

**STYLE MANUAL**  
FOR THE  
SUPREME COURT OF GEORGIA  
AND THE  
COURT OF APPEALS OF GEORGIA

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# I. STRUCTURE OF OPINIONS

## A. STYLE OF CASE

### 1. Business entities

–Abbreviations are used: “INC.,” “LTD.,” “L.P.” and “P.C.”

–Spell out: “ASSOCIATION,” “COMPANY,” “CORPORATION.”

### 2. Capitalization

–The style of the case should be in **ALL CAPS**, except for “v.,” “et al.,” “and vice versa,” “a child,” “children,” or “(two cases).”

### 3. Docket number

–There is always a period after the docket number.

–Multiple docket numbers are separated by commas.

#### **Example:**

A11A2083, A11A2084, A11A2085. GRAY v. THE STATE (three cases).

–Multiple cases involving *different parties* that have been consolidated on appeal are listed in docket number order on separate lines.

#### **Examples:**

A11A0769. CITY OF ATLANTA v. BENATOR et al.

A11A0770. BENATOR et al. v. K & V METER, LLC.

A11A0771. K & V METER, LLC v. CITY OF ATLANTA.

–Multiple cases involving *the same parties* are listed as follows, with the phrase “(\_\_\_\_ cases).” (reflecting the number of cases in the opinion) appearing after the appellee’s name.

#### **Example:**

A12A3421, A12A3422, A12A3423. COX v. THE STATE (three cases).

#### **4. et al.**

–“et al.” means “and others” and is used when there are multiple parties to the appeal.

–There is no comma before “et al.”

–There is always a period after “al.”

–It is always lower case.

#### **Example:**

JOHNSON et al. v. SMITH et al.

#### **5. Juvenile cases**

–Use the initials of the child, not the full name.

–Use caps and small caps in the style.

–Space between the initials.

–Do not use colons.

#### **Example:**

IN THE INTEREST OF A. E. S., a child.

–In cases involving more than one child, use only the initials of the first child.

#### **Example:**

IN THE INTEREST OF A. E. S. et al., children.

## 6. Names

–Only last names are used.

### Examples:

JOHNSON v. THE STATE.  
REYES-VERA v. THE STATE.

## 7. State as party

–Omit “GEORGIA” where the case refers to a city or a county.

### Example:

CITY OF SAVANNAH v. JONES.; *not*  
SAVANNAH, GEORGIA v. JONES.

–Include “THE” with “STATE”

### Example:

JONES v. THE STATE.

–Use “STATE OF GEORGIA” in forfeiture (drugs, RICO) cases.

### Example:

STATE OF GEORGIA v. CENTERS et al.

## 8. The

–Include “THE” with “STATE” in captions.

### Example:

JONES v. THE STATE.

–Include “THE” when it is part of a proper name.

### Example:

COHEN v. THE ALFRED AND ADELE DAVIS ACADEMY, INC.

### **9. Titles**

–Omit titles such as “Executor,” “Commissioner,” “M.D.,” “Judge,” “Warden,” “d/b/a,” “a/k/a”

#### **Example:**

JOHNSON v. SMITH.; *not*  
JOHNSON, EXECUTOR v. SMITH d/b/a CLIMATROL.

### **10. v.**

–Use lower case “v.,” not “vs.” or “versus.”

### **11. vice versa**

–“vice versa” is used when both parties have filed appeals.

–There is a semicolon before “and vice versa.”

–It is always lower case.

#### **Example:**

A12A1023, A12A1024. JOHNSON v. SMITH; and vice versa.

## **B. AUTHORIZING JUDGE**

–The name of the judge authoring the majority opinion should be set out in large and small caps, followed by that judge’s title with first letter(s) capitalized.

### **Examples:**

HUNSTEIN, Chief Justice.

MELTON, Justice.

DOYLE, Presiding Judge.

BOGGS, Judge.

## **C. TEXT DIVISIONS**

### **1. Numbered and lettered divisions**

–Within opinions, numbered divisions are never set out in parentheses.

–Lettered subdivisions should always be set out in parentheses.

### **Example:**

1. In appellant’s first claim of error . . .

(a) Appellant contends . . .

(i) The evidence is . . .

### **2. One division**

–There cannot be a Division 1 and no Division 2. In this case do not use division designation within the opinion.

### **3. Concurring or dissenting opinion**

–Divisions within a concurring/dissenting opinion start with 1. (unlike footnotes).

## **D. HEADINGS**

### **1. Within opinion**

–Headings should be centered and italicized.

–There should be no period at the end of the heading.

–Headings can be set out as Roman numeral divisions or by using no number designation.

#### **Example:**

*II. Corporate Charter of CCS*

### **2. Consolidated case headings**

–Often within a consolidated case opinion, each case is treated separately. Discussion of each case should be separated by a centered heading.

#### **Example:**

*Case No. A12A1623*

### **3. Spacing**

–There should be space above and below the centered headings.

## **E. FOOTNOTES/SUPERIOR NUMBERS**

### **1. Use of numerals**

–Use numerals when footnoting (even if only one footnote is used). Numerals are used in place of asterisks so that in the event the footnote is cited in another opinion we will not have “See *Jones v. State*, 290 Ga. 40, 41, n. \* . . .”; but instead will have a numerical reference.

### **2. Notes in quoted material**

–A footnote inserted into quoted material must be enclosed in full brackets, unless that footnote appears at the end of the quoted material.

