Citation and Style Guide
for the
Public Utility Commission of Texas

Prepared and Maintained by the
Commission Advising and Docket Management Division

3rd Edition
April 2015
Forward

This guide serves as a reference tool to provide a consistent style for citations, formatting, and writing style for matters commonly used at the Public Utility Commission of Texas. It comprises three parts: a citation guide, a style guide, and a guide to writing references.

Part one presents citation forms. While the preferred citation forms generally follow The Bluebook: A Uniform System of Citation (currently, 19th ed.) or The Greenbook: Texas Rules of Form (currently, 12th ed.), some of the citation forms most commonly used at the Commission do not. For instance, this guide eschews the use of small capitals: use Black’s Law Dictionary, not BLACK’S LAW DICTIONARY. In addition, citations to Commission rules do not contain all of the parenthetical information that is required for the rules of other agencies (e.g., identification of the agency).

This third edition of the guide makes three significant citation changes. First, Commission rules will now cite to the Texas Administrative Code. Second, citations to transcripts will include the name of the witness in a parenthetical. And third, the P.U.C. Bulletin will no longer be cited if the matter cited can be found electronically in the Commission’s Agency Information System, reference on the Commission’s web page as the interchange. As a practical matter, this means that only material from early water and sewer utility dockets (prior to the transfer to the Texas Water Commission in 1985) will need to cite to the P.U.C. Bulletin; all other Commission dockets have been scanned and are available electronically.

Part two presents styles for common documents prepared or filed at the Commission. This guide generally follows the Chicago Manual of Style, the Government Printing Office Manual of Style, and Garner’s Modern American Usage. Another good reference is the Texas Law Review Manual on Usage Style and Editing (11th ed.). While style can be primarily a matter of personal preference, it is preferable that personal preference give way to an organizational preference. This helps to ensure that a consistent face is presented in agency documents and reinforces the fact that the documents are the agency’s documents and not the individual member’s or employee’s documents.

Finally, an appendix provides a list of writing references. Volumes that are found in the Commission’s library are indicated.

If you have suggestions or corrections to this guide, please send them to:

citationguide@puc.texas.gov
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I. Citations

   - Citations should generally follow The Bluebook: A Uniform System of Citation, except as modified by The Greenbook: Texas Rules of Form and this guide.
   - Citations should always be in a footnote, never in the text.
   - Only two typefaces are used in citations: ordinary roman type (plain text) and italic type. Small caps are not used.
     - In citations, italic type is used only for the following: case names, titles of books and articles, introductory signals (e.g., see, e.g.),\(^1\) phrases for subsequent history (e.g., rev’d), citation cross references (e.g., id. and supra),\(^2\) and phrases introducing related authority (e.g., quoted in).\(^3\)
   - Use a hard space (ctrl-shift-space) to prevent separation at the end of a line between a numeral and its introductory symbol (e.g., §, ¶, no., ch., sec., etc.), between a month and a date, or anywhere that letting a numeral fall to the next line presents a miscue to the reader.
   - Short-form citations are appropriate only after giving a full citation.
   - If an acronym will be used for the source in short-form citations, the short form must be given in a parenthetical in the original citation.
   - The guidelines applicable to citations do not necessarily apply to text.

2. Texas Statutes.
   2.1. General provisions.
      - Citations of statutes should include the name of the act (if appropriate), the source of the statute, the applicable sections, the location and date of the statute and a parenthetical for the short-form citation.
      - Other parenthetical information may also be provided if helpful.
      - There is one space between the section sign and number, but no space between the section number and subdivisions (e.g., PURA § 37.061(a)(3)).
      - But, for submissions to the Texas Register, there is no space between the section sign and number (e.g., PURA §37.061(a)(3)).
   2.1.1. Cited source.
      - Cite currently effective statutes to current official codes or supplements, otherwise to unofficial codes or session laws.
      - For Texas statutes, cite to subject matter codes, or to Vernon’s Annotated Revised Civil Statutes of the State of Texas or an independent code, or a supplement, if found there.\(^4\) Subject matter codes and civil statutes can be found at the Texas Legislature’s website: http://www.statutes.legis.state.tx.us/
      - Cite to session law if a statute has not yet appeared in a code, or for Texas statutes, the Revised Civil Statutes.\(^5\)

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\(^1\) See The Bluebook: A Uniform System of Citation, R. 1.2 and 1.3 (Columbia Law Review et al. eds, 19th ed. 2010) (The Bluebook).
\(^2\) See id., R. 4.2.
\(^3\) See id., R. 1.6.
\(^5\) See id., R. 10.3.
The historical act of enactment, amendment, or repeal should be cited to session law. A parenthetical giving the current version or the location as appropriate may be given if helpful.

