

## USCCR Citation Reference Guide

This citation reference guide begins with a general list of do's and don'ts for citing sources. The guide also includes selected examples for citations including USCCR-specific format (for citing testimony and written statements), Chicago-style (for non-legal sources), and bluebook citations (for legal sources). If a source is not listed here, please consult the USCCR Style Manual (2018), the 16th version of the Chicago-style manual, and the 20th edition of the Bluebook for legal sources for additional citation formats.

### ❖ General Do's and Don'ts

#### Legal v. Non-legal Sources

- Bluebook (20th ed.) for legal sources. Chicago Style (16th version) for non-legal. (USCCR Style Guide, p. 25). Legal sources are cases, statutes, congressional bills and resolutions, public laws, legislative history, regulations, federal register, law review articles, legal briefs, agency guidance documents, and executive orders. Non-legal sources are all others.
- ***Id.* v. *Ibid.***
  - Always italicize *Id.* but never *Ibid.*
  - *Id.* and *Ibid.* may be used to refer to a single work in the note immediately preceding footnote.
  - Neither *Id.* nor *Ibid.* is used if more than one source is cited in the preceding note. If the preceding footnote has more than one source and you are citing one of those sources, then cite the short cite for the source.
  - *Id.* is only used when citing cases, briefs, statutes, legal memorandums or other similar material. Use *Ibid.* for everything else.
  - Do not use "at" with *Ibid.* Instead, citation should be *Ibid.*, [specific page number].

#### Use Primary Sources

- Do not citation a panelist (or an agency's interpretation) for the substance of a legal source. For example, "The Voting Rights Act contains language access provisions" followed by a footnote to a panelist is not correct. For this example, the primary source would be Section 203 of the Voting Rights Act (52 U.S.C. § 10303(f)).

#### Do not use acronyms

- No one knows what the TVNCA is. Please only use well-known acronyms, if at all. (USCCR Style Guide p. 24.). This also applies to footnotes as well as in the body of the document.

#### Consider Language Choices

- Use of people-first language

- For example, preface characteristics with people: people with disabilities, or individuals with former felony convictions
- Instead of minorities, please say people of color
- Instead of African American, please say black people, or black voters, etc. (don't say "blacks" or any race alone as it is dehumanizing)

#### When to use "hereinafter" in footnotes

- Use "hereinafter." Not "hereafter" or "hereinafter cited as" or any variation thereof.
- Hereinafter is used only where the word order of the second reference changes, otherwise, it is unnecessary.

#### Shortening the titles of works in non-legal cites

- Shorten long titles to five words or less. No need to shorten titles of less than five words.
- Shortened titles should make sense to the reader and easily identify the source.
- Note that because the word order did not change, hereinafter is not needed (see above).

Example: Congressional Research Service, *Addressing Sexual Harassment by Modifying the Congressional Accountability Act of 1995: A Look at Key Provisions in H.R. 492*, by Christine J. Black and Wilson J. Freeman, 2018, p. 4,  
<https://fas.org/sgp/crs/misc/LSB10067.pdf>

Shortened to: Congressional Research Service, *Addressing Sexual Harassment*, p. 6.

Not: Congressional Research Service, *Addressing Sexual Harassment by Modifying*, p. 6.

#### When to add "accessed" to a foot note.

- Use "accessed." Not "last accessed" or any version thereof.
- Only use when citing to a source that may change in the future (e.g. a webpage).
- Not needed for ....
- Add to the citation, after the hyperlink, in parenthesis.

#### When to use "revised" etc.

#### Adding website links to footnotes.

- The link to the publication comes last and should only be listed the first time the work is cited.

## USSCR Specific Citations

### ❖ Briefing Transcripts (USCCR Style Guide, p. 33)

**Note:** Do not fully cite briefing transcript each time a new presenter is cited. For example, see below. After John Doe (the first presenter) is fully cited, cite to the transcript for future presenters. As with letters and interviews, the title of the individual may be cited if relevant or not if included in the text.

