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| **Citation Manual at a Glance**  January 25, 2012 | | |
| **Ohio Case Citation** | | |
| **Before May 1, 2002** | | **After May 1, 2002** |
| **Ohio Supreme Court Decisions** | | |
| *State v. Carter*, 93 Ohio St.3d 581, 585, 757 N.E.2d 362 (2001). | | *State v. Campbell*, 100 Ohio St.3d 361, 2004-Ohio-6804, 800 N.E.2d 356, ¶ 14-15. |
| *Greene Cty. Agricultural Soc. v. Liming*, 89 Ohio St.3d 551, 554, 733 N.E.2d 1141 (2000), fn. 3. | | *Bowling Green v. Godwin*, 110 Ohio St.3d 58, 2006-Ohio-3563, 850 N.E.2d 698, ¶ 13, fn. 1, ¶ a. |
| *State v. Parker*, 44 Ohio St.2d 172, 339 N.E.2d 648 (1975), syllabus. | | *Robinson v. Bates*, 112 Ohio St.3d 17, 2006-Ohio-6362, 857 N.E.2d 1195, paragraph two of the syllabus. |
| *Reformed Presbyterian Church v. Nelson*, 35 Ohio St. 638, 644 (1880) (Johnson, J., dissenting). | | *Cincinnati Bar Assn. v. Statzer*, 101 Ohio St.3d 14, 2003-Ohio-6649, 800 N.E.2d 1117, ¶ 23-33 (Moyer, C.J. dissenting). |
| **Ohio Court of Appeals Decisions** | | |
| **Print Published** | | |
| *State v. Johnson*, 134 Ohio App.3d 586, 591-592, 731 N.E.2d 1149 (1st Dist.1999). | | *Schwartzentruber v. Orville Grace Brethren Church*, 163 Ohio App.3d 96, 2005-Ohio-4264, 836 N.E.2d 619, ¶ 5 (9th Dist.) |
| *Kessler v. Brown*, 30 Ohio Law Abs. 321, 32 N.E.2d 68 (5th Dist.1939). | | *State v. Jones*, 154 Ohio App.3d 231, 2003-Ohio-4669, 796 N.E.2d 989, ¶ 40-42 (8th Dist.). |
| *Hepner v. Bd. of Review*, 11 O.O.3d 144 (1st Dist.1978).\* | |
| **Non-Print Published** | | |
| *Hays v. Nemenz*, 7th Dist. No. 88-C-40, 1989 WL 53618, \*2 (May 22, 1989). | | *State v. Jones*, 10th Dist. No. 02AP-1390, 2003-Ohio-5994, ¶ 3. |
| **Ohio Trial Court Opinions** | | |
| **Print Published** | | |
| *Welter v. Welter*, 27 Ohio Misc. 44, 46, 267 N.E.2d 442 (C.P.1971). | | *State v. Roblero*, 133 Ohio Misc.2d 7, 2005-Ohio-4805, 835 N.E.2d 792 (M.C.). |
| *State v. Bauer*, 1 Ohio N.P. 103, 105, 1 Ohio Dec. 199, 1894 WL 637 (1894). | |
| **Non-Print Published** | | |
| *Porter v. Cent. Auto Elec. & Radiator Shop, Inc.*, New Philadelphia M.C. No. 70890CVF-124, 1990 WL 693198, \*1 (Nov. 26, 1990). | | *Atkinson v. Dept. of Rehab. & Corr.*, Ct. of Cl. No. 2008-10315-AD, 2009-Ohio-4271. |
| *Fairfield Cty. v. Allstate Ins. Co.*, Franklin C.P. No. 91CVH02-1112 (July 24, 1992). | | *Kantos v. Lopez*, Franklin C.P. No. CV-00-24671 (Aug. 6, 2002). |
| **Short Forms** | | |
| Within Two Paragraphs after Full Citation. | More than Two Paragraphs after Full Citation. | |
| *Carter* | *Carter*, 93 Ohio St.3d at 585, 757 N.E.2d 362. | |
| *Carter* at 586 | *Id.*, 93 Ohio St.3d at 585, 757 N.E.2d 362. | |
| *Id.* at 587. | *Schwartzentruber*, 163 Ohio App.3d 96, 2005-Ohio-4264, 836 N.E.2d 619 at ¶ 5. | |
| *Schwartzentruber* at ¶ 5. |

\* Ohio Opinions (O.O., O.O.2d, and O.O.3d) and Ohio Bar Reports (OBR) are no longer included in a citation, unless they are the only available source.