2.1.2. **Session Laws.**
- Cite to *General and Special Laws of the State of Texas* (Tex. Gen. Laws) if found there, or to *Vernon’s Texas Session Law Service* (Tex. Sess. Law Serv.).
- Bills should almost never be cited for substantive law.6
- When citing to a session law, a parenthetical identifying the House or Senate bill may be added after the chapter designation if helpful.
- A PDF version of *Texas General and Special Laws of the State of Texas* can be found on the Texas Legislative Reference Library website: [http://www.lrl.state.tx.us/legis/statuteCurrentVersions.cfm](http://www.lrl.state.tx.us/legis/statuteCurrentVersions.cfm)
- The first page of the act should always be cited.
- The page of the section of the act should be included if it is on a different page.
- When one section of an act adopts multiple sections in a code, both the code section and page number should also be included.

2.1.3. **Location and date.**
- Cite to only the bound volume if the provision is located only in that bound volume and is not included in the supplement.
- Cite to only the supplement if the provision is located only there and is not located in the bound volume.
- Cite to both if the provision is located in both the bound volume and the supplement.
- Use the date of the current bound volume and supplement.

2.1.4. **Full and short citation forms.**
- The first citation to a statute should contain the statute’s name (if usually cited in that way), code location, publisher, supplements, dates, and a parenthetical for the short form citation (if one is used).
- Subsequent citations to the source of the statute should use the short form if one has been identified.
- But, the short form citation should identify the location and date if it is the first cite to a particular section or sections.

2.2. **Current Statutes.**

2.2.1. **Citing an entire act.**
- Use when citing to a general reference to an entire act.
  
  
  
  
  This act does not have an official short title, but it is commonly referred to as the Texas Public Information Act:
  
  
  This act does not have an official short title, but it is commonly referred to as the Open Meetings Act:
  

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6 See id., R. 10.4 for the single exception.
2.2.2. **Citing a specific section.**

- Section found only in bound volume.
  
  

- Section found only in supplement.
  
  

- Section found in both bound volume and supplement.
  
  

- After citing a statute in full, use the short-form citation.
  
  PURA § 53.110.
  
  TWC § 13.001(a).
  
  APA § 2001.144.
  
  

- In short citations, include a parenthetical for the location and date of the section if it is the first cite for that section.
  
  PURA § 36.105 (West 2007).
  
  

2.2.3. **Citing multiple sections.**

- Multiple sections require two section signs; multiple subsections in a single section require one section sign.
  
  
  
  PURA § 56.023(d), (j) (West 2007 & Supp. 2014).
  
  TWC § 13.254(a-1), (a-3), (a-4).

- If a dash or hyphen could cause a miscue, use the word to.
  
  TWC §§ 13.254(a-1) to (a-4).

2.2.4. **Portions of acts not yet (but will be) found in a code.**

- Cite to session law and indicate the future location in a code parenthetically.
  

- The first page of the act and the page on which the section is located (if different) should be given.
  
2.2.5. **Portions of acts not codified.**

- Sections of an act that are not included in a subject matter code should cite session law.

  

2.3. **PURA (Previous Versions).**

2.3.1. **Amended, repealed, or expired sections.**

- If a section is no longer in effect because of amendment, repeal, or expiration, cite to the session law of enactment and amendment or repeal, with explanatory parentheticals or notations.

- For an amended statute, also include a parenthetical with the year of amendment and a second parenthetical indicating the current code location. A third parenthetical should be included for subsequent short-form cites, if needed, indicating the provisions as a former section.

  
  Short-form cite: Former PURA § 38.004.

- If necessary for completeness, the amending session law should be included.


- For a repealed statute, the repealing session law should be included. A parenthetical should be included for subsequent shortened cites, if needed, indicating the provisions as a former section.

  
  Short-form cite: Former PURA § 12.104.

- For an expired section, note the date of expiration in a parenthetical. A second parenthetical should be included for subsequent shortened cites, if needed, indicating the provisions as a former section.

  (former PURA § 66.017).
  
  Short-form cite: Former PURA § 66.017.

2.3.2. **PURA95.**

- PURA95 was formerly located at Tex. Rev. Civ. Stat. art. 1446c-0.

- There were several bills that comprised PURA95. Therefore, it may be necessary to refer to each individual bill enacted.

