



WSBA PRINT AND ONLINE STYLE GUIDE

A

abbreviation—Use the following abbreviations in the following form: *e.g.*, *i.e.*, *J.D.*, *LLC*, *LLM*, *PC*, *PLLC*, *PO Box*, *PS*, *U.S.*, *WSBA*. Note: *e.g.* stands for *exempli gratia* and means “for example”; *i.e.* stands for *id est* and means “that is.” Both *e.g.* and *i.e.* are followed by a comma.

academic degrees—Use the following abbreviations only after a person’s full name: *B.A.*, *M.A.*, *LL.D.*, *Ph.D.*, *LLM*, *J.D.*

access to justice—Do not hyphenate, regardless of use.

acronyms—An acronym is by definition a pronounceable word made up of the initial letters of a name or term. Generally, acronyms should be uppercased (e.g., *LAW Fund*). Make an acronym plural by adding an *s* (no apostrophe). An acronym generally does not require *the* before it (e.g., *NATO*, *UNESCO*).

Act—Capitalize when used as a subsequent reference to a specific act that has been named in full.

ad litem—Italicize.

addresses—*See also WSBA address.* Use the common abbreviations for addresses: *Ave.*, *Blvd.*, *Ct.*, *Fl.* (Floor), *Ln.*, *St.* (Street). Write *PO Box* without periods. Use two-letter, all-caps, no-period postal abbreviations for states (e.g., *WA*, *CA*). Abbreviate ordinals, (e.g., *5th* for *Fifth*). Exception: spell out *Fourth* in the WSBA address. Use nine-digit (not five-digit) Zip Code if available. Include periods in *Washington, D.C.* in general usage but not when writing addresses (e.g., *2300 M St. NW, Washington, DC 90005*).

advertising—*Bar News* prints four types of advertising: display, announcement, professional, and classified. Proofread all advertising material carefully before publication. Advertisement by attorneys or seeking attorneys may not use any form of the word *specialize* (*see also specialize/specialty*). Advertisement seeking attorneys may not specify, as part of qualifications, any maximum age or experience level (e.g., *no more than 10 years*) or ranges (e.g., *2-3 years*). For a full explanation of the age/experience restrictions, see *Bar News*, September 1987, p. 58.

- *Display*: ads designed in-house should conform as closely as possible with the specifications in this guide, unless the advertiser requests otherwise.
- *Announcement, Professional*: available to WSBA members only. Each ad is formatted in a uniform style (one format for announcements, one for professionals) regarding fonts, spacing, etc. Text, however, should be published as supplied by the advertiser unless it contains errors or the term *specialize* or *specialty* (*see also specialize/specialty*).
- *Classified*: ads should conform to the specifications in this guide, with special attention to capitalization (minimal), punctuation, and the format of addresses, phone/fax numbers, email addresses, and URLs. Omit periods in abbreviations in law firm names, such as *LLP* and *PS*. Set the first few words of each ad in bold type, followed wherever possible with a colon (not dash, comma, or period), also in bold.

Some common abbreviations in “Law books for sale” ads:

Wn.
Wn.2d
P.2d
Wn. App.

A full list appears in *The Bluebook: A Uniform System of Citation*, 19th ed. (2010). Also see the Washington Courts style sheet at http://www.courts.wa.gov/appellate_trial_courts/supreme/?fa=atc_supreme.style.

Punctuating qualifying-experience phrases: be careful about the presence or absence, and placement, of the apostrophe. Some common examples are:

one year’s experience
one year of experience
at least four years in a major law firm
five or more years’ experience

African-American—*See* race/ethnicity.

ampersands—To be used only when they are part of a company name (e.g., *AT&T*, *Dorsey & Whitney*). **Ampersands may also be used on Twitter when necessary, to reduce the character length of a post.**

Asian-American—*See* race/ethnicity.

apostrophe—*See* **punctuation**.

B

bar/bar association—The terms *bar* and *bar association* are not capitalized unless they refer to a particular bar association, e.g., “He is an employee of the Bar.”

bar exam—lowercase unless using the full name, e.g., “Washington State Bar Exam.” Do not use “examination.”

Bar News—The official name is *Washington State Bar News*. In the magazine itself, however, all references should be to *Bar News* (no *the*). Refer to the online edition as *Bar News Online*, and include the URL wherever appropriate.

biannual—Means either twice a year or once every two years. Avoid using it. **Do not use it on the website.**

biennial—Means either lasting two years or happening once in two years. Avoid using it. **Do not use it on the website.**

biweekly—Means either twice a week or every two weeks. Avoid using it. Do not use it on the website. **Board**—Capitalize when used as a subsequent reference to a specific board that has been named in full.

Board of Governors—Capitalize when referring to the WSBA’s Board of Governors. In general, avoid using the term *BOG* except when necessary due to space or character constraints.

Book Review(s)—An occasional *Bar News* department. A review or group of reviews should have its own title (as an article title separate from the title of the book(s) being reviewed). At the beginning of each review, provide publication information of the book being reviewed: author(s), title, publisher, year of publication; and if available, number of volumes, pages, supplements, and price, e.g.:

Robert L. Haig, Editor in Chief. *Business and Commercial Litigation in Federal Courts* (ABA Section of Litigation/West Group, 1998). 6 vols., hardcover, 6,434 pp. and forms CD-ROM. \$485.

bullet points—Always end with a period or other punctuation, unless one or two words. Should be consistent within the work. Bullet points should be used only for unordered lists. If there is a specific order or ranking to the items, such as with instructions, use a numbered list.

bylaws—Capitalize only when used as a subsequent reference to specific bylaws that have previously been named in full. Do not hyphenate unless referring to the by-laws of a corporation incorporated in Delaware.

byline—Provide a byline with each article (*by John Doe*). Do not capitalize *by*. If the author is a member of the WSBA staff, include title (*by Robert Welden, WSBA General Counsel*).