#### **Example:**

The appellant must show that his trial counsel provided ineffective assistance. See *Strickland v. Washington*.<sup>[1]</sup> . . . In examining an ineffectiveness claim, . . .<sup>2</sup>

### 3. Sequence

–Footnotes continue in sequence from the majority opinion through the end of the concurrence/dissent. For example, if Presiding Judge Doyle has 11 footnotes in her opinion and Judge Branch has a concurring opinion with footnotes, Judge Branch’s first footnote would begin with number 12.

## F. JUDGMENT LINES

### 1. Abbreviate titles

–Judges’ titles are abbreviated in judgment lines.

#### **Example:**

*Judgment affirmed in part and reversed in part. Barnes, P. J., and Doyle, J., concur.*

–The title of each presiding judge is listed separately as “P. J.” If more than one nonpresiding judge is named in a judgment line, the abbreviation “JJ.” is used.

#### **Example:**

*Judgment affirmed. Phipps, P. J., Miller, P. J., Andrews, Adams and Dillard, JJ., concur. McFadden, J., dissents.*

### 2. Order of judges’ names

–In a whole court opinion, the names of the judges are listed by order of (1) rank of position and (2) seniority within those positions. (Do not list the authoring judge in the judgment line.)

#### **Example:**

In a whole court opinion authored by Presiding Judge Barnes, the judgment line would appear as:

*Ellington, C. J., Phipps, P. J., Miller, P. J., Doyle, P. J., Andrews, Adams, Dillard, McFadden, Boggs, Ray and Branch, JJ., concur.*

### **3. Not participating/disqualified judge**

–In the event a lower court judge is sitting in for a Justice who is not participating or is disqualified, the lower court judge’s full name appears following the Justices’ names.

#### **Examples:**

–*Judgment affirmed. Hunstein, C. J., Benham, Thompson, Hines and Melton, JJ., concur. Judge S. Phillip Brown dissents. Carley, P. J., not participating.*

–*Petition for mandamus dismissed. All the Justices concur, except Hunstein, C. J., disqualified.*

–The Court of Appeals does not state in the judgment line that a judge is disqualified. The substitute judge’s name is simply used in the judgment line in lieu of the disqualified judge’s name. If a senior appellate judge serves, his or her full name is included in the judgment line.

#### **Example:**

–*Judgment reversed. Barnes, P. J., and Senior Appellate Judge Marion T. Pope, Jr., concur.*

### **4. Judgment and case separate entities**

–Treat the judgment and the case as separate entities.

#### **Example:**

–*Judgment affirmed in part and reversed in part, and case remanded with direction.*

## **5. List of sample judgment lines**

### **(a) Disposition of case:**

- Judgment(s) affirmed.*
- Judgment affirmed with direction.*
- Judgment affirmed, sentence vacated, and case remanded for resentencing.*
- Judgment affirmed in part and reversed in part, and case remanded.*
- Judgment affirmed in part and vacated in part.*
- Judgment affirmed in part and vacated in part, and case remanded for resentencing.*
- Judgment affirmed in Case No. S12X0973. Judgment reversed in Case No. S12A0852.*
- Judgment reversed.*
- Judgment reversed and case remanded [with direction].*
- Judgment reversed in part and vacated in part, and case remanded [with direction].*
- Judgment vacated and case remanded [with direction].*
- Appeal dismissed.*
- Appeal dismissed as moot.*
- Certified question answered.*

### **Disciplinary cases:**

- Disbarred.*
- Thirty-day suspension.*
- Six-month suspension.*
- Three-year suspension with conditions.*
- Indefinite suspension.*
- Indefinite suspension with conditions for reinstatement.*
- Suspension until further order of the Court.*
- Review Panel reprimand.*
- Public reprimand.*
- Petition for voluntary discipline accepted. [State specific disposition.]*
- Petition for voluntary discipline rejected.*
- Voluntary surrender of license accepted.*
- Certification of fitness for readmission granted.*
- Petition for reinstatement accepted.*
- Denial of certification affirmed.*

**(b) Concurrences and dissents:**

–Judges who fully concur:

**Examples:**

–*Judgment affirmed. All the Justices concur.*

–*Judgment affirmed. Andrews and McFadden, JJ., concur.*

–Judges who write and concur, concur specially, or dissent:

(The Supreme Court uses “except,” but the Court of Appeals does not.)

**Examples:**

**Concurring specially**

–*Judgment affirmed. All the Justices concur, except Nahmias, J., who concurs specially.*

–*Judgment reversed. Barnes, P. J., concurs. Blackwell, J., concurs specially.*

–*Judgment affirmed in part and reversed in part. All the Justices concur, except Carley, P. J., and Nahmias, J., who concur specially in part.*

**Concurring in judgment only**

–*Judgment affirmed in part and reversed in part. All the Justices concur, except Hunstein, C. J., Benham and Thompson, JJ., who concur in Divisions 1, 3, and 4 and in the judgment.*

–*Twenty-four-month suspension with conditions for reinstatement. All the Justices concur, except Hunstein, C. J., Carley, P. J., Benham and Thompson, JJ., who concur in judgment only.*

–*Judgment affirmed. Barnes, P. J., concurs. Adams, J., concurs in judgment only.*

–*Judgment reversed. Adams and Blackwell, JJ., concur in judgment only.*

**Dissents**

–*Review Panel reprimand. All the Justices concur, except Benham, Melton and Nahmias, JJ., who dissent.*

–*Judgment reversed. Miller, P. J., Phipps, P. J., Ellington, Adams and Doyle, JJ., concur. Blackwell, J., dissents.*

–*Judgment affirmed in part and reversed in part. All the Justices concur, except Benham, J., who dissents in part.*

–*Judgment reversed. All the Justices concur, except Benham, J., who dissents as to Divisions 1 and 2.*

## **G. SEPARATE OPINIONS (CONCURRENCES/DISSENTS)**

### **1. Author of opinion**

–The first line of the concurrence/dissent should state the authoring judge’s last name (in large and small caps) followed by the judge’s title and then state whether the judge is concurring or dissenting, concurring specially, etc.