- A parenthetical should be included for subsequent shortened cites, if needed, indicating the provisions as a former section of PURA95.

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Short-form cite: PURA95 § 3.217 (repealed).

2.3.3. **PURA75**.
- PURA75 was formerly located at Tex. Rev. Civ. Stat. art. 1446c.
- Subsequent amendments to PURA75 are not included in this example; those amendments should refer to the appropriate Texas General Laws for the year in which the amendment was adopted.
- A parenthetical should be included for subsequent shortened cites, if needed, indicating the provisions as a former section of PURA75.


Short-form cite: PURA75 § 40 (repealed).

3. **Municipal Ordinances**.

3.1. **Codes**.
- If ordinances are codified, cite to the code.
  
  
  Allen, Texas, Land Development Code §§ 7.03.5, 7.07 (2000).

3.2. **Uncodified Ordinances**.
- If an ordinance is not codified, cite to the ordinance name or number.
  
  Odessa, Tex., Ordinance 409 (Nov. 12, 1960).
  
  Plano Tex., Temporary Signs Ordinance (Nov. 14, 2005).
  
  Allen, Texas, Ordinance No. 2137-1-03 (Jan. 28, 2003).
  
  Austin, Texas, Ordinance No. 20120607-055 (Nov. 1, 2012).

4. **Federal Statutes**.

4.1. **Generally**.
- If the statute is not yet found in the United States Code, cite to West’s United States Code Annotated, or its supplement.
- If the statute is so new that it is not located in any code, cite to session law. If citation to session laws is necessary, follow The Bluebook rule 12.4.
- Session law is cited to the United States Statutes at Large, giving the title and page number (e.g., 92 Stat. 3117).

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7 *The Bluebook*, R. 12.2.1.
• Federal statutes enacted after the latest code or supplement should be cited to West’s United States Code Annotated or its supplement, as opposed to the United States Code.


• Copies of current and previous versions of the United States Code, the Statutes at Large, and session laws can be found with links on the Library of Congress website: http://www.loc.gov/law/help/guide/federal/uscode.php

4.2. Citing an entire act.

• Give the name of the act and location in the official code, or if not yet located there, in an unofficial code, or if not yet located there, to session law.

• If an act is located in many scattered sections or titles of the code, cite to session law with a parenthetical indicating the general locations of the codified sections.

4.3. Commonly cited federal statutes.

4.3.1. Communications Act of 1934.

4.3.2. Telecommunications Act of 1996.
• The Telecommunications Act of 1996 should not generally be cited: generally the Communications Act of 1934 should be cited; however, if necessary, cite as:

4.3.3. Public Utility Holding Company Act of 1935.
• PUHCA has been repealed; must cite to session laws.
  Short-form cite: PUHCA § 10 (repealed).

4.3.4. Federal Power Act.


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4.3.9. **Energy Independence and Security Act of 2007**


4.3.10. **Bankruptcy Code**


4.3.11. **Federal Tax Code**


5. **Texas Agency Rules.**

5.1. **General Rules.**

- Cite to the Texas Administrative Code.
- Include a parenthetical identifying the short-form cite (TAC).
- For agencies other that the P.U.C., include a parenthetical identifying the agency and subject of the rule.
- After citing in full, use a short-form citation; for example, 16 TAC § 25.101.
- When citing consecutive sections or subsections, give inclusive numbers—do not use “et seq.”
- There is no space between the section number and subdivisions (e.g., § 37.061(a)(3)).
- When citing multiple sections, identical numbers (or letters) preceding a punctuation mark may be omitted unless it would cause confusions (e.g., PURA §§ 65.051-.053).

5.2. **P.U.C. Rules–Current.**


Short-form cites:

16 TAC § 25.101.
16 TAC §§ 26.417-.418.
16 TAC §§ 24.101-.105, 24.110-.112.

5.2.1. **Appendices.**

16 TAC § 25.215(d), Appendix V, Tariff for Competitive Retailer Access.

5.2.2. **Figures.**

16 TAC § 25.43(f)(1)(A), Figure: part 4a.

5.3. **P.U.C. Rules–Repealed and Expired.**

- Follow *The Greenbook* Rule 16.1.2(c) for emergency rules that have expired.
- Follow *The Greenbook* Rule 16.1.1(b) for rules that have been repealed, and are no longer in force.

5.4. **Other Agency Rules.**

5.5. State Rules.

5.5.1. Texas Rules of Civil Procedure.
Tex. R. Civ. Proc. 166(b).

5.5.2. Texas Rules of Evidence.
Tex. R. Civ. Evid. 801(a).

5.6. Texas Register.

- Include a reference to the specific date of publication to facilitate the reader locating the publication.
  
