

Florida Style Manual

Seventh Edition

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Introduction

The *Florida Style Manual* is designed to aid practitioners and scholars in the proper use of citation form for legal documents and scholarly articles. The *Manual* supplements the uniform citation system for Florida legal documents, Rule 9.800, *Florida Rules of Appellate Procedure*, and the standard citation authority for American legal journals, *The Bluebook: A Uniform System of Citation* (18th edition). The *Manual* is an outgrowth of the *Florida State University Law Review's* annual *Review of Florida Legislation*. From the conception of that project, the editors realized that citation to many Florida-specific sources—particularly those generated by the Florida Legislature—would lead to confusion if conventional *Bluebook* citation forms were followed. Other Florida sources were not addressed at all by *The Bluebook*. This *Florida Style Manual* provides meaningful citation forms for Florida-specific materials.

What's New for This Edition

The editors of this seventh edition have updated **Rule 8** to better address the citation format for orders issued by Florida's administrative agencies. The Administrative Law Section of the Florida Bar provided significant and valuable input in improving the organization and content of the rule. The updates and changes found throughout this edition seek to improve the *Manual* so that it remains a valuable tool for both practitioners and scholars.

A Note to Authors

All authors should strive to properly cite sources in all documents, whether legal documents or scholarly works. Not only will it increase the integrity, reliability, and persuasiveness of the instrument, but it hopefully will result in better manuscripts that ultimately will advance legal scholarship and public policy in Florida. The *Law Review* welcomes and encourages comments or suggestions for improvement.

The Editors

History of the *Florida Style Manual*

The *Florida Style Manual* citation forms were first developed in 1985 by Floyd R. Self, the 1985 Legislative Editor, along with members of the *Florida State University Law Review* Volume 15 Editorial Board. The idea for the *Manual* developed as these *Law Review* editors realized that citation to many Florida-specific sources—particularly those generated by the Florida Legislature—would be rendered almost meaningless if conventional *Bluebook* citation forms were followed. Other Florida sources were not addressed at all by the *Bluebook*. The *Florida Style Manual* is the product of their struggle to develop meaningful citation forms for Florida materials.

This *Manual* is periodically updated to reflect the many changes that take place in the Legislature and state government over time. The *Manual's* first revision (the 1991 Edition) was coordinated by Marjorie C. Makar with the help of fellow Volume 19 members.

Stephanie L. Williams spearheaded the next revision (the 1995 Edition) as an editor of Volume 22. The 1995 Edition retained many of the same citation rules provided in the previous editions but was substantially restructured to cater to the needs of not just practitioners, but scholars as well.

James H. Wyman, Editor-in-Chief of Volume 24, coordinated the next revision in 1997, naming it the Fourth Edition. The Fourth Edition clarified some inconsistencies in an attempt to make the *Manual* a more valuable reference tool for drafting both legal documents and scholarly works. The Fourth Edition also incorporated examples of proper citation forms using the two typefaces commonly employed in legal and scholarly writing.

The Fifth Edition was published in 2002 by Volume 29, and the Sixth Edition came soon after in 2003. The Sixth Edition was coordinated by J.D. DuRant and Brooke Lewis of Volume 30 in order to correct some issues and update the *Manual* to conform with changes made to the 17th edition of *The Bluebook: A Uniform System of Citation*.

This Seventh Edition represents a coordinated effort from members of Volumes 34, 35, and 36 to update the *Manual* and make it more user-friendly. While many of the substantive citation rules remain unchanged, the format of the Seventh Edition has been substantially modified in an attempt to improve readability and enhance functionality. Additionally, the text of *Florida Rule of Appellate Procedure* 9.800 has been added to the manual for convenient reference. The organizers of this new edition, Rachel E. Nordby, Alyssa S. Lathrop, and Amanda L. Swindle, the Editors-in-Chief for Volumes 35, 36, and 37, respectively, wanted to give practitioners and scholars a valuable, comprehensive tool that is straightforward and easy-to-use. We hope we have accomplished this mission.

How to Use This Manual

This Manual is designed to be a “user friendly” resource for practitioners and scholars, providing proper citation form for Florida materials. It supplements the uniform citation system for Florida legal documents, Rule 9.800, *Florida Rules of Appellate Procedure*, and the standard citation authority for American legal journals, *The Bluebook: A Uniform System of Citation* (18th ed.). Because the proper citation form for various materials differs depending on the type of document the author is writing—legal document or scholarly work—it is important to note the distinction and use the correct form.

The rules in the *Manual* are applicable to all types of legal writing, from legal documents to scholarly works. Where there are differing citation forms for legal documents and scholarly works, they are so designated. Otherwise, all of the citation examples given in the *Manual* conform to the typeface conventions required for legal documents. For a quick comparison to differing citation rules for legal documents and scholarly articles, see the following chart.

QUICK REFERENCE

Citation Rules for Scholarly Articles vs. Legal Documents

	SCHOLARLY ARTICLES		LEGAL DOCUMENTS	
	Text	Citation	Text	Citation
<i>Florida Statutes</i>	Section 90.803(3), <i>Florida Statutes</i> , provides*	FLA. STAT. § 90.803(3) (1995)	Section 90.803(3), <i>Florida Statutes</i> , provides	§ 90.803(3), Fla. Stat. (1995)
<i>Florida Statutes Annotated</i>		FLA. STAT. ANN. § 159.09 (West 1993)		32 Fla. Stat. Ann. 116 (Supp. 1975)
Florida Constitution	Article IV, section 3 of the Florida Constitution	FLA. CONST. art. IV, § 3	Article IV, section 3 of the Florida Constitution	Art. IV, § 3, Fla. Const.
Laws of Florida	Chapter 96- 159, Florida Laws, provides	Act effective Oct. 1, 1996, ch. 96-159, 1996 Fla. Laws 147	Chapter 96- 159, Laws of Florida, provides	Ch. 96-159, Laws of Fla.
Florida Attorney General Opinions	In opinion 96-51, the attorney general	96-51 Fla. Op. Att’y Gen. 1 (1996)	In opinion 96-51, the attorney general	Op. Att’y Gen. Fla. 96-51 (1996)

* Language requiring emphasis may be *italicized* or underscored.

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1. CAPITALIZATION

The following are capitalization rules for words frequently used in legal writing. This list is not exclusive, and reference to *Bluebook* Rule 8 or the *Government Printing Office Style Manual* may be helpful.

1.1 Particular Persons, Places, or Things

In addition to proper nouns, capitalize words that designate a particular person, place, or thing:

the Chief Justice	The Florida Bar
Congress	the Constitution
the Board of Bar Examiners	the Civil Rights Act

1.2 Headings and Titles

When referring to a heading or title in legal writing, capitalize all words except articles, conjunctions, or prepositions with *four or fewer letters*—unless the article, conjunction, or preposition is the first word or the word immediately following a colon.

- ▶ Norton L. Steuben, *The Income Tax Treatment of Interests Acquired from a Ground Lessor*, 23 FLA. ST. U. L. REV. 863 (1996).
- ▶ Daniel B. Rodriguez, *Regulatory Incrementalism and Moral Choices: A Comment on Adlerian Welfarism*, 28 FLA. ST. U. L. REV. 375 (2000).

1.3 Acts, Laws, Bills, Treaties, Constitutions

Capitalize acts, laws, bills, and treaties only when referring to a specific act, law, bill, or treaty:

Civil Rights Act of 1964	House Bill 281
Public Law 480	Treaty of Versailles

But:

The Senate bill stalled on the calendar for months.

The Sunday closing laws were originally efforts to promote church attendance.

Note: Also capitalize legislative sessions (i.e., the Regular Session, Special Session, or Organizational Session).

Capitalize references to the United States Constitution (or parts thereof) and complete references to any other constitutions:

the Due Process Clause
Article 2, Section 3 of the Constitution
the Florida Constitution

1. CAPITALIZATION

But:

The Florida Supreme Court examined an alleged violation of the employee's constitutional rights.

The Constitutional Convention convened in Philadelphia in the summer of 1787.

1.4 Government Entities

(a) Government Bodies. Capitalize the names of government bodies.

House of Representatives
Senate

Department of Justice
Internal Revenue Service

(1) Courts Generally. When referring to a court, capitalize according to the following rules:

(a) When referring to the United States Supreme Court:

The Court concluded in *Roe v. Wade* that there is a constitutional right to privacy.

(b) When referring to the full name of any court:

the Florida Supreme Court

But: the supreme court

(c) In legal documents when referring to the court in which the document will be submitted:

This Court accepted jurisdiction based on article V, section 3(b)(3) of the Florida Constitution.

(2) Florida Supreme Court

the court

the supreme court

the Florida Supreme Court

the Supreme Court of Florida [the official name]

(3) Florida District Courts of Appeal

the court

the district court

the Third District Court

the Third District Court of Appeal

(4) Florida Circuit Courts

the court

the circuit court

the Sixteenth Circuit Court

(5) Florida County Courts

the court

the county court

the Leon County Court

1. CAPITALIZATION

(b) Government Officials

Capitalize all official titles of honor and respect when they precede personal names.

- ▶ President George W. Bush
- ▶ Governor Charlie Crist
- ▶ Attorney General Bill McCollum

When referring to titles of government officials that *follow* or *replace* a personal name, only capitalize the title in cases of high-ranking international, national, and state officials.

- ▶ the Lt. Governor of Florida
- ▶ Condoleezza Rice, Secretary of State
But: the secretary of state (of Florida)
- ▶ the Attorney General (of the United States)
But: Bill McCollum, attorney general of Florida

It is appropriate, however, to capitalize titles of government officials, including local government officials, in text where the intended reader would consider the government official to have a high rank.

2. ABBREVIATIONS

2. ABBREVIATIONS

2.1 In Text

Generally, do not abbreviate anything in the text or in a textual discussion in footnotes except case names as provided by *Bluebook* Rule 10.2.1 and state agencies, commissions, and task forces as provided in Table 3.

- ▶ The United States Supreme Court declined to rule on the constitutionality of punitive damages in *Aetna Life Insurance Co. v. Lavoie*.
- ▶ Jack Overstreet, Staff Director of the House Committee on Governmental Operations, told the Chairman of the Senate Committee on Appropriations that the funding for House Bill 1288 should be as approved by the House.
- ▶ Senator Smith, in explaining the development of the bill, told the Senate Appropriations Committee that similar acts of Missouri, Texas, Oregon, and Massachusetts were considered by the Joint Committee on Administrative Procedures.

2.1.1 State Agencies, Commissions, and Task Forces

An acronym may be used for brevity when referring to state agencies and divisions either in the text or in a textual discussion in footnotes. The acronym should be identified after the first reference to the full title of the public entity.

- ▶ The public education campaign launched by the Department of Health and Rehabilitative Services (DHRS) in 1988 educated elderly Floridians about services available to them.

2.2 In Footnotes and Citations

Refer to tables 1-5 for abbreviations to use in citation sentences when referencing Legislative Committees (Table 1), Legislation (Table 2), State Agencies, Commissions, and Task Forces (Table 3), or Rules (Table 4). If an abbreviation for a committee, state agency, commission, or task force cannot be found in tables 1-3, then refer to Table 5.

For abbreviations of case names, see *Bluebook* table T.6.

3. LEGISLATIVE MATERIALS

3.1 Typeface of Legislative Materials

Legal Documents:

Generally, the name of a published official legislative material is underscored or *italicized* in footnotes or stand-alone cites in legal documents, however, underscoring is the more common practice. The author's name, whether a person or an institution, appears in ordinary roman type. *See infra* Rule 3.7.1.

- ▶ Fla. S. Jour. 1397-98 (Reg. Sess. 1990).
- ▶ Fla. S. Comm. on Fin., Tax'n & Cls., History of Florida Tax Study Commissions 1911-1988, at 3 (1988) (available at Fla. Dep't of State, Fla. State Archives, Tallahassee, Fla.)

Unpublished or unofficial materials (e.g., computer printouts, unofficial staff analyses, audio recordings, and transcripts) appear in ordinary roman type.

- ▶ Fla. S. Comm. on Com., CS for SB 1 (1985) Staff Analysis 2 (final June 10, 1985) (on file with comm.).
- ▶ Fla. H.R. Comm. on Govtl. Ops., Subcomm. on Governmental Effectiveness, unpaginated draft transcript of proceedings (Feb. 20, 1991) (on file with comm.).

Scholarly Works:

Generally, the name of a published official legislative material appears in large and small capital letters in the footnotes of scholarly articles. The author's name, whether a person or an institution, also appears in large and small capital letters. *See infra* Rule 3.7.1.

- ▶ FLA. S. JOUR. 1397-98 (Reg. Sess. 1990).
- ▶ FLA. S. COMM. ON FIN., TAX'N & CLS., HISTORY OF FLORIDA TAX STUDY COMMISSIONS 1911-1988, at 3 (1988) (available at Fla. Dep't of State, Fla. State Archives, Tallahassee, Fla.)

Unpublished or unofficial materials (e.g., computer printouts, unofficial staff analyses, audio recordings, and transcripts) appear in ordinary roman type.

- ▶ Fla. S. Comm. on Com., CS for SB 1 (1985) Staff Analysis 2 (final June 10, 1985) (on file with comm.).
- ▶ Fla. H.R. Comm. on Govtl. Ops., Subcomm. on Governmental Effectiveness, unpaginated draft transcript of proceedings (Feb. 20, 1991) (on file with comm.).

3. LEGISLATIVE MATERIALS

3.2 Florida Legislative Journals

3.2.1 Uses of Journals

Both the House and the Senate publish an official journal for each day that each house is in formal session. The legislature begins a new set of page numbers each time a new session convenes. There is a separate index for each session, but no master index for the bound volume. The House journals and the Senate journals for sessions 1998 onward are available online at www.myfloridahouse.gov or www.flsenate.gov, respectively. For the current session, before the index is available, the daily legislative computer printout (the *Daily Legislative Bill Information* [sometimes entitled *Provisional Legislative Bill Information*]) will contain a cross-reference to the journal for each entry.

The journals should be cited whenever there is a footnote reference to committee or floor actions, including floor amendments. If the action is referenced in a journal, do not cite to the Legislature's computer printout (either the *Daily Legislative Bill Information* or the end of the session's *Final Legislative Bill Information* [previously entitled *History of Legislation*]). Note that the Legislature's computer printouts cross-reference committee and floor actions to the respective journals.

The most important use of the journals is to trace bill history. There are indices by subject and bill number. Be sure to check the journals and the Legislature's computer printout because each has information that the other does not.

Each journal has basic data about the number of bills introduced each session, a listing of the bills introduced by each legislator, all roll call votes, and a verbatim statement of every amendment to a bill in floor debate. One of the journals usually reproduces the Governor's messages to the Legislature.

3.2.2 Limitations

Unlike the *Congressional Record*, the journals do not reproduce a transcript of the floor debate. Debate must be listened to from a recording. See *infra* Rule 3.8.

Each journal begins on the first day of a legislative session and is published only for each day the House or Senate meets in formal session. The journals are not published during the interim and do not carry any reports of interim committee activity.

When reporting the date a bill was introduced, note that the first reading of each bill reported in the journal at the start of each session is a formality observed for State constitutional reasons. Many bills are pre-filed, and often committee activity has taken place before the legislative session officially commences. To determine the date of pre-filing and to learn of any interim committee action, examine the ap-

3. LEGISLATIVE MATERIALS

propriate bill report in either the *Daily Legislative Bill Information* or the end of the session's *Final Legislative Bill Information*.

3.2.3 In Text

Specific references to the House or Senate journals should be underscored or *italicized*.

Representative Jones reported in the *Journal* that she abstained from voting on House Bill 256 because she had a financial interest in the subject matter of the bill.

3.2.4 In Footnotes or Stand-Alone Cites

(a) **Basic Form.** The basic form is:

Fla. [S. or H.R.] Jour. [page] (session designation and year).

Legal Documents:

▶ Fla. S. Jour. 903 (Reg. Sess. 1990).

Scholarly Works:

▶ FLA. S. JOUR. 903 (Reg. Sess. 1990).

(b) **Numbering Problems.** While the legislature begins a new set of page numbers with each session (the 1976 House Journal is one of the few exceptions), more than one session may be bound in one volume. Therefore, it is necessary to indicate in the parenthetical whether it is a regular session, a special session, or an organizational session.

The following examples are in the same volume:

▶ FLA. H.R. JOUR. (Org. Sess. 1988).

▶ FLA. H.R. JOUR. (Reg. Sess. 1989).

The following examples are in the same volume:

▶ FLA. S. JOUR. (Reg. Sess. 1989).

▶ FLA. S. JOUR. (Spec. Sess. A 1989).

▶ FLA. S. JOUR. (Spec. Sess. B 1989).

(c) **Multiple Special Sessions.** If a single volume reports more than one special session, regular session, or organizational session having the same year, and the sessions by designation are indistinguishable, then cite the exact date.

The following special session examples are in the same volume:

▶ FLA. H.R. JOUR. (Spec. Sess. 1969).

▶ FLA. H.R. JOUR. (Spec. Sess. June 10, 1970).

▶ FLA. H.R. JOUR. (Spec. Sess. Oct. 9, 1970).

Note: In 1969 there was only one special session of the Legislature, therefore, an exact date is unnecessary for its citation.

3. LEGISLATIVE MATERIALS

Even though the years are the same in the following examples, the exact date is unnecessary because the session types are distinguishable by their designations:

- ▶ FLA. S. JOUR. (Spec. Sess. A 1989).
- ▶ FLA. S. JOUR. (Spec. Sess. B 1989).

(d) Unbound Copies of the Journals. Use the same basic forms but include in the parenthetical the exact date for the page number being cited. Ordinarily, this will arise only for the journals of the immediate past session.

- ▶ FLA. H.R. JOUR. 536 (Reg. Sess. Apr. 23, 2001).
- ▶ FLA. H.R. JOUR. 1 (Org. Sess. Nov. 21, 2000).
- ▶ FLA. S. JOUR. 9 (Spec. Sess. B Jan. 22, 1991).

(e) Special Parentheticals. In addition to the basic form, it is often helpful to include a second parenthetical that pinpoints the exact action being cited. This may include a particular bill, amendment, conference committee report, bill reference, or any other relevant action.

- ▶ Fla. H.R. Jour. 665 (Reg. Sess. 1985) (rep. of standing comms.).

If this form is used, it may also be necessary to indicate two page numbers: the first page number indicates where the relevant action starts, and the second page number pinpoints the exact item being cited. In the following examples, the first page number references where the bill was first considered for action on the floor, and the second page number indicates where the vote was recorded:

- ▶ FLA. H.R. JOUR. 1885, 1886 (Reg. Sess. 1990) (reconsideration of Fla. CS for SB 2794).
- ▶ FLA. H.R. JOUR. 1041, 1042 (Reg. Sess. 1994) (amendment 1 to Fla. CS for HB 237, § 3 (1994)) (proposed amendment to FLA. STAT. § 120.52(8) (1993)).

(f) Short Forms: The Use of “*Id.*”

Use of “id.” generally: See *Bluebook* Rule 4.1 for the general rules on the proper use of “*id.*”

Complete Reference: Use “*id.*” alone (that is, without an accompanying pincite) only when the footnote or citation refers to everything in the preceding footnote or citation.

