

CALIFORNIA REAL PROPERTY JOURNAL

**SUBMISSION GUIDELINES AND
ARTICLE STYLE, CITATION, AND SELF-EDITING GUIDE**

A. SUBMISSION GUIDELINES

1. Format.

- a. Length of Articles: 15–30 pages, double-spaced, justified on the left only, no headers/footers.
- b. Font: Times New Roman, 12 point for main text and 11 point for footnotes.
- c. File Naming: Please use a uniform file naming convention for uniformity to keep track of each version of an article as follows: Issue number, name of author(s), year-month-day as shown in the following example: **3-Author 20180417.docx**
- d. Footnotes: Convert all citations to appear as endnotes in Arabic numerals.
- e. Citations: Case citations may not appear within the text of the article. Any statement requiring authority must include a citation in an endnote.
- f. Spacing: One space between sentences (not two spaces).
- g. Headings: When using headings, the first one should be identified by a Roman numeral e.g., “I”), the next by alphabetical designation (e.g., “A”), and the next by an ordinal number (e.g., “1”), as shown in the following example:

I. FORMAT OF ARTICLES [bold type, all caps]

A. The Law in California [indented, bold type, initial caps]

1. In General [further indented, italics, initial caps]

(a) A Citizen’s View [further indented, regular type, initial caps]

- h. Cross-referencing: When cross-referencing discussions within the article, please refer to the specific numbered section rather than saying “as discussed below.” Use cross-references when a topic will be discussed later in the article. Because page numbers change on publication, cite to a part or subpart of an article or to a relevant endnote, not to a page number.
- i. Case Names in Text: The first time a case is mentioned in the text of an article, use the full case name (e.g., *Brown vs. Board of Education*). After that first mention, the short reference is fine (e.g., *Brown*).

- j. Style Guide: The *Journal* generally follows the editing guidelines provided by the *Chicago Manual of Style*, University of Chicago Press.
 - k. Serial Commas: For series or lists of items, please use the serial (“Oxford”) comma. For example, there should be two commas in the following list: apples, oranges, and bananas. NOT one comma: apples, oranges and bananas.
2. Citations.
- a. The *Journal* uses the Harvard “Blue Book,” the most recent edition, as the citation form style manual, albeit in a somewhat “relaxed” form. We do not require the use of parallel citations; however, if you use only one citation, it should be to the Official Reporter. For non-California cases, the regional reporter citations should be used in conjunction with the official citation in order that California lawyers may locate the cases easily. We do not accept Lawyer’s Edition citations. Whenever you cite new legislation, indicate where it is codified. If you mention any source or publication that is not easily located (e.g., on LEXIS or WESTLAW), please indicate (in an endnote) where a copy may be obtained.
 - b. We encourage pinpoint citations (pin cites) for quoted materials to draw the reader to specific and/or useful material.
 - c. THE *JOURNAL*’S EDITORIAL STAFF DOES NOT VERIFY THE ACCURACY OR APPLICABILITY OF CITATIONS, QUOTATIONS, OR OTHER AUTHORITY. THE AUTHOR HAS SOLE RESPONSIBILITY FOR THEIR ACCURACY.
 - d. See Section B below for further guidance regarding citations.
3. Submission of Your Article.
- a. When your article is ready for submission, please email a Word copy to the Editor-in-Chief of the *Journal*.
 - b. Your article will then be assigned to an editor, as discussed in Section A.6 below.
 - c. Assignment of an article to an editor and comments from the editor on your article are not a commitment on the part of the *Journal* to publish the article in the next issue of the *Journal* or in any subsequent issue. Decisions regarding publication are made solely by the editorial board when an article has completed the editing process.
4. Synopsis.
- a. With your article submission, you will need to submit a two-sentence synopsis of your article, which will be included in the index on the cover page of the *Journal*. Please refer to prior issues of the *Journal* for examples of synopses.

5. Biography and Photo.

- a. With your article submission, you will need to send a short biography (two to three sentences) and a recent photo. Please refer to prior issues of the *Journal* for typical content of bios.