**Example:**

MCFADDEN, Judge, concurring specially.

### **2. Judgment line preceding concurrence/dissent**

–The judgment line of the majority opinion should reflect exactly the language of the first line of the concurring/dissenting judge.

**Example:**

Judgment line reads:

*Judgment affirmed. Barnes, P. J., and Andrews, J., concur. Doyle, J., concurs specially.*

The first line of Judge Doyle’s special concurrence should read:

DOYLE, Judge, concurring specially.

## **H. ON MOTION FOR RECONSIDERATION**

### **1. Style**

–The heading should be centered, large and small caps, with space above and below the heading, and followed by a period.

**Example:**

ON MOTION FOR RECONSIDERATION.

### **2. Ending paragraph**

–The last paragraph of the On Motion for Reconsideration should be italicized and state if the motion was granted or denied.

**Example:**

*Motion for reconsideration denied.*

## II. GRAMMATICAL STYLE

### A. ABBREVIATIONS WITHIN TEXT

#### 1. In general

–Use abbreviations only sparingly in the text.

–Abbreviate only those words:

–that express measurements of time

**Examples:** a.m., p.m., EST, A.D., B.C.

–that normally appear in an abbreviated form

**Examples:** i.e., e.g., etc., et al., f.o.b.

#### 2. Acronyms/All-capital abbreviations

–Acronyms and all-capital abbreviations made up of single initials generally require no period and no internal space.

**Examples:** OCGA, GBI, DFACS, CPA

–When acts, organizations, etc. are used in an opinion and their acronyms are used thereafter, after the first reference, follow it by the acronym in quotes and parentheses.

**Example:** Civil Practice Act (“CPA”)

–The plural form of an acronym or other abbreviations is formed by adding an “s” without an apostrophe.

**Example:**

DVDs, SUVs

#### 3. “Also known as”

–The phrase “also known as” should be abbreviated “a/k/a” and should not be preceded or followed by a comma.

**Example:**

The state appeals the trial court's order dismissing with prejudice the charges against James McCarter a/k/a Joey Carter.

#### **4. Business names**

–Abbreviate “Limited” (Ltd.) and “Incorporated” (Inc.) when a part of a business name.

–Do not abbreviate words such as “Brothers,” “Company,” or “Corporation,” unless the business name formally uses the abbreviated form.

–The phrase “doing business as” should be abbreviated “d/b/a” and should not be preceded or followed by a comma.

**Example:**

Greenway subsequently filed a suit against Northside, Forsyth County, and Dr. Lanier Orr DMV d/b/a Orr Animal Hospital.

#### **5. Courtesy titles**

–Abbreviate courtesy titles that precede or follow a person’s name.

**Examples:** Mr., Mrs., Ms., Sr., Jr., M.D., Esq.

–Do not mix courtesy titles when referring to the same person.

**Example:** John Rooney, M.D.; *not* Dr. John Rooney, M.D.

#### **6. Lengths, distances, or weights**

–Do not abbreviate words and phrases that denote measured lengths, distances, or weights.

**Examples:**

The suspect was described as standing six feet tall and weighing 175 pounds.

The house contained 3,000 square feet of living space.

## **B. CAPITALIZATION**

### **1. Common and proper nouns**

–Do not capitalize common nouns (e.g., “the appellant,” “the complaint,” “the government”).

–Capitalize proper nouns (e.g., “the General Assembly” but not “the legislature”).

–If a proper noun is used to modify a common noun, only the proper noun is capitalized.

#### **Examples:**

the Macon police department

the Telfair County jail

### **2. Court names**

–Capitalize the name of a lower court that follows a proper noun.

#### **Examples:**

Fulton County State Court

Superior Court of Houston County

–Do not capitalize a general reference to a lower court.

#### **Example:**

The juvenile court ruled in favor of the mother.

–Capitalize specific and general references to the Court of Appeals, the Supreme Court of Georgia, and the United States Supreme Court.

### **3. Documents**

–Do not capitalize the name of a legal document.

#### **Examples:**

motion for summary judgment

writ of habeas corpus

#### **4. Job titles**

–Capitalize job titles immediately preceding the name when used as part of the name.

##### **Examples:**

Governor Deal, Lieutenant Governor Cagle, Attorney General Olens, and Senators Balfour and Thompson will attend the meeting.

We asked Professor Brown to lead the discussion.

The investigation was led by Detective Malone.

–Otherwise, do not capitalize job titles.

##### **Examples:**

The president will address Congress.

All senators are expected to attend.

The governors, lieutenant governors, and attorneys general called for a special task force.

Dr. Brown is a professor of economics at Emory University.

Malone was a detective with the DeKalb County police department at the time of the incident.

#### **5. Statutes and acts**

–Capitalize the names of statutes and acts.