Partial Reference: If the reference is to the same authority but to a different portion of that authority, then use the form “*id.*” followed by the word “at” and the page number (if the cite is to a different page) or *id.* followed by the section number, and then an appropriate parenthetical to pinpoint the matter if needed.

For example, if the *id.* citation is to the same bill, but to a different amendment, cite as follows:

- ▶ 1. FLA. S. JOUR. 577, 595-96 (Reg. Sess. 1990) (amendment 1B).

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- ▶ 2. *Id.* at 596-97 (amendment 2).

Note that if the *id.* citation is to a section number, don't include the word "at":

- ▶ *Id.* § 5.

Use *id.* when citing the immediately preceding authority within the same footnote. If the *id.* citation is to different bills, the first page number references where the report starts and the second page number references where the vote is recorded:

- ▶ FLA. S. JOUR. 1005, 1006 (Reg. Sess. 1985) (Conf. Comm. Rep. on Fla. CS for HJR 386); *id.* at 1006, 1008 (Conf. Comm. Rep. on Fla. CS for HB 387); FLA. H.R. JOUR. 1160, 1162 (Reg. Sess. 1985) (Conf. Comm. Rep. on Fla. CS for HB 387); *id.* at 1162, 1163 (Reg. Sess. 1985) (Conf. Comm. Rep. on Fla. CS for HJR 386).

3.3 Legislative Bill Information Publications

3.3.1 Introduction

Each day of the legislative session the Legislative Information Division produces a report in the form of a bound computer printout entitled *Daily Legislative Bill Information* (sometimes entitled *Provisional Legislative Bill Information*). At the end of the session, the Division produces a final version of this computer printout and renames the report *Final Legislative Bill Information*. Before the 1987 special sessions B, C, and D, the final version was entitled *History of Legislation*.

Both of these documents are indexed by subject, bill number, and legislator, with each day's report including the cumulative action to date and whether there are any companion or similar bills for each bill as of the date of publication. Additionally, *Final Legislative Bill Information* shows the final disposition of all bills, including the date of the Governor's signing or vetoing, the session law chapter numbers of approved legislation, and various statistical reports for the session.

These documents also have an index by statute number that lists all bills introduced that relate to identified chapters or sections of the *Florida Statutes*. This provides a quick way to find out if a statute has been repealed or modified. Note, however, that this is not fool-proof because not all bills are keyed to specific statutes.

3.3.2 In Text

Do not mention legislative computer printouts in the text. Discussing the action or source referenced by the printout is more appropriate than discussing the printout's memorialization of the action.

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3.3.3 In Footnotes or Stand-Alone Cites

Only cite to the *Final Legislative Bill Information*, do not cite to the *Daily Legislative Bill Information*. If the action is indicated in a journal or session law, do not cite to the *Final Legislative Bill Information*. See *supra* Rule 3.2.1.

The basic form is:

Fla. Legis., [Final Legislative Bill Information or History of Legislation], [year of session and type of session], History of [House or Senate] Bills at [page number], [bill number under discussion].

Legal Documents:

► Fla. Legis., Final Legislative Bill Information, 1990 Reg. Sess., History of House Bills at 419, CS for HB 2539.

► Fla. Legis., History of Legislation, 1985 Reg. Sess., History of Senate Bills at 23, SB 159.

Scholarly Works:

► FLA. LEGIS., FINAL LEGISLATIVE BILL INFORMATION, 1990 REG. SESS., HISTORY OF HOUSE BILLS at 419, CS for HB 2539.

► FLA. LEGIS., HISTORY OF LEGISLATION, 1985 REG. SESS., HISTORY OF SENATE BILLS at 23, SB 159.

(a) Short Forms: The Use of “*Id.*”

Complete Reference: When the next reference is to the same year’s report and to the same house’s bill report, use “*id.*,” the page number cited, and the bill number under discussion.

► FLA. LEGIS., FINAL LEGISLATIVE BILL INFORMATION, 1989 REG. SESS., HISTORY OF SENATE BILLS at 82, SJR 341; *id.* at 37, SB 46.

Partial Reference: When the next reference is to the same year’s report but to the other house’s history, use the following form:

► 1. FLA. LEGIS., FINAL LEGISLATIVE BILL INFORMATION, 1990 REG. SESS., HISTORY OF HOUSE BILLS at 204, HB 1127.

► 2. *Id.*, HISTORY OF SENATE BILLS at 224, SB 2890.

► 3. See, e.g., FLA. LEGIS., HISTORY OF LEGISLATION, 1976 REG. SESS., HISTORY OF SENATE BILLS at 123, SB 387; *id.*, HISTORY OF HOUSE BILLS at 390, HB 2590; FLA. LEGIS., HISTORY OF LEGISLATION, 1977 REG. SESS., HISTORY OF HOUSE BILLS at 56, HB 219.

(b) Short Forms: Use of “Hereinafter.” As a general rule, “hereinafter” forms should not be used with *Final Legislative Bill Information* if there is more than one house’s bill report cited in the entire document. However, if within a document there are references to only one *Final Legislative Bill Information* and it is to only one house’s bill report, then the hereinafter form may be used. Note that the hereinafter form takes the same type style as the full citation form.

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In the following example, the bill report is the only one cited in the document:

- ▶ FLA. LEGIS., HISTORY OF LEGISLATION, 1985 REG. SESS., HISTORY OF SENATE BILLS at 8, SJR 27 [hereinafter HISTORY OF SENATE BILLS].

3.4 Committees, Subcommittees, and House Councils

Use the abbreviations listed in Table 1. When referring to a committee in a citation sentence in a footnote, the basic form is:

- Fla. [H.R. or S.] Comm. on [abbreviation for committee].
- Fla. [H.R. or S.] Select Comm. on [abbreviation for committee].

When citing to a subcommittee, the basic form is:

- Fla. [H.R. or S.] Comm. on [abbreviation for committee], Subcomm. on [full name of committee, not abbreviated].

When citing to a council of the House of Representatives, the basic form is:

- Fla. H.R. [abbreviation for council] Council.

3.5 Joint Legislative Committees

Use the abbreviations listed in Table 1. When referring to a joint committee in a citation sentence in a footnote, the basic form is:

- Fla. J. Legis. [abbreviation for committee].

3.6 Legislative Staff Analyses and Fiscal Notes

3.6.1 Staff Analysis

The basic form is:

- Fla. [H.R. or S.] Comm. on [abbreviation of committee name], [bill and number] (year of bill) Staff Analysis [page cited] (parenthetical indicating version of analysis and date) (location of analysis).

The original version will have only the date. Use the abbreviation “rev.” for revised, “2d rev.” for a second revision that is not indicated as the final version, and spell out “final” if the analysis indicates that it is the final version. Both the House and Senate Staff Analyses from 1998 onward are available online at www.flsenate.gov. Pre-1998 Staff Analyses are on file with the State Archives. Location of the material may be indicated to assist the reader with locating the material.

- ▶ Fla. H.R. Comm. on Econ. Dev. & Comty. Aff., HB 5 (2009) Staff Analysis 2 (Mar. 23, 2009).

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- ▶ Fla. H.R. Comm. on HRS, HB 19-A (1984) Staff Analysis 2 (final Dec. 12, 1984) (available at Fla. Dep't of State, Fla. State Archives, Tallahassee, Fla.).
- ▶ Fla. H.R. Comm. on HRS, HB 715 (1985) Staff Analysis 3 (rev. Apr. 16, 1985) (available at Fla. Dep't of State, Fla. State Archives, Tallahassee, Fla.).
- ▶ Fla. H.R. Comm. on Econ. Dev. & Comty. Aff., HB 5 (2009) Staff Analysis 2 (Mar. 23, 2009), *available at* <http://flsenate.gov/data/session/2009/House/bills/analysis/pdf/h0005b.EDCA.pdf>.

3.6.2 Senate Staff Analysis and Economic Impact Statement

The Senate “Staff Analysis and Economic Impact Statement” is cited only as a “Staff Analysis” and follows the basic form below. Location of the material may be indicated to assist the reader with locating the material.

- ▶ Fla. S. Comm. on Com., CS for SB 1162 (1985) Staff Analysis 2 (May 2, 1985).
- ▶ Fla. S. Comm. on Com., CS for SB 1162 (1985) Staff Analysis 2 (May 2, 1985) (available at Fla. Dep't of State, Fla. State Archives, Tallahassee, Fla.).
- ▶ Fla. S. Comm. on Comty. Aff., CS for SB 110 (2009) Staff Analysis 2 (Feb. 20, 2009), *available at* <http://www.flsenate.gov/data/session/2009/Senate/bills/analysis/pdf/2009s0110.ca.pdf>.

3.6.3 Fiscal Notes

The House fiscal notes are cited like a staff analysis except that the phrase “Fiscal Note” is substituted for the phrase “Staff Analysis.” Because the Senate fiscal note is a part of the “Staff Analysis and Economic Impact Statement” there will be no references to Senate fiscal notes. Location of the material may be indicated to assist the reader with locating the material.

- ▶ Fla. H.R. Comm. on Approp., HB 261 (1985) Fiscal Note 1 (May 22, 1985).
- ▶ Fla. H.R. Comm. on Approp., HB 261 (1985) Fiscal Note 1 (May 22, 1985) (available at Fla. Dep't of State, Fla. State Archives, Tallahassee, Fla.).
- ▶ Fla. H.R. Comm. on State Aff., HB 205 (2007) Analysis & Economic Impact Statement 4 (Mar. 20, 2007), *available at* <http://flsenate.gov/data/session/2007/House/bills/analysis/pdf/h0205.SA.pdf>.

3.6.4 Short Forms: Use of “Hereinafter”

Short forms should include enough information to identify and distinguish the citation from any other short forms that might be

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used in the document. This may include as little as an abbreviation for the committee and the phrase “Staff Analysis.” Note that the hereinafter form takes the same type style as the full citation.

- ▶ Fla. S. Comm. on HRS, SB 708 (1985) Staff Analysis 1 (May 2, 1985) (available at Fla. Dep’t of State, Fla. State Archives, Tallahassee, Fla.) [hereinafter HRS Comm. SB 708 Staff Analysis].

3.7 Official Legislative Branch Reports or Publications

When citing to an official legislative branch report or publication in a footnote or stand-alone cite, use the following general form:

Author, [Title] [page number] [date] (location).

3.7.1 Author

Institutional authors may be abbreviated. For legislative committee staff authors, use the appropriate committee abbreviations. For individuals, use the author’s full name. Shorten any middle name to a middle initial unless the author uses an initial in place of his or her first name, in which case retain the first initial and the full middle name.

Legal Documents:

The author’s name, whether a person or an institution, appears in ordinary roman type.

- ▶ Fla. S. Comm. on Govtl. Ops., A Review of Indexing of Agency Orders Issued Pursuant to Chapter 120, F.S., Administrative Procedure Act 5-7 (1989) (available at Fla. Dep’t of State, Fla. State Archives, Tallahassee, Fla.).
- ▶ Fla. S. Comm. on Child., Fams. & Elder Aff., Review of Section 63.082(6), F.S., Intervention by Private Adoption Entities in the Adoption of Certain Children in the Custody of the Department of Children and Families 2-3 (2009), available at http://www.flsenate.gov/data/Publications/2010/Senate/reports/interim_reports/pdf/2010-104cf.pdf.

Scholarly Works:

The author’s name, whether a person or an institution, will appear in large and small capital letters.

- ▶ FLA. S. COMM. ON GOVTL. OPS., A REVIEW OF INDEXING OF AGENCY ORDERS ISSUED PURSUANT TO CHAPTER 120, F.S., ADMINISTRATIVE PROCEDURE ACT 5-7 (1989) (available at Fla. Dep’t of State, Fla. State Archives, Tallahassee, Fla.).
- ▶ FLA. S. COMM. ON CHILD., FAMS. & ELDER AFF., REVIEW OF SECTION 63.082(6), F.S., INTERVENTION BY PRIVATE ADOPTION ENTITIES IN THE ADOPTION OF CERTAIN CHILDREN IN THE CUSTODY OF THE DEPARTMENT

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OF CHILDREN AND FAMILIES 2-3 (2009), *available at* http://www.flsenate.gov/data/Publications/2010/Senate/reports/interim_reports/pdf/2010-104cf.pdf.

3.7.2 Title

Do not abbreviate the title unless it is abbreviated in the original. For some reports there will not be a formal title; it will be “Final Report” or something similar.

Legal Documents:

The title of the publication should be underscored or *italicized* and reproduced exactly as it appears on the title page.

- ▶ Fla. H.R. Bill Drafting Serv., Guidelines for Bill Drafting 3 (1989).

Scholarly Works:

The title of the publication should appear in large and small capital letters and be reproduced exactly as it appears on the title page.

- ▶ FLA. H.R. BILL DRAFTING SERV., GUIDELINES FOR BILL DRAFTING 3 (1989).

3.7.3 Date

Abbreviate the month, if used. See *Bluebook* Table T.12 for the abbreviations of the names of the months.

3.7.4 Location

The place where someone may acquire or examine the report should be indicated in a parenthetical.

3.7.5 Short Forms: Use of “Hereinafter”

Short forms should include enough information to identify and distinguish the citation from any other short forms that might be used in the document.

3.7.6 Conference Committee Reports

These reports are not formally published or printed. Rather, they are usually short summaries prepared by the conference committee for a bill that explains to each house which version of the underlying bill is being recommended. These reports should be cited to the House or Senate journal when they are reproduced therein, *see supra* Rule 3.2; otherwise the typewritten report may be cited with a parenthetical indicating where a copy may be obtained.

Legal Documents:

- ▶ Fla. S. Jour. 1005 (Reg. Sess. May 31, 1985) (Conf. Comm. Rep. on Fla. CS for HJR 386); Fla. H.R. Jour. 1160 (Reg. Sess. May 31, 1985) (Conf. Comm. Rep. on Fla. CS for HJR 386).

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Scholarly Works:

- ▶ FLA. S. JOUR. 1005 (Reg. Sess. May 31, 1985) (Conf. Comm. Rep. on Fla. CS for HJR 386); FLA. H.R. JOUR. 1160 (Reg. Sess. May 31, 1985) (Conf. Comm. Rep. on Fla. CS for HJR 386).

3.8 Recordings of Legislative Proceedings

Ordinarily, legislative debates and testimony are not transcribed in full. Recordings for formal sessions are available through the Clerk of the House or Secretary of the Senate. The respective committees make recordings of committee debates. The Clerk, the Secretary, or the individual committees retain each recording for several years. When finished with the recordings, usually after each biennium, they are sent to the Legislative Library. The Legislative Library eventually sends all legislative materials to the Florida State Archives in the R.A. Gray Building, Tallahassee, Florida.

3.8.1 House or Senate Formal Proceedings

The basic form is:

Fla. [S. or H.R.], recording of proceedings (date) (location) (nature of matter under discussion or person who spoke).

Generally, the location parenthetical will be either “on file with Secretary” or “on file with Clerk.”

- ▶ Fla. S., recording of proceedings (Apr. 12, 1990) (on file with Secretary) (discussion of access to the floor of the Senate under SJR 2).

3.8.2 Committee Proceedings

The basic form is:

Fla. [S or H.R.] Comm. on [abbreviation for committee], [name of subcommittee if appropriate], recording of proceedings (date) (location) (nature of matter under discussion or person who spoke).

Generally, both committee and subcommittee recordings are kept on file with the committee.

- ▶ Fla. H.R. Comm. on Com., Subcomm. on Small Business, recording of proceedings (Apr. 16, 1985) (on file with comm.) (testimony of Barbara Garrett, representing the Nw. Fla. Creek Indians).

3.8.3 Short Forms: The Use of “Hereinafter”

Short form references may be used with either chamber or committee recordings. Short forms should include enough information to identify and distinguish the citation from any other short forms used in the document. This may include a committee’s proper abbreviation or the date of the recording. Note that the hereinafter form is in the same typestyle as the full citation. Also note that the hereinafter designation should go immediately after the full cite but before additional specific information that may vary from cite to cite.

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- ▶ Fla. H.R. Comm. on Colls. & Univs., recording of proceedings (May 23, 2001) (on file with comm.) [hereinafter H.R. Colls. & Univs. Recording].
- ▶ Fla. S. Comm. on Rules & Calen., recording of proceedings (Apr. 5, 1990) (available at Fla. Dep't of State, Fla. State Archives, Tallahassee, Fla.) [hereinafter April Committee Debate] (comments of Sen. Curt Kiser, Repub., St. Petersburg).

3.9 Transcripts of Legislative Proceedings

3.9.1 Basic Form

The basic form is:

Fla. [S. or H.R.] [committee, if applicable], transcript of proceedings [or hearing, if appropriate] at [page] (date of proceeding or hearing) (location of transcript) (nature of matter under discussion or person who spoke).

- ▶ Fla. H.R. Select Comm. on Sovereignty Lands, transcript of hearing at 40 (June 7, 1978) (available at Fla. Dep't of State, Fla. State Archives, Tallahassee, Fla.) [hereinafter H.R. SCSL Transcript] (statement of David Gluckman).

3.9.2 Unusual Pagination

If the transcript is not continuously paginated or the transcript is only a part of the hearing or proceeding, modify the usual form so that the citation will properly direct the reader to the location of the information. Citation to the line(s) in the transcript is abbreviated using *Bluebook* Table 16.

- ▶ Fla. S. Select Comm. on Sovereignty Lands, unpaginated partial transcript of recording of proceedings, ll. 375-83 (June 6, 1978, recording 1) (available at Fla. Dep't of State, Fla. State Archives, Tallahassee, Fla.) (statement of Dean Frank E. Maloney).

Where the statement of the witness has its own pagination, cite as follows:

- ▶ Fla. H.R. Select Comm. on Oil Spill Legis., Statement of C. Jensen at 2 (Oct. 11, 1973) (on file with comm.).

3.10 Office of Economic and Demographic Research

The Office of Economic and Demographic Research (EDR), formerly the Economic and Demographic Research Division of the Joint Legislative Management Committee, is a research arm of the Legislature. When requested, the Office provides objective data to the Legislature or committee staffs.

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When citing to the Office of Economic and Demographic Research, the form is:

Fla. Office Econ. & Demog. Resch., [Title], [Conference if applicable] [page number] (date if available) (location if appropriate).

- ▶ Fla. Office Econ. & Demog. Resch., 2001 Property Tax Roll Estimates, Ad Valorem Estimating Conference at 12 (Oct. 19, 2000).

If the document is available on the Office of Economic and Demographic Research's website, the form is:

- ▶ Fla. Office Econ. & Demog. Resch., Potential Fiscal Impact of Electric Utility Deregulation on Florida's Public Education Capital Outlay (PECO) Program at 3 (Dec. 1998), *available at* <http://edr.state.fl.us/reports/specialreports/Pecoreport/elec.pdf>.

When citing to materials from the Office of Economic & Demographic Research, the form is:

Fla. J. Legis. Mgmt. Comm., Div. of Economic & Demographic Research, computer printout at [page number] (date) (nature of the search or matter under discussion) (location).

