Introduction

The Florida Style Manual 1995 Edition has adopted the dual role of aiding legal practitioners and scholars alike in their search for uniform citation. Previous editions focused on citation for legal scholars alone. The 1995 Edition supplements the uniform citation system for Florida legal documents, Rule 9.800, Florida Rules of Appellate Procedure (1994), and the standard citation authority for American legal journals, The Bluebook, A Uniform System of Citation (15th edition). This Manual is an outgrowth of the Florida State University Law Review's annual Review of Florida Legislation. Citation to many Florida-specific sources—particularly those generated by the Florida Legislature—would be rendered almost meaningless if conventional Bluebook citation forms were followed. Other Florida sources are not addressed at all by the Bluebook. This Manual provides meaningful citation forms for Florida materials.

The Florida Style Manual citation forms were first developed in 1985 by Floyd R. Self, the 1985 Legislative Editor. Because of the many changes that take place in the Legislature and state government over the years, this Manual was updated in 1991 under supervision of Marjorie C. Makar. The 1995 edition retains many of the same citation rules provided in the previous editions, but it has been substantially restructured to cater to the needs of both practitioners and scholars. The proper citation form for various materials differs depending on the type of document the author is writing—legal document or scholarly work. These differences are at best confusing and oftentimes lead to improper citation form. It was the intent of the Law Review and the editor of the 1995 edition to clarify these differences, so that the Manual will be a valuable resource tool for both practitioners and scholars.

The goal of uniform citation for all documents, whether legal or scholarly, is one that all authors should strive for. Not only will it increase the integrity of the document, but it will result in better manuscripts that ultimately will advance legal scholarship and public policy in Florida. The Law Review welcomes comments or suggestions for improvement.

Stephanie L. Williams
Florida Style Manual Editor

Editor's Note: Thank you to following Law Review members for their assistance in the preparation of this manual: Edward L. Birk, Michael W. Carlson, Angela M. Carter, Charles R. Fletcher, Adam S. Hersh, Jeffrey L. Kaplan and Wendy R. St. Charles.
How to Use This Manual


Where there are differing citation forms for legal documents and scholarly works, they are so designated. Otherwise, all of the citation examples given in the *Manual* conform to the typeface conventions required for legal documents. For a quick comparison of differing citation rules for legal documents and scholarly articles, see the following chart.

| **Quick Reference to Differing Citation Rules for Scholarly Articles and Legal Documents** |
|-----------------------------------------------|-----------------------------------------------|
| Scholarly Articles                             | Legal Documents                               |
| **TEXT**                                       | **SHORT FORM**                                |
| Florida Statutes                               | Section 90.803(3), Florida Statutes, provides*|
|                                               | FLA. STAT. § 90.803(3) (1993)                 |
| Florida Statutes Annotated                     | FLA. STAT. ANN. § xx (West 19xx)              |
| Florida Constitution                           | Article IV, section 3 of the Florida Constitution |
|                                               | FLA. CONST. ART. IV, § 3                      |
| Laws of Florida                                | Chapter 93-164, Florida Laws, provides        |
|                                               | 1993 Fla. Laws ch. 93-164                    |
| Florida Attorney General Opinions             | In opinion 92-14, the attorney general        |
|                                               | In opinion 92-14, the attorney general        |

* Language requiring emphasis may be underscored or italicized.
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GENERAL RULES OF STYLE

1. CAPITALIZATION

The following are capitalization rules for words frequently used in legal writing. This list is not exclusive, and reference to Bluebook Rule 8 or the Government Printing Office Style Manual may be helpful.

1.1 PARTICULAR PERSONS, PLACES OR THINGS

In addition to proper nouns, capitalize words that designate a particular person, place or thing:

the Chief Justice  The Florida Bar
Congress            the Constitution
the Board of Bar Examiners  the Civil Rights Act

1.2 HEADINGS AND TITLES

When referring to a heading or title in legal writing, capitalize all words except articles, conjunctions or prepositions with four or fewer letters — unless the article, conjunction or preposition is the first word or the word immediately following a colon.


1.3 ACTS, BILLS, TREATIES, CONSTITUTIONS

Capitalize acts, laws, bills, and treaties only when referring to a specific act, law, bill or treaty.

Civil Rights Act of 1964  House Bill 281
Public Law 480  Treaty of Versailles

But: The Senate bill stalled on the calendar for months. The Sunday closing laws were originally efforts to promote church attendance.

Note: Also capitalize legislative sessions (i.e., the Regular Session, Special Session or Organizational Session).

Capitalize references to the United States Constitution or parts thereof, and complete references to any other constitutions.

the Due Process Clause
Article 2, Section 3 of the Constitution
the Constitution of the State of Florida
1.4 Government Entities

(a) Government Bodies

Capitalize the names of governmental bodies.

- House of Representatives
- Department of Justice
- Senate
- Internal Revenue Service

Only capitalize short forms of names of national and international bodies. Short forms of names of state and local governmental groups are not capitalized, except for emphasis.

(b) Courts

Capitalize the name of the court in the following circumstances:

(a) When referring to the United States Supreme Court:
   The Court concluded in Roe v. Wade that there is a constitutional right to privacy.

(b) When referring to the full name of any court:
   the Supreme Court of Florida
   But: the supreme court

(c) In legal documents when referring to the court in which the document will be submitted:
   This Court accepted jurisdiction based on article V, section 3(b)(3) of the Florida Constitution.

(b) Government Officials

- President Bill Clinton
- Governor Lawton Chiles

When referring to titles of government officials which follow or replace a personal name, only capitalize the title in cases of high-ranking international, national, and state officials. It is appropriate, however, to capitalize titles of local government officials in writing where the intended reader would consider the government official to have a high rank.

- the President
- the Governor
- the Attorney General
- the attorney general
- [national]
- [state]
2. ABBREVIATIONS

2.1 IN TEXT

Generally, do not abbreviate anything in the text or in a textual discussion in footnotes, except case names as provided by Bluebook Rule 10.2.2, and state agencies as provided in Rule 2.1.1 below.

The United States Supreme Court declined to rule on the constitutionality of punitive damages in Aetna Life Insurance Co. v. Lavoie.

Jack Overstreet, Staff Director of the House Committee on Governmental Operations, told the Chairman of the Senate Committee on Appropriations that the funding for House Bill 1288 should be as approved by the House.

1. Representative Hector, in explaining the development of the bill, told the House Committee on Governmental Operations that similar acts of Missouri, Texas, Oregon, and Massachusetts were considered by the Subcommittee on Administrative Procedures.

2.1.1 State Agencies

The following abbreviations for certain state agencies and divisions may be used on second reference either in the text or in a textual discussion in footnotes. The abbreviation should be identified after the first reference to the full title.

The public education campaign launched by the Department of Health and Rehabilitative Services (DHRS) in 1988 educated elderly Floridians about services available to them.

Note that some of the abbreviations are used by more than one agency. If two or more agencies with the same abbreviation are mentioned in the same article, do not use the abbreviation. (Agencies followed by an asterisk are either no longer in existence or have been renamed.)

<table>
<thead>
<tr>
<th>Agency</th>
<th>Text Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Commission</td>
<td>AC</td>
</tr>
<tr>
<td>Agency for Health Care Administration</td>
<td>AHCA</td>
</tr>
<tr>
<td>Board of Trustees of the Internal</td>
<td>BOT</td>
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<tr>
<td>Improvement Trust Fund</td>
<td></td>
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<tr>
<td>Commission on Ethics</td>
<td>COE</td>
</tr>
<tr>
<td>Department of Administration*</td>
<td>DOA</td>
</tr>
<tr>
<td>Department</td>
<td>Abbreviation</td>
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<tr>
<td>------------------------------------------------</td>
<td>--------------</td>
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<tr>
<td>Department of Agriculture &amp; Consumer Services</td>
<td>DACS</td>
</tr>
<tr>
<td>Department of Banking &amp; Finance</td>
<td>DBF</td>
</tr>
<tr>
<td>Department of Business Regulation*</td>
<td>DBR</td>
</tr>
<tr>
<td>Department of Business &amp; Professional Regulation</td>
<td>DBPR</td>
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<td>Department of Citrus</td>
<td>DOC</td>
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<td>Department of Commerce</td>
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<td>Department of Community Affairs</td>
<td>DCA</td>
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<td>Department of Corrections</td>
<td>DOC</td>
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<tr>
<td>Department of Education</td>
<td>DOE</td>
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<tr>
<td>Department of Elder Affairs</td>
<td>DOEA</td>
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<tr>
<td>Department of Environmental Protection</td>
<td>DEP</td>
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<tr>
<td>Department of Environmental Regulation*</td>
<td>DER</td>
</tr>
<tr>
<td>Department of General Services*</td>
<td>DGS</td>
</tr>
<tr>
<td>Department of Health &amp; Rehabilitative Services</td>
<td>DHRS</td>
</tr>
<tr>
<td>Department of Highway Safety &amp; Motor Vehicles</td>
<td>DHSMMV</td>
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<tr>
<td>Department of Insurance</td>
<td>DOI</td>
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<tr>
<td>Department of Juvenile Justice</td>
<td>DJJ</td>
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<tr>
<td>Department of Labor &amp; Employment Security</td>
<td>DLES</td>
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<tr>
<td>Department of Law Enforcement</td>
<td>DLE</td>
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<td>Department of Legal Affairs</td>
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<td>Department of the Lottery</td>
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<td>Department of Management Services</td>
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<tr>
<td>Department of Military Affairs</td>
<td>DMA</td>
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<tr>
<td>Department of Natural Resources*</td>
<td>DNR</td>
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<tr>
<td>Department of Professional Regulation*</td>
<td>DPR</td>
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<tr>
<td>Department of Revenue</td>
<td>DOR</td>
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<td>Department of State</td>
<td>DOS</td>
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<td>Department of Transportation</td>
<td>DOT</td>
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<td>Department of Veterans’ Affairs</td>
<td>DVA</td>
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<tr>
<td>Division of Administrative Hearings</td>
<td>DOAH</td>
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<tr>
<td>Elections Commission</td>
<td>EC</td>
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<tr>
<td>Executive Office of the Governor</td>
<td>EOG</td>
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<tr>
<td>Game &amp; Fresh Water Fish Commission</td>
<td>GFWFC</td>
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<tr>
<td>Health Care Board</td>
<td>HCB</td>
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</table>
Health Care Cost Containment Board*  
Information Resource Commission  
Judicial Qualifications Commission  
Land & Water Adjudicatory Commission  
Marine Fisheries Commission  
Office of Executive Clemency  
Parole & Probation Commission  
Parole Commission*  
Public Employees Relations Commission  
Public Service Commission  
State Board of Administration  
State Board of Education  
State Board of Regents  

HCCCB  
IRC  
JQC  
LWAC  
MFC  
OEC  
PPC  
PC  
PERC  
PSC  
BOA  
BOE  
BOR

2.2 In Footnotes

The following abbreviations shall be used in citation sentences only, including any parentheticals in the citation sentence. In textual discussions in footnotes, as in regular text, do not use these abbreviations. Otherwise follow Bluebook Rule 10.2.2. The abbreviations are pluralized by adding the letter “s” inside the period.

