

**Citation and Style Guide  
for the  
Public Utility Commission of Texas**

**Prepared and Maintained by the  
Commission Advising and Docket Management Division**

**3<sup>rd</sup> Edition  
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## 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](mailto:citationguide@puc.texas.gov)

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## I. Citations

### 1. General Rules.

- 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.*),<sup>1</sup>
    - phrases for subsequent history (e.g., *rev'd*),
    - citation cross references (e.g., *id.* and *supra*),<sup>2</sup> and
    - phrases introducing related authority (e.g., *quoted in*).<sup>3</sup>
- 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.<sup>4</sup> 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*.<sup>5</sup>

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<sup>1</sup> 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*).

<sup>2</sup> See *id.*, R. 4.2.

<sup>3</sup> See *id.*, R. 1.6.

<sup>4</sup> See *The Greenbook: Texas Rules of Form*, R. 10.2 (Texas Law Review ed., 12th ed. 2008) (*The Greenbook*).

<sup>5</sup> See *id.*, R. 10.3.

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- 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.<sup>6</sup>
- 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>
- 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.
  - Public Utility Regulatory Act, Tex. Util. Code Ann. §§ 11.001-66.016 (West 2007 & Supp. 2014) (PURA).
  - Administrative Procedure Act, Tex. Gov't Code Ann. §§ 2001.001-.902 (West 2008 & Supp. 2014) (APA).
  - Texas Telemarketing and Disclosure Privacy Act, Tex. Bus. & Com. Code Ann. § 304.001-.259 (West 2009 and Supp. 2014) (TDPA).
- This act does not have an official short title, but it is commonly referred to as the Texas Public Information Act:
  - Tex. Gov't Code Ann. § 552.001-.353 (West 2012 & Supp. 2014).
- This act does not have an official short title, but it is commonly referred to as the Open Meetings Act:
  - Tex. Gov't Code Ann. § 551.001-.144 (West 2012 & Supp. 2014).

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<sup>6</sup> See *id.*, R. 10.4 for the single exception.

### 2.2.2. Citing a specific section.

- Section found only in bound volume.
  - Public Utility Regulatory Act, Tex. Util. Code Ann. § 39.203 (West 2007) (PURA).
  - Tex. Util. Code. Ann. § 161.125 (West 2007) (limiting the eminent domain power of an electric cooperative).
- Section found only in supplement.
  - Public Utility Regulatory Act, Tex. Util. Code Ann. § 39.915 (West Supp. 2014) (PURA).
  - Tex. Spec. Dist. Loc. Laws Code Ann. § 7201.002 (West Supp. 2014).
- Section found in both bound volume and supplement.
  - Public Utility Regulatory Act, Tex. Util. Code Ann. § 37.051 (West 2007 & Supp. 2014) (PURA).
  - Tex. Water Code. Ann. § 13.001 (West 2008 and Supp. 2014) (TWC).
- After citing a statute in full, use the short-form citation.
  - PURA § 53.110.
  - TWC § 13.001(a).
  - APA § 2001.144.
  - Tex. Util. Code § 181.004.
  - Tex. Spec. Dist. Loc. Laws Code Ann. § 7201.002.
- 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).
  - PURA § 39.9025 (West Supp. 2014).
  - PURA § 52.002 (West 2007 & Supp. 2014).

### 2.2.3. Citing multiple sections.

- Multiple sections require two section signs; multiple subsections in a single section require one section sign.
  - PURA §§ 39.262(l)-(o), 39.915 (West Supp. 2014).
  - Public Utility Regulatory Act, Tex. Util. Code Ann. §§ 55.001-.005 (West 2007) (PURA).
  - 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.
  - Act of May 13, 2013, 83rd Leg., R.S., ch. 170 (HB 1600), § 1.11, 2013 Tex. Sess. Law Serv. 725, 729 (West) (to be codified at Tex. Util. Code § 52.1035).
- When one section of an act adopts multiple sections in a code, also include the code section and page number.
  - Act of May 27, 1999, 76th Leg., R.S., ch. 405 (SB 7), § 39, sec. 41.051, 1999 Tex. Sess. Law Serv. 2543, 2558, 2609 (West) (to be codified at Tex. Util. Code § 41.051).