##### **Examples:**

Child Hearsay Statute

Dram Shop Act

Long Arm Statute

Racketeer Influenced and Corrupt Organizations Act

Rape Shield Statute

## C. SPELLING AND FORMS OF FREQUENTLY USED WORDS

### A

a while (n.)    awhile (adv.)  
accidentally (not accidently)  
acknowledgment  
African-American (first cap; hyphenated)  
alco-sensor  
appellant (lower case)  
Appellate Division (first cap)  
appellee (lower case)  
assistant attorney general (lower case)  
attorney-in-fact  
attorney fees (no "s" on attorney – used as adjective)  
audiotape (one word)

### B

back seat (two words)  
back yard (two words)  
backward (no "s")  
blood alcohol (no hyphen)  
bloodstain (one word)  
bookkeeper (one word)  
boyfriend (one word)  
breathalyzer

## C

cancelled  
cannot (one word)  
case-in-chief (hyphenated)  
case law (two words)  
Case No. (first caps)  
caseworker (one word)  
cell phone (two words)  
Child Hearsay Statute (first caps)  
city (city of Dallas)  
co-defendant (hyphenated)  
common sense (n.)  
common-sense (adj.)  
Congress (first cap)  
count (Count 1, cap "C"; but, petition in four counts)  
counterclaim (one word)  
court (not capitalized unless name of court specified – Troup Superior Court;  
but, the superior court held . . .)  
Court of Appeals (first caps)  
courtroom (one word)  
cross-appeal (hyphenated)  
cross-claim (hyphenated)  
cross-examination (hyphenated)  
cross-motion (hyphenated)

## D

day care (n.)  
daycare (adj.)  
district attorney (lower case)  
division (unless referring to specific division of opinion – “See Division 1,  
supra.”)  
Dram Shop Act (first caps)  
due process clause

## E

electronic mail message (e-mail) (hyphenated)  
ensure (to make certain)  
equal protection clause  
et seq. (no italics)  
eyewitness (one word)

## F

factfinder (n.)  
fact-finding (n.) and (adj.)  
federal (as an adjective, generally lower case, as in “the federal courts have ruled . . .”)  
fiancée (accent)  
fiancé (accent)  
forward  
full time (n.)  
full-time (adj.)

## G

General Assembly (first caps)  
girlfriend (one word)  
governor (lower case; except for Governor John Brown)  
guarantee (v.)  
guaranty (n.)  
[NOTE: According to Bryan Garner, in his *Dictionary of Modern Legal Usage*, “[the noun] *guarantee* is the usual term, seen often, for example, in the context of consumer warranties or other assurances of quality or performance. *Guaranty*, in contrast, is now used primarily in financial and banking contexts in the sense of “a promise to answer for the debt of another.”]

## H

handgun (one word)  
housing board

## I

in camera  
insofar (one word)  
insure (to guarantee against loss)  
Internet (first cap)  
Intoxilyzer

## J

job site (two words)  
judgment

## K

kidnapping

## L

landowner (one word)  
lawsuit (one word)  
legislature (lower case)  
lienholder (one word)  
lifetime (one word)  
lineup (one word; no hyphen)  
Long Arm Statute (first caps)

## M

mayor (lower case; except for Mayor Reed)

## N

nonnegotiable (one word – “non” prefixes – no hyphen)  
nonresident (one word – “non” prefixes – no hyphen)

## O

o'clock (do not use; use a.m. or p.m.) (3:00 a.m., not 3 a.m.)  
one-on-one  
ongoing (no hyphen)  
on-site (hyphenated)

## P

part time (n.)  
part-time (adj.)  
pat down (v.)  
pat-down (n.)  
pat-down search (adj.)  
post-traumatic (hyphenated)  
prehearing or pre-hearing (either, but uniform within opinion)  
presentence or pre-sentence (either, but uniform within opinion)  
pretextual (one word)  
pretrial or pre-trial (either, but uniform within opinion)

## Q

quitclaim (one word)

## R

race neutral (two words)  
Rape Shield Statute (first caps)  
Reports (first cap when referring to Ga. Reports or Ga. App. Reports)  
right-of-way (hyphenated)  
roadblock (one word)  
roadway (one word)

## S

seat belt (two words)  
self-defense (hyphenated)  
self-help (hyphenated)  
setoff (n.)  
set-off (adj.)  
set off (v.)  
showup (one word)  
Social Security (first caps)  
state (either case, but uniform within opinion)  
State of Georgia (first caps)  
statute (not cap, unless statute cited by name)  
Statute of Frauds (first caps)  
statute of limitation (lower case; no "s" on "limitation")  
Superior Court of Fulton County (first caps)  
Supreme Court (first caps)

## T

taillight (one word)  
to wit (two words)  
tortfeasor (no hyphen)  
totaling (one "l")  
toward (no "s")  
townhome (one word)  
townhouse (one word)  
traveling (one "l")  
trier of fact

V

vice president (lower case; two words)  
vis-à-vis

W

website (lower case; one word)  
whistleblower (one word)  
wilful (one "l")  
work site (two words)

Y

year's support

Z

ziplock (lower case; one word)  
zoning board

## D. QUOTATIONS

### 1. Alterations to quotations

–If more than one alteration to the quotation is made, the additional alteration should be in the same parenthetical. The parenthetical precedes the citation.

#### Examples:

(Citation omitted; emphasis supplied.) *Gold Kist Peanuts v. Alberson*, 178 Ga. App. 253, 256 (2) (342 SE2d 694) (1986).