2.2.1 General

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
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<tbody>
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<td>annual</td>
<td>ann.</td>
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<tr>
<td>April</td>
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<td>assistant</td>
<td>ass’t</td>
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<td>attorney</td>
<td>att’y</td>
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<td>Attorney General</td>
<td>Att’y Gen.</td>
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<td>August</td>
<td>Aug.</td>
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<td>Bankruptcy</td>
<td>Bankr.</td>
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<td>chapter</td>
<td>ch.</td>
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<td>Commission</td>
<td>Comm’n</td>
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<td>February</td>
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[Image 0x0 to 438x653]
<table>
<thead>
<tr>
<th>Florida</th>
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<tbody>
<tr>
<td>Florida Supreme Court</td>
<td>Sup. Ct. of Fla.</td>
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<tr>
<td>footnote</td>
<td>n. (when citing a particular footnote, e.g., n.7)</td>
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<td></td>
<td>note (when cross referencing, e.g., supra note 7)</td>
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<td></td>
<td>Ft. (when used as a part of a city's name)</td>
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<table>
<thead>
<tr>
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<td>Governor</td>
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<td>Honorable</td>
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<td>House of</td>
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<td>Representatives</td>
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<td>Republican</td>
<td></td>
</tr>
<tr>
<td>Saint</td>
<td></td>
</tr>
<tr>
<td>secretary</td>
<td></td>
</tr>
<tr>
<td>section</td>
<td></td>
</tr>
<tr>
<td>Senate</td>
<td></td>
</tr>
<tr>
<td>Senator</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td></td>
</tr>
<tr>
<td>Statutes</td>
<td></td>
</tr>
<tr>
<td>Subcommittee</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>§</td>
<td></td>
</tr>
<tr>
<td>S.</td>
<td></td>
</tr>
<tr>
<td>Sen.</td>
<td></td>
</tr>
<tr>
<td>Sept.</td>
<td></td>
</tr>
<tr>
<td>Stat.</td>
<td></td>
</tr>
<tr>
<td>Subcomm.</td>
<td></td>
</tr>
</tbody>
</table>
### 2.2.2 Legislative Committees

*(Legislative committees followed by an asterisk are either no longer in existence or have been renamed.)*

<table>
<thead>
<tr>
<th>Senate Committees</th>
<th>Abbreviations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture</td>
<td>Agric.</td>
</tr>
<tr>
<td>Appropriations*</td>
<td>Approp.</td>
</tr>
<tr>
<td>Banking and Insurance</td>
<td>Banking &amp; Ins.</td>
</tr>
<tr>
<td>Commerce*</td>
<td>Com.</td>
</tr>
<tr>
<td>Commerce and Economic Opportunity</td>
<td>Com. &amp; Econ. Opp.</td>
</tr>
<tr>
<td>Community Affairs</td>
<td>Comm'y Aff.</td>
</tr>
<tr>
<td>Corrections, Probation &amp; Parole*</td>
<td>Correct., Probat. &amp; Parole</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>Crim. Just.</td>
</tr>
<tr>
<td>Education</td>
<td>Educ.</td>
</tr>
<tr>
<td>Finance, Taxation &amp; Claims*</td>
<td>Fin., Tax'n &amp; Claims</td>
</tr>
<tr>
<td>Governmental Operations*</td>
<td>Govtl. Ops.</td>
</tr>
<tr>
<td>Governmental Reform &amp; Oversight</td>
<td>Gov't Reform &amp; Oversight</td>
</tr>
<tr>
<td>Health &amp; Rehabilitative Services</td>
<td>HRS</td>
</tr>
<tr>
<td>Health &amp; Rehabilitative Services Reorganization*</td>
<td>HRS Reog.</td>
</tr>
<tr>
<td>Health Care</td>
<td>Health Care</td>
</tr>
<tr>
<td>Higher Education</td>
<td>Higher Educ.</td>
</tr>
<tr>
<td>International Trade, Economic Development &amp; Tourism*</td>
<td>Int'l Trade, Econ. Dev. &amp; Tourism</td>
</tr>
<tr>
<td>Judiciary</td>
<td>Judiciary</td>
</tr>
<tr>
<td>Natural Resources</td>
<td>Nat. Resources</td>
</tr>
<tr>
<td>Natural Resources &amp; Conservation*</td>
<td>Nat. Resources &amp; Conser.</td>
</tr>
<tr>
<td>Professional Regulation*</td>
<td>Prof. Reg.</td>
</tr>
<tr>
<td>Reapportionment*</td>
<td>Reapp.</td>
</tr>
<tr>
<td>Regulated Industries</td>
<td>Reg'd Indus.</td>
</tr>
<tr>
<td>Rules &amp; Calendar</td>
<td>Rules &amp; Calendar</td>
</tr>
<tr>
<td>Transportation</td>
<td>Transp.</td>
</tr>
<tr>
<td>Ways and Means</td>
<td>Ways and Means</td>
</tr>
</tbody>
</table>
### House Committees

- Aging and Human Services
- Agriculture*
- Agriculture & Consumer Services
- Appropriations
- Business & Professional Regulation
- Claims
- Commerce
- Community Affairs
- Corrections
- Criminal Justice
- Education
- Employee & Management Relations*
- Ethics & Elections
- Finance & Taxation
- Governmental Operations
- Health & Rehabilitative Services*
- Health Care
- Higher Education
- House Administration*
- Insurance
- Judiciary
- Juvenile Justice
- Natural Resources
- Postsecondary Education*
- Public Schools*
- Reapportionment*
- Regulated Industries
- Rules and Calendar
- Tourism & Cultural Affairs
- Tourism, Hospitality & Economic Development*
- Transportation
- Utilities & Telecommunications
- Veterans & Military Affairs & Emergency Preparedness*
- Vocational/Technical Education*

### Abbreviations

- Aging & Human Serv.
- Agric.
- Agric. & Consumer Serv.
- Approp.
- Bus. & Prof. Reg.
- Cl.
- Com.
- Comm’y Aff.
- Correct.
- Crim. Just.
- Educ.
- Empl. & Mgmt. Rel.
- Ethics & Elect.
- Fin. & Tax’n
- Govtl. Ops.
- HRS
- Health Care
- Higher Educ.
- H. Admin.
- Ins.
- Judiciary
- Juv. Just.
- Nat. Resources
- Postsec. Educ.
- Pub. Schs.
- Reapp.
- Reg’d Indus.
- Rules & Cal.
- Tourism & Cultural Aff.
- Tourism, Hosp’y & Econ. Dev.
- Transp.
- Util. & Telecom.
<table>
<thead>
<tr>
<th>Joint Committees (see also Rule 3.4)</th>
<th>Abbreviations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative Auditing</td>
<td>Jt. Legis. Mgmt. Comm.</td>
</tr>
<tr>
<td>Legislative Management Committee</td>
<td></td>
</tr>
</tbody>
</table>

### 2.2.3 Legislation

- **House Bill**: HB
- **Senate Bill**: SB
- **Committee Substitute for Senate Bill**: CS for SB
- **Committee Substitute for Committee Substitute for Senate Bill**: CS for CS for SB
- **House Committee Substitute for Senate Bill**: HCS for SB
- **Senate Committee Substitute for House Bill**: SCS for HB
- **House Joint Resolution**: HJR
- **Senate Joint Resolution**: SJR
- **House Concurrent Resolution**: HCR
- **Senate Concurrent Resolution**: SCR
- **Proposed Committee Bill**: PCB
- **Proposed Committee Substitute**: PCS

### 2.2.4 State Agencies

The following abbreviations shall be used in citation sentences only, not in text or textual sentences in footnotes. However, do not abbreviate the first word of the name of a party in a citation. See Bluebook Rule 10.2.2. (Agencies followed by an asterix are either no longer in existence or have been renamed.)
<table>
<thead>
<tr>
<th>Agency</th>
<th>Citation Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Commission</td>
<td>Admin. Comm'n</td>
</tr>
<tr>
<td>Agency for Health Care Administration</td>
<td>Ag. for Health Care Admin.</td>
</tr>
<tr>
<td>Board of Trustees of the Internal Improvement Trust Fund</td>
<td>Board of Trust. of the Int. Imp. Trust Fund</td>
</tr>
<tr>
<td>Commission on Ethics</td>
<td>Comm'n on Ethics</td>
</tr>
<tr>
<td>Department of Administration*</td>
<td>Dep’t of Admin.</td>
</tr>
<tr>
<td>Department of Agriculture &amp; Consumer Services</td>
<td>Dep’t of Agric. &amp; Consumer Servs.</td>
</tr>
<tr>
<td>Department of Banking &amp; Finance</td>
<td>Dep’t of Bank. &amp; Fin.</td>
</tr>
<tr>
<td>Department of Business &amp; Professional Regulation</td>
<td>Dep’t of Bus. &amp; Prof. Reg.</td>
</tr>
<tr>
<td>Department of Citrus</td>
<td>Dep’t of Citrus</td>
</tr>
<tr>
<td>Department of Commerce</td>
<td>Dep’t of Com.</td>
</tr>
<tr>
<td>Department of Community Affairs</td>
<td>Dep’t of Comm’y Aff.</td>
</tr>
<tr>
<td>Department of Corrections</td>
<td>Dep’t of Correct.</td>
</tr>
<tr>
<td>Department of Education</td>
<td>Dep’t of Educ.</td>
</tr>
<tr>
<td>Department of Elder Affairs</td>
<td>Dep’t of Elder Aff.</td>
</tr>
<tr>
<td>Department of Environmental Protection</td>
<td>Dep’t of Envtl. Prot.</td>
</tr>
<tr>
<td>Department of Environmental Regulation*</td>
<td>Dep’t of Envtl. Reg.</td>
</tr>
<tr>
<td>Department of General Services*</td>
<td>Dep’t of Gen. Servs.</td>
</tr>
<tr>
<td>Department of Health &amp; Rehabilitative Services</td>
<td>Dep’t of HRS</td>
</tr>
<tr>
<td>Department of Highway Safety &amp; Motor Vehicles</td>
<td>Dep’t of High. Saf. &amp; Motor Veh.</td>
</tr>
<tr>
<td>Department of Insurance</td>
<td>Dep’t of Ins.</td>
</tr>
<tr>
<td>Department of Juvenile Justice</td>
<td>Dep’t of Juv. Just.</td>
</tr>
<tr>
<td>Department of Labor &amp; Employment Security</td>
<td>Dep’t of Labor &amp; Employ. Sec.</td>
</tr>
<tr>
<td>Department of Law Enforcement</td>
<td>Dep’t of Law Enforce.</td>
</tr>
<tr>
<td>Department of Legal Affairs</td>
<td>Dep’t of Legal Aff.</td>
</tr>
</tbody>
</table>
Department of the Lottery
Department of Management Services
Department of Military Affairs
Department of Professional Regulation*
Department of Revenue
Department of State
Department of Transportation
Department of Veterans' Affairs
Division of Administrative Hearings
Commission on Ethics
Executive Office of the Governor
Game & Fresh Water Fish Commission
Health Care Board
Health Care Cost Containment Board*
Information Resource Commission
Office of Executive Clemency
Judicial Qualifications Commission
Land & Water Adjudicatory Commission
Marine Fisheries Commission
Parole & Probation Commission
Parole Commission*
Public Employees Relations Commission
Public Service Commission
State Board of Administration
State Board of Education
State Board of Regents

