

## MEMORANDUM

To: Chief Judge John J. Ellington

From: Jean Ruskell

Date: January 14, 2013

Re: Style Manual

This revised edition of the Reporter's Office Style Manual replaces the February 2001 Memorandum, which is included at the end of this binder. We have documented the citation, grammatical and formatting rules that are used in drafting and editing a majority of the opinions of both the Supreme Court and the Court of Appeals. Traditionally, the Reporter's Office has departed from these general rules during the editing process only when directed to by individual Justices or Judges. Our goals in revising this manual are to promote consistency and to minimize error. While absolute consistency is not possible, OCGA § 50-18-26 (b) requires that the reports be "uniform in size and appearance."

No changes to longstanding editing rules have been made, with one exception: the citation form for the Supreme Court Reporter (from “SC” to “SCt”).

The section on sample judgment lines has been reviewed by Tee Barnes, Holly Sparrow, and Tia Milton, and their suggestions have been incorporated into the list.

With your permission, we will distribute a limited number of copies to Chambers, Central Staff, and the Clerk’s office. We would like to post this manual on the “S” drive so that it can be easily accessed and updated as directed by the Court.

Please let me know of any changes that you would like us to make. We welcome suggestions for making this manual as useful as possible. Thank you.

cc: Presiding Judge Gary B. Andrews  
Presiding Judge Herbert E. Phipps  
Presiding Judge Anne Elizabeth Barnes  
Presiding Judge Sara L. Doyle  
Judge M. Yvette Miller  
Judge Stephen Louis A. Dillard  
Judge Christopher J. McFadden  
Judge Michael P. Boggs  
Judge William M. Ray II  
Judge Elizabeth L. Branch