- ▶ Fla. J. Legis. Mgmt. Comm., Div. of Economic & Demographic Research, computer printout at 15 (Feb. 5, 1986) (rep. on 1985 Fla. sales tax receipts, Leon County data) (available at Fla. Dep't of State, Fla. State Archives, Tallahassee, Fla.).

3.11 Official Legislative Rules

3.11.1 In Text

Both the House and Senate have codified rules governing the administration of their house and the behavior of their members. Specific references to the House or Senate Rules are capitalized, unabbreviated, and typed in normal roman typeface.

Florida House Rule 5.19 provides that legislation shall be considered pending if filed with the Clerk of the House and . . .

3.11.2 In Footnotes or Stand-Alone Cites

In a citation sentence, the basic form is:

Fla. [H.R. or S.] Rule [rule number] (year).

Legal Documents:

- ▶ Fla. H.R. Rule 5.19 (1990).

Scholarly Works:

- ▶ FLA. H.R. RULE 5.19 (1990).

3.11.3 Amendments to Rules and Proposed Rules

Amendments to a legislative rule or to a proposed legislative rule should be cited as unofficial material.

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- ▶ Fla. S. Comm. on Rules & Calen., Amendment 1 to S. Rules Rep. at 2 (proposed Mar. 9, 1989).

3.12 Identifying Information for Legislators

3.12.1 General Rule

The first time a member of the Legislature is mentioned in either the text or in a footnote, cite to the member's party and home town. The basic form is: [party], [home town].

- ▶ Representative Loranne Ausley⁵³ said

^{53.} Dem., Tallahassee.

3.12.2 First Reference Occurs in a Footnote

If the first reference to the member occurs in a footnote, then simply follow the member's name with the party and hometown. The below example shows some legislators who had been previously mentioned, thus, there is no party or hometown designation.

- ▶ The committee consisted of Senators Steven A. Geller, Dem., Hallandale Beach; Jim Horne, Rep., Orange Park; James E. King, Jr.; John M. McKay; Richard Mitchell, Dem., Jasper; J. Alex Villalobos, Rep., Miami.

3.12.3 Former Legislators

If the legislator is no longer in the legislature, then the footnote should indicate the term of office.

- ▶ In 1983, with encouragement from the Florida Press Association and the Florida Society of Newspaper Editors and the support of the Speaker of the House, Representative H. Lee Moffitt,⁵⁵ the Legislature enacted

^{55.} Dem., Tampa, 1974-1984.

3.12.4 Committee Heads

While the Florida Legislature has no express uniform method of title when referring to committee heads, the accepted practice among legislators is to use the term "Chair" to denote both male and female committee heads.

4. BILLS

4.1 Introduction of a Bill

Bills are either sponsored by individual members of the legislature or by committees of the legislature. When discussing legislation, it is important to remember that a bill requires nothing: it only *proposes* change in the law. Session laws (acts) and statutes require or permit action.

While an individual member's bill will not be heard by a committee until it has been formally introduced, the committees often hear "proposed committee bills" or "PCBs." These bills may eventually be formally introduced as committee bills, but they are heard by the committee before introduction for refinement and to avoid some of the technical amending procedures required of introduced bills.

Often a bill is substantially amended in committee, and it becomes a committee substitute. The committee substitute also may be amended into a new committee substitute, either in the same committee or when it is heard by another committee. Consequently, because some bills may be heard by as many as three committees, the final bill heard by the full house may be referred to as "the Committee Substitute for Committee Substitute for Committee Substitute for House/Senate Bill xxx."

Depending upon the author's approach, an article may discuss the legislation either by reference to the bill or to the act. However, the recommended course is for the basis of the discussion of passed legislation to be the act, with unpassed or earlier versions of the legislation discussed as the bill.

4.2 Passage of a Bill

Not all bills are passed by the legislature. In the final days of the legislative session, however, bills that are killed or die on the calendar or in committee may nevertheless become law. This occurs by amending another bill to include a second bill, in full or in part, or by including the thrust of the bill in the proviso language to the Appropriations Act. Technically, when a bill is amended to include all or part of another bill, the amendment form is to state the number of the bill that is being amended onto the host bill. When this occurs, the legislative computer will indicate this information, but notice may not be revealed to the chamber considering the amendment.

4.3 Passed Bills

4. BILLS

4.3.1 In Text

Textual references to passed bills that include the bill's number should be spelled out and capitalized. If the textual discussion does not include the bill's number, do not capitalize the phrase "bill."

- ▶ House Bill 601 was signed by Governor Crist on June 30, 2008.
- ▶ The bill amended the Condominium Act, making mandated improvements, such as fire safety equipment, common expenses of a condominium association.

4.3.2 In Footnotes or Stand-Alone Cites

Each time a bill is cited in a footnote, give its year.

- ▶ Fla. SB 20 (1985).

4.3.3 Bills With Numbered Sections

(a) Basic form. The basic form is:

- ▶ Fla. HB 237, § 4 (1994).

(b) Bills with subsections. Sections of bills frequently have subsections that correspond to their proposed location in the *Florida Statutes*. Retain the parentheses surrounding the subsection numbers, as well as those surrounding further subdivisions. The use of a parenthetical to indicate the proposed location of the subsection in the *Florida Statutes* is recommended.

- ▶ Fla. CS for HB 1907, § 5(1) (1996) (proposed FLA. STAT. § 106.024(1)).

4.3.4 Bills Without Numbered Sections

Joint resolutions (HJR and SJR) do not include numbered sections: they only enumerate the proposed or amended constitutional language. Because these resolutions lack numbered sections, indicate the page number of the resolution where the proposed language appears, and pinpoint the proposed changes to the constitution in a parenthetical notation.

- ▶ Fla. HJR 953 (1989) at 1-2 (proposed FLA. CONST. art III, § 19(a)).

4.3.5 Special Rule—Page and Line Form

If the section is long, particularly with appropriations or omnibus bills, it will be helpful to the reader to provide additional information. After citing to the section, indicate the page and line number, or line item, where the reference is located in the bill if appropriate. "Line" is abbreviated using *Bluebook* Table 16.

- ▶ Fla. HB 1750, § 2.1, at 266, l. 2004 (1989).

4.4 Parentheticals

4.4.1 Changing or Proposing Citations

Parentheticals for bills should be in the form “proposed” for new statutory enactments, or “proposed amendment to” for amendments or deletions to existing law.

- ▶ Fla. CS for HB 186, § 1 (1975) (proposed amendment to FLA. STAT. § 286.011(1)(b)).
- ▶ Fla. CS for SB 1225, § 3 (1985) (proposed FLA. STAT. § 562.51(3)).

4.4.2 Specific Version of a Bill

If the matter under discussion pertains to a specific version of a bill, indicate this in the parenthetical.

- ▶ Fla. HB 1352, § 15 (1985) (Second Engrossed).
- ▶ Fla. H.R. Comm. on Com., PCB 85-2, § 15 (draft of Apr. 26, 1985).

4.5 Titles of Bills

4.5.1 Location of Title on Bill

The title begins at the very top of the bill in a block-indented paragraph that may run on for several pages depending upon the length and complexity of the bill. These titles will not be reproduced in the *Florida Statutes*, but they will appear in the *Laws of Florida*.

4.5.2 In Text

Refer to the bill by its caption title, short title, or other descriptive phrase that helps to identify the bill.

- ▶ The House Drinking Age Bill also encountered problems.

4.5.3 In Footnotes or Stand-Alone Cites

A bill’s caption title, short title, or other descriptive phrase may be used in a parenthetical to help identify a bill.

- ▶ Fla. CS for SB 1 (1985) (The House Drinking Age Bill).

4.6 Subdivisions of Statutes and Bills

The Florida Legislature has its own way of referring to subdivisions within statutes and bills. While these names are not used in citations, they are set out below to help interpret any references that may be made by legislators, legislative staff, or legislative documents and publications. For citation form see *supra* Rule 4.3.3. The material is based upon the House Bill Drafting Service’s *Guidelines For Bill Drafting* (2001).

4. BILLS

987.01. **This is a catchline.**—This is a section with its catchline. When a section is subdivided it also sometimes has an “introductory paragraph” such as this paragraph.

(1) **SUBSECTION CATCHLINE.**—This is a subsection. Subsections are designated by arabic numerals within parentheses. If a subsection has its own catchline (most do not), it is capitalized as shown here.

(a) **Paragraph catchline.**—This is a paragraph. If a paragraph has its own catchline, it is styled like a catchline for the whole section.

1. This is a subparagraph. A subparagraph begins with an arabic numeral followed by a period.

a. This is a sub-subparagraph. Florida statutes are seldom broken down any further, but, if the occasion demands it there is the next division.

(I) This is the sub-sub-subparagraph which is designated by a Roman numeral within parentheses.

4.7 Proposed Committee Bills

These are bills proposed by the committees of the legislature. Once the committee has passed the proposed committee bill (referred to as a “PCB”), the bill is formally introduced and assigned a regular bill number.

4.7.1 In Text

In textual sentences, these references should be capitalized and spelled out when referring to a specific proposed committee bill.

- ▶ Senator Walker moved that the Committee adopt Proposed Committee Bill 12.
- ▶ The Committee, however, did not adopt the proposed committee bill.

4.7.2 In Footnotes or Stand-Alone Cites

(a) General Form. The standard form for citation sentences is:

Fla. [H.R. or S.] Comm. on [abbreviation for committee], PCB [number] (year) (optional description or clarification).

If appropriate, include “draft of” and the date of the draft in the parenthetical that indicates the year. Depending upon the context, a parenthetical notation indicating what bill the PCB is a preliminary draft for may also be included.

- ▶ Fla. H.R. Comm. on Ethics & Elecs., PCB 90-6 (draft of Mar. 30, 1990) (proposed FLA. CONST. art. IV, § 13(b)).

(b) Sections. Sections within a bill are cited in the same way that they are for statutes. *See infra* Rule 5.5.2.

Sections within a proposed committee bill are cited in the same way that they are within any other bill.

- ▶ Fla. S. Comm. on Com., PCB 85-3, § 3 (draft of Mar. 27, 1985).

4.8 Committee Substitutes and Amendments

4.8.1 In Text

Textual references to committee substitutes that include the bill's number should be spelled out and capitalized. If the textual discussion does not include the bill's number, do not capitalize the phrase "committee substitute."

- ▶ Committee Substitute for House Bill 145 became a vehicle for House Bill 1378.
- ▶ The committee substitute addressed the concerns of key legislators.

4.8.2 Multiple Committee Substitutes

If the bill is captioned as a committee substitute for a committee substitute (or as a committee substitute for a committee substitute for a committee substitute) then either refer to the bill as a specific committee's substitute (or as a specific committee's second committee substitute).

- ▶ Representative Lewis spoke against the Commerce Committee's Committee Substitute for House Bill 112.
- ▶ Senator DuRant agreed that the Appropriations Committee's second Committee Substitute for Senate Bill 157 provided too much money for the Department.

4.8.3 Committee Amendments to a Bill

Bill amendments that take place upon the floor are cited to the legislative journals. *See supra* Rule 3.3. However, bill amendments in committee should be cited in the following form:

- ▶ Fla. [H.R. or S.] Comm. on [abbreviation for committee], [title of amendment] [optional, "at" with page number] (year or exact date if necessary) (location) (optional description).

4.9 Appropriations Bills

- ▶ Fla. H.R. Comm. on Approp., Amend. 1C to Amend. 1 to SJR 2 (1990) (on file with comm.) (proposed Fla. Const. art. III, § 4(e)).

4.9.1 General Information

The appropriations bill is essentially the same as any other bill, except that a single section of an appropriations bill may exceed 100

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pages. Therefore, it is often helpful to include a citation to the item number of the appropriation. *See supra* Rule 4.3.5.

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5.1 Authority

Whenever possible, cite to the official codification of Florida law, the *Florida Statutes*. For laws that are not available in the official code, or when desired for clarity or adoption reference, cite in accordance with Rule 9.800, *Florida Rules of Appellate Procedure*. Since 1999 the Florida Statutes have been published in their entirety annually. Before then they were published bi-annually following each odd-year regular session and a supplement was published following each even-year regular session.

5.2 Chapters

A chapter in the *Florida Statutes* represents all of the relevant statutory law on a particular subject. While the legislature may create specific chapters, the legislature's Division of Statutory Revision has the final authority to determine where the legislation will be codified. This is why some laws do not appear in the statutes where the bill identifies their placement. A detailed explanation of the codification procedure can be found in the beginning of any volume of the *Florida Statutes*. A chapter in the *Florida Statutes* is *not* a session law chapter.

5.3 Sections

Sections of the *Florida Statutes* represent a further subdivision of each chapter. The legislature's Division of Statutory Revision has the final authority over the location of the sections within the chapters. The Division provides numerous cross-reference tables in each volume of the statutes. A section in the *Florida Statutes* is *not* a session law section.

5.4 In Text

(a) General Form

Legal Documents:

- ▶ Section 95.11(3)(c), Florida Statutes (2000), governs the statute of limitations for any action founded on the design, planning, or construction of improvements to real property.

Use the abbreviated citation form of the *Florida Statutes* in the text of legal documents when the citation is intended to stand alone.

- ▶ The statute of limitations for any action founded on the design, planning, or construction of improvements

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to real property is four years. See § 95.11(3)(c), Fla. Stat. (2000).

Scholarly Works:

When referring to the *Florida Statutes* in the text of a scholarly article or in textual discussion in footnotes, the *Bluebook* recommends the following form in Rule 12.9:

- ▶ Section 95.11(3)(c) of the Florida Statutes governs the statute of limitations for any action founded on the design, planning, or construction of improvements to real property.

In practice, however, most scholars have adopted a format that differs from the *Bluebook* in that it underscores or *italicizes* the words “*Florida Statutes*” in the text of the article.

- ▶ Section 95.11(3)(c), *Florida Statutes*, governs the statute of limitations for any action founded on the design, planning, or construction of improvements to real property.

(b) Multiple Sections

Use the designation “section” even if the reference is to subsections, paragraphs, or other subunits of the section. Do not capitalize or abbreviate “section(s)” in textual discussions.

- ▶ During the debate, Representative Abrams noted that section 119.07(1)(b) had provided that when the nature or the volume of a request
- ▶ According to section 102.012(6), if there are fewer than 300 registered electors one election board is sufficient.

When the reference is to multiple units, use the plural.

- ▶ Sunset and Sundown reports are required by sections 11.61 and 11.611, Florida Statutes.

However, if you are referring to a subsection or paragraph without the preceding chapter or section number, use the classifications in Rule 4.6, *supra*. Do not capitalize or abbreviate the “subsection,” “paragraph,” “subparagraph,” or any other subdivision classification in textual discussions.

- ▶ Representative Abrams turned the focus of the debate to paragraph (1)(b).
- ▶ If subsection (6) is controlling law, one election board is sufficient for this precinct.

(c) Multiple References to a Statute. It is not necessary to refer to the “*Florida Statutes*” every time a section or chapter is mentioned in the text as long as the year of the statutes discussed is the same. Continued reference to the “*Florida Statutes*” in textual discussions may be useful for purposes of clarity or emphasis.

The *Matthews* court found that section 627.7372 did not bar a cause of action by an insured against his insurer.

(d) Entire Chapters

Refer to an entire chapter in the same manner as a section.

- ▶ Chapter 380, *Florida Statutes*, requires that before undertaking . . .
- ▶ House Bill 287 makes only a minor change in the vested rights provisions of chapter 380.

5.5 In Footnotes or Stand-Alone Cites

5.5.1 Basic Form

(a) *Florida Statutes*. The basic form is:

Legal Documents:

- ▶ § 350.34, Fla. Stat. (1973).
- ▶ § 120.53, Fla. Stat. (Supp. 1974).

Scholarly Works:

When referring to the *Florida Statutes* in footnotes or stand-alone cites of a scholarly article, use the following format:

- ▶ FLA. STAT. § 25.381 (2000).

(b) *Florida Statutes Annotated*. The *Florida Statutes Annotated* is the unofficial version of the *Florida Statutes*. Citation to the *Florida Statutes* is strongly preferred. Otherwise cite to the *Florida Statutes Annotated*.

Legal Documents:

- ▶ 32 Fla. Stat. Ann. 116 (Supp. 1975).

Scholarly Works:

- ▶ FLA. STAT. ANN. § 159.09 (West 1993).

5.5.2 Sections

Abbreviate section references in a footnote citation sentence by using the section symbol (§).

(a) Single section. Use a single section symbol with a space between the section symbol and the section's number.

Legal Documents:

- ▶ § 40.01, Fla. Stat. (2000).

Scholarly Works:

- ▶ FLA. STAT. § 40.01 (2000).

(b) Consecutive Sections. Use two section symbols with no space between them, although there is a space between the two section symbols and the sections' numbers. Identical numbers preceding a punctuation mark may be omitted unless it will cause confusion.

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Legal Documents:

- ▶ §§ 120.54-.541, Fla. Stat. (2000).

Scholarly Works:

- ▶ FLA. STAT. §§ 120.54-.541 (2000).

(c) Nonconsecutive Sections. Use two section symbols with no space between them, although there is a space between the second section symbol and the first section number. Use commas to separate nonconsecutive section numbers.

Legal Documents:

- ▶ §§ 240.229, .2997(1), Fla. Stat. (2000).

Scholarly Works:

- ▶ FLA. STAT. §§ 240.229, .2997(1) (2000).

(d) Multiple Subdivisions Within a Single Section. Use a single section symbol with a space between the section symbol and the section's number.

Legal Documents:

- ▶ § 186.021(1), (4), Fla. Stat. (1995).

Scholarly Works:

- ▶ FLA. STAT. § 186.021(1), (4) (1995).

5.5.3 Entire Chapter

Use the abbreviation “ch.” when citing to an entire chapter.

Legal Documents:

- ▶ Ch. 119, Fla. Stat. (2000).

Scholarly Works:

- ▶ FLA. STAT. ch. 119 (2000).

5.6 Year of a Statute

5.6.1 In Text

The first time a statute is cited, there must be an indication of the year of the statute under discussion. When the statute is subsequently discussed in the text, it is not necessary to give the year each time the statute is cited.

Legal Documents:

- ▶ Section 90.803(23), Florida Statutes (2000), currently provides a hearsay exception for certain statements of a child victim of abuse.

Scholarly Works:

The first citation to a statute in the text of the document must be accompanied by a footnote identifying the full citation form of the statute.

- ▶ Section 90.803(23), *Florida Statutes*, currently provides a hearsay exception for certain statements of a child victim of abuse.⁸⁵

⁸⁵ FLA. STAT. § 90.803(23) (2000).

5.6.2 In Footnotes

Each time a full citation to a statute occurs, include the year. A short citation form may be used (i.e., an “*id.*” form) in subsequent citations.

Legal Documents:

- ▶ 86. § 120.69(7), Fla. Stat. (2000).
- ▶ 87. Id. § 119.12.

Scholarly Works:

- ▶ 88. FLA. STAT. § 120.69(7) (2000).
- ▶ 89. *Id.* § 119.12.

Where the “*id.*” form is used, do not include the year of the statute with the citation unless the short form citation is to a statute of a different year.

