1. Title, Author, and Acknowledgments

   a. Author name: author’s full name (as she or he would like it to appear on the article) should be included in the document on the line after the title. The bio/acknowledgments footnote (indicated with an asterisk) comes after the name.

   b. IMPORTANT: the acknowledgments footnote should not have a number; footnote numbering should start with the first footnote after the acknowledgments.

   c. Acknowledgments footnote: the first sentence/phrase in the bio/acknowledgments footnote should be author’s bar membership. If not a lawyer, include title and organizational affiliation. Relevant representation history or occupation history is included, especially disclosure information if material discussed in the article is derived or related to author’s (or author’s firm’s) representation of a client. Disclosure of funding or underwriting for the article or research is also relevant and should be disclosed. Thanks to commentators and researcher assistants are also appropriate.

2. Formatting

   a. Paragraph Indentation: the first line of each paragraph in the article should be indented. (Our typesetter charges for each paragraph for which they have to insert an indent.) Also: (i) no extra lines or space between paragraphs; (ii) only one space after a period at the end of a sentence; and (iii) only one space after colons and semicolons.

   b. Tables, Figures, Graphs, and Charts: titles (in all caps) for tables go at the top of the table; titles for figures, graphs, and charts (in all caps) go at the bottom of the figure, graph, or chart. Confirm that data presented in tables, charts, and graphs are consistent with the cited source material for that data. A source note should be included with the figure, chart, or graph unless it is clear from the article text. Also check that data presented in the tables, charts, and graphs are consistent with the description of that data in the text of the article. Flag any inconsistencies in formatting across tables, charts, and graphs in the article.

   c. Part and Section:

      i. If referring to another specific part of the article, use the word “Part,” as in “simple examples of expected value in Part II” rather than “Section.” “Section” is reserved for sections of laws and regulations (as in Section 2 of the Sherman Act, except it is okay to refer to “the previous section of the article” or “in a later section of the article”). Also, refer to the piece itself as this “article” or “essay” or “note” or “comment” (as opposed to “paper.”)

      ii. In the text of the article and in footnote text, spell out and capitalize “Section,” as in Section 2 of the Sherman Act; in cites, use the § sign, as in Horizontal Merger Guidelines § 2.1. An exception to this is for quotes (in either the text or the footnote): when § is used in the original source, it should be used in the quoted material.
d. No Outline Number or Title for “Introduction”: ALJ articles do NOT use a section title for the introductory portion of the article, i.e., NO “I. INTRODUCTION.”

e. Outline Numbering: ALJ headings are centered and use the following progression:

   I. FIRST LEVEL OF SECTION TITLES: ROMAN NUMERALS & ALL CAPS
   A. SECOND LEVEL: CAP LETTER WITH LARGE & SMALL CAPS FOR WORDING

1. Third Level: Arabic Numerals & Italics for the Wording—heading number is NOT italicized
   a. Fourth Level: Lower Case Regular Font Letters & Upper and Lower Case for Wording
   i. Fifth Level: Lower Case Roman Nos. in Regular Font & Upper and Lower Case for Wording

3. Numbers
   a. In the article text, as well as in the footnotes, numbers from zero through ten used in a sentence are spelled out (e.g., “four” instead of “4”), unless they are in a series. All other numbers should be Arabic numerals.
   b. In the text of the article, use Arabic numerals for numbers used in equations and/or those used before the word “percent.” In the text “percent” is spelled out, unless there are multiple uses of percentages in a single sentence or paragraph—then use the % sign. Use the % sign in the footnotes at all times.

4. Fonts
   a. When mentioned in the main text, case names (whether the full case name or a shortened version) are italicized. When referring to a publication (e.g., a book, serial, or periodical) in the article’s text, use italics.
   b. Common Latin phrases are not italicized, including: ad hoc, certiorari, de facto, e.g., en banc, et al., etc., ex ante, ex post, i.e., per curiam, per se, prima facie, and vice versa. We do italicize parens patriae and inter alia.

5. Quotes and Quotation Marks
   a. Quotes of more than 50 words are indented, not enclosed in quotation marks; this includes block quotes in footnotes. Quotes of fewer than 50 words are enclosed in quotation marks.
   b. Periods and commas are placed inside quotation marks. Colons, semicolons, question marks, and exclamation points are placed outside quotation marks (unless the punctuation is part of the quoted material).

