STYLE GUIDE

Below is a guide to style issues that frequently arise in copy about Loyola Law School, Los Angeles. The Marketing & Communications Office generated this guide to maintain consistency in Law School-produced communications. Questions about this guide, its contents or usage not covered herein may be directed to Brian Costello, Lisa O’Rourke or Caroline Johnston.

Ampersands

OK to use in titles, logos and for brevity (Center for Juvenile Law & Policy); otherwise, spell out “and,” ie: Center for the Study of Law and Genocide.

Awards

- Place in quotes if it is an award feature, ie: “She was featured among the Los Angeles Daily Journal’s “Top 50 Women Litigators.”
- Other awards require no quotes, ie: “The Los Angeles County Bar named him Best Oral Advocate at its 2012 competition.”
- An attorney is on the list of Southern California Super Lawyers.

Capitalization

Capitalize professional titles only when they appear directly before the person’s name (Professor Lauren Willis; Willis, a professor....).

Exception: Always capitalize endowed chair titles, no matter where they appear in the sentence (Laurie Levenson, David W. Burcham Professor of Ethical Advocacy)

Chairs

A professor is the holder of an endowed chair, not the chair itself. Examples: Laurie Levenson, David W. Burcham Professor of Ethical Advocacy; Gary Williams, holder of the Johnnie L. Cochran, Jr. Chair in Civil Rights.

Clinics and centers

Spell out the entire name of a clinic or center on first reference. In subsequent references, if referring to the clinic or institute, the word should be lowercase without the official name attached, ie: “She was an advocate at the Center for
Juvenile Law and Policy’s Juvenile Justice Clinic for two years. She credits the clinic with preparing her to hit the ground running.”

- Advocacy Institute
- Alarcón Advocacy Center (include accent on “o”)
- Capital Habeas Litigation Clinic (not Project)
- Center for Juvenile Law and Policy (CJLP)
- Center for Restorative Justice (CRJ)
- Center for the Study of Law and Genocide (CSLG)
- Hobbs District Attorney Clinic (no possessive punctuation)
- Juvenile Justice Clinic
- Project for the Innocent (not Innocence Project)
- Public Interest Law Center (PILC); downtown should be lowercase when preceding the title, ie: “She handled client intake at Loyola Law School’s downtown Public Interest Law Center.”
- Youth Education Justice Clinic

Classes

Uppercase when referring to specific Loyola Law classes, ie: “Georgene Vairo teaches Civil Procedure.” Lowercase when generically referring to a type of law in general, ie: “She focuses her scholarship in the area of torts and remedies.”

Concentrations

Uppercase when referring to Loyola’s Concentration programs, ie: subject-matter Concentration, Criminal Justice Concentration, or “students may select a Concentration.” There are no more Sub-Concentrations. Also, it is Course of Study (not Integrated Courses of Study).

The Concentrations are:

1. Civil Litigation and Advocacy
2. Corporate Law
3. Criminal Justice
4. Entertainment/Media Law
5. Environmental Law
6. Immigrant Advocacy
7. Intellectual Property Law
8. International and Comparative Law
9. Law & Entrepreneurship
10. Public Interest Law
11. Sports Law Sub-Concentration
12. Tax Law

**Comprise/compose**

Compose means to put together; comprise means to contain and is usually active. For example, the Advocacy Institute comprises several clinics. Or the Advocacy Institute is composed of several clinics.

**Course(s) of Study**

These include Family Law, Health Care Law, and Law and the Political Process. They are no longer *integrated* Courses of Study.

**Courts**

Some courts common to Loyola publications:

- California Court of Appeal (no “s” - not plural)
- Los Angeles Superior Court (shortened name for Superior Court of California, Los Angeles County that is OK in most instances)
- U.S. Court of Appeals for the Ninth Circuit (the federal appeals court for California)
- U.S. Supreme Court
  - Lowercase court when not part of proper noun Supreme Court. Its members are associate justices; there is one chief justice.

**Dashes**

Should have a space around them, as with AP Style, ie: The Project for the Innocent helped free a man wrongfully convicted of murder – after a series of evidentiary hearings at which students appeared – and began accepting more clients. An em dash typically sets apart a separate but related thought within a sentence.
Day Division

Uppercase.

Degrees

No period in degree abbreviations, ie: JD, BA, LLM. When referring to Loyola Law School’s LLMs: It’s the 3-Year JD/Tax LLM or Tax LLM. When referring generically to such programs, they are tax LLMs. Never use an apostrophe when pluralizing – unless you are making it possessive, ie: The Tax LLM’s prowess is unrivaled.

Evening Division Program

Uppercase when the official full title is used. Also uppercase Evening Division.

Government

Abbreviate titles of elected officials when appearing before the name, ie: Gov. Robert (Bob) Miller. Retired politicians typically maintain the title of their highest elected office, ie: Hawaii Gov. Benjamin J. Cayetano. When in doubt about how to refer to an alum, check with Alumni Relations.