(Citation and punctuation omitted.) *Bruce v. McMullen*, 199 Ga. App. 239, 240 (404 SE2d 620) (1991).

### 2. Block quotations

–Block quotations are used when the quote comprises more than four lines before the quote is blocked. Unless the punctuation is omitted, the punctuation in the quote remains the same as in the original text with the exception that open and close quotation marks are omitted – it is understood from the block format that it is a quote. All internal quotation marks will be changed, e.g., ‘The facts . . .’ will be “The facts . . .” However, it may be necessary to add open and/or close quote marks if the new quote is only part of a quote from the original text.

#### Example:

Original adapted from *Grant v. State of Ga.*, 302 Ga. App. 739, 740 (691 SE2d 623) (2010).

“Given the foregoing, ‘we are unable to determine whether the [trial] court’s denial of [Grant’s] motion to set aside was proper. . . .’ [Cit.] Therefore, the trial court’s order denying Grant’s motion to set aside . . . is vacated, and ‘this case is remanded to the trial court.’”

New quote:

Given the foregoing, “we are unable to determine whether the [trial] court’s denial . . . was proper. . . .” [Cit.] Therefore, the trial court’s order denying [defendant’s] motion to set aside . . . is vacated, and “this case is remanded. . . .”

### *Omissions (use of ellipses)*

–If a block quotation includes more than one quoted paragraph, any omitted paragraph(s) should be indicated by three ellipses centered on a separate line.

–In a block quotation, the omission of words or sentences within or at the end of a quoted paragraph follows the rules set out in II.D.3., below.

### **3. Brackets and ellipses**

–Use brackets to show a changed word (from singular “defendant” to plural “defendant[s]”); changed or added text (“defendants were charged with trafficking in methamphetamine in Fulton Superior Court” to “defendants were charged with [possession of cocaine with intent to distribute] in Fulton Superior Court”); and changed or added punctuation (“defendants were charged with trafficking and possession” to “defendants were charged with[:] trafficking[,] possession and obstruction of an officer”) (brackets and an ellipsis together are not necessary; the brackets around the comma alert the reader that the text has been changed). Use an ellipsis for *omitted* words.

–Brackets in original text become parentheses in a new quote, but not in a block quote.

–Do *not* use an ellipsis when beginning a quote in mid-sentence.

#### **Example:**

This Court has held that “parents . . . of an illegitimate child . . .”; *not*  
This Court has held that “. . . parents . . . of an illegitimate child . . .”

–An ellipsis (three dots and no period) is used at the end of a quoted sentence left deliberately and grammatically incomplete.

**Example:**

The witness said: “I saw the defendant pull a gun from . . .” The defense immediately objected.

–A period and ellipsis (four dots) are used to indicate an omission following a sentence. The first dot (the period) should be placed immediately after the last word (letter). In a period/ellipsis-type situation, the period should be closed up to the last word (no space).

**Example:**

“Questions lurking in the record are not to be considered. . . .”

#### **4. Courtroom testimony**

–Courtroom testimony or colloquy is set out in block paragraph format. Each new speaker starts a new line. There should be no line space between speakers.

**Example:**

COURT: Are you saying today that you have a right to foreclose and you're entitled to the fifteen thousand dollars?

COUNSEL: No, sir. If I did that, I've got a problem. That's why it was taken out of court. No, no. Your Honor knows —

COURT: Okay. Well, I did want to make sure.

COUNSEL: I know. You know I have — I've got an either/or remedy. My remedy — they can keep the fifteen thousand — my remedy is all I want to do is they're in default on the security deed, they're in default on the note; I want to foreclose. I have been trying to foreclose since — well, we filed suit in Fulton County, I guess Your Honor knew that, in June or July. I ran an ad in June, July, August, September — I didn't run an ad this month because I was waiting for Your Honor's ruling.

–Courtroom testimony of witnesses that is quoted in a question-and-answer format is set out in block paragraph format with capitalized Qs and As followed by either a colon or a period (be consistent within the opinion). There should be no line spacing between speakers.

**Example:**

Q: Did you go to [Gooden’s residence]?

A: Yes, I did. To make contact, place Mr. Gooden into custody.

Q: And do you remember if any other officers were present when the Defendant was placed into custody?

A: [A second officer] was present, and I believe [a third officer] was present.

Q: When you all were there to detain the Defendant, did he make any statements?

A: No, ma’am, not to me.

Note: Interruptions of speech are indicated by the use of an em dash (—), not by ellipses.

**5. Emphasis notation**

–Use “(Emphasis supplied.)” Do not use “Emphasis added” or “Italics added”, etc.

**6. Footnotes**

–A footnote inserted into quoted material must be enclosed in full brackets, unless that footnote appears at the end of the quoted material. See I.E.2., supra, for an example.

**7. Paragraph indents**

–Omit paragraph indents from the original text. Run in text in the new quote.

–Include paragraph indents in OCGA when quoting statutes.

## **8. Quotation marks**

–Comma, period, exclamation point and question mark should be inside quotation marks.

–Semicolon and colon should be outside quotation marks unless part of quoted material.

### **Examples:**

The defendants participated in a gambling game known as “the Bug,” but it was not shown that they played for money. (comma inside quotation marks)

The defendants participated in a gambling game known as “the Bug.” (period inside quotation marks)

The defendants participated in a gambling game known as “the Bug”; however, it was not shown that they played for money. (semicolon outside quotation marks)

## **E. MISCELLANEOUS**

### **1. Case history**

–Explanatory terms such as overruled, aff’d, rev’d, rev’d on other grounds, etc., are not italicized and are followed by commas.