6. The Editing Process.

- a. Many of the *Journal's* readers will not be subject matter experts in your chosen topic or may be new practitioners; therefore, please make good use of introductions, summaries, transitions, and, where helpful, examples.
- b. It is not uncommon for articles to undergo several revisions and to undergo one or two additional revisions after it has been finalized by the article editor. The editorial staff will edit for clarity, grammar, organization and logic, typographical errors, readability, and the like. Your article will also be reviewed by an attorney who has experience with the applicable substantive area. The editors might also seek the inclusion of subject matter and issues relevant to the article that you have not covered. Please incorporate editorial revisions and suggestions promptly. The revisions generally will be shown in Track Changes and exchanged via email between you and the editors.
- c. The time necessary to edit your article will vary with the length and complexity of the piece, the time availability of our editors and the number of articles awaiting publication. We try to allow 4–6 weeks for editing of each *Journal* article.
- d. You will be notified when your article is assigned to an editor. Once assigned to an editor, all communication on your article should be addressed to the editor.
- e. When you and the article editors have finished the editing process, the article editor will send a copy to the Managing Editor of the *Journal*. The Managing Editor, together with the technical editor and Editor-in-Chief, will review the article and undertake additional, final edits. Once the additional, final editing has been completed, you will be provided with a final copy of the article.

7. Copyright.

- a. You must execute a California Lawyers Association Copyright License which will be provided to the author upon acceptance of the article for publication.

8. Expenses: You bear all expenses associated with your transmission of your article to the editorial staff.

9. Communications with Editors: Because time is often short, we use email whenever possible.

B. JOURNAL CITATION GUIDE

Generally, the current edition of the Bluebook (19th ed.) is followed, with these exceptions: (1) case names are always in italics; and (2) citations to state statutes do not include publisher or year and are in regular typeface. Examples follow:

1. CASES

a. **Full Form in footnotes. Do not use full form in the text of the article, just the name of the case followed by a footnote which should contain the full citation form:**

- i. *United States v. Montoya de Hernandez*, 473 U.S. 531 (1985).
- ii. *Great W. United Corp. v. Kidwell*, 577 F.2d 1256 (5th Cir. 1978).
- iii. *Kohler v. Tugwell*, 292 F. Supp. 978, 985 (E.D. La. 1968).
- iv. *Golden Gateway Center v. Golden Gateway Tenants Ass'n*, 26 Cal. 4th 1013 (2001).
- v. *Brown v. State of California*, 21 Cal. App. 4th 1500 (1993).

b. **Short Forms:**

- i. *United States v. Montoya de Hernandez*, 473 U.S. at 540.
- ii. *Kidwell*, 577 F.2d at 1259–61.
- iii. 292 F. Supp. at 990.
- iv. *Id.* at 991.

c. **In the Text of an Endnote:**

- i. In *Southern Pacific Co. v. Jensen*, 244 U.S. 205 (1917), Justice McReynolds stressed the value of uniform laws.

2. STATUTES

- a. 42 U.S.C. § 1983.
- b. National Environmental Policy Act of 1969 § 102, 42 U.S.C. § 4332.
- c. Cal. Veh. Code § 11506. **Note that small caps are are not used in the *Journal*.**
- d. Cal. Civ. Code §§ 8000–9566. **Note that *et seq.* may not be used in the *Journal*; please include the ending section number.**

3. NOTES

- a. *Supra* may not be used for cases, statutes, regulations, or constitutions. (See Bluebook Rule 4.2.)

- b. *Id.* may be used only if citing to the immediately preceding authority within the same or the immediately preceding footnote when the immediately preceding footnote contains only one authority. (See Bluebook Rule 4.1.)
- c. Do not use "at" before a section or paragraph symbol. (See Bluebook Rule 3.4.)
- d. Block quotes do not need quotation marks. They are indented 1 inch from each margin to indicate it is a quotation.
- e. Spans of numbers are separated by an “en” dash, not a hyphen. This includes things like spans of page numbers and dates. Note: for those who are not familiar with them, an “em” dash is a forceful and conspicuous dash mark. It emphasizes or highlights what it contains or separates its contents from the main sentence. Think of it as the opposite of parentheses where the content is de-emphasized. In Word these can be accessed through the Insert > Symbol, then select the Special Characters tab.

C. GUIDELINES FOR SELF-EDITING AND PROOFREADING¹

This guide provides some tips and strategies for revising your writing.