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| **Ohio Constitution, Statutes, Regulations, Rules, and Municipal Ordinances** |
| Ohio Constitution |
| Ohio Constitution, Article IV, Section 2(B)(1)(G). |
| Constitution, Article XVIII, Section 3. |
| the Home Rule Amendment |
| Ohio Statutes |
| R.C. 3905.12 |
| R.C. Chapter 2901. |
| R.C. Title 29. |
| G.C. 1465-80 (predecessor section to R.C. 4123.57(C)). |
| Ohio Legislation |
| Am.Sub.H.B. No. 565, Section 5, 137 Ohio Laws, Part II, 2964. |
| Am.Sub.S.B. No. 257, 136 Ohio Laws, Part I, 646, 653-656. |
| Ohio Regulations |
| Ohio Adm.Code 109:4-3-09. |
| Ohio Rules |
| Civ.R. 56(C) |
| Crim.R. 11 |
| App.R. 9 |
| Evid.R. 803 and 804(B)(5) |
| DR 1-101(A)(2) |
| EC 1-1 and 9-3 |
| Municipal Ordinances |
| Cleveland Codified Ordinances 693.07. |
| Akron City Code 432.16. |

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| **Out-of-State Cases** |
| **Print Published** |
| *In re Estate of Cavill*, 459 Pa. 411, 329 A.2d 503 (1974). |
| *Richards v. Anderson*, 9 Utah 2d 17, 337 P.2d 59 (1959). |
| *Fendelman v. Fenco Handbag Mfg. Co.*, 482 S.W.2d 461 (Mo.1972). |
| *Seabrook v. Taylor*, 199 So.2d 315 (Fla.App. 1967). |
| **Non-Print Published** |
| *D’Agostino v. Lynch*, Ill.App. No. 1-06-3026, 2008 WL 527059 (Feb. 27, 2008). |
| **Public Domain Formats** |
| *State v. Marinez*, 324 Wis.2d 282, 2010 WI App 34, 781 N.W.2d 511. |
| *Staples v. Michaud*, 2003 ME 133, 836 A.2d 1288. |

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| **Out-of-State Statutes** | |
| Alaska Stat. 47.07.073. | Del.Code Ann., Title 7. |
| Ariz.Rev.Stat.Ann. 13-1703. | Ill.Ann.Stat., Chapter 122. |
| Cal.Civ.Code 1785.30. | Ky.Rev.Stat.Ann. 177.990, effective June 10, 1990. |
| Cal.Penal Code 1103a. |