It may be appropriate to provide the title of other authors, such as a Supreme Court Justice or the Attorney General.

C

canvas/canvass—Not the same word. *Canvas* is a closely woven, heavy cloth. *Canvass* is to solicit votes, subscriptions, opinions, etc.

capitalization—Authors of law-related writing often capitalize practice areas (e.g., *Family Law*), courts (e.g., *District Court*), and branches of government (e.g., *the Legislature*). Ordinarily, change to lowercase unless it's a full proper name (e.g., *Such cases often are argued in appellate court*, but *The case was argued in the 9th Circuit Court of Appeals*). Exception: always capitalize *Supreme Court*. There will be other situations in which capitalization is necessary; a sensitivity to context is the best guide. *See also courts*.

In job postings, change the title of the job sought to lowercase (e.g., *Large firm seeks family law associate*). Some job postings also contain proper names (e.g., *The King County Prosecuting Attorney's Office is accepting résumés for deputy prosecuting attorney positions*).

As a rule, capitalize company names the way the company does (e.g., *FedEx*). Use standard caps, not small caps, regardless of the company's preference. To avoid confusion, begin all company names with a capital letter, regardless of how the company does it (e.g., *Excite*, not *excite*). An exception is a name that begins with a lowercase *i* or *e*, and is followed by a capital such as *iPhone* or *eBay*.

case law—Two words.

citations—*See also notes*. Follow *The Bluebook*, considering *Bar News* as a “law review.” Some common guidelines:

- Main text should not contain citations. Use end notes instead.

- When a case name is grammatically part of the main-text sentence in which it appears, it should be italicized:

In *Loving v. Virginia*, the court invalidated Virginia’s miscegenation statute.

In *Loving v. Virginia*, 388 U.S. 1 (1967), the court invalidated Virginia’s miscegenation statute.

- When the case name is not grammatically part of the sentence, but rather is used in a citation clause embedded in the endnote text, use the typeface conventions for citations (rule 2.1(a)):

¹ The Court has upheld race-specific statutes that disadvantage a racial minority, *see, e.g., Korematsu v. United States*, 323 U.S. 214 (1944), but those decisions have been severely criticized.

Washington Reports, Second is properly abbreviated *Wn.2d* (no space after the period).

Washington Appellate Reports is properly abbreviated *Wn. App.* (space after the period).

Although West Publishers in Minnesota like to use *Wash. 2d*, lawyers in the state of Washington use *Wn.2d* (no space after the period).

chair—Use instead of *chairman* to denote the leader of a committee or other group. Write *chairperson* only if necessary for clarity.

co-chair—Hyphenated. When used as a title, capitalize only the first letter (e.g., Co-chair Jane Smith).

colon—*See punctuation.*

comma—See **serial comma** (under **punctuation**) and **restrictive/nonrestrictive clauses**.

committee—In general use, the term *committee* is not capitalized. Capitalize references to a particular committee.

comprise/be composed of—The whole comprises the parts (e.g., *America comprises 50 states*); the whole is composed of the parts (e.g., *America is composed of 50 states*). Avoid “is comprised of.”

composition titles—Capitalize principal words, and prepositions and conjunctions of five or more letters. Capitalize *a*, *an*, *the*, and other words of fewer than five letters if they are the first or last word in a title or the first word after a colon. (*See pp. 366-67 in Chicago.*) Italicize book, magazine, journal, movie, opera, play, song, poem, TV, and lecture titles. When citing a specific portion of a composition, such as a chapter of a book, put quote marks around the chapter title and italicize the book title. Book example: *The Mystery of the Secret Clock*; The best chapter in *Martha’s Favorite Places* is “Entering the Garden.” (For capitalization of hyphenated words in titles, see *Chicago* p. 368.)

constitution—In general use, the term *constitution* is not capitalized. Capitalize references to a particular *Constitution*. Do not capitalize *constitutional* or *constitutionally*.

contra-indication—Hyphenated.

courts—Capitalize the full proper names of courts at all levels. Otherwise lowercase (e.g., *appellate court, municipal court*), with the exception of the Supreme Court. For courts identified

by an ordinal, use the numeral (e.g., *9th Circuit Court of Appeals*). As much as possible, use the phrase *appellate court* rather than *court of appeals*.

D

dash—*See punctuation.*

dates—Do not put a comma or *of* between the month and the year (*March 1999*). Avoid using the form *2/10/98*, because it doesn't mean the same thing to everyone. Use the form *January 10, 2002*, instead.

deskbook—One nonhyphenated word.

directions—Do not use periods when abbreviating compass points: *NE, SE, SW, NW*. Do use periods for *N., S., E.,* and *W.*

disciplinary and nondisciplinary notices—The section called “Disciplinary Notices” begins with the following text, in italics:

The following notices of imposition of disciplinary sanctions and actions are published pursuant to Rule 11.2(c)(4) of the Supreme Court’s Rules for Lawyer Discipline, and pursuant to the February 18, 1995, policy statement of the WSBA Board of Governors. For a complete copy of any disciplinary decision, call the Washington State Disciplinary Board at 206-733-5926, leaving the case name and your address.

Arrange the notices according to the discipline meted out, in the following order: disbarred, suspended, reprimanded, admonished.

