

CLR Style Guide

Quick Reference for Authors

(Last updated August 23, 2021)

- I. **Inclusive Language/Equity Language Guide**
- II. **Commonly Missed Principles of Style & Formatting Guidelines**
- III. **Appendix: Formatting Example Page**

I. Inclusive Language/ Equity Language Guide

Many issues pertinent to language inclusivity are not clear rules, i.e., capitalize the word Indigenous, but rather concepts to be aware of when editing language with a mind toward inclusivity. To be fully inclusive toward Indigenous communities requires not just capitalizing the letter “I” but also, for example, an awareness of how verbs can mischaracterize histories, i.e., saying a First Nation “held” traditional territory is quite different than saying they “hold” them. Legal nonprofits with equity missions have such style guides. See, for example, Sierra Club’s [Equity Language Guide](#). Another example of an inclusive language guide is: [Sum of Us Progressive Style Guide](#), though there are others. The Native American Rights Fund has compiled [this guide](#), not specifically about language but about who belongs to the community and why it is important.

CLR embraces the following guidelines for describing certain groups, and above all defers to the preferences of individuals who belong to these groups, consistent with our Principles of Equity and Inclusion (See *also* CLR Rule 5.3; 1.13):

3.8 Racial/Ethnic Descriptors

A racial or ethnic descriptor such as <Black> should be used as an adjective rather than as a noun. See National Association of Black Journalists [Style Guide](#). For example, proper usage should be <Black people> instead of <Blacks>. Generally, direct quotations should be altered to comply with this principle, unless quoting a credible authority on race/ethnicity such as a critical race scholar.

Where possible, use specific terms instead of collective nouns:

<Students confronted an Omaha elder.>

<Some Chinese-American families take road trips in the summer.>

Rather than:

<Students confronted the Native American person.>
<Some Asian-American families take road trips in the summer.>

Consistent with common practice, <Black> and <African-American> may be used interchangeably. *But* see the National Association of Black Journalists' [Style Guide](#) for reasons why <Black> may be considered more inclusive.

When referring to people of Latin American heritage, use the gender neutral <Latinx> or <Latine>, not <Hispanic>. Do not use <Latinx/e> and <Hispanic> interchangeably. As the National Association of Hispanic Journalists Cultural Competence Handbook explains, the term <Hispanic> refers to all persons of Spanish-speaking origin or ancestry, while <Latinx/e> refer specifically to anyone of Latin American origin.

- It is acceptable to use either <Latino/a> or <Latinx/e> with a gendered noun such as <Latina women> or <Latino men>, but generally the <Latinx/e> are preferred.
- Again, use specific terms instead of collective nouns when possible, such as <Mexican> or <Puerto Rican> instead of <Latinx/e>.

Avoid using the terms <minority> and <non-White>. Portraying White persons as the predominant population group is an inaccurate representation of most countries in the world and of many areas in the United States.

Sources:

National Association of Black Journalists' [Style Guide](#)

National Association of Hispanic Journalists' [Cultural Competence Handbook](#)

Capitalization of Racial/Ethnic Descriptors (See CLR 3.7 Capitalization of Names and Terms)

Capitalize <Black>, <Latinx>, <Indigenous>, <Native>, <Asian>, and <White> as racial and ethnic descriptors.

Do change quotations to conform to capitalization of racial and ethnic descriptors. See CLR 4.1 Altering Quotations for Consistency with These Rules.

3.9 Language Use Surrounding Indigeneity

Be as specific as possible when discussing Indigenous groups, but, if necessary, always use <Indigenous peoples> rather than <Indigenous people>.

Inclusivity toward Indigenous communities would be best served by the creation of the Inclusive Style Guide, as suggested above. A good resource for understanding Indigenous language inclusivity is *Elements of Indigenous Style* by Gregory Younging. The book is unavailable for free on the Internet. However, through articles and reviewers, some of the book's recommendations are:

- Be aware of semantics regarding paternal language. “Indigenous people of Canada” is not the same as “Indigenous people in Canada.” Do not use “Canada’s Indigenous people” as the possessive suggests a hierarchical relationship; or “Indigenous Canadian” as many Indigenous people do not identify with a Canadian national identity.
- Be aware of how verb tense can mischaracterize histories: saying a First Nation “held” traditional territories is very different from saying they “hold” them. Saying Indigenous Peoples have “been assimilated” is different than referring to their lives “within a history of assimilation.” Cultural change and assimilation are not one and the same.
- Be aware of colonial language relating to agency when discussing Indigenous issues, i.e., “allow,” “grant” or “permit.” Do not relegate Indigenous Peoples to a passive voice or use verbs that denote control. Indigenous Peoples do not need to be permitted to act on their own land.

