

New York University School of Law Style Guide

This guide will be updated periodically as needed to reflect changes and additions to questions of style.

Version 1/28/09

Names/Titles

Correct	NOT Correct	Explanation
New York University School of Law	New York University Law School	Proper title is "School of Law" For more on this, see Nomenclature Guide
Center for Human Rights and Global Justice	center for human rights and global justice	Capitalize complete names of NYU School of Law centers, institutes, programs, and projects
the center, the institute, the program, the project ...	the Center will hold a conference ...	On second and subsequent references (after full name is used), use lowercase
Colloquium on Law, Business, and Politics; Gottlieb, Rackman & Reisman Seminar in Intellectual Property	colloquium on law, business, and politics; Gottlieb, Rackman & Reisman seminar in intellectual property	Capitalize formal names
colloquium, seminar, fellowships	Colloquium, Seminar, Fellowships	On second and subsequent references (after full name is used), use lowercase
Professor Lily Batchelder President Barack Obama Dean Richard Revesz	professor Lily Batchelder president Barack Obama dean Richard Revesz	Titles immediately preceding names with no intervening comma are capitalized
Kevin Davis, professor of law ...is the editor-in-chief, Jane Smith,... the president the dean	Kevin Davis, Professor of Law the President the Dean	Titles following names, separated by comma from the name, or alone in the text, are lowercased
Global Public Service Scholars Arthur Garfield Hays Fellow	Global Public Service scholars Arthur Garfield Hays fellow	Capitalize when part of complete name
fellow, scholars	Fellow, Scholars	No capitalization on second reference or when alone in text
Lewis Kornhauser, Alfred B. Engelberg Professor of Law	Lewis Kornhauser, the Alfred B. Engelberg professor of law	Chaired professor titles are always capitalized, do not start with "the" when they are separated by commas and follow the name
Kirkland & Ellis Journal of Law & Liberty	Kirkland and Ellis LLP Journal of Law and Liberty	Use ampersands when part of the official entity name; don't include LLP, Inc., etc... after law firm names
Institute for International Law and Justice	Institute for International Law & Justice	Avoid ampersands in all other uses (except for hyperlinks on the Web)

Administrative and Regulatory State [law course]	administrative and regulatory state	Names of courses are capitalized
Mergers and Acquisitions Criminal Law	M & A Crim Law	Don't abbreviate course names
public interest law	Public Interest Law	Areas of study are not capitalized
In the <i>New York Times</i>	In <i>The New York Times</i>	In titles of newspapers, magazines, and journals, "the" is neither capitalized nor italicized
Amy Adler Barry Adler Anthony Barkow Rachel Barkow Arthur Miller Geoffrey Miller	Barkow Miller	When a surname is shared by more than one member of the community, use the full name in a headline

Abbreviations/Acronyms (see Degrees for exceptions)

Correct	NOT Correct	Explanation
NYU, PILC, LRAP, BALS	N.Y.U., P.I.L.C., L.R.A.P.	For NYU-specific acronyms and abbreviations, do not use periods
Black Allied Law Students Association (BALS)	BALS (Black Allied Law Students Association)	Use the full name of the organization on first reference, followed by an acronym in parenthesis; subsequent mentions should be the acronym
NATO, CUNY, AIDS	N.A.T.O., C.U.N.Y., A.I.D.S.	Omit periods in acronyms (abbreviations pronounced as words)
CNN, PBS, NBC, FCC, FBI, PTA, but U.S., U.N., E.U., D.C., E.C.	C.N.N., P.B.S., N.B.C., F.C.C., F.B.I., P.T.A., UN, DC	Omit periods in abbreviations of three letters or more; keep periods in two-letter abbreviations

Locations

Correct	NOT Correct	Explanation
Vanderbilt Hall, Room 218	Vanderbilt 218	Incomplete (missing "Hall" and room number)
	Van Hall, Room 218	No abbreviation of Vanderbilt
	VH, Room 218	No abbreviation of Vanderbilt
	Van Hall 218	No abbreviation; Missing "Room"
	Room 218, Vanderbilt Hall	Transposed
D'Agostino Hall, Lipton Hall	Lipton Hall	Include building for clarity

Vanderbilt Hall, Snow Dining Room

Snow, Vanderbilt Hall

Do not abbreviate the location;
building first, location second

Times

Correct	NOT Correct	Explanation
1:00-2:00 p.m.	1:00–2:00 p.m.	No em dash
	1:00-2:00 pm	Needs periods
	1:00-2:00 PM	No uppercase p.m. (or a.m.)
	1-2 p.m.	Not without minutes
	1:00 p.m.-2:00 p.m.	Do not repeat a.m. or p.m.
noon	12:00 noon	"Noon" and "midnight" are neither a.m. nor
midnight	12:00 p.m.	p.m.;"12:00" is redundant when paired with
	12:00 midnight	"noon" or "midnight"
	12:00 a.m.	