#### **Published transcript:**

##### **First reference:**

John Doe, [title if they have one], [organization if they have one] testimony, *Briefing Before the \_\_\_\_\_ Advisory Committee to the U.S. Commission on Civil Rights, Nome, AK*, Dec. 12-19, 1990, transcript, pp. 810-11 (hereafter cited as *Nome Briefing*).

##### **Second reference:**

Doe Testimony, *Nome Briefing*, p. 834.

### ❖ Written Statements (including any received from non-panelists) (USCCR Style Guide, p. 33-34):

**Note:** Each time a new individual is cited, fully cite their title, organization, etc., Then use the second reference for the subsequent time that statement is cited.

#### **First reference:**

John Doe, [title if they have one], [organization if they have one], Written Statement for the [name of] Briefing before the \_\_\_\_ Advisory Committee to the U.S. Commission on Civil Rights, Date, at \_\_\_\_ (hereinafter Doe Statement).

#### **Second reference:**

Doe Statement, at \_\_\_\_.

### ❖ Interviews (USCCR Style Guide, p. 31)

**Note:** Titles of individuals may be included following the name if significant to the discussion and not mentioned in the text. They need not be repeated unless the first reference is in another chapter or is located many pages away. If more than one interview with the same person is involved, include date in second and later references.

Jack Katt, interview in Washington, DC, Oct. 1, 1990 (hereafter cited as Katt interview).

Rocky Boots, telephone interview, Sept. 1, 1990.

**If the text makes clear who was interviewed:**

Interview in Podunk, OH, Dec. 15, 1975.

**If text does not make clear who was interviewed:**

Barbara Bannet, Secretary of State, interview in New York, NY, Apr. 9, 1990.

❖ **Letters (USCCR Style Guide, p. xx)**

❖ **Federal Government Documents (USCCR Style Guide, p. 30-31)**

For the purposes of USCCR SAC reports, a government document is *anything written by a federal agency*. Usually, these “publications” are found on the agency’s website. Sometimes an author is included, but usually there is no identifiable author. If there is an author, add the author’s name.

- In the citation format, the name of the agency always comes first, followed by the sub agency (if applicable), *title of the work* (in italics), year, p. (hereinafter if necessary; see above for rules), <https://>: weblink.  
Last accessed is typically not needed for publications of this type. If no individual author is identified, inclusion of "Washington, DC: Government Printing Office" is unnecessary. Generally, individual authors need not be included even if identified unless important to the point being made.
- If a publication is part of a series (e.g., 1967 Annual Report; 1990 Census of Population series), no further date is needed.
- Use judgment: include enough information for a reader to locate the publication but exclude information that is not essential to finding a report or is immaterial to the point being made in the text.

First Reference (no identifiable author):

U.S. Department of Agriculture, Foreign Agricultural Service, *Copra in the Economy of Bora Bora*, 1942, p. 8 (hereafter U.S. Department of Agriculture, *Copra in Bora Bora*).

Second Reference:

U.S. Department of Agriculture, *Copra in Bora Bora*.

**Identifiable author:**

U.S. Department of Justice, Criminal Division, *Interplanetary Gangs*, by C.A. Crooke (Washington, DC: Government Printing Office, 1971), p. 5 (hereinafter Department of Justice, *Interplanetary Gangs*).

**Legislative Branch First reference:**

U.S. Congress, Senate, Committee on Foreign Relations, *U.S. Military Bases Overseas*, 82d Cong., 1st sess., 1967, S. Rept. 1823, p. 3 (hereafter cited as Senate Committee on Foreign Relations, *Military Bases Overseas*).

U.S. Congress, Joint Economic Committee, *Inflation in the United States: Hearings on S. 234*, 88th Cong., 2d sess., 1972, p. 3 (hereafter cited as Joint Economic Committee, *Inflation*).

**Second reference:**

*Military Bases Overseas*, p. 90.

*Inflation*, p. 80. Executive Branch

❖ **State and Local Government Documents (USCCR Style Guide, p. 33)**

**Follow the same rules as for federal documents:**

State of Kansas, Department of Welfare, *AFDC Rolls in Topeka*, 1961, Welfare Reports, no. 82, p. 9.