The Sierra Club frames the last bullet point slightly differently in their inclusive language guide: - Avoid framing that implies that Tribal rights are “given” to Tribes. The federal government does not “give” Tribal nations anything. Through treaties, Tribes ceded their traditional homelands and other properties and rights. The land Tribes reserved for themselves to continue living upon are called “reservations” for a reason. Any benefits Tribal members receive come from treaty rights in exchange for non-Native people to make their homes on Tribal lands and use their resources.

Sources:

Elements of Indigenous Style by Gregory Younging

Sierra Club’s [Equity Language Guide](#)

Native American Rights Fund [Frequently Asked Questions](#)

3.10 Queer/LGBTQ Identifiers

- Use LGBTQ+ and variants (e.g., LGBTQ, LGBT) as an umbrella term. When referring to a specific identity, refer specifically to the identity under the umbrella term (e.g., “a lesbian woman,” “a bisexual man,” etc.).
- Avoid using homosexual outside of quotes. In some instances, using homosexual to describe a cisgender gay man may be appropriate, but the term should not be used to describe the group collectively.
- In reference to individuals, words describing sexual orientation and gender identity should be used as adjectives, not nouns. In description of transgender individuals, “trans woman/en” and “trans man/en” should be two words. When trans men/women’s transness is not relevant to the sentence, they should be referred to as just men or women. Use “queer” when appropriate for self-identified individuals and groups, but avoid use as an umbrella term.

Sources:

GLQ: A Journal of Lesbian Gay Studies [Style Guide](#)

TSQ: Transgender Studies Quarterly Style [Sheet](#)

NLGJA: The Association of LGBTQ Journalists Terminology [Guide](#)

GLAAD Media Reference [Guide](#)

Citing Trans Authors (See CLR 4.2 Names in Texts and Citations)

Do **not** intentionally deadname when citing trans authors. If in doubt about how to cite an author who has used a dead name, ask the author if you can.

- The author can help—solicit their opinion.
- This can be informed by how the author cites themselves in more recent works

Do **not** use the same guidelines put in practice for academics who have changed their surnames following a change in marital status for trans academics.

<Carter, née Knowles> is generally acceptable for marriage-based name changes but not for trans people who have changed their names.

Sources:

Trans Citation—a quick-and-dirty guideline:

<https://medium.com/@MxComan/trans-citation-practices-a-quick-and-dirty-guideline-9f4168117115>

Resource that can be edited by authors:

[ORCID.org](https://orcid.org)

Dead-naming is an act of violence. Please stop:

<https://www.linkedin.com/pulse/dead-naming-act-violence-please-stop-chris-mosier/>

4.3 Fair Citation Rule

Consistent with CLR's Principles of Equity and Inclusion, all authors are deemed "particularly relevant" for the purposes of BB 15.1(b). Accordingly, list the names of each and every author for a source that has more than two authors the first time the source is cited. For subsequent short form citations, BB 4.2 "et al." should be used following the name of the first author (see, e.g., the "Keeton et al." example in BB 4.2(a)).

II. Top 10 CLR Style Guide and CMS rules that authors and editors forget:

- Use single (rather than double) spaces after periods.
- If referencing the instant piece, see *CLR 5.3* and *6.2* for appropriate terminology.
- Use the past tense to describe what judges and academics have written. *CLR 1.7*.
- Hyphenate adjective+noun used as an adjective, but do not hyphenate adverb ending in *-ly*+adjective. Refer to the *CMS Hyphenation* table for additional guidance. *CMS 7.89*.
- Do not overuse the em-dash (—) or hyphenate excessively. *CLR 2.4* and *3.5*.
- If confused about passive voice, see *CLR 1.1*.
- Strive to minimize wordiness and sentence length for readability. *CLR 1.4* and *1.5*.
- Adverbs should generally be as close as possible to their verbs. *CMS 5.165*.