Dates/Decades

Correct	NOT Correct	Explanation
2009-10	2009/10	No slash; hyphen, no spaces. Second year in range can be abbreviated
	09-10	Do not abbreviate the first year in a span
	'09-'10	No abbreviated years with apostrophe
September 15	September 15th	No th/st/rd, etc. on numbers in dates
September 15, 2009	Sept. 15, 2009	No abbreviated month
September 2009	September, 2009	No comma between a month and year
1920s	1920's	No apostrophe
	'20s	No abbreviated years with apostrophe

Seasons/Semesters

Correct	NOT Correct	Explanation
Fall 2009, Spring 2010	fall 2009, spring 2010	When referring to semesters, capitalize
Spring semester	Spring Semester, spring semester	Capitalize when referring to semesters; Do not capitalize "semester"
fall, spring, winter and summer	Fall, Spring, Winter and Summer	When referring to seasons, lowercase

Telephone/Fax

Correct	NOT Correct	Explanation
(212) 998-6666	212-998-6666	No hyphen after area code; Always use parentheses
	x86666	No "x" for extension
	ext. 86666	Use complete number
(800) 998-6666	1-800-998-6666	"1" not needed; always use parentheses
(212) 555-5555 ext. 123		Number with an additional extension
David Niedenthal can be reached at (212) 998-6107	David Niedenthal can be reached at: (212) 998-6107	No colon needed in a narrative sentence

Dashes

Correct	NOT Correct	Explanation
2009-10	2009 - 10	Use hyphen; no spaces
	2009—10	No 1/m to set off years (—)

Numbers

Correct	NOT Correct	Explanation
one, nine, 10, 11, ... first, second, 10th, 21st	1, 9, ten, eleven 1st 2 nd tenth twenty-first	Spell out numbers from one to nine; use numerals for numbers 10 and higher
1,250 25,000	1250 25000	Use commas in numbers containing four or more digits
Twenty-nine exams were given.	29 exams were given.	At the beginning of a sentence, always spell out numbers
75 percent	75%	Spell out percent
75-percent solution	75 percent solution	Hyphenate when the percentage amount is a modifier

Faculty

Correct	NOT Correct	Explanation
Professor Daniel Hulsebosch	Prof. Daniel Hulsebosch	Do not abbreviate faculty titles
Daniel Hulsebosch, professor, NYU School of Law	Dan Hulsebosch, NYU Law Professor	Wrong title. Also, use full first name unless it is in a quotation.
NYU School of Law Professor Daniel Hulsebosch	NYU Law Professor Daniel Hulsebosch	Use the correct nomenclature for the school
Professor Daniel Hulsebosch, NYU School of Law,	Professor Daniel Hulsebosch, NYU Law School Professor Daniel Hulsebosch, NYU Law	Use correct nomenclature for the school

Degrees/Class Year

(these rules may be an exception to those on periods in abbreviations)

Correct	NOT Correct	Explanation
J.D.	JD	Use periods in all degrees
LL.M.	LLM	Missing periods
LL.M. C.J.	LL.M.-C.J. / M.C.J. or LL.M. (C.J.)	Do not use any reference to the old "MCJ" program, except as appropriate with alumni who received that specific degree
Ph.D.	PhD	Missing periods
M.A., B.S.	MA, BS	Missing periods
master's degree, bachelor's degree	masters degree, bachelors degree	Keep the degree in lowercase and use the apostrophe
M.B.A.	MBA	Missing periods
J.S.D.	JSD	Missing periods
John Doe '78	John Doe, 1978 John Doe ('78)	Used for J.D. alumnus/a graduation class year, no parentheses; make sure that apostrophe's tail is pointing left rather than right
John Doe (LL.M. '79)	John Doe, LL.M. '79	Use parentheses and specify degree only when it is not J.D.
John Doe '78 (LL.M. '79)		When alumnus has both a J.D. and other law degree

Legal Terms

(excluding footnotes/endnotes)

Correct	NOT Correct	Explanation
e.g., i.e.	<i>e.g., i.e.</i>	Latin words and phrases commonly used in U.S. legal writing do not need to be italicized
amicus curiae	<i>amicus curiae</i>	No italics
jurisprudence	juris prudence Juris Prudence	One word
U.S. Supreme Court	U.S. supreme court	Capitalize full name
the Court [referring to the U.S. Supreme Court]	the court	On second and subsequent references, capitalize
the court	the Court	Lowercase references to all courts except the U.S. Supreme Court on second and subsequent references
U.S. Court of Appeals for the Third Circuit	U.S. court of appeals for the third circuit	Capitalize full name of courts
U.S. Court of Appeals for the District of Columbia Circuit	U.S. Court of Appeals for the D.C. Circuit	Spell out "District of Columbia" on first reference; in subsequent references, writing simply "the D.C. Circuit" is permissible
Third Circuit	3rd Circuit	Spell out the ordinal number; full name of court is used in first reference, but in subsequent references, writing simply "the Third Circuit" is permissible
the Chief Justice of the United States...	Chief Justice; chief justice; Chief Justice of the United States John Roberts	When describing the position (not as a title) in general, use full title on the first reference, capitalize