Legal Documents:

- ▶ 90. §§ 92.53(1), .54(1), Fla. Stat. (1989).
- ▶ 91. Id. § 95.11 (Supp. 1990).

Scholarly Works:

- ▶ 92. Fla. Stat. §§ 92.53(1), .54(1) (1989).
- ▶ 93. *Id.* § 95.11 (Supp. 1990).

5.7 Historical Reference

When textual discussion concerns the present state of the law, cite to the current edition of the *Florida Statutes*. When the discussion deals with the law of an earlier time, as in a discussion of an earlier court opinion construing a statute, cite to the earlier edition of the *Florida Statutes* with which the discussion deals.

Legal Documents:

- ▶ Section 731.34, Florida Statutes (1955), provided for the wife’s claim to dower to be free from all liabilities of the deceased spouse’s estate.

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Scholarly Works:

- ▶ Section 731.34 provided for the wife's claim to dower to be free from all liabilities of the deceased spouse's estate.⁹⁴
- ⁹⁴ FLA. STAT. § 731.34 (1955).

5.7.1 Repeal

When citing a statute that has been repealed, indicate the year of repeal parenthetically, or cite the repealing session law in full if pertinent to the discussion.

Legal Documents:

- ▶ § 191.04, Fla. Stat. (Supp. 1994) (repealed 1995).
- ▶ § 191.04, Fla. Stat. (Supp. 1994), repealed by ch. 95-344, Laws of Fla.

Scholarly Works:

- ▶ FLA. STAT. § 191.04 (Supp. 1994) (repealed 1995).
- ▶ FLA. STAT. § 191.04 (Supp. 1994), *repealed by* Act effective June 16, 1995, ch. 95-344, 1995 Fla. Laws 3024.

If the cited statute has been repealed and recodified elsewhere, use either the form “(repealed and recodified [year])” or the form “(current version at FLA. STAT. § xxx.xx ([year])).”

5.7.2 Amendment

When citing a statute that has since been amended *once*, indicate the year of amendment, or cite the amending session law in full if pertinent to the discussion. If the statute has been amended more than once, citation to the earlier edition of the *Florida Statutes* alone is sufficient. *See supra* Rule 5.7.

Legal Documents:

- ▶ § 364.339, Fla. Stat. (1993), amended by ch. 95-403, § 27, at 3338-39, Laws of Fla.
- ▶ § 364.339, Fla. Stat. (1993) (amended 1995).

Scholarly Works:

- ▶ FLA. STAT. § 364.339 (1993), *amended by* Act effective July 1, 1995, ch. 95-403, § 27, 1995 Fla. Laws 3311, 3338-39.
- ▶ FLA. STAT. § 364.339 (1993) (amended 1995).

5.8 Name of a Statute

A statute has a name only if there is a specific statement to that effect in the statute itself. Do not confuse names of statutes with titles of acts. Often the official name of the statute is the same as that for the act and is found in the section of the statute referring to “Short Title.”

Section 688.001, Florida Statutes, states: “Sections 688.001-688.009 may be cited as the ‘Uniform Trade Secrets Act.’”

The phrase “Uniform Trade Secrets Act” is the name of the statute and the Act. This name may be used in a textual discussion.

5.9 Form for Quotation of Statutes

5.9.1 Basic Form of Statutes

In the official publication, most statutes begin with a section number and catchline followed by the text of the statute.

409.405. Court placement of delinquent children. — Any court having jurisdiction to place delinquent children may . . .

5.9.2 Form of Block Quotation: Complete Quotation

Block quotations should be used when the quotation consists of fifty or more words. *See Bluebook* Rule 5.1. Indent the first line of a block quotation when quoting the entire text. Eliminate the section number and catchline unless it is needed for a specific purpose. The paragraph should remain indented because titles and catchlines are only editorial devices and technically not part of the codification.

5.9.3 Form of Block Quotation: Incomplete Quotation

If anything more than the section number and catchline is omitted, do not indent the paragraph for the block quotation.

5.9.4 Quoting Further Internal Subdivisions

While the following is an example of a correct citation, try to avoid quotations consisting of large omissions.

► Under section 680.1031(1)(g), Florida Statutes, a finance lease is defined as a lease in which:

1. The lessor does not select, manufacture, or supply the goods;

. . . and

3. Either:

a. The lessee receives a copy of the contract evidencing the lessor’s purchase of the goods on or before signing the lease contract;

. . . .

. . . or

d. Only if the lease is not a consumer lease, on or before the signing of the lease contract by the lessee the lessor:

. . . .

III. Advises the lessee in writing to contact the supplier for a description of any such rights.

To alleviate the confusion caused in footnotes such as the one above, use a narrative to tie the blocks of material together:

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► Under section 680.1031(1)(g), Florida Statutes, a finance lease is defined as a lease in which “[t]he lessor does not select, manufacture, or supply the goods.” In addition, the lessee must receive “a copy of the contract evidencing the lessor’s purchase of the goods on or before the lease contract” or, in the case of a non-consumer lease, the lessor must “on or before the signing of the lease contract by the lessee . . . [advise] the lessee in writing to contact the supplier for a description of any such rights.”

6. FLORIDA SESSION LAWS

6.1 Basic Form

Bills that have passed the Florida Legislature and become law are reproduced in their entirety in the session laws. A session law's section numbers will be identical to those that appeared in the bill.

The statutes are the selected reproduction of the portions of each session law that have general applicability. For example, the title of the bill and the "Whereas" clauses that appear at the beginning of a bill are not reproduced in the statutes, but they do appear in the session laws, and they are sometimes used by the courts to determine the legislative intent of the act.

The session law should be cited only when it is the subject of discussion. Thus, if the text refers to an earlier legislative action, it is appropriate to cite to the session law because that is the product of the legislative action. Similarly, if a court deals with a new law before it has been codified, a citation to the session law would be required.

6.1.1 In Text

The basic form is:

Legal Documents:

- ▶ Florida's Administrative Procedure Act was extensively revised by chapter 96-159, Laws of Florida.

Scholarly Works:

- ▶ Florida's Administrative Procedure Act was extensively revised by chapter 96-159, Florida Laws.

6.1.2 In Footnotes or Stand-Alone Cites

For scholarly works, *Bluebook* Rule 12.4(a) recommends that session laws without official or popular names be identified with the form "Act of [date of enactment]." Dates of enactment, however, are not provided in the official *Laws of Florida*. Instead, use the secondary identification form recommended by the *Bluebook*, "Act effective [date of effectiveness]." The effective date is usually found in the last section of the session law. This section may read, "This act shall take effect on becoming a law." In such cases, the effective date will be the date the act is either approved by the Governor or becomes law without his or her signature, one of which is normally indicated at the end of the session law.

The Florida Constitution (in Article III, section 9) provides that when the legislature enacts a law without an effective date, the law goes into effect on the sixtieth day after adjournment sine die of the session of the legislature in which the law was enacted. In such cases,

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as well as when major provisions within the same law have differing effective dates, the identification form should be omitted. Legal documents should only indicate the official or popular name of the law.

The basic form is:

Legal Documents:

- ▶ Ch. 96-159, Laws of Fla.

Scholarly Works:

- ▶ Act effective Oct. 1, 1996, ch. 96-159, 1996 Fla. Laws 147.

6.2 Priority

Always cite to the official *Laws of Florida*. If the official *Laws of Florida* are unavailable, cite to West's Florida Session Laws Service.

The basic form for West's Florida Session Law Service is:

Legal Documents:

- ▶ Ch. 90-50, § 6, 1990 Fla. Sess. Law Serv. 64, 75 (West) (to be codified at § 415.504(4)(c)(1)(g), Fla. Stat.).

Scholarly Works:

- ▶ Act effective June 11, 1990, ch. 90-50, § 6, 1990 Fla. Sess. Law Serv. 64, 75 (West) (to be codified at FLA. STAT. § 415.504(4)(c)(1)(g)).

6.3 Chapter Numbers

Session law chapter numbers appear at the head of each bill approved by the legislature, signed by the Governor, and filed with the secretary of state. The secretary of state assigns these numbers in the order the acts are filed with the office. The first two digits of the chapter number represent the year of the legislation; the numbers after the hyphen indicate the numerical order in which the acts appear in the session laws. The numbers assigned in the session laws differ from those assigned in the *Florida Statutes*. Note that before 1957, the secretary of state used a different numbering system that numbered all session laws from the nineteenth century until 1956 in a consecutive numbering system. When citing to pre-1957 session laws in legal documents, include the year of the law.

Legal Documents:

- ▶ Ch. 22000, Laws of Fla. (1943).

Scholarly Works:

- ▶ Act effective June 10, 1943, ch. 22000, 1943 Fla. Laws 702.

6.4 Section Numbers

There are two types of section numbers: those in the *Florida Statutes*, and those in the *Laws of Florida*. Each act begins with section one and is numbered consecutively throughout. Sometimes the act does not contain the intended location of codification in the *Florida Statutes*. For example, in the *Laws of Florida*, the Uniform Trade Secrets Act was divided into ten sections. After becoming a law, it was codified at sections 688.001-.009, *Florida Statutes*, but the location in the statutes was not established by the enactment.

More frequently, each act also contains the intended location of codification in the *Florida Statutes*. For example, chapter 88-337, *Laws of Florida*, created the Family Policy Act. It provided as follows:

Section 13. Section 39.403, Florida Statutes, is amended to read: . .

..

Textual reference to the aforementioned section is “Section thirteen of the Act,” or “Section 39.403, *Florida Statutes*,” but not “Section 39.403 of the Act.”

6.5 Sections of Acts

Use the section symbol when referring to a specific section within the session law. Provide a pinpoint reference to the page in the *Laws of Florida* on which the material can be found. In scholarly articles, indicate the page on which the act begins as well. Include a parenthetical reference to the *Florida Statutes* if it is helpful to identify the specific portion of the section of the act under discussion.

Legal Documents:

- ▶ 1. Ch. 90-109, § 13, at 326, Laws of Fla.
- ▶ 2. *Id.* § 8, at 319 (amending § 713.135(1)(d), Fla. Stat. (1989)).
- ▶ 3. Ch. 89-114, § 2, at 310, Laws of Fla. (codified at § 287.133(3)(e)(1), Fla. Stat. (1989)).

Scholarly Works:

- ▶ 1. Ch. 90-109, § 13, 1990 Fla. Laws 307, 326.
- ▶ 2. *Id.* § 8, 1990 Fla. Laws at 319 (amending FLA. STAT. § 713.135(1)(d) (1989)).
- ▶ 3. Act effective July 1, 1989, ch. 89-114, § 2, 1989 Fla. Laws 307, 310 (codified at FLA. STAT. § 287.133(3)(e)(1) (1989)).

6.5.1 Subsections of Acts

Sections of an act frequently have subsections that correspond to their anticipated location in the *Florida Statutes*. Retain the parentheses surrounding the subsection numbers (as well as those sur-

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rounding further subdivisions). A parenthetical indicating the location of the subsection in the *Florida Statutes* may be used if it is helpful to identify the subsection.

Legal Documents:

- ▶ Electronic Signature Act of 1996, Ch. 96-224, § 4(3), at 838, Laws of Fla. (codified at § 282.72(3), Fla. Stat. (Supp. 1996)).

Scholarly Works:

- ▶ Electronic Signature Act of 1996, ch. 96-224, § 4(3), 1996 Fla. Laws 837, 838 (codified at FLA. STAT. § 282.72(3)(a) (Supp. 1996)).

6.6 Names of Acts

The legal title of an act is found in the language directly following the chapter and bill number. If the title is not reproduced in the statutes it will be in the session laws.

Chapter 91-74, House Bill 1431 is entitled: “An act relating to bias in Florida’s court and justice systems”

Do not use the legal title to identify an act in the footnotes of scholarly articles unless it is the official or popular name (e.g., the Uniform Trade Secrets Act). For acts without official or popular titles see *supra* Rule 6.1.2.

6.6.1 In Text

When referring to an act by its name, capitalize according to its appearance in the statutes. Also, on first reference to the act, include a footnote that cites to the statute or session law that designates the name of the act.

- ▶ The Electronic Signature Act of 1996 was intended¹¹⁸
^{118.} Electronic Signature Act of 1996, ch. 96-224, § 1, 1996 Fla. Laws 837, 837 (codified at FLA. STAT. § 282.70 (Supp. 1996)).

6.6.2 Short Forms

After the first reference to an act by its full name, it is permissible in subsequent references to simply use “Act” as a short form reference.

- ▶ The Electronic Signature Act of 1996 was intended to boost confidence in electronic signatures. The Act was also meant to reduce the number of forged electronic signatures.

6.6.3 In Footnotes or Stand-Alone Cites

If an act has an official name, it should be cited the first time the act is referenced, but it is not necessary if the text gives the full name of the act.

Legal Documents:

- ▶ The Uniform Trade Secrets Act, ch. 88-254, Laws of Fla. (codified at §§ 688.001-.009, Fla. Stat. (1989)).

Scholarly Works:

- ▶ The Uniform Trade Secrets Act, ch. 88-254, 1988 Fla. Laws 1377 (codified at FLA. STAT. §§ 688.001-.009 (1989)).

6.7 Short Forms

6.7.1 Use of “*Id.*”

“*Id.*” alone is sufficient when, on subsequent reference in the next footnote, the citation is to the same section. However, if the next footnote is to the same act but to a different section, then include the section number, the session law reporter (except in legal documents), and the page on which the cited section begins.

Legal Documents:

- ▶ 1. Ch. 91-74, § 1, at 455, Laws of Fla. (amending § 43.29, Fla. Stat. (1989)); *id.* § 4, at 456 (to be codified at § 760.51, Fla. Stat.); *id.* § 5, at 456 (to be codified at § 16.57, Fla. Stat.).
- ▶ 2. Ch. 90-50, § 6, 1990 Fla. Sess. Law Serv. 64, 75 (West) (to be codified at § 415.504(4)(c)(1)(g), Fla. Stat.).
- ▶ 3. *Id.*
- ▶ 4. Ch. 90-109, Laws of Fla.
- ▶ 5. *Id.* § 3, at 313 (amending § 713.03(1), Fla. Stat. (1989)).

Scholarly Works:

- ▶ 1. Act effective Oct. 1, 1991, ch. 91-74, § 1, 1991 Fla. Laws 455, 455 (amending FLA. STAT. § 43.29, (1989)); *id.* § 4, 1991 Fla. Laws at 456 (to be codified at FLA. STAT. § 760.51,); *id.* § 5, 1991 Fla. Laws at 456 (to be codified at FLA. STAT. § 16.57).
- ▶ 2. Act effective June 11, 1990, ch. 90-50, § 6, 1990 Fla. Sess. Law Serv. 64, 75 (West) (to be codified at FLA. STAT. § 415.504(4)(c)(1)(g)).
- ▶ 3. *Id.*
- ▶ 4. Ch. 90-109, 1990 Fla. Laws 307.
- ▶ 5. *Id.* § 3, 1990 Fla. Laws at 313 (amending FLA. STAT. § 713.03(1) (1989)).

6.7.2 Other Acceptable Short Citation Forms

In addition to the “*id.*” form, other short citation forms for Florida session laws may be used *in scholarly works only*. The following ex-

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amples illustrate the use of acceptable short forms to refer to cited session laws:

- ▶ 1. Electronic Signature Act of 1996, ch. 96-224, 1996 Fla. Laws 837.
- ▶ 2. Act effective Oct. 1, 1996, ch. 96-159, 1996 Fla. Laws 147.
- ▶ 3. Electronic Signature Act § 5, 1996 Fla. Laws at 838.
- ▶ 4. Ch. 96-159, § 13, 1996 Fla. Laws at 174.

6.8 Parenthetical Indicating Statutory Change

6.8.1 General Rule

Include a parenthetical reference to aid the reader in finding the law in the current version of the *Florida Statutes*. This is not needed if the law is no longer in force and there is no current version to cite. However, in such a case, indicate that the law has been repealed, amended, or transferred. See *supra* Rule 5.7 for guidance on the citation format for *Florida Statutes* in these instances.

6.8.2 Creation of New Statutes: “To Be Codified At”

If it is a new law, indicate parenthetically where it is to be codified if the official statutes containing the new act are not yet published. If relying upon the bill or session laws for the citation, the parenthetical should read “(to be codified at § xxx.xx, Fla. Stat.)” in legal documents or “(to be codified at FLA. STAT. § xxx.xx)” in scholarly works, with no year for the statute indicated.

Legal Documents:

- ▶ Ch. 91-74, § 10, at 457, Laws of Fla. (to be codified at § 943.1715, Fla. Stat.).

Scholarly Works:

- ▶ Act effective Oct. 1, 1991, ch. 91-74, § 10, 1991 Fla. Laws 455, 457 (to be codified at FLA. STAT. § 943.1715).

6.8.3 Creation of New Statutes: Codification Completed

Once the session law is codified in the official statutes, indicate parenthetically its location in the current code. Use the form “codified at” if indicating a historical fact or the legislation as it appeared when first codified. Use the form “current version at” to reflect any amendments since enactment when referencing the current codification of the act. If the codification is to a supplement to the *Florida Statutes*, which came out in the even-numbered years prior to 1999, use the form “(Supp. 19xx)” for the year of the statute.

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Legal Documents:

- ▶ Ch. 88-337, § 21, at 1773-76, Laws of Fla. (codified at § 415.504(4)(a), Fla. Stat. (1989)).
- ▶ Ch. 85-55, § 14(g), at 230, Laws of Fla. (current version at § 163.3202(2)(g), Fla. Stat. (1989)).

Scholarly Works:

- ▶ Ch. 88-337, § 21, 1988 Fla. Laws 1750, 1773-76 (codified at FLA. STAT. § 415.504(4)(a) (1989)).
- ▶ Ch. 85-55, § 14(g), 1985 Fla. Laws 207, 230 (current version at FLA. STAT. § 163.3202(2)(g) (1989)).

6.8.4 Amending Existing Law

If the session law amends an existing law, then the parenthetical must indicate the existing statute and the year of the statute being amended. This information will be indicated in the act.

Legal Documents:

- ▶ Ch. 91-75, § 1, at 459, Laws of Fla. (amending § 581.192, Fla. Stat. (1989)).

Scholarly Works:

- ▶ Act effective July 1, 1991, ch. 91-75, § 1, 1991 Fla. Laws 459, 459 (amending FLA. STAT. § 581.192 (1989)).

See *supra* Rule 5.7.2 for citations to a statute that has since been amended.

6.8.5 Amending and Recodifying Existing Law

If the session law amends an existing law and directs that it be codified at a new location, then indicate both the amended section as well as the new location in a single parenthetical.

Legal Documents:

- ▶ Ch. 91-74, § 3, at 456, Laws of Fla. (amending § 39.024(2)(b), Fla. Stat. (Supp. 1990), to be codified at § 39.024(2)(c), Fla. Stat.).

Scholarly Works:

- ▶ Act effective Oct. 1, 1991, ch. 91-74, § 3, 1991 Fla. Laws 455, 456 (amending FLA. STAT. § 39.024(2)(b) (Supp. 1990), to be codified at FLA. STAT. § 39.024(2)(c)).