New York, NY, City Council, "Council Accomplishments," 1972, p. 8.

Johnston, PA, Office of the Mayor, Urban Renewal Plan, 1960, p. 20.

## Chicago Style (Non-legal Citations)

### ❖ Books

Structure: First name Last name, *Title of Book* (Place of publication: Publisher, Year of publication), page number.

Examples:

#### **One author, first reference**

Jack Kerouac, *The Dharma Bums* (New York: Viking Press, 1958), p. 128.

#### **One author, second reference**

Kerouac, *The Dharma Bums*, p. 122.

**Multiple authors, first reference** -- Two or more authors should be listed in the order they appear as authors, and not necessarily alphabetically.

Scott Lash and John Urry, *Economies of Signs & Space* (London: Sage Publications, 1994), 241-51.

#### **Multiple authors, second reference**

Lash and Urry, *Economies of Signs & Space*, p. 250

### ❖ Newspapers

Structure: First name Last name, "Article Title" *Newspaper Title*, Month Day, Year of publication. (note: for an online newspaper article add the URL and accessed month an date)

Examples:

#### **Citing a newspaper article in print. First reference.**

Lee Bowman, "Bills Target Lake Erie Mussels" *The Pittsburgh Press*, March 7, 1990.

#### **Second reference.**

Bowman, "Bills Target Lake Erie Mussels."

**Citing an online newspaper article. First reference.**

Structure: First name Last name, "Article Title," *Newspaper Title*, Month Day, Year of publication, Accessed Month Date, Year. URL.

Example: Karen Kaplan, "Flu Shots May Reduce Risk of Heart Attacks, Strokes and Even Death," *Los Angeles Times*, October 22, 2013. Accessed February 11, 2014.  
[//articles.latimes.com/2013/oct/22/science/la-sci-sn-flu-shot-heart-attack-stroke-death-20131022](http://articles.latimes.com/2013/oct/22/science/la-sci-sn-flu-shot-heart-attack-stroke-death-20131022).

❖ **Internet Sources (author included)**

Structure: First Name Last Name, "Page title or title of specific page," Website Title, URL (retrieved Date Accessed).

Example: Smith, John. "Obama inaugurated as President." CNN.com.  
[http://www.cnn.com/POLITICS/01/21/obama\\_inaugurated/index.html](http://www.cnn.com/POLITICS/01/21/obama_inaugurated/index.html) (accessed February 1, 2009).

❖ **Websites (no author)**

Structure: "Page title or title of specific page," Owner or sponsor of the site, either accessed, updated, last modified month, day, year, URL.

Example: "Wikipedia: Manual of Style," Wikimedia Foundation, accessed Dec. 13, 2019,  
[https://en.wikipedia.org/wiki/Wikipedia:Manual\\_of\\_Style](https://en.wikipedia.org/wiki/Wikipedia:Manual_of_Style).

## Bluebook (Citations for Legal Sources)

### ❖ Cases **Rule 10**

- Start with the parties' names, reporter volume number, reporter abbreviation, first page of the case, specific page or pages referred to, deciding court, and year of the decision.
- Always italicize the case name. Do not underline.
- Refer to the Blue Book tables for proper abbreviations.

#### Full citation

For U.S. Supreme Court Case, use only the official reporter for U.S Supreme Court decisions, the United States Reports (U.S.). For U.S. Supreme Court decisions, the deciding court is identified in the reporter.

→ *Meritor Sav. Bank v. Vinson*, 477 U.S. 57, 60 (1986)

#### Short form

Use short form for any case that is cited in long form in one of the preceding five footnotes, otherwise use full citation. As in the example below, use only one party's name.

→ *Meritor*, 477 U.S. at 64.

Avoid using the name of a government unit, govt. official, or other common litigant.

→ *NAACP v. Alabama ex rel. Patterson*, 357 U.S. 449, 464 (1958).

→ becomes *Patterson*, 357 U.S. at 464.

