

PBI Course Manual Guidelines

Congratulations!

You have been selected as a PBI author because of your reputation as an expert in your area of practice and as an effective communicator.

The mission of the Pennsylvania Bar Institute is to provide Pennsylvania lawyers with continuing legal education that is timely, practical, cost effective, and of the highest possible quality. Thanks to qualified professionals like you, we are able to provide quality courses through your generous contributions of time and expertise.

Your Responsibility

We, and more importantly, your readers, rely on you to assure the accuracy of the material you submit. We expect that your article will be balanced and fair. Unless you are coordinating with another author who is providing an opposing viewpoint, you should not write as an advocate; rather, you should explain the current state of the law without editorial comment. If you are not submitting an original manuscript, your responsibilities remain the same for reviewing and updating the content of materials originally prepared by someone else.

What Do Lawyers Want?

Lawyers rely on PBI books for practical and accurate information. Your chapter should be substantive, well-annotated, and approximately 20–25 pages in length. While PowerPoint is an effective presentation tool, it is not a substitute for thoroughly written materials. Please keep in mind when preparing your chapter that the course book in which your materials will be published may also be sold to those who did not attend this program. Therefore, it is important that your chapter be a complete rendering of your topic.

FORMAT

Composition

Edit your writing ruthlessly! Use plain English and short sentences and paragraphs. Avoid all useless, misleading, and antiquated legal expressions, (for example, “whereas” and “thereof,” “such” (when used for this, that, these, or those), “said,” etc). Use verbs in the active voice rather than the passive and avoid use of the subjunctive (for example, “it appears,” rather than “it would appear”). Latin phrases should be used only when necessary.

PBI prefers chapters prepared in Microsoft Word but WordPerfect is also acceptable. We also welcome PDF files (Adobe Acrobat). The best method of submission is by e-mail. If you cannot e-mail your material, mail a hard copy of your chapter and include a floppy disk or CD of your materials.

Title Sheet

The title of the chapter and author’s name and firm should be typed on a separate sheet of paper. **Do not** type this information on the first page of text.

PENNSYLVANIA BAR INSTITUTE

Continuing Education Arm of the Pennsylvania Bar Association

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Cross-References

We encourage cross-references to assist the reader in locating all relevant information. Because the book as a whole will be assembled and paginated by PBI, the page numbers on the manuscripts you and the authors of other chapters submit will differ from those in the book.

Appendices

If you include material copyrighted by another publisher, inform PBI as soon as possible to allow time to obtain reprint permission. To reproduce the material, we will need a clean, good-quality copy of the material (no faxes), the title of the publication in which it appears, and the name and address of the publisher.

Do not include copies of material that is readily available elsewhere, such as cases published in reporters, advance sheets, or statutes, rules, or regulations that have been published.

Do not include any material that has color as a component, as PBI books are printed in black & white.

Do not include newspaper articles from major newspapers, as reprint permission costs are generally prohibitive.

Appropriate appendices include original material such as checklists and bibliographies, forms not readily available elsewhere, important slip opinions just issued within recent days, and PowerPoint slides. As a reminder, PowerPoint slides are **NOT** an acceptable substitute for your chapter material.

Capitalization

The general rule is to capitalize as little as possible.

The word “court” is not capitalized unless the full name of the court is used. The words “act,” “chapter,” “section,” etc., are capitalized only when part of a full, proper name. “Federal” is not capitalized in reference to the United States government.

Figures

Numbers from one to nine should be spelled out. Numbers over 10 appear as figures. In general text, avoid redundant expressions of figures such as “a total of ninety (90) days,” and use “a total of 90 days.”

In a discussion involving sums of money, if all sums are expressed in round figures, omit the decimal and the two subsequent zeros.

Word Processing Guidelines

- A. Margins – 1 inch top, bottom, and sides of each page (including first page of text).
- B. Font – “Times” or “Times New Roman” 12 points, or the equivalent, is preferred.
- C. Pagination – Center the page numbers ½ inch from the bottom of the page, or handwrite them in pencil on the reverse side of each page.
- D. Spacing – Manuscripts should be single-spaced. Double-space between paragraphs. Do not indent the first lines of paragraphs.
- E. Paper – Please use 8½ by 11 inch ordinary weight, non-glossy, white paper.

Uniformity of Structure: Extended Outline Format

All chapters should be in extended outline format. “Extended outline” simply means using headings to establish a road map to the contents of your text. This format is easy to follow, and PBI will use it to develop a detailed table of contents. Use the following guidelines when possible:

Sample Outline Format

I. "ROMAN NUMERAL"—FOR MAJOR SUBDIVISIONS—THIS STYLE STARTS AT LEFT MARGIN, ALL CAPITAL LETTERS, NO UNDERLINES

"Roman level text" starts at the left margin, with no first line indent, and double spacing between paragraphs.