1. Is editing the same thing as proofreading? Not exactly. Although many people use the terms interchangeably, editing and proofreading are two different stages of the revision process. Both demand close and careful reading, but they focus on different aspects of the writing and employ different techniques.
2. Some tips that apply to both editing and proofreading:
 - a. *Get some distance from the text!* It is hard to edit or proofread an article that you've just finished writing—it is still too familiar, and you tend to skip over a lot of errors. Put the article aside for a few hours, or days, or weeks. Go for a run. Take a trip to Aruba. Clear your head of what you have written so you can take a fresh look at the article and see what is really on the page. Better yet, give the article to a friend—you can't get much more distance than that. Someone who is reading the article for the first time comes to it with completely fresh eyes.
 - b. *Decide what medium lets you proofread most carefully.* Some people like to work right at the computer, while others like to sit back with a printed copy that they can mark up as they read.
 - c. *Try changing the look of your document.* Altering the size, spacing, color, or style of the text may trick your brain into thinking it is seeing an unfamiliar document, and that can help you get a different perspective on what you've written.

¹ Acknowledgement and thanks go to the University of North Carolina at Chapel Hill for its handouts and writing resources. See the University's website for additional guidance: <http://writingcenter.unc.edu/handouts/>.

- d. *Find a quiet place to work.* Find a place where you can concentrate and avoid distractions.
 - e. If possible, do your editing and proofreading in several short blocks of time, rather than all at once—otherwise, your concentration is likely to wane.
 - f. *If you are short on time,* you may wish to prioritize your editing and proofreading tasks to be sure that the most important ones are completed.
3. Editing. Editing is what you begin doing as soon as you finish your first draft. You reread your draft to see, for example, whether the article is well-organized, the transitions between paragraphs are smooth, and your evidence really backs up your argument. You can edit on several levels:
- a. Content. Have you done everything the assignment requires? Are the claims you make accurate? If it is required to do so, does your article make an argument? Is the argument complete? Are all of your claims consistent? Have you supported each point with adequate evidence? Is all of the information in your article relevant to the assignment and/or your overall writing goal?
 - b. Overall structure. Does your article have an appropriate introduction and conclusion? Is your thesis clearly stated in your introduction? Is it clear how each paragraph in the body of your article is related to your thesis? Are the paragraphs arranged in a logical sequence? Have you made clear transitions between paragraphs? One way to check the structure of your article is to make an outline of the article after you have written the first draft.
 - c. Structure within paragraphs. Does each paragraph have a clear topic sentence? Does each paragraph stick to one main idea? Are there any extraneous or missing sentences in any of your paragraphs?
 - d. Clarity. Have you defined any important terms that might be unclear to your reader? Is the meaning of each sentence clear? (One way to answer this question is to read your article one sentence at a time, starting at the end and working backwards so that you will not unconsciously fill in content from previous sentences.) Is it clear what each pronoun (he, she, it, they, which, who, this, etc.) refers to? Have you chosen the proper words to express your ideas? Avoid using words you find in the thesaurus that aren't part of your normal vocabulary; you may misuse them.
 - e. Style. Have you used an appropriate tone (formal, informal, persuasive, etc.)? Is your use of gendered language (masculine and feminine pronouns like "he" or "she," words like "fireman" that contain "man," and words that some people incorrectly assume apply to only one gender—for example, some people assume "nurse" must refer to a woman) appropriate? Have you varied the length and structure of your sentences? Do you tend to use the passive voice too often? *Use the active voice whenever possible.* Does your writing contain many unnecessary

phrases like "there is," "there are," "due to the fact that," etc.? Do you repeat a strong word (for example, a vivid main verb) unnecessarily?

