

Purpose

The Cardozo School of Law Editorial Style Guide promotes a consistent and clear style, usage and voice for all of the law school’s digital and print content.

The Office of Communications adheres to the [AP Stylebook](#) and the [Yeshiva University Style Guide](#). This Editorial Style Guide aims to set Cardozo and law-school specific editorial standards not already addressed by AP or Yeshiva.

Voice and Tone

The voice and tone of Cardozo prose should reflect the four pillars Activism, Leadership, Innovation and Ambition. Avoid jargon and legalese. Use active voice over passive voice when possible.

Example: *Faculty members attended the event.* not *The event was attended by faculty members.*

Alumni Year

When writing about an alumnus or alumna, note the two-digit year after the name as follows. No need to repeat that they are an alum before the name or in the same sentence.

Example: *Pam Swidler '07* not *alumna Pam Swidler '07*

Academic Degrees

Cardozo Degrees

For law degrees, use the following acronyms and punctuation when placed after a name.

Full Name	Acronym
Juris Doctor	J.D.
Master of Laws	LL.M.
Doctor of the Science of Law	J.S.D.
Master’s in Data and Privacy Law	M.S.L.
Master’s in Bioethics	M.B.E.

Other Degrees

For all other degrees, refer to AP Style.

Commonly Used: *Ph.D.*, *M.A.*, *MBA*

Dean

In general, use “Dean Melanie Leslie” with “Dean Leslie” upon second reference. Only use “Dean and Dr. Samuel Belkin Professor of Law Melanie Leslie ‘91” in signatures. Use “Dean Melanie Leslie ’91” in internal events, alumni communications or if the Dean’s alumna status is otherwise relevant.

Professors

Identify faculty professors as “Professor.” Abbreviation “Prof.” can be used in front of last name as a shorthand on social media. Adjunct professors should be noted with their professional title followed by adjunct.

Example: *Mark Simonoff, Legal Adviser at the U.S. Mission to the United Nations, Adjunct Professor at Cardozo School of Law*

Judges and Justices

Use Judge or Justice on first mention and last name on second mention.

Example: *Justice Dianne Renwick ’86 was appointed to the Appellate division in 2008. Renwick is currently serving her second term.*

Shorthand “the Hon.” can be used in titles, lists or headings of bios or profile stories.

Example: *The Hon. Sandra Feuerstein ’79*

Cases

Use “v.” instead of “vs.”

Example: *Ashcroft v. Iqbal*

Journal Titles

No italics or quotation marks necessary in academic journals or publications. Capitalize all non-article words.

Events

Put events and talks in quotation marks, capitalizing each word that has more than three letters.

Example: *“Russian Spies or Political Scapegoats? The Trial and Execution of Julius and Ethel Rosenberg”*

Law Firms

Use LLC or LLP after the law firm name (no periods, no comma).

Example: *Duval & Stachenfeld LLP*

Clinic Names

Use the full name upon first reference and the abbreviation or short name thereafter.

Full Name	Short Name / Acronym
the Benjamin B. Ferencz Human Rights and Atrocity Prevention Clinic	The Atrocity Prevention Clinic
the Bet Tzedek Legal Services Clinic	The Bet Tzedek Clinic

the Civil Rights Clinic	Use full clinic name
the Criminal Appeals Clinic	Use full clinic name
the Criminal Defense Clinic	Use full clinic name
the Divorce Mediation Clinic	Use full clinic name

the Indie Film Clinic	Use full clinic name
the Kathryn O. Greenberg Immigration Justice Clinic	IJC
the Mediation Clinic	Use full clinic name
the Tech Startup Clinic	Use full clinic name

Commonly Used Law Terms

“IP” can be used on first reference for “Intellectual Property”

Use “Students in the clinic” instead of “Clinicians.”

“CLE” can be used on first reference for “Continuing Legal Education”

Commonly Used Latin Terms

Latin Term	Meaning
actus reus	“guilty act”; one element of a crime
affidavit	“he has sworn”; a formal statement of fact
bona fide	“in good faith”
contra	“against”; indicates a contradicting case
corpus juris	“body of law”; a court’s entire collection of laws
de facto	“in fact”; true in practice but not official
de novo	“anew”; a new trial
ex parte	“from one party”
guardian ad litem	“guardian for the case”; representative appointed for those who cannot represent themselves
pro bono	“for good”; legal work done without pay
subpoena	“under penalty”; a written order to produce evidence or testimony

Student Group Names

Use abbreviations found here: <https://cardozo.yu.edu/student-life/student-organizations>

Photo Captions and Alt Tags

Use photo captions and alt tags to add detail for disabled visitors using screenreaders and to add context for sighted users.

Example: Instead of *Professors meet at event*, use *Professor Jocelyn Getgen Kestenbaum shakes hands with Professor Lela Love at a Kukin Program event in Brazil.*