

Author's Chapter Guidelines

Energy & Mineral Law Foundation

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Annual Institute Proceedings – General Comments

Papers submitted to the Energy & Mineral Law Foundation follow the standards set by the published Institute papers of the Energy & Mineral Law Foundation and the Rocky Mountain Mineral Law Foundation. All papers should conform to these "Author's Chapter Guidelines."

The Bluebook system of citation should be used.

In accordance with the EMLF contract with Thomson West, the Foundation warrants that the Institute lectures and papers will be the original work of the authors, and will not contain copyrighted material from other sources without the consent of the publisher and copyright owner of such material.

Authors are solely responsible for the content. It is presumed that any article is substantively accurate on the date that it is submitted in final form to the Foundation.

Manuscript Preparation

Changes in Manuscript Preparation from prior publication requirements:

If you have prepared previous manuscripts for the Foundation, you will be pleased with these changes: (1) imbedded footnotes are obsolete requirements. So long as you prepare your manuscript in Microsoft Word, you can use the footnote feature which automatically numbers footnotes and places them at the bottom of the page; (2) Underlining words to be italicized is also an obsolete requirement. You should place all case names and other appropriate words in italics rather than underlining these words.

1. Manuscripts may be submitted electronically as an email attachment, and should also be submitted on a disk with a printout on 8 1/2 x 11 paper. We request the hard copy should any question arise during the editing process that may be due to an electronic "kink" in the emailed data. Approximately 45 typewritten pages is an average length for submission.

2. Please submit your manuscript in Microsoft Word. If you use Microsoft Word, you can use the footnote feature and italicize words rather than underlining words to be placed in italics. Problems occur with desktop publishing software when WordPerfect software is used. Please do NOT use WordPerfect. Do not prepare in WordPerfect and then convert to Microsoft Word prior to submission.

3. Because of the technology used in desktop publishing, please limit the use of charts, graphs, diagrams or letter exhibits in your chapter. When such references are necessary, please incorporate the text of such exhibit in a footnote. If graphic references are absolutely essential, please submit an original document for incorporation as an appendix to your chapter.

Format

A typical chapter is divided into sections and subsections with appropriate headings, which are used for the Table of Contents and as key words for electronic databases. When preparing the article, use XX to represent the chapter number, followed by the heading for each section and subsection. Chapters will be assigned during the editorial process. These sections will be the main topics of your article. A section may be divided into three (3) subsection levels, where necessary, as shown below. Place a period after each heading in sections and subsections as shown below.

- § XX.01. Legal Problems and Solutions.
- [1] – Administration and Enforcement.
- [a] Particular Aspects Under Article 4.
- [b] Orphan Wells.
- [2] – Constitutional Limitations.
- [a] Requirements for Coal Mine Safety.
- [b] *In re Peabody Coal*.
- § XX.02. New Legislation.

Sections and Subsections in Your Paper:

An article should be divided into as many sections as necessary. Section headers are used in the indexing process by WESTLAW for electronic databases. Therefore, make sure your headers have meaning. For instance, "Other Cases" should not be used as a section or subsection header because it does not describe the material which follows and could not be used for indexing.

General Rules

- a. Capitalize each word of each section and subsection heading, except for articles and prepositions that are fewer than five letters.
- b. Quotations: indent (block) quotations of 50 words or more. Shorter quotations should be run on with the text, set off by quotation marks followed by the appropriate footnote.
- c. Numbers: In the text, spell out numbers one through nine; use Arabic figures for 10 and above. Use Arabic figures for all numbers in footnotes. Exception to both rules: always spell out the number if it is the first word in the sentence. Use Arabic figures for percentages and spell out the word percent instead of using the symbol.
- d. Crossreferences: All crossreferences to other parts of the article should be to section and subsection numbers; *e.g.*, *see* text, [infra or supra], § XX.04 [I] for further discussion. Avoid crossreferences to footnotes.

Citations in Text:

The first time a case is cited in the body of the paper, use the full title of the case in italics.

Repeat the full title and the citation in the footnote. Thereafter, a shorter name such as the common name of the case or the name of plaintiff or defendant may be used. For example, first cite as *Doran v. Petroleum Management Co.*, thereafter as *Doran*.

When a statute with a common name is to be mentioned in the text, use the full title the first time the statute is mentioned, and provide the citation in a footnote. If the statute will be mentioned often in the text, a common name or acronym can be used. The common name or acronym should appear in parentheses in the text immediately after the first use of the full name.

. . . the Federal Mine Safety and Health Act of 1977 (MSHAct). Footnote reads Federal Mine Safety & Health Act of 1977, 30 U.S.C. § 801 *et seq.* (1982).

Citations in Footnotes:

Conform all citations to Blue Book style. Do not include citations to cases published unofficially in topical compilations or "services" such as the Uniform Commercial Code Reporting Service or the Tax Court Reports, unless that is the only source of the published case.

Abbreviate all case names and citations according to Blue Book. Note that the Blue Book now provides the citation form for LEXIS and WESTLAW and for information obtained from the Internet.

For state cases, give only the West or "unofficial" citations where available, unless none exists. Most readers will have access to West's National Reporter System, but many will not have access to the "official" reporters of all the states. Include the name of the state (and indicate the court level only where the court is less than the highest court of that state); *e.g.*, *Commonwealth v. Barnes & Tucker Co.*, 303 A.2d 544 (Pa. Int. App. Ct. 1974); and on appeal, *Commonwealth v. Barnes & Tucker Co.*, 371 A.2d 461 (Pa. 1977).

Always give the full citation to an authority in a footnote, even though the same citation has been used previously. Do not use a shortened version with "infra" or "supra" to refer to another footnote or section of the paper. If several footnotes in the same section will refer to a single book, article, or case with a particularly long title, use a short title with the first citation: *e.g.*, Fawcett, "Applicability of Federal and State Securities Acts to Sales of Oil and Gas Interest," 17 *Inst. Oil & Gas L. & Tax* 245, 25257 (1966) [hereinafter cited as *Fawcett*]. The only exception to this rule is where the immediately preceding footnote contains the basic citation, in which "Id." or "Id. at ___" may be used in as many successive footnotes as refer to the basic citation.

And just one final note. A common writing error is to capitalize the generic words court, court of appeals, district court, commonwealth court or term in the text when discussing a case or opinion. These words are capitalized only when you use the full name of the court, such as the Supreme Court of West Virginia, or the Commonwealth Court of Pennsylvania. The exception to this is the United States Supreme Court. When you are referring in the text to the United States Supreme Court, you can properly refer to it as the Court.