### **2. Contractions**

–Do not use.

### **3. Dashes**

–Dashes are spaced on both sides.

#### **Example:**

That section is appropriate to consider – but it also does not support the majority’s position.

–The en-dash (hyphen) should be used when connecting a range of numbers and should be closed up on each side of the numbers.

#### **Example:**

16-18

#### 4. Dates

–No comma between month and year. (April 2012; but April 24, 2012.)  
A comma follows the year within a sentence except when the month/date/year is used as an adjective preceding the noun.

**Examples:**

“Plaintiff’s letter was dated June 5, 2012, and stated . . .”

“Plaintiff’s June 5, 2012 letter stated . . .”

–Do not use abbreviations such as “8th” or “23rd” in the text. Use cardinal figures such as “January 8” or “May 23.”

–Numeric reference to decades should not include an apostrophe:

**Example:**

He worked for the railroad during the 1950s.

#### 5. Latin words or phrases

–Do not italicize.

#### 6. Money

–Use dollar sign or cent symbol with numeral. Omit “.00” for even dollar amounts.

**Example:**

(\$1, \$10, \$100, \$1,000 but \$2,000,000 or \$2 million)

#### 7. Name suffixes

–The abbreviations “Jr.,” “Sr.,” “Inc.,” and “Ltd.” require both preceding and following commas when used with a *full name* in text.

**Example:**

John Doe, Jr., was the prime suspect.

–Commas are not necessary when using these terms with only the first name.

**Example:**

John Jr. was the prime suspect.

–Preceding and following commas are not used in names such as “John Doe III.”

## 8. Names

–Names of newspapers, magazines, law review articles, treatises, or books should not be italicized.

### Examples:

Black's Law Dictionary

Atlanta Journal-Constitution

Benjamin R. Dryden, Note, Technological Leaps and Bounds: Pro Se Prisoner Litigation in the Internet Age, 10 U. Pa. J. Const. L. 819 (2008)

Charles R. Adams III, Georgia Law of Torts § 3-2 (2011-2012 ed.)

## 9. Numbers

–Numbers one to ten are spelled out. When numbers 11 and greater are used, numerals should be used. When you have one of each example, spell out numbers zero through ninety-nine.

### Example:

“She was convicted of one count of robbery and twelve counts . . .”

–When numbers 100 and greater are used, always use numerals.

### Examples and exceptions:

16-year-old son

Fourteenth Amendment to the United States Constitution

6.8 acres of brush

five percent of the population

North 42nd Street

9 millimeter gun

the twelfth (not 12th) person

The girl was 12 years old.

12-gauge shotgun

one-third of the occupants

eight cents

six-foot landing

Count 7 of the indictment

–Use a comma when expressing numbers of four or more digits:

### Example:

1,212

## **10. Numerals (Arabic or Roman)**

–Arabic is preferred.

### **Example:**

“Count 1,” not “Count I.”

–When referring to articles of the State or Federal Constitutions use roman numerals.

### **Example:**

Ga. Const. of 1983, Art. I, Sec. II, Par. III.

## **11. Parentheses**

–For a full sentence within the parentheses the punctuation should be added at the end (before the closed parenthesis). If a sentence fragment is within the parentheses, put the period outside the closed parenthesis.

–Use both open and closed parenthesis around numbers.

### **Example:**

“(1)” not “1)”

## **12. Percent symbol**

–In the body of the opinion spell out “percent” rather than using the symbol.

### **Example:**

They charged 18 percent interest.

### III. CITATION STYLE

#### A. CITATIONS

##### 1. Abbreviations – Sources

- ALR, ALR3d – American Law Reports (close up; no periods)
- AmJur, AmJur3d – American Jurisprudence (cap first letters; close up; no periods) (e.g., 104 AmJur3d 1, Proof of Facts)
- A2d – Atlantic Reporter Second (close up; no period)
- BR – Bankruptcy Reporter (no period)
- CFR – Code of Federal Regulations
- CJS – Corpus Juris Secundum (close up; no periods) (e.g., 9 CJS 86, Negligence, § 4)
- ed. – edition (lower case; period, as in 2d ed.)
- Fed. R. Evid. – Federal Rules of Evidence
- Fed. R. Civ. P. – Federal Rules of Civil Procedure
- Fed. R. Crim. P. – Federal Rules of Criminal Procedure
- F3d – Federal Third (close up; no period)
- FRD – Federal Rules Decisions (close up; no period)
- FSupp. – Federal Supplement (close up; period stays)
- FSupp.2d – Federal Supplement Second (close up; period stays)
- LE2d – Lawyers' Edition, Second (close up; no period)
- P3d – Pacific Reporter Third (close up; no period)
- S3d – Southern Third (close up; no period)
- SCt – Supreme Court Reporter (caps; no space or period)
- SE2d – Southeastern Second (close up; no period)
- SW3d – Southwestern Third (close up; no period)
- U. S. – (in citations as in 551 U. S. 205 or *U. S. Fidelity &c. Co. v. American Fidelity Ins. Co.*) (periods and space); but *United States v. Jones* (spell out)
- USC, USCA, USCS – United States Code (close up; no period)

## **2. Attorney General opinions**

–Official opinions of the Attorney General are opinions issued to the Governor or to heads of the executive departments and are styled by date and number.