6.8.6 Reenacting Law

If the session law reenacts a previously repealed statute, indicate the reenactment in a parenthetical.

6. FLORIDA SESSION LAWS

Legal Documents:

- ▶ Ch. 91-187, § 3, at 1588, Laws of Fla. (reenacting § 270.22, Fla. Stat.).

Scholarly Works:

- ▶ Act effective Oct. 1, 1991, ch. 91-187, § 3, 1991 Fla. Laws 1587, 1588 (reenacting FLA. STAT. § 270.22).

7. FLORIDA CONSTITUTIONAL MATERIALS

Most constitutional provisions begin with a section number and catchline followed by the text of the section.

Section 23. Right of Privacy. — Every natural person has the right to be let alone and free from governmental intrusion into the person's private life except as otherwise provided herein.

7.1 In Text

Spell out the terms (such as article, section, etc.) but not the numbers. Do not italicize the words “Florida Constitution.”

- ▶ If the Governor dies, article IV, section 3, subsection (a) of the Florida Constitution provides that the Lieutenant Governor shall become Governor.

7.2 In Footnotes or Stand-Alone Cites

As with statutes, the citation form for constitutions is different for scholarly works and legal documents. In either case, use roman numerals for the article number and arabic numerals for the section number (regardless of the form used by the original source). However, in scholarly works, the phrase “FLA. CONST.” should be in large and small capital letters and should be the first element in the citation.

Legal Documents:

- ▶ Art. V, § 3(b)(3), Fla. Const.

Scholarly Works:

- ▶ FLA. CONST. art. V, § 3(b)(3).

7.3 Annotations

When citing an annotation to the Florida Constitution, use the following form, with a parenthetical indicating the subject of the annotation.

The basic form is:

[Volume] Fla. Stat. Ann. [page] (year).

Legal Documents:

- ▶ 26A Fla. Stat. Ann. 497 (1995) (annot. to art. XII, § 10, Fla. Const.).

Scholarly Works:

- ▶ 26A FLA. STAT. ANN. 497 (1995) (annot. to FLA. CONST. art. XII, § 10).

7. FLORIDA CONSTITUTIONAL MATERIALS

7.4 Proposed Constitutional Amendments

Cite to a proposed amendment to the Florida Constitution by citing to the legislative resolution number, page number where the proposed amendment may be found, and year. Indicate the section to be amended in a parenthetical.

Legal Documents:

- ▶ Fla. SJR 341 (1989) at 2 (proposed art. III, § 19(a)-(c), Fla. Const.).

Scholarly Works:

- ▶ Fla. SJR 341 (1989) at 2 (proposed FLA. CONST. art. III, § 19(a)-(c)).

8. EXECUTIVE BRANCH MATERIALS

8.1 Executive Orders

Executive orders issued by Florida governors generally take the form of presidential executive orders. *See Bluebook* Rule 14.7.

8.1.1 Basic Form

Spell out and use lower case letters if general reference to an executive order is made. References to executive orders should be footnoted to include all identifying information.

- ▶ Governor Bush, in December of 2000, signed an executive order creating a task force charged with making recommendations to improve the election process, standards, and technology employed in Florida.¹⁵³

¹⁵³ Fla. Exec. Order No. 00-349 (Dec. 14, 2000).

Specific References: Spell out and capitalize the phrase “Executive Order” when referring to a particular executive order by number.

- ▶ In 2000, to help rectify this situation, Governor Jeb Bush issued Executive Order 00-349.

If available, include the date of the order:

- ▶ Fla. Exec. Order No. 00-349 (Dec. 14, 2000).

8.2 Executive Veto

The Governor transmits the veto of a bill in the form of a letter to the secretary of state. Citation to the Governor’s veto should refer to the legislation vetoed, the letter sent to the secretary of state, and the present location of the letter.

- ▶ Veto of Fla. HB 1717 (2001) (letter from Gov. Bush to Sec’y of State Katherine Harris, June 19, 2001) (on file with Sec’y of State, The Capitol, Tallahassee, Fla.).

When citing to the Governor’s line item veto power with respect to the state budget, use the above format and include a parenthetical indicating the dollar amount of the budget deletion.

- ▶ Veto of Fla. CS for CS for SB 792, § 18 (2001) (letter from Gov. Bush to Sec’y of State Katherine Harris, May 31, 2001) (deleting \$196,000) (on file with Sec’y of State, The Capitol, Tallahassee, Fla.).

8. EXECUTIVE BRANCH MATERIALS

8.3 Executive Departments

8.3.1 In Text

When identifying an agency completely, start with the department followed by the division, bureau, section, and subsection (as appropriate). Depending upon the context, it is sometimes appropriate for the word “Florida” to appear before the department’s name. The names of agencies are spelled out in both text and textual discussions in footnotes. However, when the agency is more frequently known by an acronym, that acronym may be used on subsequent reference.

- ▶ Financing statements are filed with the Department of State, Division of Corporations, Bureau of Uniform Commercial Code, Documents Examination Section.
- ▶ The Department of Law Enforcement (FDLE) provides annual reports on Florida crime statistics based on data gathered from across the state.

8.3.2 In Footnotes or Stand-Alone Cites

See Table 3 for abbreviation of an agency’s name in a citation sentence in a footnote.

- ▶ Interview with Jerome W. Hoffman, Chief, Antitrust Section, Div. of Econ. Crimes, Dep’t of Legal Aff. (Aug. 22, 1989) (available at Fla. Dep’t of State, Fla. State Archives, Tallahassee, Fla.).

8.4 Florida Attorney General Opinions

8.4.1 In Text

Do not capitalize or abbreviate “opinion” in textual discussions.

- ▶ In opinion 89-39, the attorney general concluded that aides of county commissioners are generally not subject to the Sunshine Law

8.4.2 In Footnotes or Stand-Alone Cites

Legal Documents:

When citing to advisory opinions of the attorney general in footnotes or stand-alone cites in legal documents, the basic form is:

Op. Att’y Gen. Fla. [opinion number] (year).

- ▶ Op. Att’y Gen. Fla. 01-40 (2001).

Scholarly Works:

When citing to formal advisory opinions of the attorney general in the footnotes of scholarly articles, the general form is:

[opinion number] Fla. Op. Att’y Gen [page] (year).

- ▶ 92-14 Fla. Op. Att’y Gen. 1 (1992).

8.5 Florida Administrative Code

8.5.1 In Text

When referring to the *Florida Administrative Code* in a textual sentence, it should be underscored or *italicized*:

- ▶ The Department's rules are found in chapter 1C of the *Florida Administrative Code*. The Bureau's rules are found in Rule 1C-6 of the Code.

8.5.2 In Footnotes or Stand-Alone Cites

(a) General Form. The *Florida Administrative Code* is published in a permanent compilation entitled "*Florida Administrative Code*" pursuant to the provisions of chapter 120, Florida Statutes. The Code is also available online at <http://www.flrules.org>.

The basic citation form is:

Fla. Admin. Code R. [number] (date).

Cite to an entire chapter of the *Florida Administrative Code* as follows:

- ▶ FLA. ADMIN. CODE ANN. ch. 10-5 (1990).

Legal Documents:

In footnotes or stand-alone cites in legal documents, the abbreviation should appear in ordinary roman type:

- ▶ Fla. Admin. Code R. 9J-14.006 (1990).

Scholarly Works:

In the footnotes of scholarly articles, the abbreviation should appear in large and small capitals:

- ▶ FLA. ADMIN. CODE R. 9J-14.006 (1990).

(b) Short Form: The Use of "Id." When citing to the exact material as in the preceding footnote, use "*id.*" alone. When the second citation is to the Code but to a different rule, use "*id.*" followed by the rule number. Include the year if it is different than the preceding footnote.

- ▶ 1. FLA. ADMIN. CODE r. 28-3.031 (1990).
- ▶ 2. *Id.* r. 28-3.031(1).
- ▶ 3. *Id.* r. 28-5.111 (Aug. 1989).

8.6 Florida Administrative Weekly

8.6.1 In Text

When referring to the *Florida Administrative Weekly* in a textual sentence, it should be underscored or *italicized*.

8. EXECUTIVE BRANCH MATERIALS

- ▶ The Department of Business Regulation published its emergency rule in the June 28, 1991, edition of the *Florida Administrative Weekly*.

8.6.2 In Footnotes or Stand-Alone Cites

The basic form is:

[volume number] Fla. Admin. W. [page] (date).

Abreviate *Florida Administrative Weekly* in ordinary roman type in citations in legal documents and scholarly works.

- ▶ The State Touring Program rule published in the *Florida Administrative Weekly* provides for bringing state touring companies to local communities.¹⁶⁹

^{169.} 17 Fla. Admin. W. 2724 (June 21, 1991).

8.7 Public Employees Relations Commission Decisions

8.7.1 In Text

Public Employees Relations Commission decisions are published in two separate reporters: the *Florida Public Employee Reporter* and the *Florida Career Service Reporter*. When referring to either of these reporters in a textual sentence, the title should be underscored or *italicized*.

- ▶ The decisions of the Public Employees Relations Commission are published in the *Florida Public Employee Reporter* and the *Florida Career Service Reporter*.

8.7.2 In Footnotes or Stand-Alone Cites

(a) *Florida Public Employee Reporter*. For citation to the *Florida Public Employee Reporter*, the basic form is:

[volume number] F.P.E.R. ¶ [number] (year).

- ▶ 8 F.P.E.R. ¶ 13385 (1982).

(b) *Florida Career Service Reporter*. For citation to the *Florida Career Service Reporter*, the form is:

[volume number] F.C.S.R. ¶ [number] (year).

- ▶ 8 F.C.S.R. ¶ 077 (1993).

8.8 Florida Public Service Commission Decisions

8.8.1 In Text

Florida Public Service Commission decisions are published in the *Florida Public Service Commission Reporter*. When referring to the *Florida Public Service Commission Reporter* in a textual sentence, it should be underscored or *italicized*.

- ▶ The decisions of the Florida Public Service Commission are reported in the *Florida Public Service Commission Reporter*.

8.8.2 In Footnotes or Stand-Alone Cites

Decisions of the Florida Public Service Commission can be cited in one of two ways: (1) to the publication of the rule, or (2) to the rule itself.

(a) Citation to the publication of the rule. The basic form is:

[volume number] Fla. Pub. Serv. Comm'n Rep. [page] (year).

- ▶ 81 Fla. Pub. Serv. Comm'n Rep. 2:120 (1981).

Before 1977, Florida Public Service Commission Orders were not formally published in a reporter. These orders should be cited as follows:

- ▶ *In re* Application of Florida Power Corporation for approval of territorial agreement with City of Ocala, Docket No. 7061-EU, Order No. 3799, at 3 (F.P.S.C., Apr. 28, 1965).

(b) Citation to the rule itself. The form is:

[volume number] F.P.S.C. [page] (year).

- ▶ *In re* Application of Tampa Elec. Co., 81 F.P.S.C. 2:120 (1981).

If appropriate, the docket number, order number, date of the order, or subject of the order may be included in a parenthetical.

- ▶ *In re* Application for a rate increase in Lee County by FFEC SIX, Inc., 91 F.P.S.C. 2:420 (1991) (Docket No. 900521-WS; Order No. 24128, Feb. 18, 1991) (order suspending proposed rate schedules and granting interim rates, subject to refund).

8.9 Decisions of All Other Agencies

Most decisions of administrative agencies are not published in an official reporter. Selected administrative decisions are published in the *Florida Administrative Law Reporter* or the *Florida Environment and Land Use Reporter*. Decisions in all cases heard by the Division of Administrative Hearings (DOAH) are available on DOAH's website, www.doah.state.fl.us. Decisions in cases not heard by DOAH are available from the agency that heard the case.

8. EXECUTIVE BRANCH MATERIALS

8.9.1 *Florida Administrative Law Reporter*

It is permissible to cite to the *Florida Administrative Law Reporter* for decisions included in that reporter.

8.9.1.1 In Text

When referring to the *Florida Administrative Law Reporter* in a textual sentence, it should be underscored or *italicized*.

- ▶ The decision was reported in the *Florida Administrative Law Reporter*.

8.9.1.2. In Footnotes or Stand-Alone Cites

The basic form is:

[volume number] F.A.L.R. [page] ([agency][year]).

- ▶ 2 F.A.L.R. 648-A (Fla. Dep't of Ins. 1980).

8.9.2 *Florida Environment and Land Use Reporter*

This reporter publishes selected administrative decisions regarding the environment and land use in Florida. The reporter also publishes district court and circuit court cases in areas related to the environment. If the circuit court case is not reported in an official reporter or *Florida Law Weekly*, it is permissible to cite to the *Florida Environment and Land Use Reporter*.

8.9.2.1 In Text

When referring to the *Florida Environment and Land Use Reporter* in a textual sentence, it should be underscored or *italicized*.

- ▶ The decision was reported in the *Florida Environment and Land Use Reporter*.

8.9.2.2. In Footnotes or Stand-Alone Cites

The basic form is:

[volume number] E.R. F.A.L.R. [page] ([agency or court][date]).

8.9.3 Decisions Not Published in a Reporter

8.9.3.1 DOAH Cases

Recommended Orders and Final Orders issued by DOAH are available on DOAH's website, www.doah.state.fl.us, as are agency Final Orders issued in cases in which DOAH issued a Recommended Order. Pinpoint citations should be to the paragraph number, if available.

(a) DOAH Final Orders. For cases in which DOAH issued the Final Order, the basic form is:

[party names], Case No. [DOAH case number] (DOAH [date]).

8. EXECUTIVE BRANCH MATERIALS

- ▶ *Kline v. Dep't of Financial Servs.*, Case No. 07-5243RU (DOAH Dec.6, 2007).

(b) DOAH Recommended Orders.

For cases in which DOAH issued a Recommended Order that was adopted without modification by the agency in its Final Order, the basic form is:

[party names], Case No. [DOAH case number] (DOAH [date]; [agency acronym] [date]).

- ▶ *Eckerd Youth Alternatives, Inc. v. Dep't of Juvenile Justice*, Case No. 07-4609BID (DOAH Dec. 14, 2007; DJJ Jan. 10, 2008).

For cases in which DOAH issued a Recommended Order that was modified in some way by the agency in its Final Order, the basic form is:

[DOAH case number] (DOAH [date]), [explanatory phrase], [agency case number] ([agency acronym] [date]).

- ▶ *Parkinson v. Reily Enterprises, LLC*, Case No. 06-2842 (DOAH Feb. 12, 2007), *rejected in part by*, Case No. 06-1418 (DEP Mar. 29, 2007).

8.9.3.2 Non-DOAH Cases

Final Orders issued by agencies in cases that are not heard by DOAH are available from the agency, typically from the agency clerk. A number of agencies post their Final Orders on the agency's website. The citation should identify where a copy of the final order can be obtained.

The number assigned to the Final Order for indexing purposes often differs from the case number assigned by the agency. It is permissible to refer to either the final order number or the case number, as long as the citation is clear.

The basic forms are:

(a) By case number:

[party names], Case No. [case number] ([agency acronym] [date]) (available from [location]).

- ▶ *French v. Dep't of Children & Families*, Case No. 04F-0563 (DCF Nov. 22, 2004) (available from agency clerk).

(b) By final order number:

[party names], Final Order No. [final order number] ([agency acronym] [date]) (available from [location]).

- ▶ *In re Town of Inglis Petition for Waiver*, Final Order No. 07-0590 (DEP Apr. 12, 2007) (available at http://www.dep.state.fl.us/legal/Final_Orders/finalorders.htm)

8. EXECUTIVE BRANCH MATERIALS

8.10 *Florida Administrative Practice Manual*

8.10.1 In Text

When referring to the *Florida Administrative Practice Manual* in a textual sentence, it should be underscored or *italicized*.

The model rule is promulgated in the *Florida Administrative Practice Manual*.

8.10.2 In Footnotes or Stand-Alone Cites

The basic form is:

Fla. Admin. Practice § [section], at [page] (year).

Legal Documents:

In footnotes or stand-alone cites in legal documents, the abbreviation should appear in ordinary roman type:

- ▶ Fla. Admin. Practice § 3.03, at 3-5 to 3-10 (Supp. 1995).

Scholarly Works:

In the footnotes of scholarly articles, the abbreviation should appear in large and small capitals:

- ▶ FLA. ADMIN. PRACTICE § 3.03, at 3-5 to 3-10 (Supp. 1995).

9. JUDICIAL BRANCH MATERIALS

9.1 Rules

Legal Documents:

In footnotes or stand-alone cites in legal documents, cite the rules adopted by the Florida Supreme Court and published in *Florida Rules of Court* in the following manner:

- ▶ Fla. R. Jud. Admin. 2.051.

Scholarly Works:

In the footnotes of scholarly articles, the abbreviation for the rule should appear in large and small capitals:

- ▶ FLA. R. JUD. ADMIN. 2.051.

Cite the creation of the rule to the published opinion, if available.

- ▶ *In re* Fla. Rule of Appellate Procedure 9.800(n), Citations, 661 So. 2d 815 (Fla. 1995).
- ▶ *In re* Interest on Trust Accounts: A Petition to Amend the Rules Regulating the Fla. Bar, 538 So. 2d 448 (Fla. 1989).
- ▶ *In re* Amendment to Rules of Judicial Admin., 465 So. 2d 1217 (Fla. 1985).

9.2 Published Reports

Cite these reports as one would cite official legislative branch reports. *See supra* Rule 3.7.

Legal Documents:

- ▶ Comm. on Court Statistics and Workload, Report of the Committee on Court Statistics and Workload 2 (Nov. 1, 1984) (on file with Court Adm'r, Fla. Sup. Ct.).
- ▶ Judicial Council of Fla., 1985 Annual Report C-1 (Feb. 1, 1986) (minutes of meeting) (on file with Court Adm'r, Fla. Sup. Ct.).
- ▶ Auditor Gen., Report on Audit of the Supreme Court of Florida for the Fiscal Year Ended June 30, 1983, 5 (May 31, 1984) (on file with Clerk, Fla. Sup. Ct.).

9. JUDICIAL BRANCH MATERIALS

Scholarly Works:

- ▶ COMM. ON COURT STATISTICS AND WORKLOAD, REPORT OF THE COMMITTEE ON COURT STATISTICS AND WORKLOAD 2 (Nov. 1, 1984) (on file with Court Adm'r, Fla. Sup. Ct.).
- ▶ JUDICIAL COUNCIL OF FLA., 1985 ANNUAL REPORT C-1 (Feb. 1, 1986) (minutes of meeting) (on file with Court Adm'r, Fla. Sup. Ct.).
- ▶ AUDITOR GEN., REPORT ON AUDIT OF THE SUPREME COURT OF FLORIDA FOR THE FISCAL YEAR ENDED JUNE 30, 1983, 5 (May 31, 1984) (on file with Clerk, Fla. Sup. Ct.).

9.3 Unpublished Minutes

Minutes of meetings that have not been published in a report as indicated above are cited similarly to Transcripts of Legislative Proceedings. *See supra* Rule 3.9.