Dep't of Lott.
Dep't of Mgmt. Servs.
Dep't of Mil. Aff.
Dep't of Prof. Reg.
Dep't of Rev.
Dep't of State
Dep't of Transp.
Dep't of Vet. Aff.
Div. of Admin. Hearings
Ethics Comm'n
Game & Fresh Water Fish Comm'n
Health Care Bd.
Health Care Cost Contain. Bd.
Info. Res. Comm'n
Off. of Exec. Clemency
Jud. Qual. Comm'n
Land & Water Adj. Comm'n
Marine Fish. Comm'n
Parole & Probation Comm'n
Parole Comm'n
Public Empls. Rel. Comm'n
Public Serv. Comm'n
State Bd. of Admin.
State Bd. of Educ.
State Bd. of Regents
2.2.5 Rules

(a) Rules of court

Fla. R. Civ. P. 1.180
Fla. R. Jud. Admin. 2.035
Fla. R. Crim. P. 3.850
Fla. R. Work. Comp. P. 4.113
Fla. Prob. R. 5.120
Fla. R. Traf. Ct. 6.165
Fla. Sm. Cl. R. 7.070
Fla. R. Juv. P. 8.070
Fla. R. App. P. 9.100
Fla. Admin. Code R. 8H-3.02
Fla. Code Jud. Conduct, Canon 5B
R. Regulating Fla. Bar 4-1.10
Fla. Bar Found. By-Laws, art. 2.18(b)
Fla. Bar Found. Charter, art. 3.4
Fla. Bar Integr. R., art. XI, rule 11.09
Fla. Bd. Bar Exam. R. III
Fla. Std. Jury Instr. (Civ.) 6.4(c)
Fla. Std. Jury Instr. (Crim.) [page no.]
Fla. Stds. Imposing Law. Sancs. 9.3
Fla. Stds. Imposing Law. Sancs. (Drug Cases) 3
Fla. Bar Admiss. R., art. III

(b) Legislative Rules

Fla. H.R. Rule 1.6
Fla. S. Rule 4.6

BASIC CITATION FORMS

3. LEGISLATIVE MATERIALS

TYPEFACE OF LEGISLATIVE MATERIALS

(a) Legal Documents:

Generally, the name of a published official legislative material is underscored or italicized in footnotes or stand alone cites in legal documents. The author's name, whether a person or an institution, appears in ordinary roman type. See Rule 3.6.1, infra.


Unpublished or unofficial materials (e.g., computer printouts, unofficial staff analyses, tape recordings, and transcripts) appear in ordinary roman type.


5. Fla. H.R. Comm. on Govtl. Ops., Subcomm. on Governmental Effectiveness, unpaginated draft transcript of proceedings (Feb. 20, 1991) (on file with comm.).

(b) Scholarly Works:

Generally, the name of a published official legislative material appears in large and small capital letters in the footnotes of scholarly articles. The author’s name, whether a person or an institution, also appears in large and small capital letters. See Rule 3.6.1, infra.


Unpublished or unofficial materials (e.g., computer printouts, unofficial staff analyses, tape recordings, and transcripts) appear in ordinary roman type.


3.1 Florida Legislative Journals

3.1.1 In Text

Both the House and the Senate publish an official journal for each day that each house is in formal session. Specific references to the House or Senate journals should be underscored or italicized.

Representative Jones reported in the Journal that she abstained from voting on House Bill 256 because she had a financial interest in the subject matter of the bill.
3.1.2 In Footnotes or Stand Alone Cites

(a) Basic Form

The basic form is:


Legal Documents:


Scholarly Works:


(b) Numbering Problems

The reason for indicating in the parenthetical whether it is a regular session, special session, or an organizational session is that the Legislature begins a new set of page numbers each time a new session convenes (the 1976 House Journal is one of the few exceptions). Also, more than one session may be bound in the same volume.

The following examples are in the same volume:


The following examples are in the same volume:


(c) Multiple Special Sessions

If a single volume reports more than one special session, regular session, or organizational session having the same year, and the sessions by designation are indistinguishable, then cite the exact date.

The following special session examples are in the same volume:


[Note: In 1969 there was only one special session of the Legislature, therefore, an exact date is unnecessary for its citation.]

Even though the years are the same in the following examples, the exact date is unnecessary because the session types are distinguishable by their designations:

(d) Unbound Copies of the Journals

Use the same basic forms except include in the parenthetical the exact date for the page number being cited. Ordinarily, this will arise only for the journals of the immediate past session.


(e) Special Parentheticals

In addition to the basic form, it is often helpful to include a second parenthetical that pinpoints the exact action being cited. This may include a particular bill, amendment, conference committee report, bill reference, or any other relevant action. If this form is used, it may also be necessary to indicate two page numbers: the first page number indicates where the relevant action starts, and the second page number pinpoints the exact item being cited.


In the following examples, the first page number references where the bill was first considered for action on the floor, and the second page number indicates where the vote was recorded:


(f) Short Forms: The Use of “Id.”

Complete Reference: Use “id.” alone only when the footnote refers to everything in the preceding note.

Partial Reference: If the reference is to the same general matter or to a different matter, then use the form “id.” followed by the word “at” and the page number the citation is to (if the cite is to a different page), and then an appropriate parenthetical to pinpoint the matter.

For example, if the id. citation is to the same bill, but to a different amendment, cite as follows:

19. Id. at 596-97 (amendment 2).

If the id. citation is to different bills, the first page number references where the report starts and the second page number references where the vote is recorded:


3.1.3 Index

There is a separate index for each session, but no master index for the bound volume. For the current session, before the index is available, the daily legislative computer printout (the Daily Legislative Bill Information [sometimes entitled Provisional Legislative Bill Information]) will contain a cross-reference to the journal for each entry.

3.1.4 Uses of the Journals

The journals should be cited whenever there is a footnote reference to committee or floor actions, including floor amendments. Do not cite to the Legislature’s computer printout (either the Daily Legislative Bill Information or the end of the session’s Final Legislative Bill Information [previously entitled History of Legislation]). Note that the Legislature’s computer printouts cross-reference committee and floor actions to the respective journals.

The most important use of the journals is to trace bill history. There are indices by subject and bill number. Be sure to check the journals and the Legislature’s computer printout (either the Daily Legislative Bill Information or the end of the session’s Final Legislative Bill Information) because each has information that the other does not.

Each journal has basic data about the number of bills introduced each session, a listing of the bills introduced by each legislator, all roll call votes, and a verbatim statement of every amendment to a bill in floor debate. One of the journals usually reproduces the Governor’s messages to the Legislature.

3.1.5 Limitations

Unlike the Congressional Record, the journals do not reproduce a transcript of the floor debate. Debate must be listened to from tape recording. See Rule 3.7, infra.
Each journal begins only on the first day of a legislative session and is published only for each day the House or Senate meets in formal session. The journals are not published during the interim and do not carry any reports of interim committee activity.

When reporting the date a bill was introduced, note that the first reading of each bill reported in the journal at the start of each session is a formality observed for State constitutional reasons. Many bills are pre-filed, and often committee activity has taken place before the legislative session officially commences. To determine the date of pre-filing and to learn of any interim committee action, examine the appropriate bill report in either the Daily Legislative Bill Information or the end of the session's Final Legislative Bill Information.

3.2 LEGISLATIVE BILL INFORMATION PUBLICATIONS

3.2.1 Introduction

Each day of the legislative session the Legislative Information Division produces a report in the form of a bound computer printout entitled Daily Legislative Bill Information (sometimes entitled Provisional Legislative Bill Information). At the end of the session, the Division produces a final version of this computer printout and renames the report Final Legislative Bill Information. Before the 1987 special sessions B, C, and D, the final version was entitled History of Legislation.

Both of these documents are indexed by subject, bill number, and legislator, with each day’s report including the cumulative action to date and whether there are any companion or similar bills for each bill as of the date of publication. Additionally, Final Legislative Bill Information shows the final disposition of all bills, including the date of the Governor’s signing or vetoing, the session law chapter numbers of approved legislation, and various statistical reports for the session.

These documents also have an index by statute number that lists all bills introduced that relate to identified chapters or sections of the Florida Statutes. This provides a quick way to find out if a statute has been repealed or modified. Note, however, that this is not foolproof because not all bills are keyed to specific statutes.

3.2.2 In Text

Do not mention these legislative computer printouts in the text. It is more appropriate to discuss the action or source referenced by the printout rather than to discuss the printout’s memorialization of the action.
3.2.3 In Footnotes or Stand-Alone Cites

Only the Final Legislative Bill Information (or History of Legislation, as previously entitled) is ever cited, and then only for actions that are not otherwise indicated in the journals or session laws.

