The University of Memphis Law Review
2017 Guide to the Bluebook Exam

General Overview

Required Materials
- The Bluebook (20th Edition)
- The University of Memphis Law Review Local Rules (“Local Rules”)

Purpose of the Exam
This portion of the summer competition is your opportunity to demonstrate:
- Attention to detail
- Ability to understand and apply the Bluebook

What is this Bluebook Exam anyway?
The bluebook exam is an 11-page Essay with a huge number of errors. The task for the applicant is to scour the text and footnotes for errors in citation and grammar and correct those errors. The Bluebook exam accounts for 30% of the total write-on competition score.

Rules & Considerations
- Do not look anything up for content.
- Assume the following are correct: page numbers, dates, names of authors
  - Note: assume the content of these items is correct; the way these items are presented (typeface, spacing, etc.) may require changes
- Do not add footnotes.
- Indicate every change that you make to receive credit.
- To indicate a change, highlight the error in yellow and add a comment noting the change and rule used to justify the change made.
  - Refer to the Local Rules for a detailed explanation of comment formatting.
  - When changing order of authorities, do not highlight the entire footnote or source moved; instead, note the change in the FN comment.
  - DO NOT USE TRACK CHANGES.
- Highlight the characters on either side of spacing changes.
  - Remember, there are 2 spaces between sentences and 2 spaces following an in-text colon.
- Correct grammatical errors, but do not rewrite sentences.
  - If you cannot find a rule in the Local Rules or the Bluebook to support your change, do not make the change.
INTRODUCTION TO LAW REVIEW CITATION

HYPHENS, EN DASHES, EM DASHES
- Hyphens, en dashes, & em dashes are not interchangeable.
- Although the Bluebook states that hyphens and en dashes may be used to indicate page ranges {R. 3.2(a)}, our Law Review uses only the en dash for page ranges.

Use these punctuation marks as indicated in the chart below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Symbol</th>
<th>Purpose</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hyphen</td>
<td>-</td>
<td>Used to join words</td>
<td>two-thirds, twelfth-century</td>
</tr>
<tr>
<td>En Dash</td>
<td>–</td>
<td>Used in ranges</td>
<td><em>McCulloch</em>, 17 U.S. at 320–22</td>
</tr>
<tr>
<td>Em Dash</td>
<td>—</td>
<td>Indicates a break in thought</td>
<td></td>
</tr>
</tbody>
</table>

GENERAL ADVICE
- The bluebook is not something that is ever completely mastered. The only way to learn is to practice!
- A key to Bluebook proficiency is to know where to look. Before the competition begins, take a few days getting to know your Bluebook. Also, the Bluebook provides these reference guides:
  - Quick Reference, Front Cover
  - Subject Overview, Back Cover
  - Index
  - Note: For law review, you will be using the white pages.

SUBJECT OVERVIEW

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Rules</td>
<td>Rules 1–9</td>
</tr>
<tr>
<td>Cases</td>
<td>Rule 10</td>
</tr>
<tr>
<td>Government Materials</td>
<td>Rules 11–14</td>
</tr>
<tr>
<td>Books, Periodicals, etc.</td>
<td>Rules 15–17</td>
</tr>
<tr>
<td>Electronic Media</td>
<td>Rule 18</td>
</tr>
<tr>
<td>Services</td>
<td>Rule 19</td>
</tr>
<tr>
<td>Foreign Materials</td>
<td>Rule 20</td>
</tr>
<tr>
<td>International Materials</td>
<td>Rule 21</td>
</tr>
<tr>
<td>Tables</td>
<td>T1–T5</td>
</tr>
<tr>
<td>Abbreviations</td>
<td>T6–T16</td>
</tr>
</tbody>
</table>
CORRECTING CITATIONS
Each part of a legal citation is important. Accordingly, you must check each component for accuracy.