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Act of May 23, 2001, 77th Leg., R.S., ch. 651 (HB 2388), § 4, sec. 56.213, 2013 Tex. Sess. Law Serv. 1144, 1145, 1148 (West) (to be codified at Tex. Util. Code § 56.213).

### 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.  
Act of May 27, 1999, 76th Leg., R.S., ch. 405 (SB 7), § 62, 1999 Tex. Gen. Law 2543, 2625 (West).  
Act of May 13, 2013, 83rd Leg., R.S., ch. 170 (HB 1600), § 2.96, 2013 Tex. Sess. Law Serv. 725, 770 (West); Act of May 13, 2013, 83rd Leg., R.S., ch. 171 (SB 567), § 96, 2013 Tex. Sess. Law Serv. 772, 812 (West).

## 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.  
Act of May 27, 1999, 76th Leg., R.S., ch. 405 (SB 7), § 35, 1999 Tex. Gen. Laws 2543, 2557 (amended 2009) (current version at Tex. Util Code § 38.004) (former PURA § 38.004).  
Short-form cite: Former PURA § 38.004.
- If necessary for completeness, the amending session law should be included.  
Act of May 27, 1999, 76th Leg., R.S., ch. 405 (SB 7), § 36, 1999 Tex. Gen. Laws 2543, 2557, *amended by* Act of 2009, 81st Leg., R.S., ch. 424 (HB 2052), § 1, 2009 Tex. Gen. Laws 1017.
- 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.  
Act of May 8, 1997, 75th Leg., R.S., ch. 166, § 1, 1997 Tex. Gen. Laws 713, *repealed by* Act of May 27, 1999, 76th Leg., R.S., ch. 405 (SB 7), § 61, 1999 Tex. Gen. Laws 2543, 2624 (former PURA § 12.104).  
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.  
Act of Aug. 10, 2005, 79th Leg., 2nd C.S., ch. 2 (SB 5), § 27, sec. 66.017, 2005 Tex. Gen. Laws 4, 25, 34 (expired Jan. 1, 2007) (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.  
Public Utility Regulatory Act of 1995, 74th Leg., R.S., ch. 9 (SB 319), 1995 Tex. Gen. Laws 31, *repealed by* Act of May 8, 1997, 75th Leg., R.S., ch. 166 (SB 1751), § 9, 1997 Tex. Gen. Laws 713, 1018 (PURA95).

Act of May 12, 1995, 74th Leg., R.S., ch. 231 (HB 2128), 1995 Tex. Gen. Laws 2017, *repealed by* Act of May 8, 1997, 75th Leg., R.S., ch. 166 (SB 1751), § 9, 1997 Tex. Gen. Laws 713, 1018 (PURA95).

Act of May 27, 1995, 74th Leg., R.S., ch. 765 (SB 373), 1995 Tex. Gen. Laws 3972, *repealed by* Act of May 8, 1997, 75th Leg., R.S., ch. 166 (SB 1751), § 9, 1997 Tex. Gen. Laws 713, 1018 (PURA95).

Act of May 27, 1995, 74th Leg., R.S., ch. 1013 (SB 1227), 1995 Tex. Gen. Laws 5068, *repealed by* Act of May 8, 1997, 75th Leg., R.S., ch. 166 (SB 1751), § 9, 1997 Tex. Gen. Laws 713, 1018 (PURA95).

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.

Public Utility Regulatory Act, 64th Leg., R.S., ch. 721, 1975 Tex. Gen. Laws 2327, *repealed by* Act of April 5, 1995, 74th Leg., R.S., ch. 9 (SB 319), § 2(a), 1995 Tex. Gen. Laws 88 (PURA75).

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

## 3. Municipal Ordinances.

### 3.1. Codes.

- If ordinances are codified, cite to the code.  
Houston, Tex., Rev. Ordinances ch. 7, art. II, § 16 (1968).  
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.

- Federal statutes should cite to the *United States Code* or its supplement, if found there.<sup>7</sup> A copy of the *United States Code* in PDF can be found at the Government Printing Office's website: <http://www.gpo.gov/fdsys/browse/collectionUSCode.action?collectionCode=USCODE>
- 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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<sup>7</sup> *The Bluebook*, R. 12.2.1.

