

## ALWD-BLUEBOOK CONVERSION CHART FOR RESEARCH ASSISTANTS

| Topic   | What to Look For  |
|---|---|
| <b>Signals</b><br><b>BB 1.2</b><br><b>ALWD 44</b>                           | Signals under BB and ALWD are very similar, but read the definitions closely. Also, BB adds a comma in a few places ALWD does not: <i>e.g.</i> , <i>See, e.g.</i> , and <i>But see, e.g.</i> . BB uses a period when a category of signal ends (a new citation sentence begins with a new signal); ALWD uses a semicolon.   |
| <b>Order of Authorities</b><br><b>BB 1.4</b><br><b>ALWD 45</b>              | <p><b>Federal district courts:</b> BB treats as one court and puts in reverse chronological order. (In ALWD, courts are first ordered alphabetically by state, then alphabetically by district, and then in reverse chronological order.)</p> <p><b>Federal courts of appeals:</b> BB treats as one court and puts in reverse chronological order. (In ALWD, courts are first ordered by court (1st, 2d, etc.), then in reverse chronological order.)</p> <p>Most other authorities fall in the same order under both manuals, except for rules of evidence and procedure (BB puts the federal rules of evidence and procedure after the federal statutes, but before the state statutes) and student-authored material (BB categorizes student-authored material separate from other legal periodical articles).</p> |
| <b>Related Authority</b><br><b>BB 1.6</b><br><b>ALWD 46</b>                 | Under BB, append related authority with an italicized explanatory phrase (in ALWD, related authorities are included in parenthetical phrases and are not italicized):<br>BB: Statute One, <i>construed in Case One</i> .<br>BB: Case One ( <i>construing</i> Statute One). [When the primary authority discusses or cites other sources.]<br>ALWD: <i>Case One</i> (construing <i>Statute One</i> ).  |
| <b>Typeface: Small Caps</b><br><b>BB 2.1</b><br><b>ALWD 1</b>               | BB uses large and small capital letters for the following sources (ALWD does not use this typeface at all): <ul style="list-style-type: none"> <li>• <b>Constitutions:</b> Abbreviations (CAL. CONST.)</li> <li>• <b>Statutes:</b> Statutory abbreviation (FLA. STAT.)</li> <li>• <b>Books:</b> Author names and titles (AUTHOR, TITLE OF BOOK 55-56 (2003)).</li> <li>• <b>Periodicals:</b> Periodical abbreviation (MICH. L. REV.)</li> <li>• <b>Restatements:</b> Title (RESTATEMENT (SECOND) OF TORTS)</li> </ul>   |
| <b>Typeface: Cases</b><br><b>BB 2, 10</b><br><b>ALWD 1, 12</b>              | BB formats: <ul style="list-style-type: none"> <li>• Full case names in textual sentences: italicize</li> <li>• Full case names in citations: regular type; no italics</li> <li>• Short case names in the text and citations: italicize</li> </ul> In ALWD, case names are always italicized.   |
| <b>Volume numbers</b><br><b>BB 3.1(a),</b><br><b>15.1</b><br><b>ALWD 22</b> | Under BB, place the volume number for a book before the author's name: 1 AUTHOR NAME, BOOK TITLE 105 (2003).<br>In ALWD, the volume appears after the book title, like other subdivisions: Author Name, <i>Book Title</i> vol. 1, 105 (Publisher name 2003).  |