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| **Federal Court Decisions** |
| **United States Supreme Court** |
| *Heckler v. Turner*, 470 U.S. 184, 191, 105 S.Ct. 1138, 84 L.Ed.2d 138 (1985). |
| *Beer v. United States*, 425 U.S. 130, 143, 96 S.Ct. 1357, 47 L.Ed.2d 629 (1976) (Marshall, J., dissenting). |
| *Kansas v. Ventris*, \_\_\_ U.S. \_\_\_, 129 S.Ct. 1841, 1846, 173 L.Ed.2d 801 (2009). |
| *Roberts v. Bank of New York*, 70 U.S.L.W. 3090 (2009). |
| **United States Circuit Courts** |
| **Reported** |
| *Frontera v. City of Columbus Div. of Police*, 395 Fed.Appx. 191 (6th Cir.2010). |
| *Group One, Ltd. v. Hallmark Cards, Inc.*, 407 F.3d 1297 (Fed.Cir.2006). |
| *Thorpe v. Thorpe*, 364 F.2d 692 (D.C.Cir.1966). |
| **Unreported** |
| *Moreno v. Curry*, 5th Cir. No. 06-11277, 2007 WL 4467580 (Dec. 20, 2007). |
| **United States District Courts** |
| **Reported** |
| *Harding v. City of Toledo*, 433 F.Supp.2d 867 (N.D.Ohio 2006). |
| *Crews v. Blake*, 52 F.R.D. 106, 107 (S.D.Ga.1971). |
| *Stephenson v. Duriron Co.*, 292 F.Supp. 66 (S.D.Ohio 1968), *aff’d*, 428 F.2d 387 (6th Cir. 1970). |
| **Unreported** |
| *United States v. Hughes*, N.D.Ohio No. CR 86-98, 1987 WL 33806 (Nov. 13, 1987). |
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| **Federal Constitution, Statutes, Regulations, and Rules** |
| Federal Constitution |
| U.S. Constitution, Article II, Section 1, cl. 1. |
| Eighteenth Amendment to the U.S. Constitution, Section 3. |
| the Due Process Clause |
| Federal Statutes |
| 26 U.S.C. 2400. |
| Federal Regulations |
| 16 C.F.R. 113. |
| 53 Fed.Reg. 24440. |
| Federal Rules |
| Fed.R.Civ.P. 12(a). |
| Fed.R.Crim.P. 2. |
| Fed.R.App.P. 48. |
| Fed.R.Evid. 411. |
| Fed.R.Bankr.P. 7041. |

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| **Secondary Sources** |
| **Restatements** |
| 1 Restatement of the Law 3d, Foreign Relations, Section 111 (1986). |
| 4 Restatement of the Law 2d, Torts, Section 895C(2)(b), Comment a (1965). |
| 1 Restatement of the Law 2d, Conflict of Laws, Section 187, at 561 (1971). |
| **Texts, Treatises, and Dictionaries** |
| 3 Moore, *Federal Practice*, Paragraph 15.13[2] (2d Ed.1996). |
| 3 Wayne R. LaFave, *Search and Seizure*, Section 7.1(b) (3d Ed.1996). |
| 1 *Ohio Jury Instructions*, Section 5.10, at 44 (1997). |
| McCormick, *Evidence*, Section 324.1, at 907-909 (3d Ed.Cleary Ed.1984). |
| White & Summers, *Uniform Commercial Code*, Section 2-7, 97 (4th Ed. 1995). |
| *Black’s Law Dictionary* 101 (8th Ed.2004). |
| *Chicago Manual of Style* 656 (15th Ed.2003). |
| **Law Reviews** |
| Hufstedler, *Is America Over-Lawyered?*, 31 Cleve.St.L.Rev. 371, 373 (1982), fn. 11. |
| **Annotations** |
| Annotation, *Attorney’s Fees in Class Actions*, 38 A.L.R.3d 1384 (1971). |
| Annotation, 38 A.L.R.3d 1384 (1971). |
| **Encyclopedias** |
| 21 Ohio Jurisprudence 3d, Counties, Townships and Municipal Corporations, Section 809, at 371 (1980). |
| 22 American Jurisprudence 2d, Damages, Section 271, at 367 (1965). |
| 27B Corpus Juris Secundum, Divorce, Section 321, at 656-657 (1959). |
| **Ohio Attorney General Opinions** |
| 2011 Ohio Atty.Gen.Ops. No. 2011-003. |
| **Non-Legal Magazines and Newspapers** |
| Kuhneman, *Federal Election Fund-Raising Rules Relaxed*, Cleveland Plain Dealer (Mar. 2, 2007) A2. |
| Thomas, *Ties of Blood & History*, Newsweek (Feb. 26, 2007) 50. |
| **Internet** |
| Ohio Lawyers Assistance Program, *Signs and Symptoms of Chemical Dependency*, http://www.ohiolap.org/Signs%26Symptoms.htm (accessed Apr. 22, 2009). |
| Industrial Commission Form IC-12, Notice of Appeal, https://www.ohioic.com/index.html (accessed May 1, 2009). |
| Thomas Paine, Common Sense, Part III (1776), available at http://www.bartleby.com/133/3.html (accessed May 1, 2009). |