6. Comma and Period Usage
   a. Serial Comma: When providing a list, use the serial comma (e.g., “dogs, cats, and birds); the serial comma is the one before “and.”
   b. But Commas: No comma is used before “but” in a sentence when the clause following “but” is not in opposition to the clause preceding “but.”
c. Periods and Parentheses (or Brackets): The period is enclosed within the parentheses if an entire independent sentence is within the parentheses; otherwise, when only a phrase is within the parentheses, the period follows the closing parenthesis (as in this sentence).

7. Hypens, Slashes, and Dashes

a. To hyphenate or not to hyphenate, Part I: Adjectives are hyphenated but nouns are not. For example, when used as a noun, no hyphenation: “standard setting,” “bid rigging,” “decision making,” “fact finding,” “price cutting,” “price fixing,” and “price setting.” When used as an adjective, do hyphenate: “standard-setting,” “price-setting,” “decision-making,” etc. (Same goes for other compound adjectives.) Exceptions: ALJ style is to close up policymaking and rulemaking. Note: Ignore Spell Check on these matters.

b. To hyphenate or not to hyphenate, Part II: “multidistrict” (and all “multi” compounds), “procompetitive,” and “anticompetitive” are closed up and not hyphenated; same holds for most words with those prefixes and suffixes. The exceptions are: “post-merger,” “pre-merger,” “pre-acquisition,” “post-acquisition,” and the “quasi-” compounds (e.g., quasi-judicial). If the page is littered with hyphens, we sometimes bend this rule and do not strictly hyphenate all compound words. Note: Ignore Spell Check on these matters.

c. To hyphenate or not to hyphenate, Part III: do not hyphenate “ly” adverbs followed by an adjective or participle, e.g., “vertically integrated,” “largely irrelevant matter,” and “thoroughly researched opinion.” In general, go easy on the hyphens: lean toward NOT hyphenating adverbial phrases.

d. Hyphens vs. Slashes: Use hyphens to link word pairs to show a close relationship (e.g., attorney-client privilege); use slashes to indicate a difference or division (e.g., cost/benefit analysis) and merger partners: GE/Honeywell or Delta/Northwest. Do not italicize mergers.

e. Dashes: The en dash (en–dash), rather than a hyphen (-), is used in place of the word “to” between numbers, dates, and places to denote extent or duration (e.g., the New York–London flight); the em dash (em—dash) can be used as an alternative to parentheses or commas for setting off a phrase or clause. No spaces are used before and after the em dash. Using the minus sign on the keypad, Ctrl+minus sign generates an en dash (–); Ctrl+Alt+minus sign generates an em dash (—).

8. Abbreviations, Acronyms, and Shortened Names

a. U.S. and EU: When used as an adjective, it’s U.S. and EU (e.g., U.S. antitrust enforcement; EU competition authorities); when used as a noun, it’s United States and European Union (e.g., “policy in the United States”; “enforcement in the European Union.”) When using the abbreviated forms, use the periods for U.S. and no periods for EU and UK.

b. EU vs. EC: EU and EC should NOT be used interchangeably. Avoid using EC as an abbreviation unless it is defined (in parentheses) earlier in the paper.

c. DOJ and FTC may be used for “Department of Justice” and “Federal Trade Commission,” respectively, following the first full spelling out of each. There is no need to put DOJ and FTC in a parenthetical with their first use. We do NOT use periods after the letters (i.e., NOT D.O.J.). We say “the FTC” and “the DOJ.” (Note: quote marks not needed in actual usage.) Common sense is the best guide re providing abbreviations in parentheticals. Thus: no need for DOJ, FTC, FCC, SEC, and other abbreviations in common usage in our field.
d. **Acronyms:** When indicating an abbreviation, acronym, or initials (other than the assumed DOJ or FTC discussed above), put the abbreviation in parentheses following the term if it is not a commonly recognized abbreviation but do not use quotation marks around the abbreviation, e.g., Standard-Setting Organization (SSO). No apostrophe is needed to create the plural form of an acronym (e.g., HMOs, PBMs, IPRs, SSOs).

e. **The Guidelines:** Following the first mention of the DOJ/FTC Horizontal Merger Guidelines, refer to the Guidelines in a consistent fashion (i.e., pick one of the following but do not mix-and-match: Guidelines, Merger Guidelines, 2010 Guidelines, DOJ/FTC Merger Guidelines, etc.) This style change should be carried through into the footnotes.

f. **Names:** The first time referring to an individual, use the full name and title (e.g., former FTC Chairman William E. Kovacic); after that, a casual reference can be used (e.g., Kovacic).