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- 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 public and private laws can be found at the Government Printing Office's website: <http://www.gpo.gov/fdsys/browse/collection.action?collectionCode=PLAW>
- 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.

Communications Act of 1934, Pub. L. No. 73-418, 48 Stat. 1064 (codified as amended in scattered sections of 47 U.S.C.A.) (2012).

#### 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:

Telecommunications Act of 1996, Pub. L. No. 104-104, 110 Stat. 56 (codified as amended in scattered sections of 47 U.S.C.A.) (2012).

#### 4.3.3. Public Utility Holding Company Act of 1935.

- PUHCA has been repealed; must cite to session laws.

Public Utility Holding Company Act of 1935, Pub. L. No. 74-133, 49 Stat. 803 *repealed by* Pub. L. No. 109-58, 119 Stat. 594 (PUHCA).

Short-form cite: PUHCA § 10 (repealed).

#### 4.3.4. Federal Power Act.

Federal Power Act, 16 U.S.C. §§ 791-828c (2010 & Supp. 2014).

Short-form cite: 16 U.S.C.A. § 824d.

#### 4.3.5. PURPA – Public Utility Regulatory Policies Act of 1978.

Public Utility Regulatory Policies Act of 1978, Pub. L. No. 95-617, 92 Stat. 3117 (codified as amended in scattered sections of 15, 16, 42, and 43 U.S.C.A.) (PURPA).

Short-form cite: 43 U.S.C.A. § 824c.

#### 4.3.6. Powerplant and Industrial Fuel Use Act of 1978.

Powerplant and Industrial Fuel Use Act of 1978, 42 U.S.C.A. §§ 8301-8483 (2012).

#### 4.3.7. Energy Policy Act of 1992

Energy Policy Act of 1992, Pub. L. No. 102-486, 106 Stat. 2776 (codified as amended in scattered sections of 2, 11, 15, 16, 25, 26, 30, 31, 33, 38, 40 and 42 U.S.C.A.) (West 2013 and Supp. 2014).

#### 4.3.8. Energy Policy Act of 2005

Energy Policy Act of 2005, Pub. L. No. 109-58, 119 Stat. 594 (codified as amended in scattered sections of 2, 11, 15, 16, 25, 26, 30, 31, 33, 38, 40 and 42 U.S.C.A.) (West 2013 and Supp. 2014).

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

Energy Independence and Security Act of 2007, 42 U.S.C.A. §§ 17001-17386 (2007) (EISA).

**4.3.10. Bankruptcy Code**

11 U.S.C.A. § 102 (West 2004 and Supp. 2014).

**4.3.11. Federal Tax Code**

26 U.S.C.A. § 61 (West 2011 and Supp. 2014).

**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 than 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).
- For rules issued before 1976, follow *The Greenbook* Rule 16.1.3.

**5.2. P.U.C. Rules—Current.**

16 Tex. Admin. Code § 25.101 (TAC).

Short-form cites:

16 TAC § 25.101.

16 TAC §§ 26.417, 26.420.

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.  
31 Tex. Reg. 6157 (2006) (emerg. rule 16 Tex. Admin. Code § 25.50) (adopted Aug. 4, 2006, expired Nov. 17, 2006).
- Follow *The Greenbook* Rule 16.1.1(b) for rules that have been repealed, and are no longer in force.  
16 Tex. Admin. Code § 25.87 (1998), *repealed* 37 Tex. Reg. 1046 (2012) (proposed Feb. 24, 2012).

**5.4. Other Agency Rules.**

30 Tex. Admin. Code § 112.6 (Tex. Comm’n. Envtl. Quality, Control of Sulfur Dioxide) (TAC).

## 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.  
21 Tex. Reg. 1397 (Feb. 20, 1996).  
Notice of Application for a Service Provider Certificate of Operating Authority,  
39 Tex. Reg. 8303, Docket No. 43469 (Oct. 17, 2014).
- When referenced in the text, *Texas Register* should be italicized and should not be abbreviated.