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| Accident | Acc. | Employee, -er, -ment | Emp. | Number | No. |
| Administrative | Adm. | Engineering | Eng. | Organization | Org. |
| Administrator | Admr. | Enterprise | Ent. | Product, -ion | Prod. |
| also known as | a.k.a | Equipment | Equip. | Prosecuting Attorney | Pros. Atty. |
| America, -n | Am. | Executor | Exr. | Psychiatric | Psych. |
| And | & | Federal | Fed. | Public | Pub. |
| Apartment | Apt. | Federation | Fedn. | Railroad | RR. |
| Associates | Assoc. | Fidelity | Fid. | Railway | Ry. |
| Association | Assn. | Finance, -ial | Fin. | Refrigeration | Refrig. |
| Assurance | Assur. | Footnote | fn. | Rehabilitation | Rehab. |
| Attorney General | Atty. Gen. | formerly known as | f.k.a | Reserve | Res. |
| Auditor | Aud. | Foundation | Found. | Review | Rev. |
| Authority | Auth. | General | Gen. | Road | Rd. |
| Automobile | Auto. | Government | Govt. | Sanitary | Sanit. |
| Avenue | Ave. | Guaranty | Guar. | Savings | Sav. |
| Board | Bd. | Guardian | Grdn. | Savings & Loan | S. & L. |
| Boulevard | Blvd. | Heights | Hts. | Secretary | Secy. |
| Brotherhood | Bhd. | Highway | Hwy. | Security | Sec. |
| Brothers | Bros. | Hospital | Hosp. | Service | Serv. |
| Building | Bldg. | Housing | Hous. | Society | Soc. |
| Bureau | Bur. | Illuminating | Illum. | South, -ern | S. |
| Casualty | Cas. | Incorporated | Inc. | Standard | Std. |
| Center | Ctr. | Indemnity | Indemn. | Street | St. |
| Central | Cent. | Independent | Indep. | Surety | Sur. |
| Chemical | Chem. | Industrial | Indus. | System | Sys. |
| Civil | Civ. | Institute, -ion | Inst. | Telegraph | Tel. |
| Commission | Comm. | Insurance | Ins. | Telephone | Tel. |
| Commissioner | Commr. | In the matter of | In re | Township | Twp. |
| Committee | Commt. | International | Internatl. | Transmission | Transm. |
| Company | Co. | Investment | Invest. | Transportation | Transp. |
| Compensation | Comp. | Liability | Liab. | Unemployment | Unemp. |
| Consolidated | Consol. | Limited | Ltd. | University | Univ. |
| Construction | Constr. | Machinery | Mach. | Utility/Utilities | Util. |
| Contractor | Contr. | Management | Mgt. | West, -ern | W. |
| Cooperative | Coop. | Manager | Mgr. |  |  |
| Corporation | Corp. | Manufacturer | Mfr. | **Months of the Year** | |
| Corrections, -al | Corr. | Manufacturing | Mfg. | January | Jan. |
| County | Cty. | Market | Mkt. | February | Feb. |
| Department | Dept. | Medical | Med. | March | Mar. |
| Development | Dev. | Memorial | Mem. | April | Apr. |
| Director | Dir. | Metropolitan | Metro. | May | May |
| Distributor, -ion, -ing | Distrib. | Mount | Mt. | June | June |
| District | Dist. | Mortgage | Mtge. | July | July |
| Division | Div. | Municipal | Mun. | August | Aug. |
| Doing business as | d.b.a. | Mutual | Mut. | September | Sept. |
| East, -ern | E. | National | Natl. | October | Oct. |
| Education | Edn. | North, -ern | N. | November | Nov. |
| Electric, -al | Elec. | now known as | n.k.a. | December | Dec. |