Begin each notice with one of the above disciplinary actions as heading. The first phrase of each notice should include the following information, in order:

- name
- WSBA number
- date of admission
- city of business

Lawyers’ names should be semibold on first reference only. Example: **John Doe** (*WSBA No. 54321; admitted July 4, 1976*), *of Seattle, has been disbarred by order of the Washington State Supreme Court effective February 12, 2010.*

If a lawyer has a common name, or there are other lawyers with the same name, differentiate in the following way at the end of the first paragraph: (*Kevin A. Moran is to be distinguished from Kevin Patrick Moran of Silverdale.*)

Conclude each notice with the following information, in order:

- representative of WSBA
- representative of respondent
- hearing officer [if applicable]

Example: *Christine Gray represented the Bar Association. Mr. Doe represented himself. The hearing officer was Jesse Ventura.*

Nondisciplinary notices: One type of nondisciplinary notice is published in *Bar News*—interim suspension. Begin this subsection (of the “Disciplinary Notices” section) with the heading “Nondisciplinary Notices” and the following text, in italics: *Interim suspension is pursuant to ELC title 7 and is not a disciplinary sanction.*

The first phrase of each notice (name, WSBA No., admission, place) should follow the format of the disciplinary notices.

discreet/discrete—*Discreet* means “judicious, prudent, modest, unostentatious.” *Discrete* means “characterized by distinct or individual parts.”

dollars—Insert commas where necessary, and write even dollar amounts without *.00*. E.g., *\$1,234.56* is correct, but *\$1,234.00* is not. For ranges, write the dollar sign only once and separate numbers with an en dash only (no space): *\$2,000–2,500*. For round numbers in the millions, spell out *million* and use the multiple numeral with the dollar sign: *\$5 million, \$100 million*.

When it is necessary to specify U.S. dollars, write *US\$* (e.g., *US\$50 million*).

E

Eastern/Western Washington—Capitalize and treat as a proper noun when referring to the major geographic areas of Washington state east and west of the Cascades. (See pp. 326-27 in *Chicago*.)

See also **regions**.

Eastside, the—Do not use to refer to the area of Seattle east of Lake Washington.

e.g.—Stands for *exempli gratia* and means “for example”; *i.e.* stands for *id est* and means “that is.” Both *e.g.* and *i.e.* are followed by a comma.

ellipsis—See **punctuation**.

email—One noncapitalized, non-hyphenated word.

email addresses—Wherever possible, print email addresses on a single line. If not possible, break only after the @, and do not hyphenate at the end of the line. **Email addresses should always be hyperlinked ([mailto: username@wsba.org](mailto:username@wsba.org)) on the website.**

email list—See **listserv**

em dash—Long dash (—) printed with a space on either side. It generally behaves, singly, as an informal colon (*We sell two varieties of used car — honey and lemon*) or, doubly, as a loud pair of parentheses (*Both candidates — Tweedledum and Tweedledee — have exceeded their spending limits*).

emeritus—Lowercase, in italics.

emphasis—In ordinary roman type, emphasize text using *italics*, not **bold** or underline. In *italic* type, emphasize using ordinary roman type. See **roman**.

Exception: use underline in “redlined” documents such as proposed or revised rules.

Use bold to add emphasis on the website — do not use differently colored text. Do not use underscore. Use bold very sparingly.

en dash— Short dash—printed with no space on either side. Used to separate dates (e.g., *March 5–April 6*), to hyphenate an already hyphenated phrase (e.g., *non–law-related*), to hyphenate expressions containing proper names (e.g., *Michael Jordan–like grace*), or to indicate ranges (e.g. *A score of 90–100 is considered passing.*).

endnotes—*See notes.*

English as a second language—English-speaking foreign readers may not understand many American euphemisms, buzzwords, or slang. Use common terms as much as possible.

ensure/insure—Use *ensure* for the generic meaning “to secure or guarantee” and *insure* for the specific meaning “to secure indemnity against loss or harm,” e.g., *He wanted to ensure that the company would insure him.*”

euro—Noncapitalized when referring to the currency.

ex parte—Italicize.

F

FAQs—Stands for “frequently asked questions.”

fax numbers—*See telephone/fax numbers.*

federal—Uppercase for corporate or governmental bodies that use the word as part of their formal names: *the Federal Trade Commission*; otherwise lowercase: *the federal government*.

fewer/less—Use *fewer* with numbers of individual items or people (e.g., *fewer than seven speeches, fewer than seven students*). Use *less* with measured quantities or proportions, not individual items (e.g., *less than \$200, less than 700 tons of oil, less than one-third*).

firm names—When a law firm name includes more than two partners, list the entire name in first use and only the first two partners (with no comma separator) thereafter (e.g., *Ness, Motley, Loadholt, Richardson & Poole*, becomes *Ness Motley*).

flyer/flier—Use “flyer” to refer to handbills/notices.

footnotes—*See notes.*

fractions—Spell out amounts less than one; use hyphens between words (*one-third, two-fifths*). Use figures for precise amounts larger than one, converting to decimals whenever practical.

fundraising—So spelled, regardless of use. (*Fundraising is difficult. They planned a fundraising campaign.*)

G

gender—*See his/her.*

ghost-write, ghost-written—Hyphenate.

Group—Capitalize when used as a subsequent reference to a specific group that has been named in full.