The basic form is:

Fla. Legis., [Final Legislative Bill Information or History of Legislation], [year of session and type of session], History of [House or Senate] Bills at [page number], [bill number under discussion].

Legal Documents:


Scholarly Works:

22. FLA. LEGIS., HISTORY OF LEGISLATION, 1985 REGULAR SESSION, HISTORY OF SENATE BILLS at 23, SB 159.

(a) Short Forms: The Use of "Id."

Complete Reference: When the next reference is to the same year's report and to the same house's bill report, use "id.", the page number cited, and the bill number under discussion.

23. Fla. Legis., Final Legislative Bill Information, 1989 Regular Session, History of Senate Bills at 82, SJR 341; id. at 37, SB 46.

Partial Reference: When the next reference is to the same year's report but to the other house's history, use the following form:


25. Id., History of Senate Bills at 224, SB 2890.


(b) Short Forms: Use of "Hereinafter"

As a general rule, "hereinafter" forms should not be used with Final Legislative Bill Information if there is more than one house's bill
report cited in the entire article. However, if within an article there are references to only one Final Legislative Bill Information and it is to only one house's bill report, then the hereinafter form may be used. Note that the hereinafter form takes the same type style as the full citation form.

In the following example, the bill report is the only one cited in the document:

27. Fla. Legis., History of Legislation, 1985 Regular Session, History of Senate Bills at 8, SJR 27 [hereinafter History of Senate Bills].

3.3 FULL COMMITTEES, SELECT COMMITTEES, AND SUBCOMMITTEES

In a citation sentence in a footnote, the form is:

Fla. [H.R. or S.] Comm. on [abbreviation for committee].

Fla. [H.R. or S.] Select Comm. on [abbreviation for committee].

When citing to a subcommittee, the form is:

Fla. [H.R. or S.] Comm. on [abbreviation for committee], Subcomm. on [full name of subcommittee, not abbreviated].

3.4 JOINT LEGISLATIVE COMMITTEES

There are two types of joint committees in the Florida Legislature. The first type, created by the Speaker and the President, continues as a committee for a definite period to investigate a particular topic. The second type of joint committee is created by statute to continue indefinitely.

3.4.1 Statutory Joint Committees

Use the statutory name specified in chapter 11, Florida Statutes. See abbreviations, Rule 2.2.2, supra.

3.4.2 Nonstatutory Joint Committees

Use the abbreviations in Rule 2.2.2. Follow the basic rules for committee names set out above, except that the form will be:

Jt. Comm. on [abbreviation for committee]
3.5 Legislative Staff Analyses and Fiscal Notes

3.5.1 Staff Analysis

The basic form is:

Fla. [H.R. or S.] Comm. on [abbreviation of committee name], [bill and number] (year of bill) Staff Analysis [page cited] (parenthetical indicating version of analysis and date) (location of analysis).

The original version will have only the date. Use the abbreviation "rev." for revised, "2d rev." for a second revision that is not indicated as the final version, and spell out "final" if the analysis indicates that it is the final version.


3.5.2 Senate Staff Analysis and Economic Impact Statement

The Senate "Staff Analysis and Economic Impact Statement" is cited only as a "Staff Analysis" and follows the basic form.


3.5.3 Fiscal Notes

The fiscal notes produced by the House Finance & Taxation Committee and the House Appropriations Committee are cited like a staff analysis except that the phrase "Fiscal Note" is substituted for the phrase "Staff Analysis." Because the Senate fiscal note is a part of the "Staff Analysis and Economic Impact Statement" there will be no references to Senate fiscal notes.


3.5.4 Short Forms: Use of "Hereinafter"

Short forms should include enough information to identify and distinguish the citation from any other short forms that might be used in the article. This may include as little as an abbreviation for the committee and the phrase "Staff Analysis." Note that the hereinafter form takes the same type style as the full citation.

3.6 **Official Legislative Branch Reports or Publications**

(a) **Legal Documents:**

Generally, the name of an official legislative branch report or publication is underscored or *italicized* in footnotes or stand alone cites.


(b) **Scholarly Works:**

Generally, the name of an official legislative branch report or publication appears in large and small capital letters.


3.6.1 **Author**

(a) **Legal Documents:**

The author's name, whether a person or an institution, appears in ordinary roman type. Institutional authors may be abbreviated. For legislative committee staff authors, use the appropriate committee abbreviations. For individuals, use the author's full name. Shorten any middle name to a middle initial unless the author uses an initial in place of his or her first name, in which case retain the first initial and the full middle name.

(b) **Scholarly Works:**

The author's name, whether a person or an institution, appears in large and small capital letters. Institutional authors may be abbreviated. For legislative committee staff authors, use the appropriate committee abbreviations. For individuals, use the author's full name. Shorten any middle name to a middle initial unless the author uses an initial in place of his or her first name, in which case retain the first initial and the full middle name.

3.6.2 **Title**

(a) **Legal Documents:**

The title of the publication should be underscored or *italicized* and reproduced exactly as it appears on the title page. Do not abbreviate the title unless it is abbreviated in the original. For some reports there will not be a formal title; it will be "Final Report" or something similar.
(b) Scholarly Works:

The title of the publication should appear in large and small capital letters and be reproduced exactly as it appears on the title page. Do not abbreviate the title unless it is abbreviated in the original. For some reports there will not be a formal title; it will be "Final Report" or something similar.

3.6.3 Date

Abbreviate the month, if used. Rule 2.2 sets forth the abbreviations for the names of the months.

3.6.4 Location

The place where someone may acquire or examine the report should be indicated in a parenthetical.

3.6.5 Short Forms: Use of "Hereinafter"

Short forms should include enough information to identify and distinguish the citation from any other short forms that might be used in the document.

3.6.6 Conference Committee Reports

These reports are not formal reports in the sense that they are formally published or printed. Rather, they are usually short summaries prepared by the conference committee for a bill that explains to each house which version of the underlying bill is being recommended. These reports should be cited to the House or Senate journal, see Rule 3.1, when they are reproduced therein; otherwise the typewritten report may be cited, with a parenthetical indicating where a copy may be obtained.


3.7 Tape Recordings of Legislative Proceedings

Ordinarily, legislative debates and testimony are not transcribed in full. Tape recordings for formal sessions of either house are available through the Clerk of the House or Secretary of the Senate. Tapes of committee debates are made by the respective committees. Each recording is retained by the Clerk, Secretary, or the individual committees for several years. When finished with the tapes, usually after each biennium, the committees send the tapes to the Legislative Library.
The Legislative Library eventually sends all legislative materials to the Florida State Archives in the R.A. Gray Building, Tallahassee, Florida.

3.7.1 House or Senate Formal Proceedings

The basic form is:

Fla. [S. or H.R.], tape recording of proceedings (date) (location) (nature of matter under discussion or person who spoke).

Generally, the location parenthetical will be either “on file with Secretary” or “on file with Clerk.”

35. Fla. S., tape recording of proceedings (Apr. 12, 1990) (on file with Secretary) (discussion of access to the floor of the Senate under SJR 2).

3.7.2 Committee Proceedings

The basic form is:

Fla. [S or H.R.] Comm. on [abbreviation for committee], [name of subcommittee if appropriate], tape recording of proceedings (date) (location) (nature of matter under discussion or person who spoke).

Generally, both committee and subcommittee tapes are kept on file with the committee.


3.7.3 Short Forms: The Use of “Hereinafter”

Short form references may be used with either chamber or committee tapes. These short forms should include enough information to identify and distinguish the citation from any other of the short forms. This may include a committee’s proper abbreviation or the date of the tape. Note that the hereinafter form is in the same typesyle as the full citation. Also note that the hereinafter designation should go immediately after the full cite but before additional specific information that may vary from cite to cite.


3.8 Transcripts of Legislative Proceedings

3.8.1 Basic Form

The basic form is:

Fla. [S. or H.R.] [committee, if applicable], transcript of proceedings [or hearing, as appropriate] at [page] (date of tape) (location of tape) (nature of matter under discussion or person who spoke).


3.8.2 Unusual Pagination

If the transcript is not continuously paginated or the transcript is only a part of the hearing or proceeding, modify the usual form so that the citation will properly direct the reader to the location of the information.

42. Fla. S. Select Comm. on Sovereignty Lands, unpaginated partial transcript of tape recording of proceedings, lines 375-83 (June 6, 1978, tape 1) (available at Fla. Dep't of State, Div. of Archives, Tallahassee, Fla.) (statement of Dean Frank E. Maloney).

Where the statement of the witness has its own pagination, cite as follows:

43. Fla. H.R. Select Comm. on Oil Spill Legislation, Statement of C. Jensen at 2 (Oct. 11, 1973) (on file with comm.).

3.9 Legislative Computer Printouts

3.9.1 Statutory Revision Division

The Legislature's Statutory Revision Division has the full text of the Florida Statutes on computer. When requested, the Division will conduct searches of the statutes; these searches can be of key words or phrases.
When used as a citation, the form is:

Fla. Legis., Jt. Legis. Mgmt. Comm., Div. of Statutory Revision, computer printout at [page] (date) (nature of search or matter under discussion) (location where copy of printout may be obtained).


3.9.2 Economic and Demographic Research Division

The Legislature’s Economic and Demographic Research Division has a computer database that contains numerous statistical analyses regarding the State of Florida, including especially invaluable data concerning tax revenues and forecasts.

When used as a citation, the form is:


3.10 Official Legislative Rules

3.10.1 In Text

Both the House and Senate have codified rules governing the administration of their house and the behavior of their members. Specific references to the House or Senate rules are capitalized, unabbreviated, and typed in normal roman typeface.

Florida House Rule 5.19 provides that legislation shall be considered pending if filed with the Clerk of the House and

3.10.2 In Footnotes or Stand Alone Cites

In a citation sentence, the form is:

Fla. [H.R. or S.] Rule [rule number] (year).
(a) Legal Documents:

(b) Scholarly Works:

3.10.3 Amendments to Rules and Proposed Rules

Amendments to a legislative rule or to a proposed legislative rule should be cited as unofficial material.


3.11 Identifying Information for Legislators

3.11.1 General Rule

The first time a member of the Legislature is mentioned in either the text or in a footnote, cite to the member’s party and home town. The basic form is: [party], [home town].