□ If confused about punctuation going inside or outside of quotation marks, see *CLR 2.3*.

□ Use the Oxford comma for series. *CLR 2.1*.

Text of Commonly Missed Rules:

1.1 Active Voice

Consult *CMS 5.118*. *CLR* generally prefers active voice.

1.4 Sentence Length

Split lengthy sentences that contain strings of prepositional phrases or long clauses when doing so aids comprehension. Long clause length, in particular, rather than long sentence length, usually interferes with readability.

1.5 Wordiness

Eliminate excessive or needless words. Particularly look out for <the fact that> and other unnecessary phrases like <the question as to whether>, <there is no doubt>, and <in the event that>.

<Who is>, <which was>, and similar phrases are often superfluous.

Worse: <her sister, who is a member of the same firm,>

Better: <her sister, a member of the same firm,>

1.7 Tense

Strive for consistency in tense. Where possible, use a single tense within a paragraph, but where the content of the paragraph dictates otherwise, use the present, past, and future tenses (and variations thereof) correctly. Consult *CMS 5.128* for more guidance.

Note: Always use the past tense to describe what judges, justices, and academics have written.

2.1 Commas in a Series

In a series of three or more terms with a single conjunction, use a comma after each term including the last in the series:

<Life, love, and law>

<We opened the envelope, checked the contents, and rejected the article.>

But substitute semicolons for serial commas where a series item contains internal punctuation:

<There are basically two ways to write: with a pen or pencil, which is inexpensive and easily accessible; or by computer and printer, which is more expensive but quick and neat.>

2.3 Quotations and Quotation Marks

Do not capitalize the first word of a quotation introduced indirectly in the text:

<My broker stated that “it’s just too early to spot a trend.”>

Do capitalize the first word when it is not an integral part of the text:

<My broker stated, “It’s just too early to spot a trend.”>
<My broker refuses to predict the market: “It’s just too early to spot a trend.”>

Place commas and periods inside quotation marks:

<“We shall always remember you,” said the speaker, “as a dedicated leader, a cheerful giver, and a hopeless editor.”>

If a comma or period that is not in the original is added to the end of a quotation, brackets are not needed.

<The last sentence didn’t contain the words “semicolon and question mark,” but it did contain the words “comma or period.”>

(Note that the comma and period within the quotation marks do not appear in the original sentence. Note also that if you are quoting a sentence as a full sentence, ellipses *are* necessary.)

All other punctuation is placed inside quotation marks only when the punctuation is part of the quoted matter:

<“Run, Inez, it’s out of the park!” shouted the baseball coach.>
<“Can’t you understand what I am saying?” Professor Mishkin asked.>

When the punctuation is not part of the quoted matter, and not a comma or a period, place the punctuation outside the quotation marks:

<Didn’t you mean to say “deprecate” rather than “depreciate”?>

<He called it “not a movement but a lifestyle”; did anyone take heed?>

When using quoted language as a phrase or clause, do not indicate omission of matter before or after a quotation with brackets or ellipses. But when using quoted language as a sentence, indicate the omission of matter with an ellipsis. See *BB 5.3*. Also, do not use a bracketed period or comma.

<The author argued that she “know[s] grammar better than [the editor] because . . . [she] is old enough to have gone to a place called ‘grammar school.’”>

<The author wrote, “You should really look into a different profession”>

In the first example, words are omitted from the quote after <because.> In the second example, the end of the statement is omitted.

Deletion of single words: follow *BB 5.1* and use ellipses rather than brackets.

Use nonbreaking spaces before, after, and between ellipses. See *CMS 13.53*.

Slang: Place slang in quotation marks when it is not a phrase normally used by the writer AND it is not preceded by the word <so-called>:

<They belong to the so-called wired generation.>

<They belong to the “wired” generation.>

Irony: Words used ironically should only be placed in quotation marks when the irony would not be apparent to the reader without them. Where the ironic content is clear, do not use quotation marks.

2.4 Dashes

Do not overuse the dash. Dashes may be used to indicate an abrupt change in a sentence.

3.1 Forming Possessives

Follow *CMS 7.16–7.29*. Bear in mind that proper names and singular nouns that end with “s” still require an apostrophe AND an “s” (e.g., <Congress’s>).