### **Example:**

Op. Atty. Gen. 2011-1

–Unofficial opinions of the Attorney General are opinions issued to legislators, judges or district attorneys and are designated as unofficial with a “U” preceding the year.

### **Example:**

Op. Atty. Gen. U98-2

## **3. Business firm designations**

–Omit “Inc.,” “Ltd.” and similar terms (when citing in body of opinion) if the name clearly indicates that the party is a business firm. Omit “the” in captions and citations where it begins name. Always include “Ins.” when citing an insurance company (see “&c.” infra).

## **4. Cases referred to by name**

–“decided in the *Thomas* case, supra, whereas in *Loper*, supra, it was held . . .”

–In all cases referred to by name, use italics.

## **5. Electronic sources**

–When citing material from the Internet include the name of the author or institution, the title, the uniform resource locator (URL) and the full date (month, day, year) the document was last accessed or updated.

## **6. Footnotes**

–If a citation appears in a footnote and has already been fully cited in the text, only a partial citation is needed. If the citation first appears in the footnote and then in the text, the citation should be repeated fully in the text.

### **7. Georgia Appeals Reports citations**

–Always space between Ga. and App. (Ga. App. *not* Ga.App.).

–Italicize the case name only.

–Include the SE2d citation in parentheses.

#### **Example:**

–*Raybon v. State*, 309 Ga. App. 365 (710 SE2d 579) (2011).

### **8. Georgia Reports citations**

–Italicize the case name only.

–Include the SE2d citation in parentheses.

#### **Example:**

–*Davis v. Parris*, 289 Ga. 201 (710 SE2d 757) (2011).

### **9. Georgia Constitution of 1983**

–Ga. Const. of 1983, Art. I, Sec. II, Par. III.

–Use Roman numerals in place of Arabic numerals.

### **10. Georgia Laws**

–Ga. L. 1982, p. 910, § 1.

### **11. Georgia Pattern Jury Instructions – Civil and Criminal**

–Suggested Pattern Jury Instructions, Vol. I: Civil Cases (2007), §

\_\_\_\_\_.  
–Suggested Pattern Jury Instructions, Vol. II: Criminal Cases (2007), §

\_\_\_\_\_.

## 12. Id.

–Id. at 4. (no commas; “Id.” is *never* italicized)

–“Id.” cannot be used in a paragraph that has not used the full or partial case name previously in that paragraph.

### Example:

4. *Prejudice to the Defendant*. In evaluating the final *Barker-Doggett* factor, we consider three types of prejudice normally associated with an unreasonable delay before trial: oppressive pre-trial detention; anxiety and concern of the accused; and the possibility that the accused's defense will be impaired. *State v. Porter*, 288 Ga. 524, 529 (2) (c) (4) (705 SE2d 636 (2011)). Of these three types of prejudice, the last is the most serious because the inability of the defendant to adequately prepare his defense affects the fairness of the justice system. Id.

5. *Barker-Doggett Balancing Test*. “A trial court exercises substantial discretion in applying the *Barker*[-*Doggett*] balancing test, and its ultimate judgment is reviewed on appeal only for abuse of that discretion.” (Citation and punctuation omitted.) *Porter*, supra, 288 Ga. at 533 (2) (e). [Note: “Id.” cannot be used here.] Nevertheless, “where the trial court has clearly erred in some of its findings of fact and/or has misapplied the law to some degree, the deference owed the trial court's ultimate ruling is diminished.” (Citation and punctuation omitted.) Id.

## 13. Infra and supra

–“Infra,” meaning “below,” indicates the information is found later in the opinion.

–“Supra,” meaning “above,” indicates the citation has been cited previously in the opinion.

### Example:

–*Thomas*, supra at 788 (no comma after supra)

#### **14. OCGA**

–OCGA § 9-11-56.

–Always space between section symbol and number.

**Example:**

OCGA § 9-11-54 (b)

–Omit comma before et seq. and use only one section symbol.

**Example:**

OCGA § 9-11-1 et seq.

–When citing more than one OCGA section, set off sections with semicolons, not commas.

**Example:**

OCGA §§ 12-5-2; 12-5-34; 12-5-80.

–When citing more than one subsection, set off subsections with commas.

**Example:**

OCGA § 15-11-94 (a), (b) (4) (A)

#### **15. Rules and Regulations of the State of Georgia**

–Ga. Comp. R. & Regs., r. 560-12-2-.113

## 16. Rules of the Georgia Courts

- Supreme Court – Supreme Court Rule \_\_\_\_
- Court of Appeals – Court of Appeals Rule \_\_\_\_
- Uniform Rules of the Superior Court – Uniform Superior Court Rule \_\_\_\_

[**Note:** The acronym “USCR” may be used to reference any subsequent citations to the Uniform Superior Court Rules.]

- Uniform Rules of the State Court – Uniform State Court Rule \_\_\_\_
- Uniform Rules of the Juvenile Court – Uniform Juvenile Court Rule \_\_\_\_
- Uniform Rules of the Probate Court – Uniform Probate Court Rule \_\_\_\_
- Uniform Rules of the Magistrate Court – Uniform Magistrate Court Rule \_\_\_\_
- Uniform Rules of the Municipal Court – Uniform Municipal Court Rule \_\_\_\_
- Unified Appeal Procedure – UAP II (C) (6)
- Uniform Transfer Rules – Uniform Transfer Rule T-11
- Code of Judicial Conduct – Canon 3 (E) (1) (A) of the Code of Judicial Conduct
- Bar Admissions – Part A, §§ 7 and 8, Rules Governing Admission to the Practice of Law.