H

hang, hanged, hung—One *hangs* a picture, a criminal, or oneself. For past tense, or the passive, use *hanged* when referring to executions or suicides. Use *hung* for other actions.

healthcare—One word.

his/her—To avoid the appearance of sexism, try to create a balance within an article or within a publication by using both “his” or “her” as a singular referent pronoun. Or, if possible, rework a sentence so that the antecedent is plural (e.g., *Journalists try to protect their sources* rather than *A journalist tries to protect his sources*). In cases where authors have submitted content to the WSBA, you may defer to their authorial choices. The constructs “his or her,” “his/her,” “he/she,” etc., should not be used.

homepage—Not a synonym for *website*. The *homepage* of a site is its “first” or “central” page.

honorable—Use *the Honorable* or *Hon.* Do not use *the Hon.*

hyperlink—Whenever context permits, use *link*. Do not use *hot link*. Test the URL before printing it in a publication. **On the web, hyperlink descriptive words (“Read the [2011 annual report](#)”). Do not use a description, followed by “click here.”**

hyphen—*See punctuation.*

I

i.e.—*i.e.* stands for *id est* and means “that is”; *e.g.* stands for *exempli gratia* and means “for example.” Both *e.g.* and *i.e.* are followed by a comma.

Immediate Past-President—Hyphenate only between “past” and “president.”

impliedly—An acceptable adverbial form of the adjective *implied*. Although *implicitly* is more common in standard usage, *impliedly* is more common in legal writing, where it means the opposite of *expressly*.

In Memoriam—Bold only the name of the deceased.

insure/ensure—Use *ensure* for the generic meaning “to secure or guarantee,” and *insure* for the specific meaning “to secure indemnity against loss or harm.”

intellectual property—Do not hyphenate when used as a compound adjective followed by *law*, *lawyer*, or *attorney*; otherwise hyphenate when used as a compound adjective, e.g., *intellectual-property caselaw*.

Internet—The global term for the global network of computers that share information. The World Wide Web is a subset of the Internet. Always capitalize the word *Internet* and the term *World Wide Web*, but lowercase *web* when it appears alone.

intranet—Lowercase *intranet*, which refers to a network of HTML pages within a company or organization. Use the phrases *intranet page* or *intranet site*. To avoid confusion with the World Wide Web, do not shorten *intranet* to *net*.

its/it's—*Its* is a personal pronoun meaning “of it.” *It's* is a contraction of *it is*.

J

jerry-built—Means *built cheaply and shoddily*.

jibe—Colloquial for *agree*: *Their stories didn't jibe*. Do not confuse with *gibe* or *jive*.

Jr. and Sr.—Do not put a comma before *Jr.* or *Sr.* (e.g., *Robert F. Kennedy Jr.*)

just deserts—Only one *s* in the middle of *deserts*, which is related to *deserve*.

judge—The correct designation for impartial news copy. Use *Hon.* in photo captions. *See also retired justices.*

jury-rigged—Means put together for emergency use.

K

keyboard keys—Capitalize letter keys and enclose them in quotes (e.g., *the “A” key*). Capitalize and spell out the names of named keys, but don't capitalize the word *key*

Examples: *the Backspace key, F2 key, Alt key, “G” key, spacebar*

L

land use— Do not hyphenate when used as a compound adjective followed by *law, lawyer, or attorney*; otherwise hyphenate when used as a compound adjective, e.g., *land-use planning*.

Latin phrases—Latin phrases such as *pro se* should be italicized. However, do not italicize *pro bono*.

law school—Capitalize only if part of official name, otherwise lowercase when referring to a university's law school, e.g., *University of Washington School of Law*, but *UW law school*.

Lawyers Assistance Program—So named. Also *WSBA Lawyers Assistance Program*. No apostrophe on *Lawyers*.

Lawyer Services—*Bar News* department.

Lawyer Services Department—So named. Also *WSBA Lawyer Services Department*.

Lawyer's Toolbox, The—CLE title. *Lawyer's* should always be singular possessive.

legislature—Capitalize when preceded by the name of a state. Retain capitalization when the state name is dropped, but the reference is specifically to the state's legislature. Lowercase legislature when it is used generically.

letters to the editor—Each letter is printed with a header written by the editor and is signed with the author’s name and city, and state abbreviation if outside Washington. The following text should appear at the end of the “Letters” department, in italics:

Bar News welcomes letters from readers. We do not run letters that have been printed in, or are pending before, other legal publications with overlapping readership. Letters must be no more than 250 words in length, and emailed to letterstotheeditor@wsba.org or mailed to: WSBA, Attn. Bar News Letters to the Editor, 1325 Fourth Ave., Ste. 600, Seattle, WA 98101-2539. Bar News reserves the right to edit letters. Bar News does not print anonymous letters, or more than one submission per month from the same contributor.

Letters often refer to previous issues of *Bar News*. Include references in square brackets, with any identifying information not referred to in the author’s sentence. Include page number for article references, but not for letter references.

Examples:

A recent article [Stephen Antle, “Enforcing Letters Rogatory in British Columbia,” Bar News, June 2002, p. 17] makes many interesting points.

Stephen Antle’s article [“Enforcing Letters Rogatory in British Columbia,” Bar News, June 2002, p. 17] makes many interesting points.

Stephen Antle’s article on enforcing letters rogatory [Bar News, March 1999, p. 29] makes many interesting points.

Last month’s Bar News article on Supreme Court election reform [June 2002, p. 17] makes many interesting points.

I read with interest William Kirby’s letter [Bar News, June 2002].