  Notice of Application for a Service Provider Certificate of Operating Authority,

- When referenced in the text, Texas Register should be italicized and should not be abbreviated.


6.2. Federal Register.

- Include a parenthetical reference to the appropriate sections of the Code of Federal Regulations.
  
  be codified at 47 C.F.R. pt. 27).

7. P.U.C. Matters.

7.1. Generally.

- The style of the docket or project is italicized.
- The style of the docket or project is placed before the docket or project number.
- Use a hard space (ctrl-shift-space) between No. and the numerals to avoid separation at the end of a line.
- Do not include the SOAH docket number in any citation.
- Refer to the docket number in shorthand in the text only after it is cited in full in a footnote.
- Cite to the P.U.C. Bulletin only if an electronic version of the order is not available on the Commission’s web site.
  
  - Previous editions of this guide required citations to the P.U.C. Bulletin for orders issued before September 1996 or a parenthetical notation if not published.
  - Electronic versions of most Commission orders can now be found on AIS (known as the interchange when accessed from the Commission’s web page), but not for early water cases because files were transferred to the Texas Water Development Board.
  - If citing to the Bulletin, do not use small caps.

7.2. Dockets.

7.2.1. General Cite to a Closed Docket.

- Use the date of the Commission’s final order in the docket.
  
  Application for Service Provider Certificate of Operating Authority,

- If citing to P.U.C. Bulletin for an order published in full:
  
  Application for Service Provider Certificate of Operating Authority,

- If citing to P.U.C. Bulletin for an order published as a memorandum decision:
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7.2.2. General Cite to a Pending Docket.
• Include a parenthetical note that docket is pending.
• When citing to a pleading previously filed in the docket in which the order is being issued, it is not necessary to include the “pending” notation. (See section 7.5: Pleadings, infra.)

7.2.3. Consolidated Dockets Without a Single Style.

7.3. Orders.

7.3.1. Generally.
• Use the date the order is filed if it is different than the signature date.
• Cite only to the page number of the order; except for final orders, cites to findings of fact, conclusions of law, and ordering paragraphs are appropriate instead of cites to the page number; and, for proposals for decision, cites to proposed findings of fact and proposed conclusions of law are appropriate.
• When citing to a Commission order that incorporates, in whole or in part, a PFD or interim order, cite the date of the Commission order.
• If the Commission issues more than one “final order” in a docket (e.g., an order on rehearing), employ the date of the most recent order in the citation.
  Application of XYZ to Change Rates, Docket No. 12888, Order on Rehearing (May 7, 2000).
• An earlier “final order” that was superseded by a subsequent order (e.g., an order on rehearing) should generally not be cited to. If it must be cited for some unique reason, include the fact that the order has been superseded by a subsequent order.
• Short citations are appropriate only after the docket has been cited in full:
  Docket No. 888, Order at 7.
  Docket No. 888, Order, P.U.C. Bull. at 7.
• When citing to an order in the same docket as the document that the citation will appear in, it is not necessary to reference the docket number in the short citation:
  Order on Appeal at 7 (Jul 4, 1978).

7.3.2. Preliminary Order.
  Request by City of GHI for Declaratory Relief, Docket No. 21536, Preliminary Order (Nov. 21, 2009).
7.3.3. **Interim Order.**


7.3.4. **Commission Order on Appeal of an Interim Order.**


7.3.5. **Interim Order and Commission Order on Appeal of an Interim Order.**

*Application of 123 Utilities Company for Tariff Approval*, Docket No. 4444, Order No. 32 and Order on Appeal (May 12, 2001).

- Note: Use this citation only when referring to the underlying interim order.

7.3.6. **Commission Order on Certified Issue(s).**


7.3.7. **Finding of Fact and Conclusion of Law in Commission Order.**


- When citing more than one non-consecutive finding of fact or conclusion of law:

- When citing more than one consecutive finding of fact or conclusion of law:

7.3.8. **Attachments or Appendices to Orders.**

- Attachments and appendices to orders will usually not be continuously paginated with the order. Cite to the order and the attachment with page number.
  
  *Style*, Order, Attachment II at 3.

  *Style*, Order, Appendix A at 1 (Nov. 3, 2022).

7.4. **Proposal for Decision.**

7.4.1. **Generally.**

*Application for Approval of a Discounted Rate*, Docket No. 6667, Proposal for Decision at 70 (Apr. 25, 2013) (PFD).