- f. Citations. Have you appropriately cited quotes, paraphrases, and ideas you got from sources? Are your citations in the correct format? See above for the *Journal's* citation requirements.
- g. Revisions. As you edit at all of these levels, you will usually make significant revisions to the content and wording of your article. Keep an eye out for patterns of error; knowing what kinds of problems you tend to have will be helpful, especially if you are editing a large document. Once you have identified a pattern, you can develop techniques for spotting and correcting future instances of that pattern. For example, if you notice that you often discuss several distinct topics in each paragraph, you can go through your article and underline the key words in each paragraph, then break the paragraphs up so that each one focuses on just one main idea.
- h. Proofreading. Proofreading is the final stage of the editing process, focusing on surface errors such as misspellings and mistakes in grammar and punctuation. You should proofread only after you have finished all of your other editing revisions.
 - i. *Why proofread?* It is the content that really matters, right? Content is important. But, like it or not, the way an article looks affects the way others judge it. When you have worked hard to develop and present your ideas, you don't want careless errors distracting your reader from what you have to say. It is worth paying attention to the details that help you to make a good impression.

Most people devote only a few minutes to proofreading, hoping to catch any glaring errors that jump out from the page. But a quick and cursory reading, especially after you've been working long and hard on an article, usually misses a lot. It is better to work with a definite plan that helps you to search systematically for specific kinds of errors.

This takes a little extra time, but it pays off in the end. If you know that you have an effective way to catch errors when the article is almost finished, you can worry less about editing while you are writing your first drafts. This makes the entire writing process more efficient.

Try to keep the editing and proofreading processes separate. When you are editing an early draft, you don't want to be bothered with thinking about punctuation, grammar, and spelling. If you are worrying about the spelling of a word or the placement of a comma, then you are not focusing on the more important task of developing and connecting ideas.

- ii. *The proofreading process*. You probably already use some of the strategies discussed below. Experiment with different tactics until you find

a system that works well for you. The important thing is to make the process systematic and focused so that you catch as many errors as possible in the least amount of time.

- iii. *Don't rely entirely on spelling and grammar checkers.* These can be useful tools, but they are far from foolproof. Spell checkers have a limited dictionary, so some words that show up as misspelled may really just not be in their databases. In addition, spell checkers will not catch misspellings that form another valid word. For example, if you type "your" instead of "you're," "to" instead of "too," or "there" instead of "their," the spell checker won't catch the error.

Grammar checkers can be even more problematic. These programs work with a limited number of rules, so they can't identify every error and often make mistakes. They also fail to give thorough explanations to help you understand why a sentence should be revised. You may want to use a grammar checker to help you identify potential run-on sentences or too frequent use of the passive voice, but you need to be able to evaluate the feedback it provides.

- iv. *Proofread for only one kind of error at a time.* If you try to identify and revise too many things at once, you risk losing focus, and your proofreading will be less effective. It is easier to catch grammar errors if you aren't checking punctuation and spelling at the same time. In addition, some of the techniques that work well for spotting one kind of mistake won't catch others.
- v. *Read slowly, and read every word.* Try reading out loud, which forces you to say each word and lets you hear how the words sound together. When you read silently or too quickly, you may skip over errors or make unconscious corrections.
- vi. *Separate the text into individual sentences.* This is another technique to help you to read every sentence carefully. Simply press the return key after every period so that every line begins a new sentence. Then read each sentence separately, looking for grammar, punctuation, or spelling errors. If you are working with a printed copy, try using an opaque object like a ruler or a piece of paper to isolate the line you're working on.
- vii. *Circle every punctuation mark.* This forces you to look at each one. As you circle, ask yourself if the punctuation is correct.
- viii. *Read the article backwards.* This technique is helpful for checking spelling. Start with the last word on the last page and work your way back to the beginning, reading each word separately. Because content, punctuation, and grammar won't make any sense, your focus will be entirely on the spelling of each word. You can also read backwards

sentence by sentence to check grammar; this will help you avoid becoming distracted by content issues.

- ix. *Proofreading is a learning process.* You're not just looking for errors that you recognize; you're also learning to recognize and correct new errors. This is where handbooks and dictionaries come in. Keep the ones you find helpful close at hand as you proofread.

You will often find things that don't seem quite right to you, but you may not be quite sure what's wrong either. A word looks like it might be misspelled, but the spell checker didn't catch it. You think you need a comma between two words, but you're not sure why. Should you use "that" instead of "which"? If you're not sure about something, look it up.

The proofreading process becomes more efficient as you develop and practice a systematic strategy. You'll learn to identify the specific areas of your own writing that need careful attention and knowing that you have a sound method for finding errors will help you to focus more on developing your ideas while you are drafting the article.