Lexis-Nexis/Lexus/nexus—*Lexis-Nexis* is an electronic information research company. *Lexus* is a Japanese luxury car or sport utility vehicle. A *nexus* is a means of connection or a connected series or group.

listserv/listserve/list serve/listserv/ listserv list—LISTSERV® is the first electronic mailing list software application, originally developed in 1986. The word *listserv* is now often used as a generic term for any email-based mailing list application of that kind. L-Soft international, Inc. has a registered trademark for the term, and argues that it is not legal to use the term commercially except in reference to the L-Soft product; using the word in the generic sense is not a trademark infringement, but does contribute to trademark genericide. The standard generic terms are *electronic mailing list* or *email list*.

longterm—One word when used as an adjective, e.g., *longterm-care insurance*.

M

magistrate—Avoid using *magistrate* except as a formal title. Use *judge* instead.

medium-sized—Not *medium-size*.

menu commands—Capitalize the command name (e.g., *Options menu*, *Trash icon*, *the Merge Cells command in the Table menu*).

midyear—One nonhyphenated word when used adjectivally (*midyear conference*) or elliptically as a substantive adjective (*1999 WYLD Midyear*). Hyphenate the adverbial form: *Our conference will be held mid-year*.

more/over—Use “more than” with numbers of individual items or people (e.g., *more than seven speeches, more than seven students*). Use “over” with measured quantities or proportions, not individual items (e.g., *over \$200, over 700 tons of oil, over one-third*).

myriad—Although there are other uses, limit this word to its adjectival sense: *the myriad stars of a summer night*. The phrase *a myriad of* is incorrect.

N

none—This pronoun is singular, e.g., *None of our representatives is available*.

non-lawyer—One hyphenated word.

nonpartisan—One nonhyphenated word.

nonprofit—One nonhyphenated word.

notes—Notes appear as endnotes, not footnotes. They are the last element in the article (after the author’s biographical information) and are headed *Notes* (not *Endnotes*). Notes should be printed in a smaller point size than the article text.

Format for notes (a/k/a citations) should follow *The Bluebook: A Uniform System of Citation*, 16th ed. (1996), considering *Bar News* as a “law review.” Some practices specific to *Bar News* (either referring to the *Bluebook* or superseding it):

1. Citation sentences and citation clauses (*Bluebook*, p. 13-14, 21) should appear in notes, not in the main text of an article. (This is the practice followed in law reviews, though not in court documents and legal memoranda.)
2. Do not use LARGE AND SMALL CAPITALS (*Bluebook*, p. 30). Citations of articles in legal journals should replace large and small capitals with ordinary roman type (p. 30):

Stephen L. Carter, *When Victims Happen to Be Black*, 97 Yale L.J. 420 (1988).

Citations of books should use ordinary roman type for the author’s name and italic type for the book title, with publication information in parentheses, followed by (if applicable) page reference introduced by *p.*:

Thomas A. Powell, *Web Site Engineering: Beyond Web Page Design* (Prentice-Hall, 1998), p. 100.

3. Italicize **case names** in main text, but not in notes.
4. Italicize all introductory signals in citations (*See, e.g.*). Do not, however, italicize these words and abbreviations in ordinary usage.

numbers/numerals—In both cardinal and ordinal forms, spell out numbers *one* through *nine*, and write numerals *10* and above. Do not superscript the suffix of ordinals, e.g., *12th*, not *12th*. Spell out *plus* in such forms as *20-plus years*, except in classified ads: *8+ years’ experience*. (See p. 380 in *Chicago*.)

On the web, do not write out numbers, e.g., 2, not “two.”

O

ODC—Use the abbreviation *the ODC* in second reference to the WSBA Office of Disciplinary Counsel. Include the definite article *the* wherever possible, even though WSBA staff leave it out of their own conversations, e.g., *The ODC examines each grievance to determine if it alleges an ethical violation.*

okay—Use instead of *OK* or *O.K.*

one/one’s/oneself—Use the pronoun *one* in all its forms. E.g., *One should serve one’s country* is correct, whereas *One should serve his country* is not. *One’s self* is incorrect.

ongoing—One nonhyphenated word.

online—One noncapitalized, nonhyphenated word.

only—Although colloquial use is not strict, beware of misplacing this word. Note the different meanings of the following sentences:

- *I’m only happy when it rains.* (Not ebullient, joyful, or six feet tall; happy is *all* that I am)
- *I’m happy only when it rains.* (Not when it snows)

oxymoron—A figure of speech in which contradictory terms are deliberately combined (e.g., *bittersweet, cruel kindness, sweet sorrow*).

P

people-first language—*See respectful language.*

percent—Always spell out this word; do not use the symbol %. Exception: charts and tables.

On the web, do the opposite: avoid writing out “percent,” and instead use the % symbol. Do not write out numbers, e.g., 2%, not two percent.

personal injury—Do not hyphenate when used as a compound adjective followed by *law, lawyer, or attorney*; otherwise hyphenate when used as a compound adjective, e.g., *personal-injury caselaw*.

phone numbers—*See telephone/fax numbers.*

pleaded, pled—The past tense of plead is *pleaded*, not *pled*.

prefixes—Generally, do not hyphenate when using a prefix with a word starting with a consonant. Three rules are constant, although they yield some exceptions to first-listed spellings in *Webster’s New World Dictionary*.

- Except for *cooperate* and *coordinate*, use a hyphen if the prefix ends in a vowel and the word that follows begins with the same vowel.
- Use a hyphen if the word that follows is capitalized.