*Application for Approval of a Discounted Rate*, Docket No. 6667, Proposal for Decision 7 P.U.C. Bull. at 70 (Apr. 25, 1993) (PFD).

- Subsequent cites may use a shortened form.
  
  Docket No. 6667, PFD at 34.

  Docket No. 6667, PFD, 7 P.U.C. Bull. at 55.

7.4.2. **Proposed Finding of Fact and Conclusion of Law in Proposal for Decisions.**


- Subsequent cites may use a shortened form.
  
  PFD, Proposed Finding of Fact No. 12.
7.4.3. **Corrections or changes in response to exceptions.**

- If necessary, cite to the administrative law judge’s letter making the change.8
  
  Letter from Administrative Law Judge Julie Judge, State Office of Administrative Hearings to Sam Jones, Director, Public Utility Commission of Texas (Feb. 29, 2000) (filed in the docket).

7.5. **Pleadings.**

- Pleadings are not italicized or underlined; use regular font.
- When citing to a pleading previously filed in the docket in which the underlying order is being issued, it is not necessary to reference the full docket.
  
  Application at 5 (May 15, 2013).
- A full citation is necessary when referring to a pleading from another docket:
  
- A full citation to a pleading is required the first time it is referenced; a shorthand footnote citation may then be used for all subsequent references:
  
  Full cite: Comments of Southwestern Bell Telephone Company at 3 (Jun. 7, 2004). (SWBT’s Comments).
  
  Short-form cite: SWBT’s Comments at 5.
  
  
  Short-form cite: EDF’s Brief at 8.
  
  
  Short-form cite: OPUC’s Response at 6.

7.6. **Attachments and Appendices**

- If the attachment is consecutively numbered with the underlying document, include the attachment as a parenthetical.
  
  Direct Testimony of Jane Doe (Attachment JD-2) at 25.
- If the attachment is numbered independently from the underlying document, include the attachment and page number.
  
  Direct Testimony of Jane Doe, Attachment JD-2 at 2.
- If the attachment is both consecutively numbered with the underlying document and separately numbered within itself, cite to both page numbers.
  
  Direct Testimony of Jane Doe at 33, Attachment JD-3 at 4.

7.7. **Transcripts.**

7.7.1. **Generally.**

- When citing to a hearing transcript, indicate the speaker and the page and line numbers being referenced.
- When citing to a witness, include the type of testimony after the witness name.
- For an open meeting transcript, indicate the page number and line numbers, but not the speaker.
- Identify an administrative law judge as a speaker by using the appropriate title in the parenthetical.
- Include the date in a parenthetical.

7.7.2. **Hearing on the Merits.**

  Tr. at 172:25-173:8 (Howell Cross) (June 20, 2012).

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8 *The Bluebook*, R. 17.2.3.
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Tr. at 73:3-5 (Smith Rebuttal) (June 20, 2012).

• A full citation is required when referring to a transcript in another docket. Example:

  Short-form cite: Docket No. 12345, Tr. at 174:8-17 (Howell Cross).

7.7.3. **Prehearing Conference Transcript.**

  Prehearing Conference Tr. at 12:16-18 (ALJ Pomerleau) (Sept. 9, 2014).
  Prehearing Conference Tr. at 22:26-23:8 (Wilson) (Sept. 9, 2014).

7.7.4. **Open Meeting Transcript.**


7.8. **Testimony.**

• A full citation to the pleading is required the first time it is referenced; a shorthand footnote citation may then be used for all subsequent references.

• Identify the type of testimony, exhibit number, and party.

• Include line numbers in the citation if the testimony includes line numbers.

  Full cite: Direct Testimony of Jane Doe, ABC Ex. 1 at 5.
  Short-form cite: ABC Ex. 1 at 5.
  Full cite: Supplemental Direct Testimony of Jack Roe, XYZ Ex. 3 at 5:12-14.
  Short-form cite: XYZ Ex. 3 at 7:8-12.

• A full citation is required when referring to a transcript in another docket and a subsequent short-form citation requires the docket number.

  Full cite: Application of FGH Utility Company to Change Rates, Docket No. 25112, Pre-filed Direct Testimony of Jane Wilson, FGH Ex. 1 at 7 (Doe Direct).
  Short-form cite: Docket No. 25112, FGH Ex. 1 at 7 (Wilson Direct).

7.9. **Projects/Rulemakings.**

• In general, cite projects in the same manner as dockets. Use the date of the last Commission action or indicate that the matter is pending. (See sections 5.1 and 5.2).