## 17. Short citation forms (all are acceptable)

- Campbell v. Altec Indus.*, supra.
- Campbell v. Altec Indus.*, supra, 288 Ga. at 536.
- Campbell v. Altec Indus.*, 288 Ga. at 536.
- Campbell*, 288 Ga. at 536.
- 288 Ga. at 536.

**18. Signals (“accord,” “see,” “see also,” “but see,” “see generally,” “cf.,” “compare”)**

–There are no commas.

**Examples:**

Accord *Campbell*, 288 Ga. 535.

See *Campbell v. Altec Indus.*, supra.

Exception: See, e.g., *Campbell*, 288 Ga. 535. (set off by commas)

**19. State Bar Rules**

–Bar Rule 4-203.1 (b) (3) (ii).

–If citing Rules of Professional Conduct, put the rule number followed by “Bar Rule.”

**Example:**

Rules 1.1, 1.2 (a) and 9.3 of the Georgia Rules of Professional Conduct found in Bar Rule 4-102 (d).

**20. United States Supreme Court citations**

–Cite the U. S. citation; then unofficial citations in parentheses, separated by commas. **Note:** The Supreme Court Reporter should be cited as “SCt” – not “SC”.

**Example:**

*Kennedy v. Plan Administrator for DuPont Savings & Investment Plan*, 555 U. S. 285 (129 SCt 865, 172 LE2d 662) (2009).

–When referring to the United States in the text of an opinion, always spell out “United States.”

**Example:**

“The United States Supreme Court held in *Miranda* . . .”; *not*

“The U. S. Supreme Court held . . . .”

## 21. Unpublished and unreported opinions

–Judgment affirmed without opinion – Supreme Court Rule 59 & Court of Appeals Rule 36; written opinions not published, Court of Appeals Rule 33 (b). Cite to the bound volume in which the unpublished opinion is listed in the table.

### **Example:**

*Robinson v. State*, 309 Ga. App. XXIII (March 9, 2011) (unpublished). [Page XXIII is where the table of unpublished opinions appears in Volume 309.]

–For federal decisions not designated for publication, include the parties' names, the case number, the district, and full date.

### **Example:**

*Youngblood v. TCIM Svcs.*, No. 10-CV-0378-CVE-PJC (N.D. Ga. July 26, 2011).

–Cases that are unreported but can be found on electronic databases can be cited to the database. Include case name, docket number, database where found, court name and full date of disposition. Page numbers should be preceded by an asterisk.

### **Example:**

*Mosteller Mansion, LLC v. Mactec Engineering & Consulting of Ga.*, No. COA07-664, 2002 WL 2096769, at \*3 (N.C. Ct. App., May 20, 2008).

## 22. &c.

–Where case name is long, use “&c.”

### **Examples:**

*Big Bear Ranches v. Ga. Farm Bureau Mut. Ins. Co.*

*Big Bear Ranches v. Ga. Farm &c. Ins. Co.*

–In style of case, always use ampersand instead of “and.”

## **B. ABBREVIATIONS – words frequently used in case citations**

–In citation of cases and where appropriate within opinions, always abbreviate as follows:

### **A**

accident – acc.  
administrative, administration – admin.  
affirmed – aff'd (no period)  
apartments – apts.  
associate or associates – assoc.  
association – assn.  
assurance – assur.  
authority – auth.

### **B**

Bank – the word “Bank” is never abbreviated, but the bank name can be

**Example:**

C & S Nat. Bank

board – bd.  
brothers – bros.  
building – bldg.  
business – bus.

### **C**

casualty – cas.  
certiorari – cert.  
chemical – chem.  
circuit – cir.  
Citizens & Southern – C & S  
commission – comm.  
commissioner, commissioners – commr., commrs.  
company, companies – co., cos.  
condominium, condominiums – condo., condos.  
construction – constr.  
cooperative – coop.  
corporation – corp.  
“County” is never abbreviated

## D

department – dept.

**Examples:**

Dept. of Transp.; *not* DOT

Dept. of Natural Resources; *not* DNR

development – dev.

distributor or distributing – distrib.

district – dist.

division – div.

driving under the influence – DUI

## E

education – ed.

electric – elec.

engineering – eng.

equipment – equip.

executive – exec.

## F

federal – fed.

footnote – n.

## G

general – gen.

Georgia – Ga.

government – govt.

guaranty – guar.

## H

headnote – hn.

hospital – hosp.

I

incorporated – inc.  
indemnity – indem.  
industry, industries, industrial – indus.  
insurance – ins.  
international – intl.

J

judgment notwithstanding the verdict – judgment n.o.v. *or* j.n.o.v.

L

limited – ltd.

M

management – mgmt.  
manufacturing, manufacturer – mfg.  
market – mkt.  
marketing – mktg.  
medical – med.  
memorial – mem.  
Metropolitan Atlanta Rapid Transit Authority – MARTA  
metropolitan – metro.  
mortgage – mtg.  
mutual – mut.

N

national – nat.  
number, numbers – no., nos.

public – pub.

P

railroad, railway – r.  
reversed – rev'd (no period)

R

savings – sav.  
Savings & Loan – S & L  
service, services – svc., svcs.  
square – sq.  
surety – sur.

S

telephone – tel.  
transportation – transp.

T

university – univ.

U

volume – vol.

V