

CJCR DRA LL.M. Format, Style, etc. Checklist

Important Note: While this list contains important things to check, it is not exhaustive. Please refer to the *Bluebook: A Uniform System of Citation* (21st edition, 2020) for a more exhaustive list or email eiccjr@gmail.com with questions.

Fonts/Styles

- Page Numbers: Centered, Times New Roman, Font Size 12
- Above-the-line (Size/Font): Times New Roman, Font Size 12
- Above-the-line (Indentation): Indentation = 0.5''
- Footnotes (Size/Font): Times New Roman, Font Size 10
- Footnotes (Indentation): Indentation (Special = "First Line"; By = 0.1'')
- Above- and below-the-line text is justified
- Margins are 1 inch

Above-the-Line

- Two spaces after every period
- Em-dash (—) is used in sentences (e.g., CJCR—a leading journal in alternative dispute resolution—will publish its twenty-third volume this year.)

Footnotes

- URLs are not hyperlinked
- When using *Id.*, both "Id" and "." must be italicized
- En-dash (–) is used for page ranges (i.e., 2–5)

Miscellaneous

- Quotations over 50 words should be block quotes (0.5'' indentation, justified)
- Stylized quotation/apostrophe marks (" and ' (Correct), " and ' (incorrect))
- Headings are in the following format:

I. SECTION

A. *Subsection 1*

i. Subsection 2

1. Subsection 3