

*Georgia Bar Journal*  
Manuscript Format and  
Citation Guidelines

Authors are requested to adhere to the following rules and citation forms in submitting manuscripts to the *Georgia Bar Journal*:

1. **Text.** The text should be typed, 10 to 12 pages, double-spaced (including endnotes) on letter-size paper.

2. **Endnotes.** All citations are to be placed in endnotes at the end of the text, and not at the bottom of each page as footnotes. Citations to authority should not be included in the text. Endnotes should be double-spaced.

3. **Citations.** Except as stated below, the citation forms prescribed in A Uniform System of Citation, (17th ed. 2000), should be used. Endnote citations should use the following forms:

4. **Cases.**

(i) Case names in citations in endnotes should not be in italics or underlined. When available, parallel citations to regional reporters (especially the Southeastern Reporter) should be provided. Pinpoint citations, to direct the reader to particular pages, should be used when the citation is to a specific portion of an opinion.

Example: Smith v. Jones, 150 Ga. App. 220, 223, 300 S.E.2d 110, 111 (1967),  
aff'd, 252 Ga. 310, 330 S.E.2d 85 (1968).

(ii) Case names used in the main text of an article and in a sentence in an endnote should be in italics.

Example: Thus, the court's decision in *Jones* indicates that . . .

5. **Statutes:** Citations to Georgia statutes should be to the Official Code of Georgia Annotated (O.C.G.A.) except for historical references to former statutes in the old Georgia Code Annotated (Ga.Code Ann.). Citations to federal statutes or those of other states should follow the rules set forth in A Uniform System of Citation. Legislation enacted by the Georgia General Assembly that is not codified in O.C.G.A. may be cited by reference to Georgia Session Laws (\_\_\_\_ Ga. Laws \_\_\_\_). In all cases, the date of the authority cited should be included. Roman typeface should be used.

Examples: O.C.G.A. § 9-11-34 (1982 & Supp. 1990). 1975 Ga. Laws 210.

6. **Books and Treatises.** The typeface to be used in endnote citations for both the name of the author and the name of the book or treatises should be in large and small capital letters. The date and edition numbers, if applicable, should be included.

Example: 2 E. WILSON, EASEMENT LAW 112-13 (3d ed. 1963).

**7. Periodicals, Law Journals.** The name of the author should be in Roman type. The name of the article should be in italics, indicated by a single underline. The name of the journal or periodical should be indicated in large and small capital letters.

Example: Jones, *Georgia Informed Consent Law*, 43 Ga.St.B.J. 110 (1980).

**8. Signals.** Signals in citations (such as aff'd, rec'd, see, see also, id., cf., infra and supra) should be in italics.

**9. Quotations.** When there is a quotation in the text and the author has added emphasis, omitted internal citations or footnotes, or otherwise altered the quoted material, the statement to that effect should be in parentheses after the citation in the endnote and not with the quoted material in the text.

**10. Court References.** When used to refer to the United States Supreme Court, the Supreme Court of Georgia, and the Georgia Court of Appeals, the word "Court" should be capitalized in text and endnotes.

**11. Spacing.** Because the pieces published in the *Journal* will eventually be typeset, the *Journal* requires that only one space be used between sentences rather than the customary two spaces with normal typing.

**12. Article Submission.** Once the article has been edited and revised, the *Journal* requires an electronic file containing the piece to be submitted to the assigned editor.

**13. Photos and Author's Biographies.** A "head shot" photograph is required to be submitted prior to publication as the *Journal* customarily prints the author's photo with each piece. A brief biography of the author, stating educational background, current affiliation and any other relevant information is also required. Past issues of the *Journal* may be consulted for format.