3.2 Forming Possessive Singulars

Do not use an apostrophe when discussing decades:

<The decade of the 1970s was a time of high-caliber television.>

Generally, use an apostrophe-s after a singular word ending in s:
<Barry Bonds's 73rd home run>

NOT:
<Barry Bonds' 73rd home run>

But do not use an apostrophe-s after singular compound words when the last word is plural and ends with an s:

<Three Strikes' impacts>
NOT:
<Three Strikes's impacts>

3.5 Compounds and Hyphenation

Follow *CMS 7.81–7.89*. “Where no ambiguity could result . . . hyphenation is unnecessary.” *CMS 7.84*.

5.3 Using *Part*

Spell out numbers when used with *Part*: for example, <Part Six> but <Art. III, § 6.>. Do not use this rule with internal cross-references (e.g., <As I explain in Part VI, ...> is correct.)

6.1 Multiple Authors

For an article written by multiple authors, prefer <Author 1 and Author 2>, as opposed to <Author 1 & Author 2>.

6.2 Internal References

Capitalize the following when referring to a portion of a piece:

Article
Comment
Part
Section

Use <Note>, <Book Review>, <Review Essay>, or <Essay> depending on the piece.

When referring to a portion of the text by numeral, *CLR* uses the term <Part>, not <Section>, even when referring to sections within Parts. For example:

Part V

Part V.B

Use <Section> when referring to a piece of the text without numerals, such as <this Section>, <the following Section>, or <the previous Section.> Otherwise, always use <Part.> Never refer in the text to a <Part> with more than two subparts, although you may do so in a footnote:

<In Part II.A.I> may be used in text.

<In Part II.A.I.b> may be used in a footnote but not in text.

Do not use Roman numerals in <Introduction> or <Conclusion> headings.

Do not include any header labeling the Abstract or Table of Contents.

9.1 Headings

In general, headers should be consistent across articles in an issue. To promote consistency across issues and volumes, Supervising Editors and Publishing Editors should follow this suggested hierarchy:

< <INTRODUCTION> [centered, smallcaps, 10.5 pt.]
< I. <HEADER 1> [line below “I,” centered, smallcaps, 10.5 pt.]
< A. <Header 2> [centered, italic, 10.5 pt.]
< I. <Header 3> [left-justified, italic, 10.5 pt.]
< a. <Header 4> [centered, italic, 10.5 pt.]
< <CONCLUSION> [centered, smallcaps, 10.5 pt.]

Notes: Introduction and Conclusion do not begin with numbers or letters. The only Header that is left-justified is *Header 3*.

9.2 Section Breaks

If an Article has a section break that is marked by three asterisks (***), the three asterisks should be aligned in the center of the page.

9.3 Footnotes

Footnotes should be 8.5 pt. font, left-right justified, and double spaced consistent with the above-the-line text. In addition, the number should be in regular font and indented, not a superscript.

Incorrect: <³ Additional information on sentencing in Louisiana . . .>

Correct: < 3. Additional information on sentencing in Louisiana . . .>

III. Appendix: Formatting Example Page

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SHADOW GOVERNANCE

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Several companies have also adopted *additional* codes of conduct. Various called executive, business, or finance codes of conduct, these miscellaneous policies also address issues of ethical conduct among executives. Of note, however, is that some companies, such as Amgen, have adopted several types of these codes of conduct,¹¹⁶ while many others have adopted only one.¹¹⁷ Thus, some of these varieties of codes of conduct may have low disclosure rates, but may not suggest that companies have not adopted their substance—it is possible that companies have simply combined several codes of conduct into one document. Further research is needed to determine the content similarity between the various codes of conduct.

C. Patterns and Commonalities

This Section presents some patterns and commonalities that arise from observing the dataset as a whole.

1. Volume of disclosure

Companies vary greatly in the number of shadow governance documents they disclose. The most aggressive discloser is pharmaceutical company Amgen, which discloses 23 shadow governance documents.¹¹⁸ The next-most aggressive

116. *Investors*, AMGEN, <http://investors.amgen.com/phoenix.zhtml?c=61656&p=irol-IRHome> [<https://perma.cc/P4NX-TGQ8>].

117. *See infra* Appendix A.

118. *See infra* Appendix A.