• A full citation is required the first time it is referenced; a shorthand citation may then be used for all subsequent references.

• Identify the Commission order adopting a rule if appropriate.

  Investigation into Customer Satisfaction, Project No. 33333, Staff Data Request (Feb. 4, 1999).
  Order Approving Rule at 128.

8. **Federal Dockets.**

8.1. **FCC Dockets.**

• There is no simple format for citing FCC dockets. For the sake of consistency, attempt to cite these dockets in the same manner as a P.U.C. docket:

  Style of Docket, Docket No., Type of Order, (FCC Record cite, if available) (date released). Example:

8.2. FERC Dockets.
- As with the FCC, there is no single citation format due to multiple FERC publications; therefore, utilize the following examples:
  - Style of Docket, Order No., FERC ¶ cite (year). Examples:


- Case names should be abbreviated as in The Bluebook table T6.
- Cases should be cited as specified by The Bluebook, except where as modified by The Greenbook.

9.2. Texas Supreme Court.

9.3. Texas Courts of Appeal.


9.3.2. Pre-1981 (Courts of Civil Appeals).

9.4. Texas District Courts.

9.5. Federal Courts.
- Refer to The Bluebook for thorough guidance in citing opinions issued by federal courts.
- An example of a Supreme Court case often cited at the P.U.C.:

10. State Legislative Materials.

- Citations to legislative material should follow The Greenbook Rule 14.
- Certain legislative materials are available online at:
  - http://www.lrl.state.tx.us/index.cfm
  - http://www.capitol.state.tx.us/

10.2. House and Senate Journals.
- Cite to the legislature and the page numbers of the journal.
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10.3. Unenacted Bills.

10.4. Bill Analysis.

• Citations to current ERCOT documents should reference the title of the document, the relevant section, the section title, and the date found on the first page of the document.
• Follow the same citation format for prior versions of ERCOT documents, but include a parenthetical indicating that it is a prior version.

12. Opinions.

Tex. Att’y Gen. OR2002-6816.

12.3. Texas Ethics Commission.

• Omit small capitals in all citations.

13.2. Dictionaries.

13.3. Newspaper Articles.
Vikas Bajaj, MCI to Add Long-Distance Fee in Texas, Dallas Morning News, Aug. 6, 2001, at D6.

13.4. Journal Articles.

• Citation should include the volume (if more than one), author, title (in italics), page (or section or paragraph number if so numbered), edition (if more than one), and date of publication.

13.6. **Correspondence.**

Letter from Administrative Law Judge Julie Judge, State Office of Administrative Hearings to Sam Jones, Director, Public Utility Commission of Texas (Feb. 29, 2000) (filed in the docket).
II. Style Guidelines

1. General.

- The guidelines applicable to citations generally do not apply to text.

1.1. Typeface.

- Three typefaces are used in text: ordinary roman type (plain text), italic type, and bold type. Small caps are not used.
- In text, as for citations, italic type is used for the following:
  - case names,
  - titles of books and articles,
  - introductory signals (e.g., see, e.g.),
  - phrases for subsequent history (e.g., rev’d),
  - citation cross references (e.g., id. and supra), and
  - phrases introducing related authority (e.g., quoted in).
- Italic type may also be used for emphasis.
- Bold type should be used only for headings—it should not be used for emphasis.
- But, bold type is used to indicate the Commission’s response to comments in rule preambles.
- Underlining should not be used for emphasis and should otherwise be used sparingly.

1.2. Spacing.

- There is one space between abutting parentheticals: (1997) (FTA)
- There are no spaces between dashes or hyphens.
- There is one space after a semicolon.
- There is one space after a colon.
- Use a hard space (ctrl-shift-space) to prevent separation at the end of a line between a numeral and its introductory symbol (e.g., §, ¶, no., ch., sec., etc.), between a month and a date, or anywhere that letting a numeral fall to the next line presents a miscue to the reader.

1.3. Abbreviations.

- Abbreviate the month in the citation, when possible:
- Abbreviate number to no. (or No.) and numbers to nos. (or Nos.) as may be appropriate.
- Write out the full date in the text: April 17, 1997; not 4/17/97; not 17 April 1997.

1.4. Initialisms and Acronyms.

- Initialisms and acronyms should be used minimally. An initialism or acronym should be used only when it assists the reader.
- Periods should generally not be used between the letters of an initialism or acronym, but periods may be useful for initialisms using lower-case letters, e.g., r.p.m.
- Note: plurals of initialisms such as RFIs and LECs are not possessive—no apostrophe is necessary.
- The “s” following all-caps initialisms or acronyms should be lower case.