## 6. Federal Regulations.

### 6.1. Code of Federal Regulations.

47 C.F.R. § 1.399 (1996).

### 6.2. Federal Register.

- Include a parenthetical reference to the appropriate sections of the Code of Federal Regulations.  
The Wireless Communications Service (“WCS”), 62 Fed. Reg. 16,493 (1997) (to 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*,  
Docket No. 55555 (Mar. 2, 2009).
- If citing to P.U.C. Bulletin for an order published in full:  
*Application for Service Provider Certificate of Operating Authority*,  
Docket No. 55555, 8 P.U.C. Bull. 1540 (Mar. 2, 1989).
- If citing to P.U.C. Bulletin for an order published as a memorandum decision:



*Application for Service Provider Certificate of Operating Authority*,  
Docket No. 55555, 8 P.U.C. Bull. 1540 (Mar. 2, 1989) (mem.).

### 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*.)

*Application of ABC Electric Cooperative for Certificate of Convenience and Necessity*, Docket No. 9999 (pending).

### 7.2.3. Consolidated Dockets Without a Single Style.

*Petition of Office of Public Utility Counsel for Inquiry into the Rates of UVW Telephone Company and Petition of General Counsel to Investigate Rates of UVW Telephone Company*, Consolidated Docket Nos. 4444 and 4445 (Aug. 12, 2001).

## 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.

*Application of XYZ to Change Rates*, Docket No. 888, Order (Oct. 9, 1991).

*Application of XYZ to Change Rates*, Docket No. 888, Order 9 P.U.C. Bull. 1238 (Oct. 9, 1991).

- 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.

*Application of XYZ to Change Rates*, Docket No. 44888, Order on Rehearing (Aug. 14, 2013) *superseded by* Second Order on Rehearing (Dec. 12, 2013).

- 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.**

*Complaint of PQR Consumer for Refund*, Docket No. 123, Order No. 2 (Jun. 19, 1999).

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

*Application of KLM Utility*, Docket No. 333, Order on Appeal (Apr. 1, 1978).

**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).**

*Petition of TUV Power Marketing Association*, Docket No. 11111, Order on Certified Issues (Jan 15, 2004).

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

*Petition of X for Declaratory Relief*, Docket No. 99, Finding of Fact No. 6 (Aug. 7, 2013).

- When citing more than one non-consecutive finding of fact or conclusion of law:  
*Petition of X for Declaratory Relief*, Docket No. 99, Findings of Fact Nos. 6, 8, 10, 11 (Aug. 7, 2013).
- When citing more than one consecutive finding of fact or conclusion of law:  
*Petition of X for Declaratory Relief*, Docket No. 99, Conclusions of Law Nos. 6-12 (Aug. 7, 2013).

**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.**

*Petition of X for Declaratory Relief*, Docket No. 799, Proposed Findings of Fact Nos. 6, 11 (Sept. 2, 1993).

- 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.<sup>8</sup>  
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:  
*Application of YYZ Utility Company for Discounted Tariff*, Docket No. 12345, YYZ’s Response to Request for Briefing at 5 (Jan. 1, 2001).
- 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.  
Full cite: Environmental Defense Fund’s Brief on Threshold Issues at 6 (Jun. 7, 2004). (EDF’s Brief).  
Short-form cite: EDF’s Brief at 8.  
Full cite: Office of Public Utility Counsel’s Response to ABC Utility Company’s Motion for Rehearing at 7 (Jun. 7, 2004). (OPUC’s Response).  
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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<sup>8</sup> *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:  
*Application of YYZ Utility Company for Discounted Tariff*, Docket No. 12345, Tr. at 172:25-173:8 (Howell Cross) (June 20, 2012).  
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.

Open Meeting Tr. at 3:15-19 (Aug. 14, 2013).

## 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).
  - Rulemaking to Amend 16 TAC § 24.101*, Project No. 44433, Order Approving Rule (Mar. 2, 2036).
  - 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:

*Implementation of the Local Competition Provisions of the Telecommunications Act of 1996*, CC Docket No. 96-98, First Report and Order, 11 FCC Record 15499 (rel. Aug. 8, 1996).