- Use a hyphen to join doubled prefixes such as *sub-subparagraph*.

prescribe, proscribe—To *prescribe* is to “recommend.” To *proscribe* is to “condemn or forbid.”

pro bono—Do not italicize.

pro forma—Do not italicize.

pro se—Italicize. Refers to self-representation. The clause *Respondent represented himself pro se* is redundant.

punctuation—As a general rule, punctuate company and product names the way the company does. Exceptions: Drop the exclamation point in names such as *Yahoo*. Substitute the letter *S* for a dollar sign used in the place of an *S* in a company name.

apostrophe—Be vigilant about the formation of possessives:

- singular: *A lawyer’s work is never done.*
- plural: *Lawyers’ work is never done.*

Never use an apostrophe to form a plural, not even *the 1990s* or *CD-ROMs*.

Singular proper names ending in “s” generally take an apostrophe and an *s*. Example: *Kenny Rogers’s song*, not *Kenny Rogers’ song*.

brackets—Any change in capitalization in a quotation should be indicated by brackets. Example: *He said that “[t]he end of the world is near.”*

comma—See **serial comma** (under **punctuation**) and **restrictive/nonrestrictive clauses**.

ellipsis—Omission of text indicated by a series of periods. No spaces between periods. *Three periods or four?* The fourth period indicates a period in the omitted text. If the omitted text consists of more than one sentence, or if the ellipsis itself ends a sentence, include the fourth period. Otherwise use three. Put a space before the ellipsis between sentences. Close up the space between the end of a sentence and an ellipsis.

em dash—Long dash (—) printed with a space on either side. On PCs, use ALT+0151. It generally behaves, singly, as an informal colon (*We sell two varieties of used car — honey and lemon*) or, doubly, as a loud pair of parentheses (*Both candidates — Tweedledum and Tweedledee — have exceeded their spending limits*).

en dash—Short dash (–) printed with no space on either side. On PCs, use ALT+0150. Used to separate dates (e.g., *March 5–April 6*), to hyphenate an already hyphenated phrase (e.g., *non–law-related*), to hyphenate expressions containing proper names (e.g., *Michael Jordan–like grace*), or to indicate ranges (e.g. *A score of 90–100 is considered passing*).

exclamation point—Use sparingly.

hyphen—The hyphen is much rarer in legal writing than in standard usage, where it is unpredictable. For various reasons, deployment of the hyphen in English is unlikely to return to a single standard anytime soon. The following guidelines, however, seem feasible for the WSBA:

1. Hyphenate phrases and clauses used adjectivally: *no-fly zone*; *high-school students*; *hit-and-run accident*; *you-scratch-my-back-I'll-scratch-yours arrangement*; *well-known scoundrel*; *affirmative-action goals*. (Note the difference between *We favor affirmative action* and *We have set affirmative-action goals*.) Exception: do not hyphenate after an adverb ending in *-ly* (*I'm trapped in a slowly shrinking box*).
2. Omit the hyphen in adjectival phrases particular to legal terminology, unless that phrase is usually hyphenated in legal writing: *intellectual property attorney*; *Defense of Marriage Act*.

parentheses—

1. Punctuate a parenthetical phrase according to its status within a sentence (or as a sentence of its own).
2. Sometimes, in accordance with #1, the period will fall within the parentheses. (Admittedly, this is rare.)

quotation marks—Single and double quotation marks are always “curly,” never “straight,” except when indicating measurement: 3-1/2" disk.

As for punctuation: when quoting someone’s speech, always punctuate inside the quote: *“What’s that on your tie?” she asked incredulously.*

In other uses of quotation marks (using a single term in quotations, or being ironic), period or comma goes inside the quotation marks, other punctuation outside:

If this is a “kind offer,” I’d like to see a slap in the face.

What do you mean by “paralegal”?

Listen to what they call “appetizers”: beer nuts and a jar of green olives.

Never, ever let an author use quotation marks for emphasis. The clause *We sell “fresh” fruit* communicates unintended irony, i.e., the fruit isn’t *really* fresh, wink wink. (If the author is *trying* to be ironic, of course, that’s another story.)

semicolon—Use a semicolon to separate items in a series when elements in that series contain commas: *Positions are available at Levy & Associates, PS; Campbell, Dille & Barnett, PLLC; and Brown Davis and Roberts, PLLC.*

serial comma—Include the comma before *and* in a series (e.g., *Wynken, Blynken, and Nod*).

spacing between sentences—Although typing teachers have always insisted on inserting two spaces after a period or colon, the arrival of word-processing and desktop-publishing software has made this custom unnecessary and troublesome. After a period or colon (or other punctuation), press the spacebar once. Most *Bar News* contributors have not yet acquired this new habit. Each submitted manuscript, therefore, should undergo a global Find-Replace, one space for two, during initial copyediting.

Spacing between paragraphs and headings—On the web, use a full line between paragraphs. Do not indent paragraphs.

Use white space to group paragraphs with the relevant headings. This means that the space between a heading and the following paragraph should be treated differently than the spacing between two paragraphs. This creates a visual cue that helps web users understand the flow of information. Avoid headings that appear to ‘float’ between two blocks of text.

Example of Appropriate Spacing	Example of Inappropriate Spacing
<p>Ernie the Attorney Ernie has been an attorney at Dewy, Cheatum, and Howe since 1852. Ernie can be contacted via telegram.</p> <p>Peter the Paralegal Peter the paralegal is the newest member of Dewy, Cheatum, and Howe. He has no idea what a telegram is.</p>	<p>Ernie the Attorney Ernie has been an attorney at Dewy, Cheatum, and Howe since 1852. Ernie can be contacted via telegram.</p> <p>Peter the Paralegal Peter the paralegal is the newest member of Dewy, Cheatum, and Howe. He has no idea what a telegram is.</p>

Q

quotation marks—*See punctuation.*

R

race/ethnicity—Do not hyphenate terms of dual ancestry, e.g., *African American, Asian American, Irish American*, when used as nouns, e.g., *He is an Asian American*. Do hyphenate them when used as adjectives, e.g., *He is of African-American descent*.

real estate—Two words; never hyphenated.