1.5. Commission.

- Use “Commission” only when referring to the Public Utility Commission of Texas within the text of a document—do not use PUC or P.U.C.. In pleadings addressed to federal agencies such as the FCC or

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10 See id., R. 4.2.
FERC, those agencies should be referred to as the “Commission” and this agency as “Public Utility Commission of Texas (PUCT).”

1.6. Page numbers.

- When following correct citation form, the first page that the docket or case appears on will be cited. When referring to a particular statement that happens to be on the first page, repeat the page number again:
- Cite all other page numbers specifically referred to:
- When citing to multiple page numbers, retain only the last two digits:
- If the cite incorporates non-consecutive page numbers, cite them in their entirety:
- When referring to a document that is not published, use the “at ___” format to refer to a specific page or pages.

1.7. Capitalization.

- Capitalize nouns referring to people or groups only when they identify specific persons, groups, government offices, etc.
- “Act” is capitalized only when referring to the specific act.
- “Order” is capitalized only when referring to the specific order, i.e. “this Order.”
- Capitalize “administrative law judge” only when using the phrase as a title to a particular judge, for example, Administrative Law Judge Pomperleau.
- “Commission” is capitalized in orders and documents; it is not capitalized in rules.
- Generally, there is no need to capitalize what appears in the text; rather, such capitalization should appear in the footnote. For example:
  - A textual reference may be: “The preliminary order issued in this docket addressed several concerns.” The accompanying footnote would be: “Preliminary Order at ___ (date).”
- The phrase “open meeting” is not capitalized.
- “Legislature” is capitalized only when making specific, not general references:
  - state action/legislative action
  - the State acted/the Legislature acted
- Do not capitalize the following in the style of a docket, unless the first word of the style:
  - Articles (the, a, an)
  - Coordinate conjunctions (and, for, or, nor)
  - Prepositions fewer than four letters
  - The “to” in infinitives

1.8. Italics.

- Italics should be used for emphasis, rather than bold or underlines.
- Id. is always italicized.
- E.g., i.e., are not italicized.
- The style of the cited docket should be italicized in the text and the footnote.
- Explanatory phrases (e.g., amended by, aff’d) are italicized. (See The Bluebook table T:8 for a complete list.)
- Introductory signals (e.g., See, c.f.) are italicized.
1.9. Quotations.

- Quotations of less than 50 words should be set within quotation marks.
- A citation must be provided for every quotation.
- Quotations of 50 words or more should be indented on both sides and single-spaced in a block quote. Do not use quotation marks. If the first word in the quotation is not the beginning of a sentence, it is not necessary to use an ellipsis, as a lowercase letter simply indicates that fact:
  the policy of this state [is to] to promote diversity of providers . . . and to encourage a fully competitive communications marketplace while protecting and maintaining the wide availability of high quality, interoperable, standards-based communications services at affordable rates. These goals are best achieved by legislation that brings telecommunications services into the modern era . . . .
- Block quotations should not be italicized.
- When changing a quote, indicate the change with square brackets.
- Omissions should be indicated by an ellipsis.
- Quotation marks should be used when quoting—not for emphasis.

1.10. Punctuation.

- Periods and commas are placed inside quotation marks.
- All punctuation, with the exception of colons and semicolons, are placed inside quotation marks.
- There is no comma between the month and the year: January 2002.
- A comma should follow the year only when the grammatical construction of the sentence warrants.
  Example:
  On December 25, 2001, the Commission held an open meeting.
  The Commission’s December 25, 2002 open meeting was short.
- The possessive of a singular noun, including those that end in “s”, is by adding an apostrophe and “s”.
  Example:
  The State of Texas’s brief was lengthy.
- Compound adjectives should be hyphenated.
  Rate-case expenses
  Energy-efficiency cost-recovery factor

1.11. Ellipses.

- An ellipsis is a mark indicating the intentional omission of words.
- An ellipsis consists of three periods separated by spaces and set off by a space before and after the last period: “ . . . ” not “...”.
- Use hard spaces (ctrl-shift-space) between the periods to prevent separation at the end of lines.
- Ellipses are never used to begin a quotation (See 1-7: Quotations, supra).
- When a sentence ends with an omission, use an ellipse and an ending period:
  “standards-based communications services . . . .”
- If an omission is made just after the end of a sentence or clause that omits the beginning of the next sentence or clause, retain the punctuation at the end of the sentence or clause and insert an ellipsis before the remainder of the quotation:
  “standards-based communications services at affordable rates. . . . are best achieved by legislation.”
  “the government counts money as it is spent; . . . on increasingly questionable items.”
1.12. **Miscellaneous symbols.**