- ▶ Judicial Council of Fla., minutes of meeting at 3 (Mar. 13, 1986).

9.4 Administrative Orders

Cite these administrative orders like executive orders. *See supra* Rule 8.1. Give the title and number of the order, if available, and the date. Include a parenthetical indicating where a copy of the order may be obtained.

- ▶ *In re* Time Standards for Trial and Appellate Courts, Fla. Admin. Order (Apr. 12, 1985) (on file with Clerk, Fla. Sup. Ct.).
- ▶ *Lineman v. Dep't of Corr.*, Fla. Admin. Order (July 23, 1990) (on file with Clerk, Div. of Admin. Hearings).
- ▶ Fla. Admin. Order No. 90-3106 (Fla. Sept. 13, 1990) (on file with Clerk, Fla. Sup. Ct.).

9.5 Identifying Information for Judges

When discussed, either in the text or in a textual footnote, judges must be fully identified. Thus, a judge mentioned in the text is not footnoted as a legislator would be.

- ▶ Judge J.E. Joanos of Florida's First District Court of Appeal raised a practical problem

Note that a member of the Florida Supreme Court should not formally be referred to as "Judge [name]." "Justice" is the appropriate title for members of the Florida Supreme Court.

- ▶ Justice Ben F. Overton was the first Florida Supreme Court justice to be selected under the merit selection process.
- ▶ Chief Justice Peggy A. Quince is the first African-American woman to sit on Florida's highest court.

9.6 *Florida Bar Journal*

Legal Documents:

- ▶ John F. Harkness, Jr., The Case for More Judges, Fla. B.J., Apr. 1995, at 10, 10.

Scholarly Works:

Cite to articles published in the *Florida Bar Journal* according to *Bluebook* Rule 16.4.

- ▶ John F. Harkness, Jr., *The Case for More Judges*, FLA. B.J., APR. 1995, at 10, 10.

10. FLORIDA CASES

10.1 Official Reporter

Always cite to the official *Southern Reporter*, if possible. However, for cases decided between 1886 and 1948, a citation to the official *Florida Reports* is appropriate if a *Southern Reporter* is not readily available. For all cases decided before 1886, cite to the official *Florida Reports*. See *Bluebook* Table T.1.

10.2 Unofficial Reporter

Cite to the *Florida Law Weekly* only if the opinion does not yet appear in the *Southern Reporter*. See *Bluebook* Table T.1.

10.3 Courts

When referring to a court, capitalize according to the rules in Rule 1.4(a).

10.4 In Footnotes or Stand-Alone Cites

(a) Florida Supreme Court

Cite to the Southern Reporter, Southern Reporter Second, or Southern Reporter Third, if therein. Otherwise, cite to Florida Reports for cases from 1846-1948 not in the Southern Reporter, or cite to the Florida Law Weekly for opinions not yet in an official reporter. Examples are below.

Citation to Southern Reporter, Southern Reporter Second, or Southern Reporter Third:

- ▶ Sawyer v. State, 113 So. 736 (Fla. 1927).
- ▶ D'Angelo v. Fitzmaurice, 863 So. 2d 311 (Fla. 2003).
- ▶ Orme v. State, 25 So. 3d 536 (Fla. 2009).

Citation to Florida Reports:

- ▶ Livingston v. L'Engle, 22 Fla. 427 (1886).

Citation to Florida Law Weekly (for Opinions Not Yet Published in an Official Reporter):

- ▶ Traylor v. State, 17 Fla. L. Weekly S42 (Fla. Jan. 16, 1992).

(b) Florida District Courts of Appeal

The *Bluebook* recommends using “(Fla. Dist. Ct. App.)” as the parenthetical identifier when citing to a district court of appeal decision. This form, however, does not indicate to which of Florida’s five district courts of appeal the citation refers. Thus, Florida Rule of Appel-

10. FLORIDA CASES

late Procedure 9.800 provides that the specific district court should be indicated by number, followed by the abbreviation “DCA.” Fla. R. App. P. 9.800(b).

- ▶ *Sotolongo v. State*, 530 So. 2d 514 (Fla. 2d DCA 1988).

Recent Opinions Not Yet Published in an Official Reporter:

- ▶ *Myers v. State*, 16 Fla. L. Weekly D1507 (Fla. 4th DCA June 5, 1991).

(c) Florida Circuit Courts

- ▶ *Fenty v. State*, 45 Fla. Supp. 2d 74 (Fla. 11th Cir. Ct. 1991).

(d) Florida County Courts

- ▶ *Swezy v. Ramos*, 45 Fla. Supp. 2d 181 (Fla. Dade Cty. Ct. 1990).

(e) Slip Opinions

Cite to the slip opinion only if the decision has not been published in the *Southern Reporter* or *Florida Law Weekly*. Alternatively, cite to a commercial electronic database as provided in *Bluebook* Rule 10.9(a)(ii).

- ▶ *Myers v. State*, No. 90-1092, slip op. at 6 (Fla. 4th DCA June 5, 1991).
- ▶ *Myers v. State*, 1991 WL 52901, at *5 (Fla. 4th DCA June 5, 1991).

10.5 Court Orders

In legal documents or scholarly works, cite to orders issued by Florida courts by giving the title of the order, if titled, along with the location of the material, followed by the case name and case number. Include a parenthetical indicating the name of the court and the date the order was issued. If the order is not titled, simply title it as “Order” and include a parenthetical describing the order.

- ▶ Order at 1, *Hernandez v. State*, No. SC08-2449 (Fla. Jan. 6, 2009) (order dismissing the case).
- ▶ Order for Petitioner – Appellant Motion for Extension, *Simmons v. Dept. of Bus. & Prof'l Reg.*, No. 1D02-980 (1st DCA Jul. 8, 2002).
- ▶ Order Granting Motion to Intervene, *Fla. Hometown Democracy, Inc v. Browning*, No. 07-CA-2278 (Fla. 2d Cir. Ct. Oct. 22, 2007).

11. MISCELLANEOUS REFERENCES

11.1 Correspondence

The basic form is:

Letter from [or “Memorandum from”] [name and title, abbreviated, of author of item] to [name and title, abbreviated, of recipient] (date) (subject of item, if appropriate) (location of item).

For an individual who is a staff member of the Florida Legislature, include a reference to “Fla. H.R.” or “Fla. S.” in the title reference. For state legislators, each legislator’s name should be preceded by the abbreviation for the house the legislator is a member of (“Sen.” or “Rep.”) followed by the member’s name and, if it is the first reference to the legislator, the abbreviation for the political party to which the member belongs and the member’s home town.

- ▶ Letter from Larry Polivka, Ass’t Secretary, HRS Aging and Adult Servs., to June Noel, Exec. Dir., Fla. Pepper Comm’n on Aging (May 23, 1990) (available at Fla. Dep’t of State, Fla. State Archives, Tallahassee, Fla.).
- ▶ Letter from David K. Coburn, Staff Dir., Fla. H.R. Majority Office, to Carroll Webb, Exec. Dir., Fla. Legis J.Admin. Procs. Comm. (Oct. 16, 1990) (on file with House Speaker’s office).

11.2 Interviews

The basic form is:

Interview with [name and title, abbreviated, of the person interviewed] [location of interview if in-person interview] (date of interview) (location of notes or recording of interview if available).

For an individual who is a staff member of the Florida Legislature, include a reference to “Fla. H.R.” or “Fla. S.” in the title reference. For state legislators, each legislator’s name should be preceded by the abbreviation for the house the legislator is a member of (“Sen.” or “Rep.”) followed by the member’s name and, if first reference, the abbreviation for the political party to which the member belongs, and the member’s home town.

If the subject is a lobbyist, indicate after the individual’s title that the individual is a “lobbyist for” and then indicate the appropriate group that the lobbyist represents, as recorded in the Lobbyist Registration book prepared by the Clerk of the Florida House of Representatives.

- ▶ Interview with Karen Stolting, Staff Dir., Fla. Legis. J. Comm. Info. Tech. Res. in Tallahassee, Fla. (Mar. 28, 1996) (recording available at Fla. Dep’t of State, Fla. State Archives, Tallahassee, Fla.).
- ▶ Interview with Rep. Elaine Gordon, Dem., Miami, in Orlando, Fla. (Apr. 1, 1990) (notes on file with author).

11. MISCELLANEOUS REFERENCES

- ▶ Telephone Interview with Wade Hopping, Att’y, lobbyist for ITT Cmt’y. Dev. Corp. and Gulfstream Land & Development Corp. (July 10, 1985).
- ▶ Telephone Interview with Steve Metz, representing Fla. Lumbermen & Material Dealers Ass’n (Aug. 1, 1989) (notes available at Fla. Dep’t of State, Fla. State Archives, Tallahassee, Fla.).

11.3 Press Releases

The basic form is:

Press Release, [office, name and title, abbreviated, of sender] (subject of press release) (date of press release) (location of copy of press release).

- ▶ Press Release from Fla. H.R. Majority Office, Rep. Ron Silver, Dem., N. Miami, Chair (Apr. 1, 1994) (detailing reasons for decline of Republican Party over the last twenty years) (on file with Fla. St. U. L. Rev., Tallahassee, Fla.).

11.4 Location Parentheticals

When a citation requires the inclusion of a parenthetical that indicates the location of the document, report, or other item, use the formats given below.

11.4.1 Online

The form is:

- ▶ *available at* http://www.flsenate.gov/cgi-bin/View_Page.pl?Tab=legislators&Submenu=1&File=111909.html&Directory=legislators/senate/025/press/.

11.4.2 Committee That Wrote Document

The form is:

- ▶ (on file with comm.)

11.4.3 Florida State Archives

If the document is located at the Florida State Archives, use the following form:

(available at Fla. Dep’t of State, Fla. State Archives, ser. [number], carton [number], Tallahassee, Fla.)

- ▶ Memorandum from Bob Crawford, 1988 President-designate, Fla. S., to Members, Advisory Comm. (Oct. 17, 1988) (discussing the Advisory Comm.) (available at Fla. Dep’t of State, Fla. State Archives, ser. 157, carton 153, Tallahassee, Fla.).

For cited materials that may be difficult to obtain, no series or carton numbers are required.

- ▶ For a detailed proposal of such an assisted living program, see K. Wilson, *Assisted Living: The Merger of Housing and Long-Term*

11. MISCELLANEOUS REFERENCES

Care Services (unpublished paper, available at Fla. Dep't of State, Fla. State Archives, Tallahassee, Fla.).

11.4.4 Legislative Library

The form is:

- ▶ (available at Fla. Legis. Library, Fla. Dep't of State, Div. of Library Servs., Tallahassee, Fla.)

11.4.5 State Library

The form is:

- ▶ (available at Fla. Dep't of State, Div. of Library Servs., Tallahassee, Fla.)

11.4.6 Law Reviews and Journals

If a legal publication has a copy of the item on file, then indicate this in the following manner:

- ▶ (on file with Florida State University Law Reivew)

11.4.7 Other Forms

See Tables 1-5 to devise an appropriate short form for the location of other documents, reports, or materials. If the item is held by the office that created or received the item, use the form "on file with" to introduce the location. If the item is held by a library, archives, or other such repository use the form "available at."

11.5 Florida Newspapers

(a) **General form.** Citation to Florida newspapers follows the format of *Bluebook* Rule 16.5.

Legal Documents:

- ▶ Craig Crawford, Ask Right Question, Answer May Follow, Orlando Sent., Feb. 20, 1995, at A14.
- ▶ Study: Cuts in Benefits Are Needed, St. Pete Times, Dec. 31, 1994, at A7.

Scholarly Works:

- ▶ Craig Crawford, *Ask Right Question, Answer May Follow*, ORLANDO SENT., Feb. 20, 1995, at A14.
- ▶ *Study: Cuts in Benefits Are Needed*, ST. PETE TIMES, Dec. 31, 1994, at A7.

(b) **Abbreviations.** The following is a list of common abbreviations used when citing Florida newspapers. Abbreviations follow *Bluebook* tables T.6 and T.13.

Beach BCH.
Business BUS[.]

11. MISCELLANEOUS REFERENCES

Chronicle.....	CHRON.
Commercial.....	COM.
County.....	CTY.
East [ern].....	E.
Florida.....	FLA.
Journal.....	J.
North [ern].....	N.
Northeast [ern].....	NE.
Northwest [ern].....	NW.
Reporter.....	REP.
Sentinel.....	SENT.
South [ern].....	S.
Southeast [ern].....	SE.
Southwest [ern].....	SW.
Record.....	REC.
Democrat.....	DEM.
Tribune.....	TRIB.
West [ern].....	W.

11.6 Florida Law School Publications

(a) General form. Citation to Florida Law School Journals follows the format of *Bluebook* Rules 16.3, 16.4, and 16.6.

Legal Documents:

- ▶ Ruth Gana Okediji, The Alien-Citizen Paradox and Other Consequences of U.S. Colonialism, 26 Fla. St. U. L. Rev. 1, 27 (1998).
- ▶ S. Brent Spain, Comment, Florida Beach Access: Nothing but Wet Sand?, 15 J. Land Use & Env'tl. L. 167, 172 (1999).

Scholarly Works:

- ▶ Ruth Gana Okediji, *The Alien-Citizen Paradox and Other Consequences of U.S. Colonialism*, 26 FLA. ST. U. L. REV. 1, 27 (1998).
- ▶ S. Brent Spain, Comment, *Florida Beach Access: Nothing but Wet Sand?*, 15 J. LAND USE & ENVT'L L. 167, 172 (1999).

(b) Abbreviations. The following is a list of abbreviations for journals published by law schools located in Florida. Abbreviations follow *Bluebook* Rule 6.1(a) and table T.13. (Publications followed by an asterisk are either no longer in existence or have been renamed.)

Journal	Abbreviation
Barry Law Review.....	BARRY L. REV.
Business Law Journal*.....	U. MIAMI BUS. L.J.
Florida Coastal Law Journal*.....	FLA. COASTAL L.J.
Florida Coastal Law Review.....	FLA. COASTAL L. REV.

11. MISCELLANEOUS REFERENCES

Florida International Law Journal*	FLA. INT'L L.J.
Florida International University Law Review	FLA. INT'L U. L. REV.
Florida Journal of International Law	FLA. J. INT'L L.
Florida Journal of Technology Law & Policy	FLA. J. TECH. L. & POL'Y
Florida Law Review	FLA. L. REV.
Florida State University Business Review	FLA. ST. U. BUS. REV.
Florida State University Journal of Transnational Law & Policy	FLA. ST. U. J. TRANSNAT'L L. & POL'Y
Florida State University Law Review	FLA. ST. U. L. REV.
Florida Tax Review	FLA. TAX REV.
ILSA Journal of International & Comparative Law	ILSA J. INT'L & COMP. L.
International Travel Law Journal	INT'L TRAVEL L.J.
Journal of International Aging, Law & Policy	J. INT'L AGING L. & POL'Y
Journal of International Wildlife Law & Policy	J. INT'L WILDLIFE LAW & POL'Y
Journal of Land Use & Environmental Law	J. LAND USE & ENVTL. L.
Miami Tax Law Chronicle*	MIAMI TAX L. CHRON.
Nova Law Review	NOVA L. REV.
Psychology, Public Policy and Law	PSYCHOL. PUB. POL'Y & L.
Stetson Law Forum*	STETSON L.F.
Stetson Law Review	STETSON L. REV.
St. Thomas Law Review	ST. THOMAS L. REV.
University of Florida Journal of Law and Public Policy	U. FLA. J.L. & PUB. POL'Y
University of Florida Law Review*	U. FLA. L. REV.
University of Miami Business Law Review	U. MIAMI BUS. L. REV.
University of Miami Entertainment & Sports Law Review*	U. MIAMI ENT. & SPORTS L. REV.
University of Miami Inter-American Law Review	U. MIAMI INTER-AM. L. REV.
University of Miami International and Comparative Law Review	U. MIAMI INT'L & COMP. L. REV.
University of Miami Law Review	U. MIAMI L. REV.
University of Miami Yearbook of International Law*	U. MIAMI Y.B. INT'L L.

12. INTERNET CITATIONS

Only cite to the internet source if there is no print source available, or if the printed source is obscure or hard to find, and when the citation to an internet source will substantially improve access to the same information contained in the print source. It is always acceptable to provide an internet source as a parallel citation. See *Bluebook* Rule 18.2 for rules on formatting internet citations and for examples of those rules.

Table 1. Past and Present Legislative Committees

Table 1. Citation Abbreviations: Past and Present Legislative Committees

Abbreviations follow Rule 2.2 and *Bluebook* tables T.6, T.7, T.9, T.10, and T.11. For citation form, see Rules 3.4 and 3.5.

Senate Committee	Abbreviation
Agriculture	Agric.
Agriculture and Consumer Services	Agric. & Consumer Servs.
Appropriations	Approp.
Banking and Insurance	Banking & Ins.
Budget	Budget
Children and Families	Child. & Fams.
Children, Families, and Elder Affairs	Child., Fams. & Elder Aff.
Children, Families and Seniors	Child., Fams. & Seniors
Commerce	Com.
Commerce and Economic Opportunity	Com. & Econ. Opp.
Commerce and Economic Opportunities	Com. & Econ. Opps.
Communications and Public Utilities	Commc'ns. & Pub. Utils.
Community Affairs	Cmty. Aff.
Comprehensive Planning, Local and Military Affairs	Comp. Plan., Loc. & Mil. Aff.
Corrections, Probation & Parole	Corr., Prob. & Parole
Criminal and Civil Justice	Crim & Civ. Just. Approp.
Appropriations	
Criminal Justice	Crim. Just.
Economic Opportunities Policy and Calendar Committee	Econ. Opps. Pol'y & Cal.
Education	Educ.
Education Facilities Appropriations	Educ. Fac. Approp.
Education Pre-K-12	Educ. Pre-K-12
Education Pre-K-12 Appropriations	Educ. Pre-K-12 Approp.
Environmental Preservation and Conservation	Envtl. Preserv. & Conser.
Ethics and Elections	Ethics & Elecs.
Executive Business, Ethics & Elections	Exec. Bus., Ethics & Elecs.
Finance and Taxation	Fin. & Tax'n
Finance, Taxation & Claims	Fin., Tax'n & Cls.
Fiscal Policy and Calendar Committee	Fiscal Pol'y & Cal.
Fiscal Resource	Fiscal Resource
General Government Appropriations	Gen. Gov't Approp.
Governmental Operations	Govtl. Ops.
Governmental Oversight and Productivity	Govtl. Oversight & Prod.
Governmental Reform & Oversight	Govtl. Reform & Oversight
Gubernatorial Appointments and Confirmations	Gub. Appointments & Confs.