Representative Frances Irvine said . . . .

49. Repub., Orange Park.

3.11.2 First Reference Occurs in a Footnote

If the first reference to the member occurs in a footnote, then simply follow the member’s name with the party and hometown.

50. The committee consisted of Representatives F. Allen Boyd, Democrat, Monticello; Chris Corr, Republican, Apollo Beach; Daryl Jones; Charles Sembler II, Republican, Sebastian; and Robert Trammell.

[Note: the example shows some legislators who had been previously mentioned, thus, there is no party or hometown designation.]

3.11.3 Former Legislators

If the legislator is no longer in the Legislature, then the footnote should indicate the term of office.

In 1983, with encouragement from the Florida Press Association and the Florida Society of Newspaper Editors and the support of the Speaker of the House, Representative H. Lee Moffitt, the Legislature . . . .

3.11.4 Committee Heads

While the Florida Legislature has no express uniform method of title when referring to committee heads, the accepted practice among legislators is to use the term "Chair" to denote both male and female committee heads.

4. BILLS

4.1 INTRODUCTION

Bills are either sponsored by individual members of the Legislature or by committees of the Legislature. When discussing legislation, it is important to remember that a bill requires nothing: it only proposes change in the law. Session laws (acts) and statutes require or permit action.

While an individual member's bill will not be heard by a committee until it has been formally introduced, the committees often hear "proposed committee bills" or "PCBs." These bills may eventually be formally introduced as committee bills, but they are heard by the committee before introduction for refinement and to avoid some of the technical amending procedures required of introduced bills.

Often a bill is substantially amended in committee, and it becomes a committee substitute. The committee substitute also may be amended into a new committee substitute, either in the same committee or when it is heard by another committee. Consequently, because some bills may be heard by as many as three committees, the final bill heard by the full house may be referred to as "the Committee Substitute for Committee Substitute for Committee Substitute for House/Senate Bill xxx."

Depending upon the author's approach, a document may discuss the legislation either by reference to the bill or to the act. However, the recommended course is for the basis of the discussion of passed legislation to be the act, with unpassed or earlier versions of the legislation discussed as the bill.

4.2 DID THE BILL PASS?

Not all bills pass the Legislature. In the final days of the legislative session, however, bills that are killed, or die on the calendar or in committee may nevertheless become law. This occurs by amending another bill to include a second bill, in full or in part, or by including the thrust of the bill in the proviso language to the Appropriations Act. Technically, when a bill is amended to include all or part of another bill, the amendment form is to state the number of the bill that is being amended onto the host bill. When this occurs, the legislative computer will indicate this information. For political reasons, how-
ever, this notice may not be revealed to the house considering the amendment.

4.3 Proposed Committee Bills

These are bills proposed by the committees of the Legislature. Once the committee has passed the proposed committee bill (referred to as a "PCB"), the bill is formally introduced and assigned a regular bill number.

4.3.1 In Text

In textual sentences, these references should generally be capitalized and spelled out when referring to a specific proposed committee bill.

Senator Walker moved that the Committee adopt Proposed Committee Bill 12.

The Committee, however, did not adopt the proposed committee bill.

4.3.2 In Footnotes or Stand Alone Cites

(a) General Form

The basic form for citation sentences is:

Fla. [H.R. or S.] Comm. on [abbreviation for committee], PCB [number] (year) (optional description or clarification).

If appropriate, include a parenthetical notation indicating "draft of" and the date of the draft including the year. Depending upon the context, a parenthetical notation indicating what bill the PCB is a preliminary draft for may also be included.

52. Fla. H.R. Comm. on Ethics & Elect., PCB 90-6 (draft of Mar. 30, 1990) (proposed art. IV, § 13(b), Fla. Const.).

(b) Sections

Sections within a bill are cited in the same way that they are for statutes. See Rule 5.5.1, infra.

Sections within a proposed committee bill are cited in the same way that they are within any other bill.

4.4 Committee Substitutes and Amendments

4.4.1 In Text

Textual references to committee substitutes that include the bill’s number should be spelled out and capitalized. If the textual discussion does not include the bill’s number, do not capitalize the phrase “committee substitute.”

Committee Substitute for House Bill 145 had become a vehicle for House Bill 1378.

The committee substitute addressed the concerns of key legislators.

4.4.2 Multiple Committee Substitutes

If the bill is captioned as a committee substitute for a committee substitute, or as a committee substitute for a committee substitute for a committee substitute, then either refer to the bill as a specific committee’s substitute or as a specific committee’s second committee substitute.

Representative Clark spoke against the Commerce Committee’s Committee Substitute for House Bill 112.

Senator Scott agreed that the Appropriations Committee’s second Committee Substitute for Senate Bill 157 provided too much money for the Department.

4.4.3 Committee Amendments to a Bill

Bill amendments that take place upon the floor are cited to the legislative journals. See, e.g., Rule 3.1.2, supra. However, bill amendments in committee should be cited in the following form:

Fla. [H.R. or S.] Comm. on [abbreviation for committee], [title of amendment] [optional, “at” with page number] (year or if necessary, exact date) (location) (optional description).

54. Fla. H.R. Comm. on Approp., Amendment 1C to Amendment 1 to SJR 2 (1990) (on file with comm.) (proposed art. III, § 4(e), Fla. Const.).

4.5 Year of the Bill

Each time a bill is cited in a footnote, give its year.

4.6 Sections

4.6.1 Bills With Numbered Sections

The basic form is:


4.6.2 Bills Without Numbered Sections

Joint resolutions (HJR and SJR) do not include numbered sections. Rather, they only enumerate the proposed or amended constitutional language. Because these resolutions lack numbered sections, indicate the page number of the resolution where the proposed language appears, and pinpoint the proposed changes to the constitution in a parenthetical notation.

57. Fla. HJR 953 (1989) at 1-2 (proposed art III, § 19(a), Fla. Const.).

4.6.3 Special Rule—Page and Line Form

If the section is long and it would be helpful to the reader in finding the reference, indicate the page and line number or line item where the reference is located in the bill. This rule will most likely be used only with appropriations or omnibus bills.


4.7 Parentheticals

4.7.1 Changing or Proposing Citations

Parentheticals for bills should be in the form "proposed" for new statutory enactments, or "proposed amendment to" for amendments or deletions to existing law (this latter form should also include the year of the statutes the bill proposes to affect).

59. Fla. CS for HB 186, § 1 (1975) (proposed amendment to § 286.011(1)(b), Fla. Stat.).

60. Fla. CS for SB 1225, § 3 (1985) (proposed § 562.51(3), Fla. Stat.).

4.7.2 Specific Version of a Bill

If the matter under discussion pertains to a specific version of a bill, indicate this in the citation.


4.8 Titles of Bills

4.8.1 Location of Title on Bill

The title begins at the very top of the bill in a block indented paragraph that may run on for several pages depending upon the length and complexity of the bill. These titles will not be reproduced in the statutes, but they will appear in the session laws.

4.8.2 In Text

Refer to the bill by its caption title, short title, or other descriptive phrase that helps to identify the bill.

The House Drinking Age Bill also encountered problems.

4.8.3 In Footnotes or Stand Alone Cites

A bill's caption title, short title, or other descriptive phrase may be used as a parenthetical to help identify a bill.


4.9 Subdivisions of Statutes and Bills

The Florida Legislature has its own way of referring to subdivisions within the Florida Statutes and bills. While these names are not used in citations, they are set out below to help interpret any references that may be made by legislators, legislative staff, or legislative documents and publications. The material is based upon the House Bill Drafting Service's Guidelines For Bill Drafting (1989).

987.01. This is a catchline.—This is a section with its catchline. When a section is subdivided it also sometimes has an "introductory paragraph" such as this paragraph.

(I) SUBSECTION CATCHLINE.—This is a subsection. Subsections are designated by arabic numerals within parentheses. If a subsection has its own catchline (most do not), it is capitalized as shown here.

(a) Paragraph catchline.—This is a paragraph. If a paragraph has its own catchline, it is styled like a catchline for the whole section.

1. This is a subparagraph. A subparagraph begins with an arabic numeral followed by a period.

a. This is a sub-subparagraph. Florida Statutes are seldom broken down any further, but, if the occasion demands it there is the next division.

(I) This is the sub-sub-subparagraph which is designated by a Roman numeral within parentheses.
4.10 APPROPRIATIONS BILLS

4.10.1 General Information

The appropriations bill is essentially the same as any other bill in the Legislature. The only major difference between it and other bills is that a single section of the bill may exceed 100 pages. Therefore, it is often helpful to include a citation to the item number of the appropriation. For an example, see Rule 4.6.3.

4.10.2 Letter of Intent

Each year the Appropriations Committees of the two houses prepare a joint "letter of intent," a terse annotation of the general Appropriations Act. The letter of intent contains a specific record of how the appropriated money is to be spent. These details are not contained within the bill itself.

5. FLORIDA STATUTES

5.1 Authority

Whenever possible, cite to the official codification of Florida law, the Florida Statutes. For laws that are not available in the official code, or when desired for clarity or adoption reference, cite in accordance with Rule 9.800, Florida Rules of Appellate Procedure.

5.2 Chapters

A chapter in the Florida Statutes represents all of the relevant statutory law on a particular subject. While the Legislature may create specific chapters, the Legislature's Statutory Revision Division has the final authority to determine where in the statutes the legislation will be codified, which is why some laws do not appear in the statutes where the bill identifies their placement. A detailed explanation of the codification procedure can be found in the beginning of any volume of the Florida Statutes. A chapter in the Florida Statutes is not a session law chapter. See section 6.3 infra.

5.3 Sections

Sections of the Florida Statutes represent a further subdivision of each chapter. The Statutory Revision Division of the Florida Legislature has the final authority over the location of the sections within the chapters. The Division provides numerous cross-reference tables in each volume of the statutes. A section in the Florida Statutes is not a session law section. See section 6.4 infra.
5.4 In Text

5.4.1 Generally

(a) General Form

Legal Documents:

Section 216.177, Florida Statutes (1993), governs the form and content of the annual statement of intent that accompanies each General Appropriations Act.

Use the abbreviated citation form of the Florida Statutes in the text of legal documents when the citation is intended to stand alone.

The statute of limitations for any action founded on the design, planning, or construction of improvements to real property is four years. § 95.11(3)(c), Fla. Stat. (1993).