Example: See Quillen v. State, 110 A. 2d 445, 449 (Delaware 1955)
          ▪ Introductory Signals – Rule 1.2
          ▪ Typeface Conventions for Case Names – Rule 10.2
          ▪ Abbreviations, Spacing – Rule 6.1(a)
          ▪ United States Jurisdiction – Table 1
          ▪ Citation Sentences – Rule 1.1(b)(i)

INTRODUCTORY SIGNALS
Signals organize authorities & show how those authorities support/relate to a proposition given in the text [R. 1.2 & 1.3].
        - When checking signals for accuracy, pay close attention to:
          ▪ Typeface
          ▪ Capitalization
          ▪ Order
          ▪ Punctuation

ORDER OF AUTHORITIES
A string cite is a citation with more than one authority. For clarity and consistency, the Bluebook provides an order for these authorities.
        - Order authorities within each signal according to Rule 1.4.
          ▪ Constitutions
          ▪ Statutes
          ▪ Treaties
          ▪ Cases
          ▪ Legislative Materials
          ▪ Administrative & Executive Materials
          ▪ Agency Materials
          ▪ Records, Briefs, & Petitions
          ▪ Secondary Materials
        - Authorities within each signal are separated by semicolons. But remember, signals have their own order as well [R. 1.3].
SHORT FORM CITATIONS
Short form citation is beneficial because it saves time and saves space.

Specific Short Forms
- Cases {R. 10.9}
- Statutes {R. 12.10}
- Books, etc. {R. 15.10}
- Periodicals {R. 16.9}
- Unpublished Sources {R. 17.6}
- Internet Sources {R. 18.8}

General Short Forms
- Id. {R. 4.1}
- Supra {R. 4.2}

Id. {R. 4.1}
- Always italicize the period.
- May be used for any kind of authority (except internal cross-references {R. 3.5}).
- Only use Id. when the preceding footnote cites one authority.

Incorrect
2. Id. at 565.

Correct
2. Chalfin, 233 A.2d at 565.

Incorrect
1. See supra text accompanying note 2.
2. Id.

Correct
1. See supra text accompanying note 2.
2. See supra text accompanying note 2.

Supra {R. 4.2}
Use supra to short cite:
- Legislative hearings
- Court Filings
- Books
- Pamphlets
- Reports
- Unpublished Materials
- Nonprint resources
- Periodicals

Do not use supra to short cite:
- Cases
- Statutes
- Constitutions
- Legislative materials
- Restatements
- Model Codes
- Regulations

Example:
3. BIDSTRUP et al., supra note 1, at 228.
4. § 1983.
**The High-Five Rule**

Use a short form where the authority is cited in the previous five footnotes \{R. 10.9\}. Otherwise, use a full cite.

<table>
<thead>
<tr>
<th>Incorrect</th>
<th>Correct</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Other Authority</td>
<td>2. Id.</td>
</tr>
<tr>
<td>3. Other Authority</td>
<td>3. Other Authority</td>
</tr>
<tr>
<td>4. Other Authority</td>
<td>4. Other Authority</td>
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<tr>
<td>5. Other Authority</td>
<td>5. Other Authority</td>
</tr>
<tr>
<td>6. Other Authority</td>
<td>6. Other Authority</td>
</tr>
<tr>
<td>7. Joe, 1 U.S. at 8.</td>
<td>7. Joe, 1 U.S. at 8.</td>
</tr>
</tbody>
</table>

**Tables**

The rules define how and when to apply the Bluebook’s Tables. Tables generally provide abbreviations. *E.g. \{R. 10.2.2\}* Additional Rules for Case Names in Citations: “Always abbreviate any word listed in table T6, even if the word is the first word in a party’s name.”

**Most Frequently Used Tables**

<table>
<thead>
<tr>
<th>T1</th>
<th>United States Jurisdictions (E.g. Supreme Court, Court of Appeals, District Courts, Bankruptcy Court, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>T6</td>
<td>Case Names &amp; Institutional Authors in Citations: When to abbreviate words in cases and authors’ names in citations</td>
</tr>
<tr>
<td>T7</td>
<td>Court Names</td>
</tr>
<tr>
<td>T8</td>
<td>Explanatory Phrases</td>
</tr>
<tr>
<td>T10</td>
<td>Geographical Terms</td>
</tr>
<tr>
<td>T12</td>
<td>Months (Hint: As a general rule, all month names are abbreviated.)</td>
</tr>
<tr>
<td>T13</td>
<td>Periodicals: How to abbreviate journals’ names</td>
</tr>
<tr>
<td>T16</td>
<td>Subdivisions</td>
</tr>
</tbody>
</table>

**Good Luck!**