Table 1. Past and Present Legislative Committees

Health, Aging and Long-Term Care	Health, Aging & Long-Term Care
Health and Human Services Appropriations	Health & Hum. Servs. Approp.
Health & Rehabilitative Services	HRS
Health & Rehabilitative Services Reorganization	HRS Reorg.
Health Care.....	Health Care
Health Policy.....	Health Pol’y
Health Regulation	Health Reg.
Higher Education.....	Higher Educ.
Higher Education Appropriations.....	Higher Educ. Approp.
International Trade, Economic Development & Tourism	Int’l Trade, Econ. Dev. & Tourism
Judiciary	Judiciary
Law and Justice Policy	Law & Just. Pol’y & Cal. and Calendar Committee
Military Affairs & Domestic Security	Mil. Aff. & Domestic Sec.
Natural Resources	Nat. Res.
Natural Resources & Conservation	Nat. Res. & Conser.
Oversight and Procedural Policy	Oversight & Proc. Pol’y & Cal.
Personnel, Retirement & Collective Bargaining	Pers., Ret. & Coll. Barg.
Professional Regulation.....	Reg.
Reapportionment	Reapp.
Regulated Industries	Reg’d Indus.
Responsible Regulation Policy	Resp. Reg. Pol’y & Cal. and Calendar Committee
Rules & Calendar	Rules & Cal.
Rules.....	Rules
Select Committee on Apportionment.....	App. & Redist. and Redistricting
Social Responsibility Policy.....	Soc. Resp. Pol’y & Cal. and Calendar Committee
Steering Committee on Fiscal Issues.....	Fiscal Issues
Transportation.....	Transp.
Transportation and Economic Development Appropriations	Transp. & Econ. Dev. Approp.
Ways and Means.....	Ways & Means

House Committee/Council	Abbreviation
21 st Century Competitiveness.....	21st Cent. Comp.
Academic Excellence.....	Acad. Excellence
Aging and Human Services.....	Aging & Hum. Servs.
Agribusiness.....	Agribus.
Agriculture.....	Agric.
Agriculture & Consumer Affairs.....	Agric. & Consumer Aff.
Agriculture & Consumer Services	Agric. & Consumer Servs.
Agriculture & Environment	Agric. & Env’t Approp. Appropriations
Appropriations.....	Approp.

Table 1. Past and Present Legislative Committees

Audit & Performance.....	Audit & Perf.
Banking.....	Banking
Business & Professional Regulation.....	Bus. & Prof'l Reg.
Business Development & International Trade	Bus. Dev. & Int'l Trade
Business Regulation.....	Bus. Reg.
Business Regulation & Consumer Affairs	Bus. Reg. & Consumer Aff.
Child & Family Security.....	Child. & Fam. Sec.
Children & Families.....	Child. & Fams.
Children & Family Empowerment.....	Child. & Fam. Empwmt.
Choice & Innovation.....	Choice & Innov.
Civil Justice.....	Civ. Just.
Civil Justice & Claims.....	Civ. Just. & Cl.
Civil Justice.....	Civ. Just.
Claims.....	Cl.
Colleges & Universities.....	Colls. & Univs.
Commerce.....	Com.
Community Affairs.....	Cmty. Aff.
Community Colleges & Career Prep.....	Cmty. Colls. & Career Prep
Community Colleges & Workforce.....	Cmty. Colls. & Workforce
Congressional Redistricting.....	Cong. Redist.
Conservation & State Lands.....	Conser. & State Lands
Constitution & Civil Law.....	Const. & Civ. L.
Consumer Affairs.....	Consumer Aff.
Corrections.....	Corr.
Council for Competitive Commerce.....	Competitive Com.
Council for Healthy Communities.....	Healthy Cmtys.
Council for Lifelong Lifelong Learning.....	Lifelong Learning
Council for Ready Infrastructure.....	Ready Infrastructure
Council for Smarter Government.....	Smarter Gov't
Courts.....	Courts
Crime Prevention, Corrections &..... Safety	Crime Prevention, Corr. & Saf.
Crime & Punishment.....	Crime & Pun.
Criminal Justice.....	Crim. Just.
Criminal Justice & Corrections.....	Crim. Just. & Corr.
Criminal Justice Appropriations.....	Crim. Just. Approp.
Domestic Security.....	Domestic. Sec
Economic Development & International Trade	Econ. Dev. & Int'l Trade
Economic Development.....	Econ. Dev.
Economic Development.....	Econ. Dev.
Economic Development, Trade &..... Banking	Econ. Dev. Trade & Banking
Economic Expansion..... & Infrastructure	Econ. Expansion &Infrastructure
Economic Impact.....	Econ. Impact
Education.....	Educ.
Education Appropriations.....	Educ. Approp.
Education Innovation.....	Educ. Innov.
Education Innovation & Career..... Preparation	Educ. Innov. & Career Prep.
Education/K-12.....	Educ./K-12

Table 1. Past and Present Legislative Committees

Education K-20	Educ. K-20
Elder Affairs & Long-Term Care	Elder Aff. & Long-Term Care
Elder & Long-Term Care.....	Elder & Long-Term Care
Election Reform	Elec. Reform
Employee & Management Relations	Empl. & Mgmt. Rel.
Energy	Energy
Environment & Natural Resources	Env't & Nat. Resources
Environmental Protection	Envtl. Prot.
Environmental Regulation	Envtl. Reg.
Ethics & Elections	Ethics & Elecs.
Family Law & Children.....	Fam. Law & Child.
Finance & Tax.....	Fin. & Tax
Finance & Taxation	Fin. & Tax'n
Financial Institutions	Fin. Insts.
Financial Services.....	Fin. Servs.
Fiscal Council.....	Fiscal Council
Fiscal Policy & Resources.....	Fiscal Pol'y & Resources
Fiscal Responsibility.....	Fiscal Resp.
Future of Florida's Families.....	Future Fla.'s Fams.
General Appropriations.....	Gen. Approp.
General Education.....	Gen. Educ.
General Government	Gen. Gov't
General Government Appropriations	Gen. Gov't Approp.
Government Efficiency &	Gov't Eff. & Acct.
Accountability	
Governmental Operations	Govtl. Ops.
Governmental Reform & Oversight	Govtl. Reform & Oversight
Governmental Responsibility	Govtl. Resp.
Governmental Rules & Regulations	Govtl. Rules & Regs.
Governmental Services	Govtl. Servs.
Growth Management.....	Growth Mgmt.
Health & Families	Health & Fams.
Health & Family Services	Health & Fam. Servs.
Health & Human Services	Health & Hum. Servs.
Health & Human Services	Health & Hum. Servs.
Appropriations	Approp.
Health & Rehabilitative Services	HRS
Health Care.....	Health Care
Health Care Appropriations.....	Health Care Approp.
Health Care Council	Health Care Council
Health Care General	Health Care General
Health Care Licensing &	Health Care Lic. & Reg.
Regulation	
Health Care Regulation.....	Health Care Reg.
Health Care Services	Health Care Servs.
Health Care Standards &.....	Health Care Stds. &
Regulatory Reform	Reg. Reform
Health Innovation.....	Health Innov.
Health Promotion	Health Promotion
Health Quality	Health Quality
Health Regulation	Health Reg.
Healthy Families	Healthy Fams.
Healthy Seniors	Healthy Seniors
Higher Education.....	Higher Educ.

Table 1. Past and Present Legislative Committees

Homeland Security & Public Safety	Homeland Sec. & Pub. Saf.
House Administration	H. Admin.
House Redistricting	H. Redist.
Information Technology	Info. Tech.
Infrastructure	Infrastructure
Insurance	Ins.
Jobs & Entrepreneurship	Jobs & Entr.
Judicial Oversight	Jud. Oversight
Judiciary	Judiciary
Justice Appropriations	Just. Approp.
Justice	Just.
Juvenile Justice	Juv. Just.
K-12	K-12
Law Enforcement & Crime	Law Enf. & Crime Prevention
Prevention	
Law Enforcement & Public Safety	Law Enf. & Pub. Saf.
Local Government	Loc. Gov.
Local Government & Veterans	Loc. Gov't & Vets. Aff.
Affairs	
Long Term Care	Long Term Care
Military & Veterans' Affairs	Mil. & Vets. Aff.
Natural Resources	Nat. Res.
Natural Resources &	Nat. Res. & Env'tl. Prot.
Environmental Protection	
Policy & Budget	Pol'y & Budget
Postsecondary Education	Postsec. Educ.
PreK-12	PreK-12
Probable Cause Panel	Prob. Cause Panel
Procedural & Redistricting	Proc. & Redist.
Procedure [s, ural]	Proc.
Public Responsibility	Pub. Resp.
Public Safety & Crime Prevention	Pub. Saf. & Crime Prev.
Public Schools	Pub. Sch.
Real Property & Probate	Real Prop. & Prob.
Reapportionment	Reapp.
Regulated Industries	Reg'd Indus.
Regulated Services	Reg'd Servs.
Resource & Land Management	Resource & Land Mgmt.
Rules and Calendar	Rules & Cal.
Rules, Ethics & Elections	Rules, Ethics & Elecs.
Rules, Resolutions & Ethics	Rules, Resols. & Ethics
Safety & Security	Saf. & Sec.
Schools & Learning	Sch. & Learning
Select Committee on Autism	Autism & Dev'tl Disorders
& Developmental Disorders	
Select Committee on Collective	Collect. Barg.
Bargaining	
Select Committee on Condominium	Condo. & Hmwnrs. Assoc.
& Homeowners Association	Gov.
Governance	
Select Committee to Protect	Protect Pers. Info.
Personal Information	
Select Committee on Standards of	Stans. Off. Conduct

Table 1. Past and Present Legislative Committees

Official Conduct	
Select Committee on Transforming Florida Schools	Transforming Fla. Sch.
Select Committee on Oil Spill Legislation.....	Oil Spill Legis.
Senate Redistricting	S. Redist.
Spaceport & Technology	Spaceport & Tech.
State Administration	State Admin.
State Administration Appropriations	State Admin. Approp.
State Administration	State Admin.
State Affairs	State Aff.
State Infrastructure	State Infrastructure
Tourism	Tourism
Tourism & Cultural Affairs.....	Tourism & Cultural Aff.
Tourism, Hospitality &..... Economic Development	Tourism, Hosp'y & Econ. Dev.
Tourism & Trade	Tourism & Trade
Transportation.....	Transp.
Transportation & Economic	Transp. & Econ. Dev.
Development	
Transportation & Economic	Transp. & Econ.
Development Appropriations	Dev. Approp.
Urban & Local Affairs	Urban & Local Aff.
Utilities & Communications.....	Utils. & Comms.
Utilities & Telecommunications	Utils. & Telecomms.
Veterans & Military Affairs &	Vets. & Mil. Aff. &
Emergency Preparedness	Emerg. Prep.
Vocational/Technical	Voc./Tech. Educ.
Education	
Water & Natural Resources	Water & Nat. Res.
Water & Resource Management	Water & Res. Mgmt.
Workforce & Technical Skills.....	Workforce & Tech. Skills
Joint Committee	Abbreviation
Administrative Procedures	Admin. Procs. Comm.
Advisory Council on..... Environmental Education	Advis. Council on Envtl. Educ.
Advisory Council on Intergovernmental..... Relations	Advis. Council on Intergovtl. Rel.
Information Technology Resources.....	Comm. Info. Tech. Res.
Legislative Auditing	Auditing Comm.
Legislative Budget Commission.....	Budget Comm'n
Legislative Committee on..... Article V	Comm. on Art. V
Legislative Committee on..... Everglades Oversight	Comm. on Everglades Oversight
Legislative Committee on Intergovernmental Relations	Comm. on Intergovtl. Rel.
Legislative Management	Mgmt. Comm.
Committee	
Legislative Sunset Committee	Sunset Comm.
Public Service Commission Oversight.....	Pub. Serv. Comm'n Oversight

Table 1. Past and Present Legislative Committees

Table 2. Citation Abbreviations: Legislation

House Bill.....	HB
Senate Bill.....	SB
Committee Substitute for Senate Bill.....	CS for SB
Committee Substitute for Committee Substitute for Senate Bill.....	CS for CS for SB
House Committee Substitute for Senate Bill.....	HCS for SB
Senate Committee Substitute for House Bill.....	SCS for HB
House Joint Resolution.....	HJR
Senate Joint Resolution.....	SJR
House Concurrent Resolution	HCR
Senate Concurrent Resolution	SCR
Proposed Committee Bill.....	PCB
Proposed Committee Substitute	PCS

Table 3. State Agencies, Commissions, and Task Forces

Table 3. Citation Abbreviations: Past and Present State Agencies, Commissions, and Task Forces

The following abbreviations shall be used in citation sentences *only*, not in text or textual sentences in footnotes. Do not abbreviate the first word of the name of a party in a textual discussion, but first words of case names in citations shall be abbreviated. *See Bluebook* Rules 10.2.1 and 10.2.2. Abbreviations follow Rule 2.2 and *Bluebook* tables T.6, T.7, T.8, T.10, and T.11.

Agency	Citation Abbreviation
Acquisition and Restoration Council	Acq. & Rest.
Administration Commission	Admin. Comm'n
Affordable Housing Study	Affordable Hous. Study
Commission	Comm'n
Agency for Health Care	Ag. for Health Care Admin
Administration.	
Agency for Persons with Disabilities	Ag. for Pers. with Disab.
Agency for Workforce Innovation.....	Ag. for Workforce Innov.
American's with Disabilities Act.....	Am.'s with Disab. Act
Working Group	Working Group
Auditor General	Auditor Gen.
Board of Administration.....	Bd. of Admin.
Board of Trustees.....	Bd. of Trs.
Board of Trustees of the Internal.....	Bd. of Trs. of the Int. Imp.
Improvement Trust Fund	Trust Fund
Capital Collateral Regional Counsels.....	Cap. Collateral Reg'l
Counsels	
Certificate-of-Need Workgroup	Certif.-of-Need Workgroup
Charter School Review Panel.....	Charter Sch. Rev. Panel
Citizen's Planning and Environmental	Citizen's Plan. & Eenvtl.
Council	
Commission for the Transportation.....	Comm'n for the Transp.
Disadvantaged	Disadv'd
Commission on Capital Cases.....	Comm'n on Cap. Cases
Commission on Ethics	Comm'n on Ethics
Commission on Government	Comm'n on Gov't
Accountability to the People	Acc. to the People
Commission on Mental Health and	Comm'n on Mental Health &
Substance Abuse	Subst. Abuse
Commission on Responsible	Comm'n on Resp.
Fatherhood	Fatherhood
Commission on the Administration	Comm'n on the Admin.
of Justice in Capital Cases	of Just. in Cap. Cases
Commission on the Homeless	Comm'n on the Homeless
Committee to Review the State	Comm. to Rev. the State
Comprehensive Plan	Comp. Plan
Constitution Revision Commission.....	Const. Revision Comm'n
Correctional Privatization.....	Corr. Priv'n Comm'n
Commission	
Council of Economic Advisors	Econ. Advis.

Table 3. State Agencies, Commissions, and Task Forces

Criminal and Juvenile Justice	Crim. & Juv. Just. Info. Sys.
Information Systems Council	
Criminal Justice Standards and	Crim. Just. Stds. &
Training Commission	Training Comm'n
Department of Administration.....	Dep't of Admin.
Department of Agriculture &	Dep't of Agric. &
Consumer Services	Consumer Servs.
Department of Banking & Finance.....	Dep't of Banking & Fin.
(Office of the Comptroller)	
Department of Business &	Dep't of Bus. & Prof'l Reg.
Professional Regulation	
Department of Children & Families	Dep't of Child. & Fams.
Department of Children & Family.....	Dep't of Child. & Fam. Servs.
Services	
Department of Citrus	Dep't of Citrus
Department of Commerce	Dep't of Com.
Department of Community Affairs	Dep't of Cmty. Aff.
Department of Corrections.....	Dep't of Corr.
Department of Education	Dep't of Educ.
Department of Elder Affairs	Dep't of Elder Aff.
Department of Environmental.....	Dep't of Env'tl. Prot.
Protection	
Department of Environmental.....	Dep't of Env'tl. Reg.
Regulation	
Department of Financial Services.....	Dep't of Fin. Servs.
Department of General Services	Dep't of Gen. Servs.
Department of Health	Dep't of Health
Department of Health &.....	Dep't of HRS
Rehabilitative Services	
Department of Highway Safety &.....	Dep't of High. Saf. &
Motor Vehicles	Motor Veh.
Department of Insurance	Dep't of Ins.
Department of Juvenile Justice	Dep't of Juv. Just.
Department of Labor &	Dep't of Labor &
Employment Security	Emp. Sec.
Department of Law Enforcement.....	Dep't of Law Enf.
Department of Legal Affairs	Dep't of Legal Aff.
(Office of the Attorney General)	
Department of the Lottery	Dep't of Lottery
Department of Management	Dep't of Mgmt. Servs.
Services	
Department of Military Affairs.....	Dep't of Mil. Aff.
Department of Natural Resources	Dep't of Nat. Res.
Department of Professional.....	Dep't of Prof'l Reg.
Regulation	
Department of Revenue.....	Dep't of Rev.
Department of State	Dep't of State
Department of Transportation.....	Dep't of Transp.
Department of Veterans' Affairs	Dep't of Vets.' Aff.
Division of Administrative	Div. of Admin. Hearings
Hearings	
Division of Elections	Div. of Elec.
Division of Forestry	Div. of Forestry
Division of Retirement	Div. of Ret.