Realtor—The term *real estate agent* is preferred. Use *Realtor* only if there is a reason to indicate that the person is a member of the National Association of Realtors. Realtor is always capitalized.

recordkeeping—One nonhyphenated word.

regions—Lowercase when indicating a compass direction (e.g., *The cold front is moving east*). Capitalize when indicating a region (e.g., *The system will bring showers to the East Coast this week*). *See also Eastern/Western Washington.*

respectful language (also known as “people-first language”)—House Bill 2663 was passed into law in 2004 and was codified as RCW 34.05.100 and 44.04.280. Simply stated, this new law addresses respectful language that puts the person before the disability and should be used when creating new rules or amending existing rules.

RCW 44.04.280 states:

Avoid references to	Replace with:
Disabled	Individuals with disabilities
Developmentally disabled	Individuals with developmental disabilities
Mentally disabled	Individuals with mental illness
Mentally ill	Individuals with intellectual disabilities
Mentally retarded	
Handicapped	
Cripple and crippled	

RCW 34.05.100 states that “All agency orders creating new rules, or amending existing rules, shall be formulated in accordance with the requirements of RCW 44.04.280 regarding the use of respectful language.”

restrictive/nonrestrictive clauses—The difference between a restrictive and a nonrestrictive clause is helpful in determining whether a comma is appropriate. Generally, if the clause is necessary in order to understand the sentence, commas are not used. Example:

- *My husband, Elmer, was born in 1910.* (Nonrestrictive: I have only one husband.)
- *My daughter Winifred is a teacher.* (Restrictive: I have six daughters.)

résumé—Acute accent over each *e*. On PCs, use ALT+0233 to type an *é*, or select from the Insert Character menu.

retired justices—*Richard P. Guy, (Ret.) Chief Justice, Washington Supreme Court*; or *Richard P. Guy, Chief Justice, Washington Supreme Court (Ret.)*

roman—A genus of typeface, as opposed to *italic*. “Roman” is the straight-up-and-down standard type (abbreviated *rom* in proofreader’s marks). If a passage is italicized, use roman type for any text within it requiring emphasis. E.g., the clause “reading *Bar News* is my favorite pastime” would be printed thus: *reading Bar News is my favorite pastime*.

On the website, use the standard font style. Do not use different fonts or colors.

S

SeaTac—one word with a capital *T*.

Section—Capitalize when used as a subsequent reference to a specific section that has been named in full. Otherwise, use lowercase.

semicolon—*See punctuation.*

Service Center—Always refer to as *the WSBA Service Center* and provide the contact information as *800-945-WSBA; 206-443-WSBA; questions@wsba.org* (keep the order consistent; separate items as appropriate, i.e., not necessarily with semicolons).

skill set — two words.

Smithsonian—The famed group of museums in Washington, D.C., is the *Smithsonian Institution*, not the Smithsonian Institute.

spaces—Put one space between sentences and after colons.

specialize/specialty—According to RPC 7.4, this term may not be used in any *lawyer* advertising (including but not limited to Displays, Announcements, Professionals, and ads in Classifieds seeking or offering attorneys). Synonymous terms such as *emphasize*, *concentrate in*, *focus on*, and *limit practice to* are acceptable. The term may be used in non-attorney advertising (e.g., services, software etc.).

Sr. and Jr. —Do not put a comma before the Jr. or Sr. designation. (e.g., *Robert F. Kennedy Jr.*)

state—Always lowercase unless it is part of a proper name, e.g., state of Washington, the state, Washington state, Washington State University.

See also, Washington state, *below*.

statewide—One noncapitalized, nonhyphenated word.

submission guidelines—This paragraph appears on page 3 and reads as follows, replacing *X* with the month of the current issue and *Y* with the second month following:

WSBA members and nonmembers are invited to submit articles of interest to Bar News readers. Send articles via email to barnewsarticles@wsba.org or provide on a disk with a hard copy and mail to: WSBA, Bar News Editor, 1325 Fourth Ave., Ste. 600, Seattle, WA 98101-2539. Articles should not have been submitted to any other publications and become the property of the WSBA. Articles typically run 1,500 to 3,000 words including endnotes. Citations should be formatted as endnotes. Please include a brief author's biography including contact information at the end of the article. High-resolution graphics and photographs are welcome. Authors are encouraged to send a high-resolution digital photo of themselves with their submission. The editor reserves the right to edit articles as deemed appropriate. The editor may work with the writer, but no additional proofs of articles will be provided. The editor reserves the right to determine when and if to publish an article. Bar News is published on or about the first day of the month, 12 times a year. The current circulation is approximately 31,000.

Supreme Court—Always capitalize all Supreme Court references. When referring to our state Supreme Court, use *Washington State Supreme Court*.

T

telephone/fax numbers—Always include area code, separated with a hyphen, not with parentheses or a period: 206-727-8200. Omit the '1' at the beginning of long-distance numbers, including toll-free numbers: 800-366-2255. Verify numbers whenever possible before publication.