- Write out “section” only when it is the first word of a sentence.
- There should be a hard space (ctrl-shift-space) between the section sign and the section number to prevent separation at the end of a line.
  For example: § 47
- This also applies when using multiple section signs:
  §§ 47 and 48
- In order to avoid dangling section signs at the end of a line, use a hard space (ctrl-shift-space) between the section sign and the number.
- The correct § sign to use can be found under Insert/Symbol/Normal in the Times New Roman font. Shortcut key is Alt + 21. Shortcut key for ¶ is Alt + 20.
- Also place a hard space between the ¶ symbol and the accompanying number.
- When placed at the beginning of a sentence, a symbol should be spelled-out in full.
- Dollar ($) and percent (%) symbols should be used wherever numerals are used, and the words used wherever numbers are spelled out.
- When using numbers in text, spell out numbers one through ten; use numerals for 11 and greater. However, always spell out numbers that begin a sentence.
- Do not hyphenate adjectival phrases where the adverb ends in -ly.

1.13. **Footnotes.**

- Footnotes should be in 10-point font.
- The footnote superscript is placed after punctuation.
  “The Commission disallowed $1,200 (which included rate-case expenses).”
- There should be at least six-point spacing between each footnote.
- Footnote text should be justified.
- Place a tab before the superscript number in the footnote section.
- Place two spaces between the superscript number and the first word.
- Generally, substantive information should not be included in a footnote.
2. Pleading and Order Formatting.
   • When writing an order, use the Word template for orders. Contact CADM if help is needed.

2.1. Margins.
   • Use the default margins as set forth:
     - Top: ....................... 1"
     - Bottom: ................. 1"
     - Left: ........................... 1"
     - Right: ......................... 1"
     - Header: ...................... .5" from edge
     - Footer: ....................... .5" from edge

2.2. Line Spacing.
   • Line spacing should be 1.5, justified text.

2.3. Font.
   • 12-point, Times New Roman.

2.4. Header/Footer.
   • Text in the header or footer should be in 10 point font, bold, regular case.
   • The header should include a page number as follows: Page 2 of 5.

2.5. Findings of Fact and Conclusions of Law.
   • Findings of fact and conclusions of law should be numbered separately.
   • The text should be placed in hanging indent format (Control + t).
   • Use bold, italicized, underlined, unnumbered headings to differentiate findings, e.g., Procedural History or Applicant’s Request.

2.6. Headings.
   • Headings should always be in bold.
   • Place a tab between the heading number and the title.
   • Headings should only be used in multiples. For example, I. should not be used if it is the only heading.
   • Use the following format:
     1. Heading
        A. Heading
  1. Heading
  a. Heading
  i. Heading

3.1. Margins.
- Use the default margins as set forth:
  - Top: ........................... 1"
  - Bottom: ..................... 1"
  - Left: ........................... 1"
  - Right: ........................... 1"
  - Header: ........................... .5" from edge
  - Footer: ........................... .5" from edge

3.2. Line Spacing.
- Line spacing should be single, justified text.

3.3. Font.
- 12-point, Times New Roman.

3.4. Header.
- Text in the header or footer should be in 10-point font, bold, regular case.
- The header should include a page number as follows: 5.
- The left-hand page header should state the title of the report; the right-hand page header should state the chapter.

3.5. P.U.C. References.
- The P.U.C. should be referred to as the “Commission” in reports. Other agencies (state or federal) should be referred to by full name, and if appropriate, by acronym.

3.6. Headings.
- Headings should always be in bold.
- Place a tab between the heading number and the title.
- Headings should be used only in multiples. For example, I. should not be used if it is the only heading.
- Text should not be indented in the same manner as the headings; instead, it should remain left justified.
- Use the following format:

  Chapter I.   Heading

A. Heading

  1.   Heading

    b.   Heading

      i.   Heading
III. Reference.

The Public Utility Commission’s library contains the following items that have a P.U.C. library call number. Items marked with an asterisk are located in Legal and Commission Advising.

1. Legal Dictionaries.


2. Thesaurus.


4. Style.


5. Legal Writing.

Part II: Style Guidelines


Kole, Janet S. *Pleading Your Case: Complaints and Responses.* 2014 [KF 251 K65 2013]


Stark. *Writing to Win.* [KF 250 S82 2012]


7. Etymology.

8. **Punctuation.**


