






Top 12 Most Common Edits Made to WSBA Section Newsletters

Expedite the WSBA Newsletter edit and review process by avoiding these common pitfalls.

- 1 **“Washington state”** not “Washington State.”
Use “state of Washington” or “Washington state” when necessary to distinguish this state from the District of Columbia. (“Washington State” is the name of a university in the state of Washington.) 
- 2 **“Washington Supreme Court”** not “Washington State Supreme Court.”
Capitalization of courts. Capitalize the full proper names of courts at all levels. Otherwise lower case (e.g. superior court, municipal court), with the exception of the U.S. Supreme Court. Lower case “court” when used by itself in textual sentences. E.g., “The court did not reach the issue on the merits, having disposed of the case on procedural grounds.” 
- 3 **Citations and case names.** Main text should not contain citations. Use end notes instead. Case names in end notes should not be italicized. When a case name is grammatically part of the main-text sentence in which it appears, it should be italicized.
- 4 **Capitalization of “section.”** Capitalize when used as a subsequent reference to a specific WSBA section that has been named in full. Otherwise, lower case.
- 5 **Numerals.** Spell out numbers one through nine, and write out numbers 10 and above. 
- 6 **Percent.** Spell out percent; do not use the symbol %. Exception: charts and tables.
- 7 **Consistent citation form.** Follow The Bluebook as modified by the [Washington Office of Reporter of Decisions Style Sheet](#): Wn.2d not Wash.2d; Wn. App. not Wash. App.
- 8 **Capitalization of “legislature.”** Capitalize when preceded by the name of a state. Retain capitalization when the state name is dropped, but the reference is specifically to the state’s legislature. Lower case “legislature” when it is used generically. 
- 9 **Practice areas.** Do not capitalize practice areas such as family law, business law, litigation, criminal defense, etc. 
- 10 **No comma between month and year.** Do not put a comma or “of” between the month and the year: March 2015.
- 11 **URLs.** Don’t underline or italicize URLs. Do not include the http:// tag unless the URL does not include www. 