A. "A. level"—The Next Subdivision—First Letter of Nouns and Verbs Capitalized in this Heading—
Heading Should be Phrases, not Sentences

"A. level text" starts at the indent aligning with the A. heading above, with no first line indent, and double spacing between paragraphs.

1. "1. level"—Only the first letter of the first word is capitalized at this level, if it is a heading
"1. level text" starts at the indent aligning with the 1. heading above, with no first line indent, and double spacing between paragraphs.

a. "a. level"—text from this level down retains the hanging indent, with all text aligning at the tab instead of at the "a."

(1). "(1) level"

(a). "(a) level"

(i). "(i) level"

Although you are using outline format, your text should use complete sentences and paragraphs.

CITATIONS

Arrangement

The Pennsylvania Constitution and statutes, Pennsylvania Supreme Court, Superior, or Commonwealth Court, trial court decisions, and opinions from other courts should generally be cited in that order. There will, however, be occasions when United States statutes and decisions will properly be cited first. When two or more decisions decided by the same court are cited, they are placed in *reverse* chronological order so that the later case is cited first, unless there is some reason for not doing so. Cases fully cited in sequence are separated by semicolons.

General Rules

Case names are *italicized*, with “versus” abbreviated as “v.” The date in parentheses is placed after the volume and page citation. Signals, such as *cf*, *compare*, *but see*, *accord*, and *contra*, the references *supra* and *infra*, and case history, such as a *cert. denied* and *allocated denied*, are *italicized*. (Do not use underlining.)

References to particular pages in the first reference to a case simply follow the reference to the first page, separated by a comma, without using “p” or “at.” This is also done with respect to all reports used in citing the case—for example, *Commonwealth ex rel. O’Lock v. Rundle*, 415 Pa. 515, 525–7, 204 A.2d 439, 444–5 (1964). In a *supra* or *infra* reference, references to particular pages are preceded by “at,” for example, *O’Lock, supra*, at 527, 204 A.2d at 445, the reference to the volume of the official report not being repeated.

If one or more cases appear twice within a section of not over two pages, the second reference should read: *Jones v. Jones, supra*, or *Jones v. Jones and Smith v. Smith, both supra*, or *Jones v. Jones, Smith v. Smith, and Allen v. Allen, all supra*. In criminal cases, only the accused’s name need be used in the second reference—for example, in referring to three previously cited cases, *Kutter, Slascher, and Kneifer, all supra*.

CITATION FORMATS

Pennsylvania Cases

Pennsylvania Supreme Court

Published: *Ice City, Inc. v. Insurance Co. of North America*, 314 A.2d 236 (Pa. 1974)

Slip Op.: *Commonwealth v. Williams*, ___ A.2d ___, No. 211 Capital Appeal Docket (Pa. October 19, 2001)

Pennsylvania Superior Court

Published: *Commonwealth v. Burton*, 770 A.2d 771 (Pa.Super. 2001)

Slip Op.: *Commonwealth v. Days*, ___ A.2d ___, No. 969 WDA 2000 (Pa.Super. October 16, 2001)

Pennsylvania Commonwealth Court

Published: *Mellon v. City of Pittsburgh Zoo*, 760 A.2d 921 (Pa.Cmwlth. 2000)

Slip Op.: *J.R. Magee, Inc. v. Pennsylvania Liquor Control Board*, ___ A.2d ___, No. 318 C.D. 2001 (Pa.Cmwlth. September 18, 2001)

Pennsylvania Courts of Common Pleas

Published: *Reigert v. Giant Food Stores, Inc.*, 37 Pa.D.&C.4th 515 (C.P. Lebanon 1997)
OR

Commonwealth v. Myers, 40 Dauph. 215 (1935)

Slip Op.: *Parsky v. First Union Corp.*, No. 771 (C.P. Philadelphia August 17, 2001)

Pennsylvania Environmental Hearing Board

Published: *Fisher v. DER*, 1993 EHB 425

Slip Op.: *Zook v. DEP*, EHB No. 2000-153-R (July 10, 2001)

