreme Court cases as follows: __ U.S. __, __ S. Ct. __, __ L. Ed. or L. Ed. 2d __ (year).
17. Exception to *Bluebook* table T1.3, at 263: For Pennsylvania Superior Court cases, omit the public domain citation after the A.2d citation becomes available.