International: Consult the telephone directory for the proper method of calling the country in question, and include all dialing information necessary to reach the number from Washington. Separate by hyphens where appropriate. For example, a number in Paris might be printed as 011-33-1-4622-0786. In some cases it may be more effective to observe the country's own convention if you know it: 011(33)(1)46.22.07.86.

time—Use figures for all times except noon and midnight. Use a colon to separate minutes from hours. Use periods with *a.m.* and *p.m.* Omit “:00.” (*The class meets from noon to 2 p.m.*)

timely—Although *timely* is an adjective in general usage (*the forms must be returned in a timely manner*), in legal writing it is also used adverbially: *the forms were not completed timely; failure to timely file will result in substantial penalties.*

times from/to—The clause *the meeting will be held from 10:00–2:30 p.m.* is incorrect. For clarity, write *the meeting will be held 10:00 a.m.–2:30 p.m.* Use “noon” instead of “12:00” or “12:00 p.m.”

titles—In general, confine capitalization to formal titles used directly before an individual’s name. Courts and law firms, however, are often eager to capitalize all titles, so flexibility may be necessary in some cases. *E.g., WSBA General Counsel Robert Welden presented the award. Paula Littlewood, WSBA executive director, presented the award. The president gave a speech. The pope will pray for peace today. See also chair.*

trustees—Generally lower-case, unless used in reference to the Lawyers’ Fund for Client Protection Board of Trustees (can be abbreviated as “Board” or “Trustees”).

U

United States—Spell out when used as a noun. Use U.S. (no space) only as an adjective. **On the web, it is acceptable to use U.S. as a noun.**

URL—A web “address,” e.g., *http://www.wsba.org*. (The acronym stands for Uniform Resource Locator.) Do not include the *http://* tag unless the URL does not include “www.” Do not include */default.htm* in URLs unless the URL does not work without it. Whenever possible, print URLs on a single line. When a URL is part of a sentence, punctuate before and after the URL as though it were a word in the sentence—e.g., if it occurs at the end of a declarative sentence, place a period after it. Verify all URLs before publication. Don’t underline or italicize URLs.

On the website, do not spell out links (e.g, www.people.com). Rather, descriptive text should be hyperlinked ([People magazine is a fun distraction](#)). Crater and Sitecore will automatically format links. Do not alter this formatting.

See also Internet, website.

UW—Abbreviation for *University of Washington*. Spell out in general use, but defer to author’s use in an article.

On the web, spell out in the first use on a webpage, but then abbreviate.

V

Vancouver—Always write as *Vancouver, BC*, if the Canadian city is meant. Write *Vancouver, WA*, only if leaving it out would confuse a majority of readers (e.g., *She practices international law in Bellingham and Vancouver*); otherwise, in this Washington state-oriented publication, *Vancouver* refers to a city in Washington.

voicemail—One nonhyphenated word when used adjectivally: *voicemail technology*; *voicemail message*. Do not write *She left me a voicemail*; instead write *She left me a voicemail message*. The technology itself is *voice mail*.

W

Washington, D.C.—Include periods in *D.C.* except as part of **addresses**.

Washington state—Use *state of Washington* or *Washington state* when necessary to distinguish this state from the District of Columbia. (*Washington State* is the name of a university in the state of Washington.)

Washington State Bar Association—*See WSBA*.

web—*See Internet*.

webpage—Not a synonym for *website*. Refers to a single page, not an entire site. Subsections of the WSBA website can be referred to as *webpages*, e.g., *The information is listed at the ATJ Network’s webpages* (www.wsba.org/atj/). *See also homepage*.

website—One nonhyphenated, capitalized word. The term *website* refers to a person’s or organization’s entire presence on the World Wide Web, as designated by the home URL, e.g., amazon.com. The WSBA’s own website is *the WSBA website* (www.wsba.org). Material can be found *at* a website, not *on* a website. Omit the URL if redundant, but include it wherever possible. *See also Internet, URL, webpage, website addresses, website names*.

website addresses—When referencing a website, do not use filenames such as *default.htm*, *index.htm*, or *home.htm*. For example, write www.wsba.org/administrativelaw rather than www.wsba.org/administrativelaw/home.htm. *See also URL*.

website names—Use roman type without quotation marks when referring to a website name (e.g., *The Northwest Justice Project website is very useful.*). Use italics if the site name is also the name of a periodical (e.g., *The Seattle Weekly website is useful.*).

When creating links on the website, you can generally omit “website,” e.g., *Visit Columbia Legal Services for more information.*

Western /Eastern Washington—*See Eastern/Western Washington*.

Westlaw—An online research database published by West Group. Capitalize initial *W*, but not the rest of the word.

whether [or not]—In a noun clause, the phrase *or not* is unnecessary, because it is already implied in the conjunction *whether*. E.g., *Everything hinges on whether today’s mail has gone out*. In an adverbial clause, though, it is necessary. E.g., *Whether Ann goes or not, I plan to go*.

World Wide Web—*See Internet*.

WSBA—Abbreviation for *Washington State Bar Association*. May be used as an adjective (e.g., *the WSBA Service Center*) or as a noun (*The WSBA has proposed new legislation*). In general, *the* should precede *WSBA*.

WSBA address—In general, write the WSBA address as *1325 Fourth Ave., Ste. 600, Seattle, WA 98101-2539*. Spell out *Avenue* and *Suite* when the address appears in more “formal”

locations—letterhead, masthead, business cards, etc. If *Avenue* is abbreviated, *Suite* should be abbreviated also; never abbreviate one and not the other.

www—*See* **Internet**.

Z

Zip Code—Though *ZIP* is an acronym (it stands for Zone Improvement Program), it is not printed in all caps.