

# **The *Universal Citation Guide*: Tentative Draft for Administrative Decisions\***

## **Introduction**

¶1 The American Association of Law Libraries Citation Formats Committee published the first edition of its *Universal Citation Guide (UCG)* in 1999.<sup>1</sup> It contained citation rules for judicial decisions, constitutions, statutes, and administrative regulations. Most of these rules had been previously published in draft form in *Law Library Journal*,<sup>2</sup> and the committee found public comments on those drafts to be invaluable in preparing the first edition of the *UCG*.

¶2 The committee's work did not end with publication of the first edition of the *UCG*, however. It subsequently presented draft rules for citing law review sources and court rules in *Law Library Journal* in 2000.<sup>3</sup> And now in this issue it presents draft rules for citing administrative decisions. Comments on these draft rules will be reflected in the second edition of the *UCG*, to be published on the committee's Web site.<sup>4</sup>

¶3 Kathy Shimpock, research and legal information manager at Bryan Cave, LLP, in Phoenix, was the principal drafter of the proposed rules for administrative decisions. John Joergensen, reference librarian, Rutgers University Law School Library School of Law, Camden, assisted with drafting the proposed rules and was the principal drafter of Appendix F, Suggested Abbreviations for Federal and State Administrative Departments. Comments on any of these rules should be conveyed to the Citation Formats Committee.<sup>5</sup>

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1. CITATION FORMATS COMM., AM. ASS'N OF LAW LIBRARIES, *UNIVERSAL CITATION GUIDE* (1999) [hereinafter *UNIVERSAL CITATION GUIDE*].
2. *The Universal Legal Citation Project: A Draft User Guide to the AALL Universal Case Citation*, 89 *LAW LIBR. J.* 7 (1997); *The Universal Legal Citation Project: A Draft User Guide to the AALL Statutory Citation*, 90 *LAW LIBR. J.* 91 (1998); *The Universal Legal Citation Project: A Draft User Guide to the AALL Regulatory Citation*, 90 *LAW LIBR. J.* 509 (1998).
3. *The Universal Citation Guide: Tentative Drafts for Law Reviews and Court Rules*, 92 *LAW LIBR. J.* 363, 2000 *LAW LIBR. J.* 31.
4. Citation Formats Comm., Am. Ass'n of Law Libraries, at [www.aallnet.org/committee/citation/](http://www.aallnet.org/committee/citation/).
5. The 2001–02 chair of the AALL Citation Formats Committee is Kelly Browne, Head of Reference, University of Connecticut School of Law Library, who can be contacted at (860) 570-5071 or [kbrowne@law.uconn.edu](mailto:kbrowne@law.uconn.edu). The chair of the committee for 2002–03 is John Joergensen, Reference Librarian, Rutgers University Law School Library School of Law, Camden, who can be reached at (856) 225-6460 or [jjoerg@camlaw.rutgers.edu](mailto:jjoerg@camlaw.rutgers.edu).

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Tentative Draft for Administrative Decisions**

¶4 The *Universal Citation Guide* rules for administrative decisions are presented in Rules 400 through 409. These rules follow the standard citation format for case law as developed by the American Association of Law Libraries. These rules are intended to address all decisions and releases by state or federal agencies acting in a quasi-judicial role.

¶5 Many federal agencies issue and publish administrative decisions in various formats. However, at the state level, the processes are less regular. For example, the decisions in state agencies may be distributed as less formal orders or releases. In addition, some states have separate administrative offices responsible for the issuance of their administrative decisions. Agencies may also release different versions of decisions, e.g., initial and final decisions.

¶6 The process of administrative decision making and dissemination varies greatly from jurisdiction to jurisdiction. This makes standardization difficult. These rules are an attempt to establish a standard that is medium and vendor neutral. The goal is to construct accurate and unambiguous citations even if this format cannot be followed in all situations.