## 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:  
*Northwest Pipeline Corporation*, 56 FERC ¶ 61,300 (1991).  
*Promoting Wholesale Competition Through Open Access, Non-discriminatory Transmission Services by Public Utilities; Recovery of Stranded Costs by Public Utilities and Transmitting Utilities*, Order No. 888, FERC Stats. & Regs., Regulations Preambles 1992-1996 ¶ 31,036 (1996); Order No. 888-A, III FERC Stats. & Regs. ¶ 31,048 (1997).

## 9. Case Law.

### 9.1. Generally.

- 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.

*Pub. Util. Comm'n of Texas v. AT&T Communications of the SW*, 777 S.W.2d 363 (Tex. 1989).

### 9.3. Texas Courts of Appeal.

#### 9.3.1. Post-1981.

*Amtel Communications v. Pub. Util. Comm'n of Texas*, 687 S.W.2d 95 (Tex. App.—Austin 1985, no writ).

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

*Pub. Util. Comm'n of Texas v. City of Corpus Christi*, 555 S.W.2d 509 (Tex. Civ. App.—Waco 1977, writ ref'd n.r.e.).

### 9.4. Texas District Courts.

*Houston Lighting & Power Co. v. Pub. Util. Comm'n of Texas*, No. 97-02885 (250th Dist. Ct., Travis County, Tex., Jan. 1, 1997).

### 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.:  
*Iowa Util. Bd. v. Fed. Communications Comm'n*, 525 U.S. 1133 (1999).

## 10. State Legislative Materials.

### 10.1. Generally.

- 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.  
H.J. of Tex., 83rd Leg., R.S. 560 (2013).

S.J. of Tex., 79th Leg., 2d. C.S. 263 (2005).

### **10.3. Unenacted Bills.**

Tex. S.B. 357, 78th Leg., R.S. (2003).

### **10.4. Bill Analysis.**

House Research Org., Bill Analysis, Tex. H.B. 1600, 83rd Leg., R.S. (Mar. 20, 2013).

Conf. Comm. Report, H.B. 1600, 83rd Leg., R.S. (May 6, 2013).

## **11. Electric Reliability Council of Texas (ERCOT) Documents.**

### **11.1. Generally.**

- 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.  
ERCOT Nodal Protocols, Section 12, Market Information System (Apr. 25, 2013).  
ERCOT Planning Guide, Section 4, Transmission Planning Criteria (Oct. 16, 2014).
- Follow the same citation format for prior versions of ERCOT documents, but include a parenthetical indicating that it is a prior version.  
ERCOT Nodal Protocols, Section 12, Market Information System (Dec. 1, 2010) (prior version).

## **12. Opinions.**

### **12.1. Attorney General Opinions.**

Tex. Att’y Gen. Op. No. GA-0002 (2002).

Tex. Att’y Gen. Op. Nos. WW-224 (1957), S-76 (1953), V-722 (1948).

### **12.2. Attorney General Open Records Rulings.**

Tex. Att’y Gen. OR2002-6816.

### **12.3. Texas Ethics Commission.**

Tex. Ethics Comm’n Op. No. 2 (1992).

## **13. Miscellaneous Publications and Documents.**

### **13.1. Generally.**

- Omit small capitals in all citations.

### **13.2. Dictionaries.**

Black’s Law Dictionary 712 (6th Ed. 1990).

### **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.**

Ron Beal, Issuing a Proposal for Decision: An Analysis of the Power of an Administrative Law Judge in Rendering Proposed Findings in a Contested Case Proceeding, 2 Tex. Tech J. of Tex. Admin. Law 209, 219-225 (2001).

### **13.5. Books.**

- 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.

J. Myron Jacobstein & Roy M. Mersky, *Fundamentals of Legal Research*, 15-19 (1990).

**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.*),<sup>9</sup>
  - phrases for subsequent history (e.g., *rev'd*),
  - citation cross references (e.g., *id.* and *supra*),<sup>10</sup> 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:
- Jan. Feb. Mar. Apr. May Jun. Jul. Aug. Sept. Oct. Nov. Dec.
- 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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<sup>9</sup> 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*).