Common Terms

Correct	NOT Correct	Explanation
9/11 September 11	9-11, 9—11, September 11th	When referring to "nine eleven" as an event, use the numerals separated by a forward slash Also, you can use the spelled-out date, September 11, when referring to the day itself. Do not use "th."
curriculum vitae	<i>curriculum vitae</i> C.V.	Do not italicize this phrase; do not abbreviate the phrase
first-come, first-served	first-come, first-serve	Violates grammar rules
full-time, part-time	fulltime, parttime	Violates grammar rules
nonprofit	non-profit	No hyphen

not-for-profit	not for profit	Hyphenated
Résumé, café	Resume, cafe	Missing accents
— em dash]	-- [double hyphens]	Typography
RSVP	R.S.V.P.	Contains periods
for the U.S. government	for the United States government	No need to spell out U.S. when an adjective
the United Nations	the U.N.	Spell out United Nations on first reference; subsequent references can be to the U.N.
information	info.; info	Do not abbreviate
Derrick A. Bell Jr.	Derrick A. Bell, Jr.	No comma before Jr., Sr., III, etc. in names
Co-editor, co-director	Coeditor, codirector...	Hyphenate after "co"

Web Text

Correct	NOT Correct	Explanation
john.doe@nyu.edu	<john.doe@nyu.edu>	No carets
	(john.doe@nyu.edu)	No parentheses
	JOHN.DOE@nyu.edu	Lowercase
	John.Doe@nyu.edu	Capital letters are not necessary in email addresses
www.nyu.edu	http://www.nyu.edu	No http:// when the URL begins with www
	<www.nyu.edu>	No carets
	(www.nyu.edu)	No parentheses
	WWW.nyu.edu	All lowercase
CD-ROM	CDROM, CD ROM, CD-Rom	Hyphen, acronym
chat room	Chat Room, chatroom	Two words
domain name	Domain Name	Lowercase
e-mail	email	Hyphenate
Ethernet	ethernet	Capital E
file name	File Name, filename	Two words
homepage	home page, Home Page	One word
hyperlink	hyper link, Hyper Link	One word
image map	Image Map, imagemap	Two words

Internet	internet	Capital "I"
listserve or list service	listserv	Listserv is the name of a company and should not be used to describe an email service
log-in	Login, log in	Used when an adjective or noun
log in/in to	login, login-in, Log In, log into	Used when a verb
log on/on to	logon, Log On, log onto	Used when a verb
micro-site	microsite, micro site, Micro-Site	Two words, hyphen
offline	off line, off-line, Off Line	One word, no hyphen
online	on line, on-line, On Line	One word, no hyphen
page view	pageview, page-view, Page View	Two words, no hyphen
screen name	screenname, screenname, screen-name	Two words
silo	Silo	Lowercase
site	Site	Lowercase
site map	sitemap, site-map, Site Map	Two words
teleconference	tele-conference, Tele Conference	One word, no hyphen
video camera	videocamera, video-camera, Video Camera	Two words, no hyphen
video monitor	videomonitor, video-monitor, Video Monitor	Two words, no hyphen
video projector	videoprojector, video-projector	Two words, no hyphen
video source	videosource, video-source, Video Source	Two words, no hyphen
video screen	videoscreen, video-screen, Video Screen	Two words, no hyphen
videocam	video cam, video-cam, Video Cam	One word
videocard	video card, video-card, Video Card	One word
videoclip	video clip, video-clip, Video Clip	One word
videoconference	video conference, video-conference	One word
videoconferencing	video conferencing, video-conferencing	One word
videotape	video tape, video-tape, Video Tape	One word
videostream	video stream, video-stream, Video	One word

	Stream	
Web document	web document, web-document	Capital W, two words
Web page	web page, webpage, web-page	Capital W, two words
Web site	web site, website, web-site	Capital W, two words
World Wide Web	World-Wide Web, world wide web	No hyphen, initial caps

Serial Commas/Semicolons

Correct	NOT Correct	Explanation
outstanding research, publications, and/or accomplishments	outstanding research, publications and/or accomplishments	Use a comma before the last item in a series (serial comma).
He has been published in the journals the <i>Harvard Law Review</i> , the <i>Yale Law Journal</i> , and the <i>New York University Law Review</i> ; the book <i>Lawyers Bleed, Too</i> ; and the newspapers the <i>New York Times</i> and the <i>Washington Post</i> .	He has been published in the journals the <i>Harvard Law Review</i> , the <i>Yale Law Journal</i> , and the <i>New York University Law Review</i> ; the book <i>Lawyers Bleed, Too</i> , and the newspapers the <i>New York Times</i> and the <i>Washington Post</i> .	When you have serial semicolons, the last clause should be separated with a semicolon, not a comma.

Named Furman Spaces

Correct	NOT Correct	Explanation
Wachtell Lipton Rosen & Katz Student Café	First Floor	Refer to room by its name, not location
Hauser Global Law Center	Third Floor	Refer to room by its name, not location
The Lester Pollack Colloquium Room	Ninth Floor	Refer to room by its name, not location

Other Law School Spaces

Correct	NOT Correct	Explanation
Greenberg Lounge	Greenburg Lounge	Correct spelling
Tishman Auditorium	Tischman Auditorium	Correct spelling

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