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| <b>Page spans</b><br><b>BB 3.2(a)</b><br><b>ALWD 5</b>                        | Under BB, Drop repetitious digits, but always retain two digits on the right hand side: 1354-57 OR 101-05<br>ALWD gives the same option <u>and</u> the option to retain all digits  |                    |                      |       |       |       |       |       |       |       |       |
| <b>Internal Cross-References</b><br><b>BB 3.5</b><br><b>ALWD 10</b>           | The rules are very similar, but under BB, spell out “note”:<br>BB: <i>Infra</i> note 45 and accompanying text.<br>ALWD: <i>Infra</i> n. 45 and accompanying text.   |                    |                      |       |       |       |       |       |       |       |       |
| <i>Id.</i><br><b>BB 10.9, 12.9</b><br><b>ALWD 11.3</b>                        | BB allows only five “ <i>id.</i> ” footnotes in a row. ALWD does not have a similar limit.  |                    |                      |       |       |       |       |       |       |       |       |
| <b>Block Quotations</b><br><b>BB 5.1</b><br><b>ALWD 47</b>                    | BB has a stricter rule: block indent when more than forty-nine words are quoted.<br>ALWD: block indent when the quotation spans more than four typed lines of text or exceeds fifty words.  |                    |                      |       |       |       |       |       |       |       |       |
| <b>Abbreviations</b><br><b>BB 6.1, T.6</b><br><b>ALWD 2,</b><br><b>App. 3</b> | The spacing rules are virtually identical. The lists of specific abbreviations in tables differ slightly. BB sometimes uses a format that includes an apostrophe.<br><table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>BB examples</b></td> <td style="width: 50%;"><b>ALWD examples</b></td> </tr> <tr> <td>Dep’t</td> <td>Dept.</td> </tr> <tr> <td>Gov’t</td> <td>Govt.</td> </tr> <tr> <td>Int’l</td> <td>Intl.</td> </tr> <tr> <td>Pet’r</td> <td>Petr.</td> </tr> </table>  | <b>BB examples</b> | <b>ALWD examples</b> | Dep’t | Dept. | Gov’t | Govt. | Int’l | Intl. | Pet’r | Petr. |
| <b>BB examples</b>  | <b>ALWD examples</b>  |                    |                      |       |       |       |       |       |       |       |       |
| Dep’t   | Dept.   |                    |                      |       |       |       |       |       |       |       |       |
| Gov’t   | Govt.   |                    |                      |       |       |       |       |       |       |       |       |
| Int’l   | Intl.   |                    |                      |       |       |       |       |       |       |       |       |
| Pet’r   | Petr.   |                    |                      |       |       |       |       |       |       |       |       |
| <b>Capitalization</b><br><b>BB 8</b><br><b>ALWD 3</b>                         | Most capitalization rules are consistent. Two differences to convert: Under BB, do not capitalize prepositions unless they are five or more letters long. Under BB, do not capitalize “Court” when referring to a state supreme court.  |                    |                      |       |       |       |       |       |       |       |       |
| <b>Cases</b><br><b>BB 10, T.1</b><br><b>ALWD 12</b>                           | <ul style="list-style-type: none"> <li>• Under BB, including the district or department for an intermediate appellate court is optional. (ALWD requires this information.)</li> <li>• Under BB 10.5, “[w]hen citing a case with several different decisions in the same year, include the year only with the last-cited decision in that year.” (Include all dates under ALWD.)</li> <li>• Under BB, for cases found only on an electronic database such as LexisNexis or Westlaw, include the docket number as part of the citation. (ALWD deletes.)</li> <li>• BB typically uses Ct. in court abbreviation; ALWD does not.</li> </ul> |                    |                      |       |       |       |       |       |       |       |       |
| <b>Books</b><br><b>BB 15.4</b><br><b>ALWD 22</b>                              | Under BB, typically do not include the publisher’s name, unless the edition is published by someone besides the original publisher. ALWD requires the publisher’s name.   |                    |                      |       |       |       |       |       |       |       |       |
| <b>Periodicals</b><br><b>BB 16</b><br><b>ALWD 23</b>                          | The forms for nonconsecutively paginated periodicals differ:<br>BB: Jodi Wilgoren, <i>Prosecution Lays out Case for Harsh Sentencing of B.T.K. Killer in Gory Detail</i> , N.Y. TIMES, Aug. 18, 2005, at A14.<br>ALWD: Jodi Wilgoren, <i>Prosecution Lays out Case for Harsh Sentencing of B.T.K. Killer in Gory Detail</i> , 154 N.Y. Times A14 (Aug. 18, 2005).<br>Also, BB uses terms such as “Note,” “Comment,” or “Recent Development,” in place of “Student Author.”  |                    |                      |       |       |       |       |       |       |       |       |

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| <b>Internet</b><br><b>BB 18.2.3(e)</b><br><b>ALWD 40</b> | BB has different formats for material posted only on the Web and for material reprinted on the Web ( <i>at v. available at</i> formats). As a date option, BB uses a “last visited” format, which is similar to the ALWD “accessed” format. |

**Notes:** To make small caps in Word or WordPerfect, highlight the letters you wish to change, then select “Format,” “Font,” “Small caps.”

To make global changes of any sort, select “Edit” then “Find and Replace” in WordPerfect or “Find” in Word.