Pennsylvania Statutes

Pennsylvania Consolidated Statutes

17 Pa.C.S. § 503

Purdon's Pennsylvania Consolidated Statutes Annotated

23 Pa.C.S.A. § 2531

Purdon's Pennsylvania Statutes Annotated

31 P.S. § 417-3

Pennsylvania Rules

Pennsylvania Rules of Civil Procedure

Pa.R.C.P. 2205

Pennsylvania Rules of Criminal Procedure

Pa.R.Crim.P. 414

Pennsylvania Rules of Evidence

Pa.R.E. 604

Pennsylvania Rules of Appellate Procedure

Pa.R.A.P. 313

Pennsylvania Orphans' Court Rules

Pa.O.C.Rule 15.5

Pennsylvania Rules of Judicial Administration

Pa.R.J.A. 1903

Pennsylvania Rules of Disciplinary Enforcement

Pa.R.D.E. 104

Pennsylvania Rules of Professional Conduct

Pa.R.P.C. 1.4

Court of Judicial Discipline Rules of Procedure

C.J.D.R.P. 112

Philadelphia Rules of Civil Procedure

Phila.R.Civ.P. 430.2

Philadelphia Municipal Court Rules of Civil Practice

Phila.M.C.R.Civ.P. 438

Allegheny County Local Rules

Alleg.Co.L.R. 225

Dauphin County Local Rules

Dauphin Co.L.R. 1905

Other Pennsylvania Citations

Pennsylvania Bulletin

31 Pa.B. 4052 (July 28, 2001)

Pennsylvania Code

58 Pa.Code § 147.1111 (for sections)

58 Pa.Code ch. 147 (for chapters)

Pennsylvania Bar Association Quarterly

71 Pa. Bar Ass'n Q. 172 (April 2000)

U.S. Cases

U.S. Supreme Court

Published: *Campbell v. Acuff-Rose Music*, 510 U.S. 569 (1994)

OR, if no U.S. cite,

Tyler v. Cain, 121 S.Ct. 2478 (2001)

OR, if no S.Ct. cite,

Brown v. Gilmore, 150 L.Ed.2d 782 (2001)

Slip Op.: *Immigration & Naturalization Service v. St. Cyr*, ___ U.S. ___, No. 00-767 (June 25, 2001)

U.S. Courts of Appeals

Published: *Rose Art Industries, Inc. v. Swanson*, 235 F.3d 165 (3d Cir. 2000)

Slip Op.: *United States v. Vazquez*, ___ F.2d ___, No. 99-3845 (3d Cir. October 9, 2001)

U.S. District Courts

Published: *Hershey Foods Corp. v. Mars, Inc.*, 998 F.Supp. 500 (M.D. Pa. 1998)

Slip Op.: *Warren v. Pizza Hut*, ___ F.Supp. ___, Civil Action No. 97-6169 (E.D. Pa. July 24, 1998)

U.S. Bankruptcy Court

Published: *In re Bedford Square Associates, L.P.*, 247 B.R. 140 (Bankr. E.D. Pa. 2000)

Slip Op.: *In re Townsville*, ___ B.R. ___, Chapter 13, Bankr. No. 00-19680DWS (Bankr. E.D. Pa. October 3, 2001)

U.S. Tax Court

Published: *American Air Filter Co. v. Commissioner of Internal Revenue*, 81 T.C. 709 (1983)

Slip Op.: *Estate of Reichardt v. Commissioner of Internal Revenue*, ___ T.C. ___, Dkt. No. 1224-98 (March 1, 2000)

U.S. Court of Federal Claims

Published: *Laguna Gatuna, Inc. v. United States*, 50 Fed.Cl. 336 (2001)

Slip Op.: *Griffy's Landscape Maint. LLC v. United States*, ___ Fed.Cl. ___, Case No. 01-309C (August 17, 2001)

Federal Energy Regulatory Commission

Published: *In re El Paso Energy Corp.*, 93 FERC 62, 228 (2000)

Federal Statutes

Acts

Tax Reform Act of 1986, Pub. L. No. 99-514,
100 Stat. 2548 (1998)

United States Code

16 U.S.C. § 410

United States Code Annotated

17 U.S.C.A. § 106

United States Code Service

24 U.S.C.S. § 422

United States Code Unannotated

21 U.S.C.U. § 378

Federal Rules

Federal Rules of Civil Procedure

Fed.R.Civ.P. 44

Federal Rules of Criminal Procedure

Fed.R.Crim.P. 12

Federal Rules of Appellate Procedure

Fed.R.App.P. 3

Circuit Court Rules

3d Cir. R. 28

Federal Rules of Evidence

F.R.E. 805

Federal Rules Decisions

106 F.R.D. 446 (E.D. Pa. 1985)

Uniform Rules of Evidence

Unif.R.Evid. 401

Supreme Court Rules

Sup.Ct.R. 15

Other Federal Citations

Code of Federal Regulations

21 C.F.R. § 291.501 (2000)

45 C.F.R. part 61

Federal Register

66 Fed.Reg. 4076 (2001)

Internal Revenue Code

I.R.C. § 104 (1996)

Internal Revenue Rulings

Rev. Rul. 90-16, 1990-1 C.B. 12

Treasury Regulations

Treas.Reg. § 101 (1999)

Other

All other citations, including secondary materials, should be as set forth in the current edition of *The Bluebook: A Uniform System of Citation*, published by the Harvard Law Review Association, Gannet House, Cambridge, Massachusetts 02138. Even if the correct style cannot be determined, complete data (such as author, title, page number, and year) should be given to enable the reader to locate the material. The year of publication should be given on all secondary material.