9. **Journal Style: General Guidelines**

   a. **Prose “Table of Contents”:** Journal style discourages use of the typical prose “table of contents” or roadmap (e.g., in Part I we explain the basic economic theory; in Part II we discuss the relevant cases; in Part III we explore the policy implications; etc., and in Part IV we sum up Parts I–III.) That is what section headings are for. The author should provide a more compelling description of the material to be covered in the introductory discussion without the crutch of the prose table of contents.

   b. **Emphasis:** Avoid unnecessary use of capitalization, quotation marks, and italics to highlight certain terms or phrases. Never underline or bold unless the language in question is part of material you are quoting.

      i. For a term of art, the phrase can be presented in quotes the first time to indicate that it will have specific meaning in the context of the article but quotes can be dropped afterward. Do not use both “so-called” and quotation marks for a term or phrase: choose one or the other.

      ii. Capitalization should be used for the actual titles of entities or items (or, in the case of the Court, to refer to the U.S. Supreme Court); general referrals to the constitution, the courts, the states, the attorneys general, etc. do not require capitalization.

   c. **Melodrama:** Authors should avoid overusing adjectives, particularly adjectives characterizing another’s research or opinions, e.g., “brilliant article.”

   d. **Abstract:** We ask authors to provide an abstract; the abstract shouldn’t be in the article file.

   e. **Table of Contents:** We do not publish a formal Table of Contents for an article.

   f. **Style Authorities:** The authorities relied upon by *Journal* editors are:

      i. *The Bluebook: A Uniform System of Citation, 20th ed.*


      iii. Strunk & White, *The Elements of Style*.

10. **Miscellaneous Style and Grammar Tips**

   a. **Contractions** are considered too informal and are not used. For example, use “do not” rather than “don’t” and “cannot” rather than “can’t.”
b. “That” vs. “Which”: “That” and “which” are not perfect substitutes; “that” is used for a limiting or defining clause; “which” introduces a parenthetical (i.e., non-defining) clause.

c. “Who”: Who is used to refer to people, not companies or things.

d. We prefer gender neutral pronouns, but hope you will try to avoid using he and/or she or he or she by “writing around” those usages in a sentence. Note that since a company is an it, it’s often correct to say “it,” rather than he or she when referring to the company or something “it” owns or produces or sells. That makes it easy.

e. Possessives: Follow the basic Chicago Manual of Style guidelines on possessives. The most common mistake is not adding the “’s” to a name ending in “s” or “x.” So, the ALJ style is “Louis’s article” and “Justice Thomas’s decision.” We do not add an ’s to a plural name ending in s when it is the name of a case (e.g., Dr. Miles’ rule regarding RPM.) We do not use the possessive to refer to a multiple year time period, as in “the 1960s.”

f. Neologisms: ALJ style discourages the use of jargon and made up words. For example, “disincent” is not a verb. Nor is “incentivize.” Look out for overuse of “ultimately” as well as “at the end of the day.” We encourage plain English wherever possible.

g. “Famously” is not needed if the quotation is really famous; everyone will already know it.

h. When referring to both parties in the case (and using the terms “plaintiff” and “defendant”), the proper terminology would be “the plaintiffs and the defendants.”

i. Spelling: Use U.S. standard spelling (e.g., “favor,” not “favour”; “defense,” not “defence.”)

j. Phrases to avoid:¹
   - “in order to” substitute “to”
   - “utilize” substitute “use”
   - “are in accord” substitute “agree”
   - “obtain” substitute “apply”
   - “opt” or “opt for” substitute “choose”
   - “the ___ process” substitute “___”
   - “with respect to” substitute “with” or “about” or eliminate altogether
   - “with regard to” substitute “with” or “about” or eliminate altogether
   - “in terms of” avoid it
   - “abundantly clear” avoid it
   - “crystal clear” avoid it
   - “to be sure” avoid; suggests argument
   - “needless to say” do not say it then

¹ These suggestions are selected from “A Style Sheet for Litigation,”— provided to authors for Litigation, an ABA Section of Litigation publication. The memo is based on The Scribes Journal of Legal Writing. James W. McElhaney, A Style Sheet for Litigation, 1 THE SCRIBES JOURNAL OF LEGAL WRITING 63–81(1990).