→ *Reno v. Bossier Parish Sch. Bd.*, 520 U.S. 471, 480 (1997).

→ becomes *Bossier Parish Sch. Bd.* 520 U.S. at 480.

### ❖ Federal Statutes **Rule 12**

- Use only the official code (U.S.C.).
- Always cite the official name of the act first; then the public law.
- Do not include the year.
- For state statutes, the same rules apply, but see the Blue Book Table for the abbreviated name of the state code.

#### Full citation

→ National Voter Registration Act of 1993, Pub. L. 103-31, 107 Stat. 77 (codified as 42 U.S.C §§ 1973gg-1973gg-10).

#### Short form

→ 42 U.S.C. §§ 1973gg-1973gg-10 (or specific § number).

### ❖ Bills and Resolutions **Rule 13.2**

#### **Unenacted federal bills**

- Start with the name of the bill, abbreviated name of the house, bill number, number of Congress, section (if applicable), and year of publication.
- Do not italicize the name of the bill.

#### Full citation

→ Federal Employee Antidiscrimination Act of 2019, H.R. 135, 116<sup>th</sup> Cong. (2019).

#### Short form (unenacted)

→ H.R. 135.

#### **Enacted federal bills and joint resolutions**



- Enacted federal bills and joint resolutions are statutes and should be cited to as such, unless they are being used to document legislative history, in which case, they are cited as unenacted bills.

→ House Joint Resolution - H.R.J. Res.

→ Senate Joint Resolution - S.J. Res.

#### **Federal resolutions**

- Simple resolutions binds only one house of Congress and addresses matters entirely within the prerogative of one house or used to express the sentiments of a single house. Cite to as unenacted bills. Note if enacted in parentheses.

→ Senate Resolution - S. Res. 141 106<sup>th</sup> Cong. (1991) (enacted).

→ House Resolution - H.R. Res. 811, 108<sup>th</sup> Cong. (2004) (enacted).

- Concurrent resolutions bind either one or both chambers and must be passed in the same form by both chambers. Cite to as unenacted bills. Note if enacted in parentheses.

→ H.R. Con. Res. 196, 106<sup>th</sup> Cong. (1999) (enacted).

→ S. Con. Res. 11, 114<sup>th</sup> Cong. (2015) (enacted).

### ❖ **Federal Administrative and Executive Materials** [Rule 14](#)

#### **Code of Federal Regulations (C.F.R)**

- Start with the abbreviated name of the issuing body, name of the rule, C.F.R. title number, section symbol and specific section cited.
- Do not italicize the name of the rule.
- Do not cite year (unless comparing an older or replaced version, in which case cite the year for the comparison of the different versions)

#### Full citation

→ FCC Broadcasting Radio Services, 47 C.F.R § 73.609.

#### Short form

→ 47 C.F.R § 73.609.

#### **Federal Register (final rules)**

- The Federal Register publishes rules and regulations before they are entered into the Code of Federal Regulations.
- Start with the common name of the rule/regulation, volume and page where the rule/reg. begins, pin cite (if applicable), date, and when the Fed. Reg. indicates that the rule/reg. will appear in the C.F.R, note that in parenthesis.
- Refer to the Blue Book tables for proper abbreviations.

#### Full citation

→ Federal Seed Act Regulations, 76 Fed. Reg. 31790, 31792 (June 6, 2011) (to be codified at 7 C.F.R. 201).

December 2020

→ Proposed rules and regulations - National Environmental Policy Act Compliance, 84 Fed. Reg. 27544 (proposed June 13, 2019) (to be codified at 36 C.F.R. 220).

Short form

→ Federal Seed Act Regulations, 76 Fed. Reg. at 31792.

**Directives and Departmental Manuals**

- Start with the name of the issuing agency abbreviated according the Blue Book table, directive number, directive title, abbreviated name of the federal agency, and the year.

→ OCR Departmental Regulation No. 4330-002, Nondiscrimination in Programs and Activities Receiving Federal Financial Assistance From USDA (U.S.D.A. 1999).