



Editorial Style Guide

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 communications. The guide aims to set Cardozo and law-school specific editorial standards not already addressed in the [AP Stylebook](#) or the [Yeshiva University Style Guide](#).

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

Use “Dean Melanie Leslie ‘91” in events. Use “Dean and Dr. Samuel Belkin Professor of Law Melanie Leslie ‘91” in the directory, signatures and longer features. Use “Dean Leslie” upon second reference.

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	HRAP
the Bet Tzedek Legal Services Clinic	The Bet Tzedek Clinic
the Civil Rights Clinic	“
the Criminal Appeals	“
the Criminal Defense Clinic	“
the Divorce Mediation Clinic	“
the Indie Film Clinic	“
the Kathryn O. Greenberg Immigration Justice Clinic	IJC
the Mediation Clinic	“
the Tech Startup Clinic	“

Commonly Used Legal Terms

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

Use “v.” instead of “vs.” in court cases.

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

