

## IDC Quarterly Author's Formatting Checklist

- Email to Executive Editor**—at least one week before due date for articles/columns—brief description of topic.<sup>2</sup>
  - Word processing**—type and save in Microsoft Word format.<sup>3</sup>
  - Title, headings and sub-headings**—bold, not underlined, not all capitals.
  - Main title**—is “Feature Article” or Name of Column (*e.g.*, “Employment Law Column”).
  - Main heading**—give a specific name for the article/column (*e.g.*, “Supreme Court Axes Woodcutters.”)
  - Authors’ I.D.**—in italics, below main title and above main heading, identify all authors by full name, firm name and city.
  - Margins**—full “justify.”<sup>4</sup>
  - Margins**—one inch all around.<sup>5</sup>
  - Headers**—none.
  - Footers**—none.
  - Page numbers** for article/column/monograph—none.
  - Document numbers** for article/column/monograph—none.
  - New paragraphs**—one-half inch indentation.
  - Line spacing**—single, except for double line spacing before and after blocked quotations and after titles, headings and sub-headings.
  - Space after Periods**—single space after periods.<sup>6</sup>
  - Long quotations**—50 or more words, blocked by indenting one-half inch left and right; no quotation marks before and after; internal punctuation as in original source.
  - Quotation mark(s) & apostrophes**—“Smart quotes” not “straight quotes.”<sup>7</sup>
  - Endnotes**—for monograph only—all citations go in endnotes.
  - Footnotes**—for articles and columns only—avoid using footnotes; use only if material cannot reasonably be put in body of article/column.
  - Citations**—cite to official and regional reporters; check *The Bluebook, A Uniform System of Citation*<sup>8</sup> for proper citations and spacing within citations.<sup>9</sup>
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- <sup>1</sup> This checklist does not replace the IDC Quarterly Rules and Guidelines for Authors. It is intended to be a quick reference for formatting concerns. Please also carefully read and follow the Rules and Guidelines.
  - <sup>2</sup> For 2008-2009 this is Bill McVisk, whose address is McViskw@jbltd.com.
  - <sup>3</sup> If you use a different word processing program, problems may occur later. For example, the formatting may change when the document is later saved in Microsoft Word, or it may be difficult or impossible to make certain edits, such as deleting endnotes or footnotes.
  - <sup>4</sup> In the toolbar at the top of the screen in Microsoft Word, click the button that has all the horizontal, parallel lines of equal length.
  - <sup>5</sup> At top of screen, click File, click Page Setup, click Margins, and type 1" or scroll to put 1" in Top, Bottom Left and Right margins.
  - <sup>6</sup> An easy way to be sure you have single spaces after periods is to use the "Find and Replace" feature after you have typed the document in Microsoft Word. At the top of screen, click Edit and then click Find. On the Find and Replace window click the Replace tab. In the Find window type two spaces (simply hit the keyboard space bar twice—the spaces will not show up, but they are there); then in the Replace window type one space with the space bar. Then click the Replace All button at the bottom of that window.
  - <sup>7</sup> In Microsoft Word, at the top of the screen, click Format, click AutoFormat, click Options. On the next screen click the AutoFormat tab and click to put a check mark in the box for Replace Straight Quotes with Smart Quotes. Then click the tab for AutoFormat As You Type and click to put a check mark in the box for Replace Straight Quotes With Smart Quotes. If you cut and paste a quotation from a court opinion, etc., check to be sure all apostrophes and quotation marks are smart, not straight, after pasting.
  - <sup>8</sup> As of July 2008, this is the 18th Edition.
  - <sup>9</sup> Include page numbers for quotations or specifically referenced sections of a court opinion.
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