Scholarly Works:

When referring to the Florida Statutes in the text of a scholarly article or in textual discussion in footnotes, the Bluebook recommends the following form:

Section 216.177 of the Florida Statutes\textsuperscript{64} governs the form and content of the annual statement of intent that accompanies each General Appropriations Act.

\textsuperscript{64} FLA. STAT. § 216.177 (1993).

In practice, however, most scholars have adopted a format similar to the one required for legal documents when referring to the Florida Statutes in the text of scholarly articles. This format, set forth below, is different from the format required for legal documents in that it underscores or italicizes the words, "Florida Statutes," in the text of the article.

Section 216.177, Florida Statutes, governs the form and content of the annual statement of intent that accompanies each General Appropriations Act.\textsuperscript{65}

\textsuperscript{65} FLA. STAT. § 216.177 (1993)

(b) Multiple References to a Statute

It is not necessary to refer to the "Florida Statutes" every time a section or chapter is mentioned in the text as long as the year of the statutes discussed is the same. Cf. Rule 5.6.1 infra. Continued reference to the "Florida Statutes" in textual discussions may be useful for purposes of clarity or emphasis.
The court in Matthews found that section 627.7372 did not bar a cause of action by an insured against his insurer.

5.4.2 Citing Multiple Sections

Use the designation "section" even if the reference is to paragraphs or other subunits of the section. When the reference is to multiple units, use the plural. Do not abbreviate "section(s)" in textual discussions.

During the debate, Representative Abrams noted that section 119.07(1)(b) had provided that when the nature or the volume of a request . . . .

Sunset and Sundown reports are required by sections 11.61 and 11.611, Florida Statutes.

5.4.3 Citing an Entire Chapter

An entire chapter is cited in the same manner as a section.

Chapter 380 requires that before undertaking . . . .

House Bill 287 makes only a minor change in the vested rights provisions of chapter 380.

5.5 IN FOOTNOTES OR STAND ALONE CITES

(a) Florida Statutes:

Legal Documents:
Proper citation to the Florida Statutes in footnotes or stand alone cites in legal documents requires the following form:


Scholarly Works:
Proper citation to the Florida Statutes in the footnotes of scholarly articles requires the following form:


(b) Florida Statutes Annotated:

Legal Documents:
Proper citation to the Florida Statutes Annotated, the unofficial version of the Florida Statutes, requires the following form for footnotes or stand alone cites in legal documents:

Scholarly Works:

Proper citation to the Florida Statutes Annotated, the unofficial version of the Florida Statutes, requires the following form in the footnotes of scholarly articles:


5.5.1 Sections

Abbreviate section references in a footnote citation sentence by using the section symbol ($). 

(a) Single Section

Use a single section symbol with a space between the section symbol and the section’s number.

Legal Documents:


Scholarly Works:


(b) Consecutive Sections

Use two section symbols with no space between them, but with a space between the two section symbols and the sections’ numbers to cite to multiple sections of Florida Statutes.

Legal Documents:


Scholarly Works:


(c) Nonconsecutive Sections

Use two section symbols with no space between them, but with a space between the two section symbols and the sections’ numbers to cite to multiple nonconsecutive sections of Florida Statutes.

Legal Documents:


Scholarly Works:


(d) Multiple Subdivisions Within a Single Section

Use a single section symbol with a space between the section symbol and the section’s number.
Legal Documents:


Scholarly Works:

77. FLA. STAT. § 186.021(1),(4) (1993).

5.6 Year of a Statute

5.6.1. In Text

The first time a statute is cited, there must be an indication of the year of the statute under discussion. When the statute is subsequently discussed in the text, it is not necessary to give the year each time the statute is cited.

Legal Documents:

Section 90.803, Florida Statutes (1993), currently provides a hearsay exception for certain statements of a child victim of abuse.

Scholarly Works:

The first citation to a statute in the text of the document must be accompanied by a footnote identifying the full citation form of the statute.

Section 90.803(23), Florida Statutes, currently provides a hearsay exception for certain statements of a child victim of abuse.78

78. FLA. STAT. § 90.803(23) (1993).

5.6.2. In Footnotes

Each time a full citation to a statute occurs, include the year. A short citation form may be used (i.e., an "id." form) in the footnotes of scholarly articles. Where the "id." form is used, do not include the year of the statute with the citation unless the short form citation is to a statute of a different year.

Scholarly Works:


80. Id. § 95.11 (1990).
5.7 Historical Reference

When the discussion concerns the present state of the law, cite to the current edition of the *Florida Statutes*. When the discussion deals with the law of an earlier time, as in a discussion of an earlier court opinion construing a statute, the cite should be to the earlier edition of the *Florida Statutes* with which the discussion deals.

**Legal Documents:**

Section 731.34, Florida Statutes (1955), provided for the wife’s claim to dower to be free from all liabilities of the deceased spouse’s estate.

**Scholarly Works:**

Section 731.34 provided for the wife’s claim to dower to be free from all liabilities of the deceased spouse’s estate.\(^{81}\)


5.8 Name of a Statute

A statute has a name only if there is a specific statement to that effect in the statute itself; do not confuse names of statutes with titles of acts. Often the official name of the statute is the same as that for the act and is found in the section of the statute referring to “Short Title.”

Section 688.001, Florida Statutes, states: “Sections 688.001-688.009 may be cited as the Uniform Trade Secrets Act.”

The phrase, “Uniform Trade Secrets Act,” is the name of the statute and the Act. It is not the title of the Act, nor the bill. This name may be used in a textual discussion.

5.9 Statutes No Longer in Force

For a statute no longer in force, cite to the *Florida Statutes* or its supplement, if possible; otherwise, cite to the session laws. In addition, the statute’s appeal or amendment must be noted parenthetically.


5.10 Form for Quotation of Constitutions and Statutes

5.10.1 Basic Form of Constitutions and Statutes

In the official publication, most statutes and constitutional provisions begin with a section number and catchline followed by the text of the statute.
Section 23. Right to Privacy.—Every natural person has the right to be let alone . . . .

409.405. Court placement of delinquent children.—Any court having jurisdiction to place delinquent children may . . . .

As with statutes, the citation form for constitutions is different for scholarly works and legal documents.

Legal Documents:

Scholarly Works:
FLA. CONST. art. I, § 23

5.10.2 Form of Block Quotation: Complete Quotation

When doing a block-indented quote, eliminate the section number and catchline unless it is needed for a specific purpose. The paragraph should remain indented because titles and catchlines are only editorial devices and technically not part of the codification.

[§ 120.68(10), Fla. Stat. (1993)]:

If the agency’s action depends on any fact found by the agency in a proceeding meeting the requirements of s. 120.57, the court shall not substitute its judgment for that of the agency as to the weight of the evidence on any disputed finding of fact. The court shall, however, set aside agency action or remand the case to the agency if it finds that the agency’s action depends on any finding of fact that is not supported by competent substantial evidence in the record.

5.10.3 Form of Block Quotation: Incomplete Quotation

If anything more than the section number and catchline is omitted, do not indent the paragraph for the block quotation.


The Government-in-the-Sunshine Act requires in part that [a]ll meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be con-
sidered binding except as taken or made at such meeting.

5.10.4 Quoting Further Internal Subdivisions

While the following is an example of a correct citation, try to avoid quotations consisting of large omissions by using narrative to tie the blocks of material together.

82. Under section 680.1031(1)(g), Florida Statutes (Supp. 1990), a finance lease is defined as a lease in which:
   1. The lessor does not select, manufacture, or supply the goods; . . . and
   3. Either:
      a. The lessee receives a copy of the contract evidencing the lessor's purchase of the goods on or before signing the lease contract; . . . or
      d. Only if the lease is not a consumer lease, on or before the signing of the lease contract by the lessee the lessor: . . .

III. Advises the lessee in writing to contact the supplier for a description of any such rights.

6. FLORIDA SESSION LAWS

6.1 Basic Form

Bills that have passed the Florida Legislature and become law are reproduced in their entirety in the session laws. A session law's section numbers will be identical with those that appeared in the bill.

The statutes are the selected reproduction of those portions of each session law that have general applicability. For example, the title of the bill and the "Whereas" clauses that appear at the beginning of a bill are not reproduced in the statutes, but they do appear in the session laws, and they are sometimes used by the courts to help identify the legislative intent of the act.

The session law should be cited only when it is the subject of discussion. Thus, if the text refers to an earlier legislative action, it is appropriate to cite to the session law, because that is the product of the legislative action. Similarly, if a court deals with a new law before it has been codified, a cite to the session law would be required.

The basic form is:

Legal Documents:
Ch. 93-164, Laws of Fla.

Scholarly Works:
1993, Fla. Laws ch. 93-164
6.2 Priority

Always cite to the official Laws of Florida. If the official Laws of Florida are unavailable, cite to West’s Florida Session Laws Service.

The basic form is:

Ch. [number], § [number (if applicable)], [year of reporter] Fla. Sess. Law Serv. [page number where session law begins], [(if applicable) page number where section begins] (West) (to be codified at § [number], Fla. Stat.).

83. Ch. 90-50, § 6, 1990 Fla. Sess. Law Serv. 64, 75 (West) (to be codified at § 415.504(4)(c)(1)(g), Fla. Stat.).

6.3 Chapter Numbers

Session law chapter numbers appear at the head of each bill approved by the Legislature, signed by the Governor, and filed with the Secretary of State. These numbers are assigned by the Secretary of State in the order in which the acts are filed with the office. The first two digits of the chapter number represent the year of the legislation; the numbers after the hyphen indicate the numerical order in which the acts appear in the session laws. This is a different chapter from a Florida Statute chapter. Note that before 1957, the Secretary of State used a different numbering system that numbered all session laws from the nineteenth century until 1956 in a consecutive numbering system. When citing to pre-1957 session laws, include the year of the law.

84. Ch. 22000, Laws of Fla. (1943).

6.4 Section Numbers

Two types of section numbers are used in legislation. Each act begins with section one and is numbered consecutively throughout. Sometimes this is the only set of section numbers. For example, in the chapter laws, the Uniform Trade Secrets Act was divided into ten sections. After becoming a law, it was codified at sections 688.001-.009, Florida Statutes, but the location in the statutes was not established by the enactment.

More frequently, each act also contains the intended location of codification in the Florida Statutes. For example, chapter 88-337, at 1750, Laws of Fla., created the Family Policy Act. It provided as follows:

Section 13. Section 39.403, Florida Statutes, is amended to read: . . . .
Textual reference to the aforementioned section is "Section thirteen of the Act," or "Section 39.403, Florida Statutes," but not "Section 39.403 of the Act."