<sup>10</sup> 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:
  - *Iowa Util. Bd. v. Fed. Communications Comm’n*, 525 U.S. 1133, 1133 (1999).
- Cite all other page numbers specifically referred to:
  - *Iowa Util. Bd. v. Fed. Communications Comm’n*, 525 U.S. 1133, 1135 (1999).
- When citing to multiple page numbers, retain only the last two digits:
  - *Iowa Util. Bd. v. Fed. Communications Comm’n*, 525 U.S. 1133, 1133-36 (1999).
- If the cite incorporates non-consecutive page numbers, cite them in their entirety:
  - *Iowa Util. Bd. v. Fed. Communications Comm’n*, 525 U.S. 1133, 1135, 1137 (1999).
- 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).”<sup>4</sup>
- 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:

**I.      Heading**

**A.      Heading**

**1.      Heading**

**a.      Heading**

**i.      Heading**

### 3. Report Formatting.

#### 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.

\**Black's Law Dictionary*. 9th ed. Brian Garner, ed. St. Paul, MN, West Publishing Group, 2009.

Romañach, Jr., Julio. *Dictionary of legal terms: Spanish-English, English-Spanish*. Baton Rouge, LA: Jura Division, Lawrence Publishing, 1992.

#### 2. Thesaurus.

*Merriam-Webster's Dictionary and Thesaurus*. Springfield, MA, Merriam-Webster, Inc., 2014.

*Roget's International Thesaurus*. 5th ed. Robert L. Chapman, ed. New York, NY: HarperCollins, 1992. [PE 1591 R73 1991]

#### 3. Grammar and Usage.

Booher, Dianna Daniels. *Good Grief, Good Grammar*. New York, N.Y.: Facts on File Publications, 1988. [PE 1460 B66 1988]

Follett, Wilson. *Modern American Usage: A Guide*. Rev. Erik Wensberg. New York, NY: Hill and Way, 1998. [PE 1460 F59 1998]

\*Garner, Bryan A. *Garner's Modern American Usage*. 3rd ed. New York, NY: Oxford University Press, 2009. [PE 2827 G37 2009]

O'Conner, Patricia. *Woe Is I: The Grammarphobe's Guide to Better English in Plain English*. 3rd ed. N.Y.: Riverhead, 2010. [PE 1112 O28 2010]

Sabine, William A. *The Gregg Reference Manual: a Manual of Style, Grammar, Usage, and Formatting*. 10th ed. New York, NY: McGraw-Hill, 2005. [PE 1479 S235 2005]

Stilman, Anne. *Grammatically Correct: The Writer's Essential Guide to Punctuation, Spelling, Style, Usage and Grammar*. Cincinnati, OH: Writer's Digest, 2010. [PE 1112 S748 2010]

#### 4. Style.

*Publication Manual of the American Psychological Association*. 6th ed. Washington, D.C.: American Psychological Association, 2012. [LB 2369 P82 2010]

Kimble, Joseph. *Lifting the Fog of Legalese: Essays on Plain Language*. Durham: Carolina Academic Press, 2006. [KF 250 K54 2006]

Strunk, William; E.B. White and Maria Kalman. *The Elements of Style*. New York, NY: Penguin, 2005. [PE 1408 S772 2014]

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 8th ed. rev. Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams. Chicago, IL: University of Chicago Press, 2008. [LB 2369 T8 2013]

*Texas Law Review Manual on Style*. 11th ed. Austin, Texas: Texas Law Review Assoc., 2011. [KF 250 T49 2011]

#### 5. Legal Writing.

Armstrong, Stephen V. and Timothy P. Terrell. *Thinking Like a Writer: A Lawyer's Guide to Writing and Editing*. 2nd ed. New York, NY: Practicing Law Institute, 2004. [KF 250 A767 2003]