Table 3. State Agencies, Commissions, and Task Forces

Division of State Group Insurance.....	Div. of State Group Ins.
Education Commission of the States	Educ. Comm'n of the States
Education Governance Transition	Educ. Govern. Trans.
Reorganization Task Force	Reorg. T.F.
Elder Abuse Prevention Task Force	Elder Abuse Prev'n T.F.
Energy 2020 Study Commission	Energy 2020 Study Comm'n
Enterprise Florida, Inc.	Enter. Fla., Inc.
Environmental Regulation.....	Envtl. Reg. Comm'n
Commission	
Executive Office of the Governor	Exec. Off. of the Gov.
Fish & Wildlife Conservation.....	Fish & Wildlife Conser.
Commission	Comm'n
Florida Bar Foundation.....	Fla. Bar Found.
Florida Black Business Investment.....	Fla. Black Bus. Inv. Bd.
Board	
Florida Board of Bar Examiners.....	Fla. Bd. of Bar Exam'rs
Florida Building Commission	Fla. Bldg. Comm'n
Florida Citrus Commission	Fla. Citrus Comm'n
Florida Commission on African-	Fla. Comm'n on Afr.-Am. Aff.
American Affairs	
Florida Commission on Community	Fla. Comm'n on Cmty. Serv.
Service	
Florida Commission on Excellence in.....	Fla. Comm'n on Excellence
in Health CareHealth Care
Florida Commission on Human	Fla. Comm'n on Hum. Rel.
Relations	
Florida Commission on the Status.....	Fla. Comm'n on the Status
of Women	of Women
Florida Commission on Tourism	Fla. Comm'n on Tourism
Florida Commission on Veterans'	Fla. Comm'n on Vets' Aff.
Affairs	
Florida Communities Trust.....	Fla. Cmty. Tr.
Florida Corrections Commission.....	Fla. Corr. Comm'n
Florida Council on Educational	Fla. Council on Educ. Mgmt.
Management	
Florida Development Finance	Fla. Dev. Fin. Corp.
Corporation	
Florida Elections Commission	Fla. Elec. Comm'n
Florida Export Finance	Fla. Exp. Fin. Corp.
Corporation	
Florida Forever Advisory Council.....	Fla. Forever Advis. Council
Florida Greenways and Trails Council.....	Fla. Greenways & Trails
Florida Health Access Corporation.....	Fla. Health Access Corp.
Florida Healthy Kids Corporation	Fla. Healthy Kids Corp.
Florida High-Speed Rail Authority.....	Fla. High-Speed Rail Auth.
Florida Housing Finance Agency	Fla. Hous. Fin. Ag.
Florida Housing Finance	Fla. Hous. Fin. Corp.
Corporation	
Florida Humanities Council.....	Fla. Hum. Council
Florida Independent Living	Fla. Indep. Living
Council, Inc.	Council, Inc.
Florida Institute of Phosphate Research.....	Fla. Inst. of Phosphate
.....Resch.
Florida Partnership for School.....	Fla. P'ship for Sch. Readiness

Table 3. State Agencies, Commissions, and Task Forces

Readiness	
Florida Prepaid College Board.....	Fla. Prepaid Coll. Bd.
Florida Public Service Commission	Fla. Pub. Serv. Comm'n
Florida Rehabilitation Council.....	Fla. Rehab. Council
Florida Rehabilitation Council for	Fla. Rehab. Council for
the Blind	the Blind
Florida State Commission on.....	Fla. State Comm'n on
Hispanic Affairs	Hispanic Aff.
Florida State Group Insurance Council.....	Fla. State Group Ins. Council
Florida Transportation Commission.....	Fla. Transp. Comm'n
Florida Violent Crime and Drug	Fla. Violent Crime & Drug
Control Council	Control Council
Game & Fresh Water Fish	Game & Fresh Water Fish
Commission	Comm'n
Governor's Task Force on Domestic.....	Gov.'s T.F. on Domestic
Violence	Violence
Gulf of Mexico Program Citizens	Gulf of Mex. Program
Advisory Committee	Citizens Advis. Comm.
Health Care Board.....	Health Care Bd.
Health Care Cost Containment	Health Care Cost
BoardContainmt. Bd.
Health Information Systems Council	Health Info. Sys.
Information Resource Commission	Info. Res. Comm'n
Information Service Technology	Info. Serv. Tech. Dev. T.F.
Development Task Force	
Jimmy Ryce Act Enforcement	Jimmy Ryce Act Enf. T.F.
Task Force	
Judicial Qualifications.....	Jud. Quals. Comm'n
Commission	
Justice Administration Commission.....	Just. Admin. Comm'n
Juvenile Justice Accountability Board	Juv. Just. Acc. Bd.
Land & Water Adjudicatory	Land & Water Adj. Comm'n
Commission	
Marine Fisheries Commission	Marine Fisheries Comm'n
Marine Fisheries Management Councils.....	Marine Fisheries Mgmt.
Medical Examiners Commission.....	Med. Exam'rs Comm'n
National Conference of Commissioners.....	Nat'l Conf. of Comm'rs
on Uniform State Laws	on Unif. State Laws
Nature-Based and Heritage Tourism	Nature-Based & Heritage
Advisory Committee	Tourism Advis. Comm.
Occupational Access and Opportunity.....	Occ. Access & Opp. Comm'n
Commission	
Office of Executive Clemency	Off. of Exec. Clemency
Office of Legislative Services	Off. of Leg. Servs.
Office of Program Policy Analysis and.....	Off. of Prog. Pol'y Anal. &
Government AccountabilityGov. Acct.
One Church, One Child of	One Church, One Child of
Florida Corporation	Fla. Corp.
Panel on Medicaid Reimbursement	Panel on Medicaid Reimb.
Parole & Probation Commission	Parole & Prob. Comm'n
Parole Commission	Parole Comm'n
Parole Qualifications Committee	Parole Quals. Comm.
Partnership for School Safety	P'ship for Sch. Saf. & Sec.
and Security	

Table 3. State Agencies, Commissions, and Task Forces

Pesticide Review Council.....	Pest. Rev. Council
Postsecondary Education Planning Commission	Postsecondary Educ. Plan. Comm'n
Public Counsel	Pub. Counsel
Public Employee Optional Retirement Program Advisory Committee	Pub. Empl. Opt. Ret. Program Advis. Comm.
Public Employees Relations Commission	Pub. Empls. Rels. Comm'n
Public Service Commission	Pub. Serv. Comm'n
Public Service Commission Nominating Council	Pub. Serv. Comm'n Nom. Council
Select Task Force on Election Procedures, Standards and Technology	Select T.F. on Elec. Procs., Stds. & Tech.
Sentencing Commission	Sentencing Comm'n
SMART Schools Clearinghouse.....	SMART Sch. Clearinghouse
Southern Growth Policies Board.....	S. Growth Policies Bd.
Southern States Energy Board	S. States Energy Bd.
State Board of Administration.....	State Bd. of Admin.
State Board of Community Colleges	State Bd. of Cmty. Colls.
State Board of Education	State Bd. of Educ.
State Board of Regents	State Bd. of Regents
State Emergency Response Commission	State Emerg. Response Comm'n
State Historical Records Advisory Board	State Historical Records Advis. Bd.
State Innovation Committee	State Innov. Comm.
State Long-Term Care Ombudsman Council	State Long-Term Care Ombudsman Council
State Lottery Commission.....	State Lottery Comm'n
State Retirement Commission	State Ret. Comm'n
State Tax Reform Task Force.....	State Tax Reform T.F.
State Technology Office.....	State Tech. Off.
State University System	State Univ. Sys.
Task Force on Public School Funding.....	T.F. on Pub. Sch. Funding
Task Force on the Availability and Affordability of Long-Term Care	T.F. on the Avail. & Afford. of Long-Term Care
Task Force on Workers' Compensation Administration	T.F. on Workers' Comp. Admin.
Taxation and Budget Reform Commission	Tax'n & Budget Reform Comm'n
Unemployment Appeals Commission	Unemplmt. App. Comm'n
Used Motor Vehicle Industry Task Force	Used Motor Veh. Indus. T.F.
Wireless 911 Board.....	Wireless 911 Bd.
Workers' Compensation Oversight Board	Workers' Comp. Oversight Bd.
Workers' Compensation Panel	Workers' Comp. Panel
Workforce 2000 Study Commission	Workforce 2000 Study Comm'n
Workforce Florida, Inc.....	Workforce Fla., Inc.

Table 4. Citation Abbreviations: Rules

Rules of court. (See Rule 9.1 for typeface conventions).

Florida Rules of Civil Procedure	Fla. R. Civ. P.
Florida Rules of Criminal Procedure	Fla. R. Crim. P.
Florida Rules for Certified and Court-Appointed Mediators	Fla. R. Cert. & Ct.-Apptd. Mediators
Florida Rules of Judicial Administration	Fla. R. Jud. Admin.
Florida Rules of Worker's Compensation Procedure	Fla. R. Work. Comp. P.
Florida Probate Rules	Fla. Prob. R.
Florida Rules of Traffic Court	Fla. R. Traf. Ct.
Florida Small Claims Rules	Fla. Sm. Cl. R.
Florida Rules of Juvenile Procedure	Fla. R. Juv. P.
Florida Rules of Appellate Procedure	Fla. R. App. P.
Florida Administrative Code	Fla. Admin. Code
Florida Code of Judicial Conduct	Fla. Code Jud. Conduct
Florida Bar Code of Professional Responsibility	Fla. Bar Code Prof. Resp.
Rules Regulating the Florida Bar	R. Regulating Fla. Bar
Florida Bar Foundation By-Laws	Fla. Bar Found. By-Laws
Florida Bar Foundation Charter	Fla. Bar Found. Charter
Florida Bar Integrated Rules	Fla. Bar Integr. R.
Florida Board of Bar Examiners Rules	Fla. Bd. Bar Exam. R.
Florida Family Law Rules of Procedure	Fla. Fam. L. R. P.
Florida Judicial Qualification Commission	Fla. Jud. Qual. Comm'n
Florida Standard Jury Instructions in Civil Cases	Fla. Std. Jury Instr. (Civ.)
Florida Standard Jury Instructions in Criminal Cases	Fla. Std. Jury Instr. (Crim.)
Florida Standards for Imposing Lawyer Sanctions	Fla. Stds. Imposing Law. Sancs.
Rules of the Supreme Court Relating to Admission to the Bar	Fla. Bar Admiss. R.

Legislative Rules. (refer to Rule 3.11.2 for typeface conventions)

Rules of the Florida House of Representatives	Fla. H.R. Rule
Rules of the Florida Senate	Fla. S. Rule

Table 5. Common Citation Abbreviations

Table 5. Common Citation Abbreviations

If an abbreviation for a committee, state agency, commission, or task force cannot be found in tables 1-3, then the following abbreviations shall be used construct a proper abbreviation in a citation sentence. In textual discussions in footnotes, as in regular text, do not use these abbreviations. Otherwise follow *Bluebook* Rule 10.2.2. The abbreviations are pluralized by adding the letter “s” inside the period.

Word	Abbreviation
Academic	Acad.
Accountab[le, ility]	Acc.
Acquisition	Acq.
Adjudicat[e, ory]	Adj.
Advisor[y]	Advis.
Affairs	Aff.
Affordab[le, ility]	Afford.
Agency	Ag.
Amendment	Amend.
Annual	Ann.
Apportionment	App.
Appropriations	Approp.
Article	Art.
Assistant	Ass't
Attorney	Att'y
Attorney General	Att'y Gen.
Auditing	Audit.
Availab[le, ility]	Avail.
Bargaining	Barg.
Bankruptcy	Bankr.
Capital	Cap.
Certificate	Certif.
Chapter	Ch.
Children	Child.
Collective	Coll.
Commerce	Com.
Commission	Comm'n
Committee	Comm.
Community	Cmty.
Comprehensive	Comp.
Conference	Conf.
Confirmation	Conf.
Conservation	Conser.
Constitution	Const.
Containment	Containmt.
Criminal	Crim.
Democrat	Dem.
Demographic	Demog.
Director	Dir.
Disabilit[y, ies]	Disab.
Disadvantaged	Disadv'd
Division	Div.

Table 5. Common Citation Abbreviations

Election[s]	Elec.
Emergency	Emerg.
Employee	Empl.
Employment	Emp.
Empowerment	Empwmt.
Enforcement	Enf.
Executive	Exec.
Family	Fam.
Florida	Fla.
Florida A and M University	FAMU
Florida Atlantic University	FAU
Florida International University	FIU
Florida State University	FSU
Florida Supreme Court	Sup. Ct. of Fla.
Footnote	n. (when citing a footnote, e.g., n.7)
	note (when cross referencing, e.g., <i>supra</i> note 7)
Fort	Ft. (when used as a part of a city's name)
Governmental	Govtl.
Governance	Govern.
Governor	Gov.
Governor's	Gov.'s
Gulf Coast University	GCU
Highway	High.
Honorable	Hon.
Hospitality	Hosp'y
House of Representatives	H.R.
Human[ity, ities]	Human.
Improvement	Imp.
Innovation	Innov.
Internal	Int.
Justice (Supreme Court)	J.
Justice	Just.
Legislat[ive, ion]	Legis.
Legislature	Leg.
Lieutenant Governor	Lt. Gov.
Licensing	Lic.
Local	Loc.
Management	Mgmt.
Military	Mil.
New College of Florida	NCF
Natural	Nat.
Occupation[al]	Occ.
Operations	Ops.
Opportunity	Opp.
Optional	Opt.
Paragraph	¶
Pesticide	Pest.
Planning	Plan.
Prepar[ation, atory, ed, edness]	Prep.
President	Pres.
Prevention	Prev'n
Privatization	Priv'n

Table 5. Common Citation Abbreviations

Procedur[e, al].....	Proc.
Punishment.....	Pun.
Qualification	Qual.
Regulat[e, ion, ory]	Reg.
Regulated	Reg'd
Relations	Rel.
report.....	rep.
Representative.....	Rep.
Republican	Repub.
Research.....	Resch.
Resource	Res.
Responsib[le, ility]	Resp.
Restoration.....	Rest.
Revenue.....	Rev.
Safety	Saf.
Saint.....	St.
Second[ary]	Sec.
Secretary	Sec'y
Section.....	§
Senate.....	S.
Senator	Sen.
Statutes.....	Stat.
Subcommittee	Subcomm.
Substance.....	Subst.
Task Force.....	T.F.
Taxation	Tax'n
Technical.....	Tech.
Transition.....	Trans.
University of Central Florida.....	UCF
University of Florida	UF
University of North Florida.....	UNF
University of South Florida.....	USF
University of West Florida	UWF
Vehicle.....	Veh.
Veteran.....	Vet.
Vocation[al]	Voc.

Florida Rule of Appellate Procedure 9.800

Rule 9.800. Uniform Citation System

This rule applies to all legal documents, including court opinions. Except for citations to case reporters, all citation forms should be spelled out in full if used as an integral part of a sentence either in the text or in footnotes. Abbreviated forms as shown in this rule should be used if the citation is intended to stand alone either in the text or in footnotes.

(a) Florida Supreme Court.

(1) 1846-1886: *Livingston v. L'Engle*, 22 Fla. 427 (1886).

(2) *Fenelon v. State*, 594 So. 2d 292 (Fla. 1992).

(3) For recent opinions not yet published in the Southern Reporter, cite to Florida Law Weekly: *Traylor v. State*, 17 Fla. L. Weekly S42 (Fla. Jan. 16, 1992). If not therein, cite to the slip opinion: *Medina v. State*, SC00-280 (Fla. Mar. 14, 2002).

(b) Florida District Courts of Appeal.

(1) *Sotolongo v. State*, 530 So. 2d 514 (Fla. 2d DCA 1988); *Buncayo v. Dribin*, 533 So. 2d 935 (Fla. 3d DCA 1988).

(2) For recent opinions not yet published in Southern Reporter, cite to Florida Law Weekly: *Myers v. State*, 16 Fla. L. Weekly D1507 (Fla. 4th DCA June 5, 1991). If not therein, cite to the slip opinion: *Fleming v. State*, No. 1D01-2734 (Fla. 1st DCA Mar. 6, 2002).

(c) Florida Circuit Courts and County Courts.

(1) *Whidden v. Francis*, 27 Fla. Supp. 80 (Fla. 11th Cir. Ct. 1966).

(2) *State v. Alvarez*, 42 Fla. Supp. 83 (Fla. Dade Cty. Ct. 1975).

(3) For opinions not published in Florida Supplement, cite to Florida Law Weekly: *State v. Campeau*, 16 Fla. L. Weekly C65 (Fla. 9th Cir. Ct. Nov. 7, 1990). If not therein, cite to the slip opinion: *State v. Campeau*, No. 90-4363 (Fla. 9th Cir. Ct. Nov. 7, 1990).

(d) **Florida Administrative Agencies.** (Cite if not in Southern Reporter.)

(1) For decisions of the Public Employees Relations Commission: *Indian River Educ. Ass'n v. School Bd.*, 4 F.P.E.R. P 4262 (1978).

(2) For decisions of the Florida Public Service Commission: *In re Application of Tampa Elec. Co.*, 81 F.P.S.C. 2:120 (1981).

(3) For decisions of all other agencies: *Insurance Co. v. Department of Ins.*, 2 F.A.L.R. 648-A (Fla. Dept. of Insurance 1980).

(e) **Florida Constitution.** (Year of adoption should be given if necessary to avoid confusion.)

Art. V, § 3(b)(3), Fla. Const.

Florida Rule of Appellate Procedure 9.800

(f) Florida Statutes. (Official)

§ 350.34, Fla. Stat. (1973).

§ 120.53, Fla. Stat. (Supp. 1974).

(g) Florida Statutes Annotated. (To be used only for court-adopted rules, or references to other nonstatutory materials that do not appear in an official publication.)

32 Fla. Stat. Ann. 116 (Supp. 1975).

(h) Florida Laws. (Cite if not in Fla. Stat. or if desired for clarity or adoption reference.)

(1) After 1956: Ch. 74-177, § 5, at 473, Laws of Fla.

(2) Before 1957: Ch. 22000, Laws of Fla. (1943).

(i) Florida Rules.

Fla. R. Civ. P. 1.180.

Fla. R. Jud. Admin. 2.110.

Fla. R. Crim. P. 3.850.

Fla. R. Work. Comp. P. 4.113.

Fla. Prob. R. 5.120.

Fla. R. Traf. Ct. 6.165.

Fla. Sm. Cl. R. 7.070.

Fla. R. Juv. P. 8.070.

Fla. R. App. P. 9.100.

Fla. R. Med. 10.010.

Fla. R. Arb. 11.010.

Fla. Fam. L. R. P. 12.010.

Fla. Admin. Code R. 62D-2.014.

R. Regulating Fla. Bar 4-1.10.

Fla. Bar Found. By-Laws, art. 2.18(b).

Fla. Bar Found. Charter, art. III, § 3.4.

Fla. Bar Integr. R., art. XI, § 11.09.

Fla. Jud. Qual. Comm'n R. 9.

Fla. Std. Jury Instr. (Civ.) 6.4(c).

Fla. Std. Jury Instr. (Crim.) 2.03.

Florida Rule of Appellate Procedure 9.800

Fla. Std. Jury Instr. (Crim.) Robbery.

Fla. Stds. Imposing Law. Sancs. 9.32(a).

Fla. Bar Admiss. R. 3-23.1.

(j) Florida Attorney General Opinions.

Op. Att'y Gen. Fla. 73-178 (1973).

(k) United States Supreme Court.

Sansone v. United States, 380 U.S. 343 (1965).

(Cite to United States Reports, if published therein; otherwise cite to Supreme Court Reporter, Lawyer's Edition, or United States Law Week, in that order of preference. For opinions not published in these reporters, cite to Florida Law Weekly Federal: *California v. Hodari D.*, 13 Fla. L. Weekly Fed. S249 (U.S. Apr. 23, 1991).

(l) Federal Courts of Appeals.

Gulf Oil Corp. v. Bivins, 276 F.2d 753 (5th Cir. 1960).

For opinions not published in the Federal Reporter, cite to Florida Law Weekly Federal: *Cunningha v. Zant*, 13 Fla. L. Weekly Fed. C591 (11th Cir. March 27, 1991).

(m) Federal District Courts.

Pugh v. Rainwater, 332 F. Supp. 1107 (S.D. Fla. 1971).

For opinions not published in the Federal Supplement, cite to Florida Law Weekly Federal: *Wasko v. Dugger*, 13 Fla. L. Weekly Fed. D183 (S.D. Fla. Apr. 2, 1991).

(n) United States Constitution.

Art. IV, § 2, cl. 2, U.S. Const. Amend. V, U.S. Const.

(o) Other Citations. When referring to specific material within a Florida court's opinion, pinpoint citation to the page of the Southern Reporter where that material occurs is optional, although preferred. All other citations shall be in the form prescribed by the latest edition of *The Bluebook: A Uniform System of Citation*, The Harvard Law Review Association, Gannett House, Cambridge, MA 02138. Citations not covered in this rule or in *The Bluebook* shall be in the form prescribed by the Florida Style Manual published by the Florida State University Law Review, Tallahassee, FL 32306.

(p) Case Names. Case names shall be underscored (or italicized) in text and in footnotes.

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