Hyphens

For compound modifiers, hyphenate when it clarifies following AP Style. For example, “Sande Buhai tracks public-interest cases.”

Judges

Use salutation Hon. before name, ie: Hon. Arthur L. Alarcón. Use caution when referring to judges by synonyms. Judge Alarcón is a senior circuit judge, not a justice. Anthony M. Kennedy is an associate justice on the U.S. Supreme Court. There are also magistrate judges and court commissioners – most of whom take the title of Hon. When in doubt about how to refer to a judge, check the court’s website. If the judge is retired, note it: Hon. Frederick J. Lower (ret.).

Latin words

No italics.

Law reviews

Loyola Law School has three law reviews; their names should be spelled out in their entirety on first reference. Acronyms or shortened titles are OK on subsequent references:

- *Loyola of Los Angeles Law Review*, the *Law Review* or LLR on subsequent references
• Loyola of Los Angeles Entertainment Law Review; Entertainment Law Review or ELR on subsequent references
• Loyola of Los Angeles International and Comparative Law Review; International and Comparative Law Review or ILR on subsequent references

Loyola was also a founding school of the Los Angeles Public Interest Law Journal, a primarily online publication that features student and faculty scholarship. This journal may be referred to as LAPILJ on subsequent references.

For other law review citations, check Blue Book legal style: https://www.legalbluebook.com

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Legal terms

Use caution when editing legal terms or titles of legal documents. Sometimes they are awkward even though they are correct. When in doubt, check online or reference the Blue Book above. Some examples:

• Petition for rehearing
• Pitchess motion
• Writ of certiorari

Loyola Law School, Los Angeles

• Use the school’s full name (Loyola Law School, Los Angeles) in the first reference. Comma should be before Los Angeles.

• In following references, use Loyola Law School, Loyola Law or Loyola Law School, Los Angeles. For LLS publications, capitalize Law School when referring to LLS. For media releases, lowercase law school. Also for news releases, Loyola may stand alone in subsequent references.

• The words Marymount nor the acronym L.A. should never appear in reference to Loyola Law School, Los Angeles. In subsequent references, avoid using Loyola. Do not use Loyola Marymount Law School, Loyola University Law School, Loyola of Los Angeles Law School, Loyola Law School of Los Angeles, Loyola LA, etc.
• Do not add other punctuation within the school’s full name (Loyola Law School-LA, etc.).

Nicknames

Many attorneys go by their full name with initial in official dealings. If a nickname is required in order to help readers recognize the alum, place it in parentheses, ie: Gov. Robert (Bob) Miller.

Numbers

• Spell out one through nine, unless with money ($5 million. Use $, not dollar), age or dimensions.
• Use numerals for numbers 10 and greater.
• Spell out whenever a number begins a sentence.
• Spell out whenever indicating an institution (Ninth Circuit Court, not 9th Circuit Court)

Percent

Always spell out (10 percent, not 10%).

Punctuation

Commas

• Use before a degree following a name (Lisa O’Rourke, MSA)
• No serial commas: Do not use before the conjunctive (oats, peas and beans; not oats, peas, and beans).
• Do not use before a graduating year (David E. Burcham ’84, not David E. Burcham, ’84)
• Junior/senior: Only insert comma before Jr. or Sr. when part of the actual title of a chair (ie: Johnnie L. Cochran, Jr. Chair in Civil Rights
  o ie: For event speaker, would be “Skip Bayless Jr.”

Periods

• Use after title abbreviations (Dr., Ms., etc.).
• Use in initials representing names (P.T. Barnum, not PT Barnum; Ulysses S. Grant not Ulysses S Grant).
• Use in acronyms (U.S.).
• Single space after a period. (I like coffee. I drink two cups a day.)

States
In departure from AP Style, use postal code abbreviations, ie: AZ, CA, NM, OR, WA, IL. Use CA when identifying California cities, ie: “The Alumni Association held a mixer in Cabazon, CA.”

Students and alumni

- Alumni: Include graduation year, (Courtney Yoder ’06; David E. Burcham ’84)
- Current students: Day students are Ls (ie: 3L Puneet Toor), evening students are Es (ie: 4E Jeff Ingram); students may also be referred to by expected year of graduation (ie: Jeff Ingram ’12) but be sure to ask the student what this date is.

Titles

- Of works
  - Italicize titles of periodicals, such as newspapers (ie the Los Angeles Times), books and movies.
  - Put quotes around titles of speeches, symposium panels, presentations, etc. (ie “How Popular Culture Shapes Images of Lawyers”) when they appear in a sentence.
  - For websites, not italics, ie: Slate, Huffington Post
- Professor and other titles
  - Spell out, ie: Professor Kathleen Kim (not Prof. Kathleen Kim).
  - Generally, lowercase titles when appearing after person’s name.
    - Exception: Uppercase Loyola chair and other honorary titles when appearing after the name out of deference, ie: “Laurie Levenson, David W. Burcham Professor of Ethical Advocacy, supervises the project for the Innocent.”