

## 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. The name of the publication including the EMLF Annual Institute proceedings is *Energy & Mineral Law Institute*. Volumes of this publication prior to 1999 were titled *Eastern Mineral Law Institute*.

All papers should conform to these "Author's Chapter Guidelines." *The Bluebook* system of citation should be used. Please refer to the published chapters on the EMLF website, [www.emlf.org](http://www.emlf.org), under "White Papers" to view the finished product. If the citations do not conform to *The Bluebook* style, the paper will be sent back for corrections.

The Foundation warrants that the Annual Institute lectures and papers will be the original work of the authors, not previously published, and will not contain copyrighted material from other sources without the consent of the publisher and copyright owner of such material. A speaker release to this effect must be signed by each author and returned to the Foundation prior to publication.

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. **The deadline is July 15, 2019.**

#### Manuscript Preparation

Desktop publishing is used for the Annual Institute proceedings, so please follow these guidelines for manuscript preparation:

1. Manuscripts should be submitted electronically as an email attachment sent to [anna@emlf.org](mailto:anna@emlf.org). Approximately 45 typewritten pages is an average length for submission.
2. Please submit your manuscript in Microsoft Word, using the footnote feature and **italicizing** rather than underlining words.

Problems occur with desktop publishing software when WordPerfect software is used. Please do NOT prepare in WordPerfect and convert to Microsoft Word prior to submission, because the same formatting problems occur.

3. Because of the technology used in desktop publishing, please limit the use of charts, graphs, diagrams or scanned letter exhibits in your chapter. When such references are absolutely necessary, you should incorporate the text of such exhibit in a footnote. If graphic references are absolutely essential, please submit the 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 (your chapter number will be assigned later during the editing process), followed by the heading for each section and subsection(s). 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.

Your manuscript should be divided into as many sections and subsections as necessary. Section and subsection headers are used in the indexing process, so make sure your headers have meaning. “Other Cases” is too vague to identify a section or subsection of your work in an index.

## 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. Always spell out a 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. Cross-references: All cross-references to other parts of the article should be to section and subsection numbers; *e.g.*, “*See* text, [infra or supra], § XX.04. [1] for further discussion.” Avoid cross-references to footnotes.

## Acronyms

Beware the overuse of acronyms! Because the energy and mineral industry is highly regulated, you will often need to repeat the acts and statutes you live by in your writing. Understand that your readers may be new to the subject matter. Intersperse the full name of the regulation with the acronym for the regulation from time to time so the reader does not have to search for the meaning in earlier pages. It’s also a good idea to keep that point in mind when you are speaking.

## 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.

When a statute with a common name is to be mentioned in the text, use the full title of the Act 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.

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, 252-57 (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.

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