
Introduction

The first edition of this book was born out of years of frustration in trying to find “the answer” to questions of style in editing legal—most notably, Pennsylvania-specific—manuscripts for publication. As most of the legal profession does, we turned to the *Bluebook* for answers.¹ However, as we quickly learned, the *Bluebook* is neither as easy to use nor as comprehensive in giving guidelines for specific Pennsylvania citations as we had hoped.

We used the *Bluebook* to the extent that we could for guidance in citing federal case law and statutes, and tried to use it as much as we could for Pennsylvania law. As our publications department grew, and we started to publish more and more books, we found that it was not uncommon in a 25-chapter book with 25 authors, to find 25 different ways of citing the law (okay—that may be a slight exaggeration—maybe 22). And the *Bluebook* citations sometimes differ from the designations preferred by the Pennsylvania courts and legal publications themselves.

We started to recognize a need for a simple, easy-to-use style guide that would help provide answers to our constant questions of “how to do it.” For general style, we adopted what has become the standard reference used by publishing houses

1. *The Bluebook, A Uniform System of Citation* (Columbia Law Review Ass’n, et al., eds., 20th ed. 2015).

throughout the nation, the *Chicago Manual of Style*.² In addition, we began to develop a PBI house style manual, in which we made decisions as to ways to spell, typeset, cite, and punctuate in order to promote consistency in our editing process and eliminate the time spent in making decisions on such matters over and over again.

The first edition of this book was the culmination of many years' contributions to that house style manual. We initially planned to use the book as a guide to authors of PBI books. Then we realized that this book could answer a need for others involved in legal writing as well, and could be of value to any Pennsylvania lawyer, paralegal, or assistant who writes on legal matters.

With the second edition in 2006, we broadened the scope of the style and citation guides and eliminated the sections that pertained specifically to PBI volunteer speakers, authors, and editors. The third edition built on the materials from the first two editions, with updates and additions to make the book even more useful. With the third edition, we included a CD-ROM to make searching for items quick and easy.

The fourth edition continued to add more useful examples, and included new sections on how to distill daunting case captions to a more user-friendly citation format and a listing of codes known by popular names and their citations. We also added a section on word-processing autofeatures to make document processing more efficient, and added more detailed section numbering for easier reference. We also enabled Adobe Acrobat's commenting feature on the book files on the CD-ROM to allow users to add their own notes and conventions.

The fifth edition, in addition to adding more examples to our existing topics, focused on technology and the changes taking place that affect matters of style and language. We added a section on how to spell new technological terms and included a section advocating elimination of legalese for a more modern,

2. The latest edition is the 16th Edition, published in 2010 by the University of Chicago Press.

streamlined legal language. We also added sections in our Typography chapter regarding the submission of PDF documents to courts in their electronic filing systems, and security considerations inherent in the latest word-processing software.

This new, sixth edition presented us with a quandary: in the short two years since the last edition, the sections dealing with technology became outdated as new software became available. To keep the book as current as we can, we opted to streamline our section on typography and include tips pertaining to the latest version of Microsoft Word available as of publication of this edition. We have also added a more generic practical guide to keyboard shortcuts for faster document production. And, finally, we added a new section of writing tips from the PBI Press editors based on experience with author submissions.

Far from being a replacement of the *Bluebook* in legal citation, this book is intended as a style guide for people writing *about* the law, as opposed to a book offering styles of citation for legal memoranda and other court documents, as the *Bluebook* does. Our main purpose is to offer you an easy-to-use, reliable, Pennsylvania-specific citation guide and reference deskbook.

In developing the manual, we interviewed courts, judges, law schools, and other sources to come to our conclusions. In some instances, we disagree with the *Bluebook*, but we came to those conclusions through an analysis of our purpose and through common-sense solutions to conflicting styles. We do not claim to be the final authority on matters of Pennsylvania citation style—we are simply offering the reader a well-researched, common-sense guide to use when faced with questions of style.