**6.5 Sections of Acts**

Use the section symbol when referring to a specific section within the session law.

85. Ch. 93-206, § 32, at 1923, Laws of Fla.

**6.6 Titles of Acts**

The legal title of an act is found in the language directly following the chapter and bill number. Often, this title is not reproduced in the statutes. It will be in the session laws.

Chapter 91-74, HB 1431 is entitled: "An act relating to bias in Florida’s court and justice systems . . . ."

**6.6.1 In Text**

When referring to an act by its name, capitalize according to its appearance in the statutes. Also, on first reference to the act, include a footnote that cites to the session law.

Senate Bill 1330 designated part I of chapter 713 as the Construction Lien Law.86

86. Ch. 90-109, Laws of Fla.

**6.6.2 Short Forms**

After the first reference to an act by its full name, it is permissible in subsequent references to simply use "Act" as a short form reference.

The new Act seeks to streamline the permitting process. This procedure is a licensing action subject to the requirements of Florida’s Administrative Procedure Act (APA).

**6.6.3 In Footnotes or Stand Alone Cites**

If an act has an official name, it may be cited the first time the act is referenced, but it is not necessary, particularly if the text gives the full name of the act.

If the act does not have an official name, simply start the citation with the chapter number.

88. Ch. 90-110, Laws of Fla. 334.;

6.7 Sections Within An Act

When making a specific reference to a section within an act, cite both the page on which the act begins and the page on which the cited section begins. The beginning of the act is where it states the chapter number, not where section one begins. Include a pinpoint reference to the Florida Statutes if it is helpful to identify the specific portion of the section of the act under discussion.


6.8 Use of Id.

The “id.” alone is sufficient when, on subsequent reference in the next footnote, the citation is to the same section. However, if the next footnote is to the same act but to a different section, then include the section number, the session law reporter, and the page the cited section begins on. If the next footnote is to the same section as the preceding footnote but to a different point within the section, then use “id.” followed by a pinpoint parenthetical.


93. Ch. 90-50, § 6, 1990 Fla. Sess. Law Serv. 64, 75 (West) (to be codified at § 415.504(4)(c)(1)(g), Fla. Stat.).

94. Id.

95. See ch. 90-109, Laws of Fla.

96. Id. § 3, at 313, Laws of Fla. (amending § 713.03(1), Fla. Stat. (1989)).
6.9 Parenthetical Indicating Constitutional or Statutory Change

6.9.1 General Rule

Include a parenthetical reference to aid the reader in finding the law in the current version of the statutes or the portion of the constitution that is affected. This is not needed if the law is no longer in force and there is no current version to cite. However, in such a case indicate that the law has been repealed or transferred. Authors of scholarly works should see Rule 5.4.1 for guidance on citation format for Florida Statutes in these examples of parenthetics.

6.9.2 Creation of New Statutes: “To Be Codified At”

If it is a new law, indicate parenthetically where it is to be codified if the official statutes containing the new act are not yet published. If relying upon the bill or session laws for the citation, the parenthetical should read, “(to be codified at § xxx.xx, Fla. Stat.)” with no year for the statute indicated.

97. Ch. 91-74, § 10, 455, 457, Laws of Fla. (to be codified at § 943.1715, Fla. Stat.).

6.9.3 Creation of New Statutes: Codification Completed

Once the session law is codified in the official statutes, indicate parenthetically its location in the current code. Use the form “codified at” if indicating a historical fact or the legislation as it appeared when first codified. Use the form “current version at” to reflect any amendments since enactment when referencing the current codification of the act. If the codification is to a supplement to the Florida Statutes, which comes out in the even-numbered years, use the form “(Supp. 19xx)” for the year of the statute.


6.9.4 Amending Existing Law

If the session law amends an existing law, then the parenthetical must indicate the existing statute and the year of the statute being amended. This will be indicated in the act.

6.9.5 Amending and Recodifying Existing Law

If the session law amends an existing law and directs that it be codified at a new location, then indicate both the amending section as well as the new location in a single parenthetical.


6.9.6 Reenacting Law

If the session law reenacts a previously repealed statute, indicate that fact parenthetically.

102. Ch. 91-187, § 3, 1587, 1588, Laws of Fla. (reenacting § 270.22, Fla. Stat.).

7. FLORIDA CONSTITUTIONAL MATERIALS

7.1 In Text

Spell out the terms but not the numbers.

If the Governor dies, article IV, section 3, subsection a of the Florida Constitution provides that the Lieutenant Governor shall become Governor.

In the text of scholarly works, italicize the words “Florida Constitution.”

If the Governor dies, article IV, section 3, subsection a of the Florida Constitution provides that the Lieutenant Governor shall become Governor.

7.2 In Footnotes or Stand Alone Cites

The abbreviated form of the Florida Constitution uses roman numerals for the article number and Arabic numerals for the section number (regardless of the form used by the original source).

Legal Documents:
When referring to the Florida Constitution in footnotes or stand alone cites in legal documents, use the following form:


Scholarly Works:
When referring to the Florida Constitution in the footnotes of scholarly works, use the following form:

104. FLA. CONST. art. V, § 3(b)(3).
7.3 RESEARCH MATERIALS: FLORIDA CONSTITUTIONS

Most of the materials used in the 1968 revision of Florida’s Constitution have not been published and are found either in the State Archives or at the Florida Supreme Court library. The Legislative Library has copies of the bound proceedings from the 1968 and 1978 Constitution Revision Commissions.

7.4 ANNOTATIONS

When citing an annotation to the Florida Constitution, use the following form, with a parenthetical indicating the subject of the annotation.

The basic form is:


7.5 PROPOSED CONSTITUTIONAL AMENDMENTS

Cite to a proposed amendment to the Florida Constitution by citing to the legislative resolution number, page number where the proposed amendment may be found, and year. Indicate the section to be amended in a parenthetical.

106. Fla. SJR 341 (1989) at 2 (proposed art. III § 19 (a), (b) and (c), Fla. Const.).

8. EXECUTIVE BRANCH MATERIALS

8.1 EXECUTIVE ORDERS

Executive orders issued by Florida governors generally take the form of presidential executive orders. See generally, Bluebook Rule 14.7.

8.1.1 In Text

Spell out and use lower case letters if general reference to an executive order is made. The first reference to the executive order should be footnoted to include all identifying information.

Governor Chiles, in August of 1991, signed an executive order extending the executive assignment of State Attorney Bruce Colton regarding the arrest of the defendant for attempted first degree murder.107

Specific References: Spell out and capitalize the phrase "Executive Order" when referring to a particular executive order by number.

In 1991, in order to rectify this situation, Governor Lawton Chiles issued Executive Order 91-220.

8.1.2 In Footnotes or Stand Alone Cites

Abbreviate a citation sentence in a footnote or stand alone cite. If available, include the date of the order.


8.2 Executive Veto

The Governor transmits his veto of a bill in letter form to the secretary of state. Citation to the Governor’s veto should refer to the legislation vetoed, the letter sent to the secretary of state, and the present location of the letter.


When citing to the Governor’s line item veto power with respect to the state budget, use the above format and include a parenthetical indicating the dollar amount of the budget deletion.


8.3 Executive Departments

8.3.1 In Text

If completely identifying an agency, start with the department followed by the division, bureau, section, and subsection (as appropriate). Depending upon the context, it is sometimes appropriate for the word “Florida” to appear before the department’s name. The names of agencies are spelled out in both text and textual discussions in footnotes. However, if the agency is more frequently known by an abbreviation, that abbreviation may be used on subsequent reference. See Rule 2.1.1, supra.

Financing statements are filed with the Department of State, Division of Corporations, Bureau of Uniform Commercial Code, Documents Examination Section.
The Department of Health and Rehabilitative Services (HRS) is the largest agency in Florida government.

8.3.2 In Footnotes or Stand Alone Cites

Abbreviate the agency’s name in a citation sentence in a footnote according to Rule 2.2.4.


8.4 Florida Attorney General Opinions

8.4.1 In Text

Do not capitalize “opinion.”

In opinion 89-39, the attorney general concluded that aides of county commissioners are generally not subject to the Sunshine Law . . . .

8.4.2 In Footnotes or Stand Alone Cites

(a) Legal Documents:

Cite formal advisory opinions of the attorney general in footnotes or stand alone cites in legal documents by issuing agency, volume, and year.


(b) Scholarly Works:

Cite formal advisory opinions of the attorney general in the footnotes of scholarly articles by volume, issuing agency, page, and year.


8.5 Florida Administrative Code

8.5.1 In Text

When referring to the Florida Administrative Code in a textual sentence, it should be underscored or italicized. Follow this Manual’s rules for Abbreviation and Capitalization.

The Department’s rules are found in chapter 1C of the Florida Administrative Code. The Bureau’s rules are found in Rule 1C-6 of the Code.
8.5.2 In Footnotes or Stand Alone Cites

Rules of the Florida Administrative Code can be cited in one of two ways: (1) to the publication of the rule, or (2) to the rule itself.

(a) General Form

(1) Citation to the publication of the rule:

The Florida Administrative Code Annotated is the official publication for the rules and regulations of state regulatory agencies which have been filed with the Department of State pursuant to the provisions of Chapter 120, Florida Statutes.

The basic form is:


a. Scholarly Works:

In footnotes or stand alone cites in legal documents, the abbreviation, “Fla. Admin. Code Ann.” should appear in ordinary roman type.


b. Legal Documents:

In the footnotes of scholarly articles, the abbreviation, “Fla. Admin. Code Ann.,” should appear in large and small capitals:


Because the code is published in looseleaf form, use either the date that appears on the page on which the provision appears or the date on the first page of the subdivision, if more recent than the date the volume was published.


Cite to an entire chapter of the Administrative Code as follows:

The basic form is:


(2) Citation to the rule itself:


(b) **Short Form: The Use of “Id.”**

When citing to the exact material as in the preceding footnote, use “id.” alone. When the second citation is to the Code but to a different rule, use “id.” followed by the rule number. Include the year if it is different than the preceding footnote.

120. Id. at r. 28-3.031(1).
121. Id. at r. 28-5.111 (Aug. 1989).

### 8.6 Florida Administrative Weekly

#### 8.6.1 In Text

When referring to the *Florida Administrative Weekly* in a textual sentence, it should be underscored or italicized. Follow this Manual’s rules for Abbreviation and Capitalization.