## Part II: Style Guidelines

- Babitsky, Steven. *Writing and Defending Your Expert Report: The Step-by-Step Guide with Models*. Falmouth, MA: SEAK, Inc., 2002. [KFT 1640 B33 2002]
- Bouchoux, Debroah. *Aspen Handbook for Legal Writers: A Practical Reference*. [KF 250 B68 2013]
- Dubose, Robert B. *Legal Writing for the Rewired Brain: Persuading Readers in a Paperless World*. Houston, TX: Alexander, Dubose & Townsend, LLP. [KF 250 D83 2010]
- Fiske, Robert Hartwell. *The Writer's Digest Dictionary of Concise Writing*. Cincinnati, OH: Writer's Digest Books, 1996. [PE 1460 F47]
- Frost, Michael H. and Paul A. Bateman. *Writing Deskbook for Administrative Judges: An Introduction*. Durham, NC: Carolina Academic Press, 2010.
- Garner, Bryan A. *The Elements of Legal Style*. New York, NY: Oxford University Press, 1991. [KF 250 G37 1991]
- Haggard, Thomas B. and George Kuney. *Legal Drafting in a Nutshell*. 3rd ed. St. Paul, MN: Thompson/West, 2007. [KF 250 H344 2007]
- Porter, Karen K., Nancy L. Schultz, Lauren Scott, Louis J. Sirico, Jr. *Introduction to Legal Writing and Oral Advocacy*. New York, NY: Mathew Bender, 1989. [KF 250 I57 1989]
- Kole, Janet S. *Pleading Your Case: Complaints and Responses*. 2014 [KF 251 K65 2013]
- Kuhne, Cecil C. *Building Your Best Argument*. Chicago, IL: American Bar Association, 2010. [KF 8915 K795 2010]
- The Scribes Journal of Legal Writing, Vol. 7, 1998-2000. Scribes. 2014. [KF 250 S37 2000]
- Stark. *Writing to Win*. [KF 250 S82 2012]
- Statsky, William P. *Legal Research and Writing: Some Starting Points*. 3rd ed. St. Paul, MN: West, 1986. [KF 240 S82 1986]
- Schmedemann, Deborah A. and Christina L. Kunz. *Synthesis: Legal Reading, Reasoning, and Writing*. 3rd ed. New York, NY: Aspen Publishers. [KF 250 .S36 2014]
- Wydick, Richard C. *Plain English for Lawyers*. 3rd ed. Durham: Carolina Academic Press, 1994. [KF 250 W93 1994]

### 6. General and Business Writing.

- Quotationary*. Leonard Roy Frank, ed. New York, NY: Random House, 2001. [PN 6081 R29 1999]
- Maggio, Rosalie. *How to Say it: Choice Words, Phrases, Sentences, and Paragraphs for Every Situation*. Englewood Cliffs, NJ: Prentice Hall, 1990. [PE 1483 M26 1990]
- Piotrowski, Maryann V. *Effective Business Writing: A Guide for Those who Write on the Job*. 2nd ed. New York, NY: HarperCollins, 1996. [PN 1460 P56 1996]
- Wieringa, Douglas, Christopher Moore, and Valerie Barnes. *Procedure Writing: Principles and Practices*. Columbus, OH: Battelle Press, 1993. [PE 1483 W455 1992]
- Woolston, Donald C, Patricia Robinson, and Gisela Kutzbach. *Effective Writing Strategies for Engineers and Scientists*. Chelsea, MI: Lewis Publishers, 1990. [PE 1483 W66 1988]

### 7. Etymology.

- Ayto, John. *Dictionary of Word Origins*. N.Y.: Arcade, 2011.

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### **8. Punctuation.**

Brittain, Robert. *A Pocket Guide to Correct Punctuation*. 3d ed. Hauppauge, New York, NY: Barron's, 1997.

Carey, G.V. *Mind the Stop: A Brief Guide to Punctuation with a Note on Proof-Correction*. Harmondsworth: Penguin, 1971. Repr. 1977.

Gordon, Karen E. *The New Well-Tempered Sentence: A Punctuation Handbook for the Innocent, the Eager, and the Doomed*. New York, NY: Ticknor & Fields, 1993.

Partridge, Eric. *You Have a Point There: A Guide to Punctuation and Its Allies*. London: Routledge & Kegan Paul, 1953. Repr. 1978.

Paxson, William C. *The Mentor Guide to Punctuation*. New York, NY: New Am. Lib., 1986.

Shaw, Harry. *Punctuate It Right!* N.Y.: Barnes & Noble, 1963.