

Spring 1987

## Basic Citation Forms: Executive Branch Materials

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### Recommended Citation

*Basic Citation Forms: Executive Branch Materials*, 15 Fla. St. U. L. Rev. 183 ().  
<http://ir.law.fsu.edu/lr/vol15/iss1/16>

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## 8. EXECUTIVE BRANCH MATERIALS

### 8.1 EXECUTIVE ORDERS

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

#### 8.1.1 In Text

Spell out and use lower case letters if only generally referring to an executive order. If it is the first reference to the executive order, footnote the reference and include the required information.

Governor Graham, in February of 1979, signed an executive order appointing a new chairman for the Council.<sup>54</sup>

54. Fla. Exec. Order No. 79-9 (Feb. 7, 1979).

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

In 1981, in an attempt to partially rectify this situation, Governor Bob Graham issued Executive Order 81-105.

#### 8.1.2 In Footnotes

Abbreviate in a citation sentence in a footnote. If available, include the date issued.

54. Fla. Exec. Order No. 79-9 (Feb. 7, 1979).

### 8.2 EXECUTIVE DEPARTMENTS

#### 8.2.1 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 both in text and textual discussions in footnotes. However, if the agency is more frequently known by an acronym, that acronym may be used on subsequent reference. See Rule 2.

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. As of June 1985, HRS employed more than 20 thousand people.

### **8.2.2 In Footnotes**

Abbreviate the agency's name in a citation sentence in a footnote according to the abbreviations listed in Rule 2.

99. Dave Mann, Ass't Dir., Fla. Dep't of State, Div. of Corporations. Mann told the Commission that the workload of the Information Search Section was growing faster than any other section.

## **8.3 FLORIDA ATTORNEY GENERAL OPINIONS**

### **8.3.1 In Text**

Do not capitalize opinion.

In opinion 085-12 the Attorney General concluded that sleeping on the job violated the Florida Constitution.

### **8.3.2 In Footnotes**

#### *(a) Bound Volumes*

See Bluebook Rule 14.2. 78.

According to 1978 FLA. ATT'Y GEN. ANN. REP. 22, rendered February 21, 1978 . . . .

#### *(b) Unbound Copies*

See Bluebook Rule 14.3.

2. 085-12 Fla. Op. Att'y Gen. 2 (1985).

## **8.4 FLORIDA ADMINISTRATIVE CODE**

This code is similar to the Code of Federal Regulations, so Bluebook Rule 14.2 generally applies.

### 8.4.1 In Text

Follow this manual's rules for capitalization and abbreviation.

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.

### 8.4.2 In Footnotes

#### (a) *General Form*

The form is:

FLA. ADMIN. CODE R. [number] (date)

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

3. FLA. ADMIN. CODE R. 1C-6.03 (1982).

25. FLA. ADMIN. CODE R. 25-4.0345 (Mar. 27, 1987).

#### (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 date if it is different than the preceding footnote.

330. FLA. ADMIN. CODE R. 28-4.01(1) (1983).

331. *Id.* R. 28-4.01(2)(e).

332. *Id.* R. 28-4.05 (Jan. 23, 1987).

## 8.5 FLORIDA ADMINISTRATIVE WEEKLY

This publication serves a purpose similar to the Federal Register, so Bluebook Rule 14.2 applies.

### 8.5.1 In Text

The title should be spelled out and capitalized and appear in italics.

The Department published its rules in the December 15, 1984, edition of the *Florida Administrative Weekly*.

### **8.5.2 In Footnotes**

As an unbound publication, the *Florida Administrative Weekly* appears in ordinary roman type.

The form is: [volume number] Fla. Admin. W. [page] (date).

255. The summary of the economic impact of the rule published in the *Florida Administrative Weekly* did indicate the cost of implementing the program in two counties. 10 Fla. Admin. W. 2323 (July 27, 1984).

## **8.6 FLORIDA ADMINISTRATIVE LAW REPORTER**

This reporter serves a purpose similar to a court reporter, so Bluebook Rule 10.3.2 applies.

### **8.6.1 In Text**

The title should be capitalized and italicized.

The decision was reported in the *Florida Administrative Law Reporter*.

### **8.6.2 In Footnotes**

The form is: [volume number] Fla. Admin. L. Rep. [page] (year).

253. 7 Fla. Admin. L. Rep. 339, 354 (1985).

## **8.7 FLORIDA PUBLIC SERVICE COMMISSION REPORTER**

This reporter serves a purpose similar to a court reporter, so Bluebook Rule 10.3.2 applies.

### **8.7.1 In Text**

The title should be spelled out, capitalized and italicized.

The decision was reported in the *Florida Public Service Commission Reporter*.

### **8.7.2 In Footnotes**

The form is: [docket title], [volume number] Fla. Pub. Service Comm'n Rep. [page] (year).

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

99. *In re*: General Telephone Company's request to detariff CPE related to mobile telephone and paging services, 85 Fla. Pub. Service Comm'n Rep. 2:81 (1985) (Docket No. 85-00018-TL; Order No. 14077, Mar. 27, 1985) (Order Cancelling Tariffs of CPE Related To Mobile Telephone And Paging Services).