The Department of Business Regulation published its emergency rule in the June 28, 1991, edition of the *Florida Administrative Weekly*.

#### 8.6.2 In Footnotes or Stand Alone Cites

The basic form is:


Because this is an unbound publication, it appears in ordinary roman type in legal documents and scholarly works.


### 8.7 Florida Administrative Law Reporter

Cite agency decisions other than those rendered by the Public Employees Relations Commission or the Florida Public Service Commission to the *Florida Administrative Law Reporter*.

#### 8.7.1 In Text

When referring to the *Florida Administrative Weekly* in a textual sentence, it should be underscored or italicized. Follow this Manual’s rules for Abbreviation and Capitalization.

The decision was reported in the *Florida Administrative Weekly*. 
8.7.2 In Footnotes or Stand Alone Cites

The basic form is:


8.8 PUBLIC EMPLOYEES RELATIONS COMMISSION DECISIONS

8.8.1. In Text

Public Employees Relations Commission decisions are published in two separate reporters: the *Florida Public Employee Reporter* and the *Florida Career Service Reporter*. When referring to either of these reporters in a textual sentence, the title should be underscored or italicized. Follow this Manual's rules for Abbreviation and Capitalization.

The decisions of the Public Employees Relations Commission are published in the *Florida Public Employee Reporter* and the *Florida Career Service Reporter*.

8.8.2 In Footnotes or Stand Alone Cites

(a) Florida Public Employee Reporter

For citation to the *Florida Public Employee Reporter*, the basic form is:

[volume number] F.P.E.R. ¶ (number) [year].

123. 8 F.P.E.R. ¶ 13385 (1982).

(b) Florida Career Service Reporter

For citation to the *Florida Career Service Reporter*, the basic form is:

[volume number] F.C.S.R. ¶ (number) [year].


8.9 FLORIDA PUBLIC SERVICE COMMISSION DECISIONS

8.9.1 In Text

Florida Public Service Commission decisions are published in the *Florida Public Service Commission Reporter*. When referring to the *Florida Public Service Commission Reporter* in a textual sentence, it should be underscored or italicized. Follow this Manual's rules for Abbreviation and Capitalization.

The decisions of the Florida Public Service Commission are reported in the *Florida Public Service Commission Reporter*. 
8.9.2 In Footnotes or Stand Alone Cites

Decisions of the Florida Public Service Commission can be cited in one of two ways: (1) to the publication of the rule, or (2) to the rule itself.

(a) Citation to the publication of the rule:

The form is:


If appropriate, the docket number, order number, date of the order or subject of the order may be included in a parenthetical.


Before 1977, Florida Public Service Commission orders were not formally published in a reporter. These orders should be cited as follows:


(b) Citation to the rule itself:

The form is:


8.10 Florida Administrative Practice Manual

8.10.1 In Text

When referring to the Florida Administrative Practice Manual in a textual sentence, it should be underscored or italicized. Follow this Manual’s rules for Abbreviation and Capitalization.

The model rule is promulgated in the Florida Administrative Practice Manual.
8.10.2 In Footnotes or Stand Alone Cites

The basic form is:


In the footnotes of scholarly works, the abbreviation, "Fla. Admin. Practice," should appear in large and small capitals:

129. FLA. ADMIN. PRACTICE § 3.03 at 3-5 to 3-10 (Supp. 1991).

9. JUDICIAL BRANCH MATERIALS

9.1 Rules

Cite the rules adopted by the Florida Supreme Court and published in Florida Rules of Court in the following manner:


In the footnotes of scholarly articles, the abbreviation, "Fla. R. Jud. Admin.," should appear in large and small capitals:

131. FLA. R. JUD. ADMIN. 2.030.

Cite the creation of the rule to the published opinion, if available.


133. See Matter of Interest on Trust Accounts, A Petition to Amend the Rules of the Florida Bar, 538 So. 2d 448 (Fla. 1989).


9.2 Published Reports

Cite these reports as one would cite official legislative branch reports. See Rule 3.6, supra.

(a) Legal Documents:


(b) Scholarly Works:


9.3 Unpublished Minutes

Minutes of meetings that have not been published in a report as indicated above are cited similarly to Transcripts of Legislative Proceedings. See Rule 3.8, supra.


9.4 Administrative Orders

Cite these orders like the executive orders. See Rule 8.1, supra. Give the title and number of the order, if available, and the date. Include a parenthetical indicating where a copy of the order may be located.


9.5 Identifying Information for Judges

Judges must be fully identified where discussed, either in the text or in a textual footnote. That is, a judge mentioned in the text is not footnoted as a legislator would be.

Judge J.E. Joanos of Florida's First District Court of Appeal raised a practical problem . . . .
Note that a member of the Florida Supreme Court should not formally be referred to as “Judge (name).” "Justice" is the appropriate title for members of the Florida Supreme Court.

Justice Ben F. Overton is the first Florida Supreme Court justice to be selected under the merit selection process.

9.6 Florida Bar Journal Publications

(a) Legal Documents:


(b) Scholarly Works:

Cite to articles published in the Florida Bar Journal according to Bluebook Rule 16.1.


10. Florida Cases

10.1 Official Reporter

If possible, cite to the West regional reporter, Southern or Southern Second.

10.2 Unofficial Reporter

Cite to the Florida Law Weekly only if the opinion does not yet appear in the Southern Reporter.

10.3 Courts

Do not capitalize court, unless referring to a specific one.

10.3.1 In Text

(a) Florida Supreme Court

the court
the supreme court
the Florida Supreme Court
the Supreme Court of Florida [the official name]

(b) Florida District Courts of Appeal

the court
the district court
the Third District Court
the Third District Court of Appeal

(c) Florida Circuit Courts

the court
the circuit court
the Sixteenth Circuit Court

(d) Florida County Courts

the court
the county court
the Leon County Court

10.3.2 In Footnotes or Stand Alone Cites

(a) Florida Supreme Court

1846-1886:

147. Livingston v. L'Engle, 22 Fla. 427 (1886).

1887-1948:

148. Sawyer v. State, 94 Fla. 60, 113 So. 736 (1927)

1948-date:


(b) Florida District Courts of Appeal


(c) Florida Circuit Courts


(d) Florida County Courts


(e) Slip Opinions

11. MISCELLANEOUS REFERENCES

11.1 CORRESPONDENCE: LETTERS, MEMORANDA, AND NOTES TO THE FILE

The basic form is:

Letter from [or "Memorandum from"] [name and title, abbreviated, of author of item] to [name and title, abbreviated, of recipient] (date) (subject of item, if appropriate) (location of item).

For an individual who is a staff member of the Florida Legislature, include a reference to "Fla. H.R." or "Fla. S." in the title reference. For State legislators, each legislator's name should be preceded by the abbreviation for the house the legislator is a member of ("Sen." or "Rep.") followed by the member's name and, if first reference, the abbreviation for the political party to which the member belongs, and the home town of the member.

156. Letter from Larry Polivka, Ass't Secretary, DHRS Aging and Adult Servs., to June Noel, Exec. Dir., Fla. Pepper Comm'n on Aging (May 23, 1990) (available at Fla. Dep't of State, Div. of Archives, Tallahassee, Fla.).


11.2 INTERVIEWS

The basic form is:

Interview with [name and title, abbreviated, of the person interviewed] (date of interview) (location of notes or tape recording of interview).

For an individual who is a staff member of the Florida Legislature, include a reference to "Fla. H.R." or "Fla. S." in the title reference. For State legislators, each legislator's name should be preceded by the abbreviation for the house the legislator is a member of ("Sen." or "Rep.") followed by the member's name and, if first reference, the abbreviation for the political party to which the member belongs, and the member's home town.

If the subject is a lobbyist, indicate after the individual's title that the individual is a "lobbyist for" and the appropriate group that the lobbyist represents, as recorded in the Lobbyist Registration book prepared by the Clerk of the Florida House of Representatives.
158. Interview with William Ryan, Staff Dir., Fla. H.R. Comm. on Fin. & Tax’n (Mar. 28, 1985) (available at Fla. Dep’t of State, Div. of Archives, Tallahassee, Fla.).


161. Telephone conversation with Wade Hopping, Att’y, lobbyist for ITT Community Development Corp. and Gulfstream Land & Development Corp. (July 10, 1985).

162. Telephone interview with Steve Metz, representing Fla. Lumbermen & Material Dealers Ass’n (Aug. 1, 1989) (available at Fla. Dep’t of State, Div. of Archives, Tallahassee, Fla.).

11.3 Press Releases

The basic form is:


11.4 Location Parentheticals

When a citation requires the inclusion of a parenthetical that indicates the location of the document, report, or other item, use the formats given below.

11.4.1 Committee that Wrote the Document

The form is:

(on file with comm.)

11.4.2 Florida State Archives

If the document is located at the Florida State Archives, use the following form:

(available at Fla. Dep’t of State, Div. of Archives, ser. [number], carton [number], Tallahassee, Fla.)

For cited materials that may be difficult to obtain which the Law Review has placed at the Archives for the convenience of its readers, no series or carton numbers are required.

165. For a detailed proposal of such an assisted living program, see K. Wilson, Assisted Living: The Merger of Housing and Long-Term Care Services (unpublished paper) (available at Fla. Dep’t of State, Div. of Archives, Tallahassee, Fla.).

11.4.3 Legislative Library

The form is:


11.4.4 State Library

The form is:

(available at Fla. Dep’t of State, Div. of Library Servs., Tallahassee, Fla.)

11.4.5 Law Reviews and Journals

If a legal publication has a copy of the item on file, then indicate this in the following manner:

(notes on file, J. of Land Use & Envtl. L., Tallahassee, FL.)

11.4.6 Other Forms

For the location of other documents, reports, or materials devise an appropriate short form using the abbreviations in Rule 2 of this Manual. If the item is held by the office that created or received the item, use the form “on file with” to introduce the location. If the item is held by a library, archives, or other such repository use the form “available at.”

11.5 Florida Newspapers

(a) General form

Citation to Florida newspapers follows the format of Bluebook Rule 16.4. In legal documents, newspaper names should be in roman type. In scholarly works, newspaper names should be in large and small capital letters.


*(b) Abbreviations*

The following is a list of abbreviations for the major Florida newspapers.

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