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| **Style Guide at a Glance** |
| **Capitalization** |
| capitalize  proper nouns  titles when immediately before and as a part of a name  full names of entities and some short forms |
| **Dates in text** |
| spell out months |
| comma after day with full date (month, day, year) |
| comma after year unless date used as adjective or date ends sentence |
| if just month and year, no comma or “of” between month and year (July 2012, not July of 2012) |
| **Numbers** |
| spell out  one through ten and first through tenth (except in citations)  syllabus paragraph numbers and Amendments to U.S. Constitution  numbers that begin a sentence |
| use numerals  with percentages  with abbreviated units of measure (55 m.p.h.) |
| writer’s choice  when numerals and spelled-out numbers in same ¶ or series of ¶s, numerals ok for all  numbered series where items referred to by number (exhibit no. 5)  words like thousand and million may be used to replace a string of zeros |
| no superscript |
| **Lists** |
| colon may introduce list only if matter before the colon could stand alone as complete sentence |
| use parallel grammatical structure for each item in a list |
| **Quotations** |
| **punctuating quotations** |
| quotation marks always go outside periods and commas and inside semicolons and colons |
| quotation marks go outside question mark if quote incorporated into a question |
| if quote preceded by intro. phrase, (1) set off w/ comma or colon, and (2) start quote w/capital letter; but if quote introduced by a phrase ending in that, (1) no comma or colon, and (2) start quote w/lowercase letter |
| **ellipses to show omissions in quotations** |
| an ellipsis is made by three asterisks separated by spaces: \* \* \* |
| do not  begin quotation using an ellipsis  use an ellipsis after a period at the end of a quotation  use ellipses either before or after an obvious sentence fragment  do  indicate omission at the end of a sentence with an ellipsis instead of a bracketed period  indicate omission of a paragraph from a multiparagraph quote with ellipsis preceded by quote |

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| **block quotations** | | |
| use to set off quotes longer than four lines | | |
| create block quote with larger left and right margins | | |
| quotation marks only for quotes within the block quote | | |
| source can either introduce the quote or follow it | | |
| **Footnotes** | | |
| discouraged, but may be appropriate for relevant point that would interrupt the argument | | |
| never for legal analysis or citations | | |
| **Italics** | | |
| italicize (1) *id.*, (2) case captions, and (3) case histories in citations | | |
| do not italicize foreign words and phrases | | |
| use sparingly for emphasis | | |
| reverse italics may be used to retain emphasis | | |
| **Acronyms and Abbreviations** | | |
| avoid overuse | | |
| identify before using, e.g., Federal Bureau of Investigation (“FBI”) | | |
| pluralize with a lowercase *s* and no apostrophe (SUVs, DVDs) | | |
| **Parenthetical References** | | |
| descriptive words may be used for continuing reference to one or more person or entities; when later referring to same persons or entities, use same descriptive word | | |
| **Commonly Misused Words and Phrases (strikethrough = Style Guide disapproval)** | | |
| ~~above; above-cited; above-mentioned; above-quoted~~ | clearly; obviously | practical; practicable |
| accord; accordance | compose; comprise | prescribe; proscribe |
| adduce; deduce; educe | convince; persuade | rebut; refute |
| affect; effect | decision; judgment; opinion | refer; reference |
| afterward; ~~afterwards~~ | finding; holding | remand; ~~remand back~~ |
| alleged; ostensible; purported | historic; historical | respective |
| alternate; alternative | Hobson’s choice | ~~said; the said~~ |
| ~~amici brief~~; amicus briefs | hopefully | saving clause; ~~savings clause~~ |
| amicus curiae | identical with; identical to | scenario |
| appendices; appendixes | impact | survival action; survivorship |
| ~~approvingly cited~~; cited with approval | imply; infer | that; which |
| around | ~~irregardless~~; irrespective; regardless | tortious; tortuous; torturous |
| as; because; since | ~~issue of whether~~; issue whether | toward; ~~towards~~ |
| as such | its; it’s | ~~upon~~; on |
| assure; ensure; insure | method; methodology | verbal; oral |
| attorney fees; ~~attorney’s fees~~ | must; shall; may | verbiage |
| between; among | pleaded; pled | whether; ~~whether or not~~ |
| cite; ~~cite to~~; citation | posit |  |