¶7 **Rule 400 Basic Citation Form**

A researcher may cite an opinion from any source so long as it contains the data elements used in the universal citation. A full citation to an administrative decision includes:

- 1) the decision name (**Rule 401**);
- 2) the year of decision (**Rule 402**);
- 3) the agency abbreviation (**Rule 403**);
- 4) the document designation (if any) (**Rule 404**);
- 5) the decision number (**Rule 405**);
- 6) the notation “U”—if the decision is unreported or unpublished (**Rule 406**);
- 7) the paragraph number—if a pinpoint citation is needed to specific text (**Rule 407**)

**Examples:**

*Evelyn v. Wainwright*, 2000 US DOT 100 ¶ 25

*PA Dep’t of Transp. v. Ortega*, 1999 PA DOT 45 ¶ 13

**¶8 Rule 401 Decision Name**

Decision names should conform to rules 10.2 and 14.3 and related rules of *The Bluebook: A Uniform System of Citation*.<sup>6</sup>

**¶9 Rule 402 Year of Decision**

After the decision name, indicate the year in which the decision was rendered. Express the year as a four-digit number, e.g., 1995, not 95.

**¶10 Rule 403 Agency Abbreviation**

After the year, indicate the agency that issued the decision. Identify the agency by constructing an abbreviation using the rules below.

Generally, use US to identify a federal agency. Use the standard two-letter postal code to identify a state or territorial agency. For convenience, these postal codes appear in Appendix A.<sup>7</sup>

Use common abbreviations or refer to Appendix F<sup>8</sup> for guidance to identify specific agencies.

Omit periods and other punctuation within the agency abbreviation as they are superfluous, e.g., “US Empl Comp App Bd,” **not** “US Empl. Comp. App. Bd.”

**¶11 Rule 404 Document Designation**

If an agency issues more than one named type of decision, or common practice dictates, include the designation for the type after the agency name.

**Examples:**

2000 US IRS Priv Ltr Rul 678 ¶ 23 [Department issues multiple types of decisions]

2001 WA Atty Gen Op 54 ¶ 56 [Common Practice]

For most departments or agencies, however, such designations should be considered superfluous and therefore omitted.

**Examples:**

2000 NJ ABC 86 ¶ 32 [Recommended]

2000 NJ ABC Decision 86 ¶ 32 [Not Recommended]

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6. References throughout the Universal Citation Guide: *Tentative Draft for Administrative Decisions* are to THE BLUEBOOK: A UNIFORM SYSTEM OF CITATION (Columbia Law Review Ass’n et al. eds., 17th ed. 2000). This is the current edition as of March 2002, the date of the tentative draft.
  7. All references to appendixes in this tentative draft other than to proposed Appendix F are intended to refer to appendixes found in UNIVERSAL CITATION GUIDE, *supra* note 1.
  8. See *infra* Appendix F: Suggested Abbreviations for Federal and State Administrative Departments.

**¶12 Rule 405 Decision Number**

Agencies implementing the universal citation will assign a sequential number to each decision upon its release. Include this decision number after the issuing agency abbreviation or document designation.

**¶13 Rule 406 Unreported or Unpublished Status**

If a decision is unreported or unpublished, as determined by the issuing agency, append the letter “U” to the decision number.

**Example:**

2002 US FERC 34-417U ¶ 20

**¶14 Rule 407 Pinpoint Citation by Paragraph Number**

Agencies implementing the universal citation will number each paragraph of text within a decision. After the decision number, a researcher may cite to particular text by use of a ¶ symbol followed by the appropriate paragraph number.

**¶15 Rule 408 Parenthetical Information**

Use a parenthetical to note significant additional information regarding the status of the decision. Information regarding the origin or status of a decision may be added in a parenthetical following the paragraph number to distinguish similar cases. Use standard abbreviations provided in *The Bluebook*.

**Examples:**

*Custom Builders v. Romeo*, 1999 NJ DCA 56 (Initial Decision)

*Frink v. Tracy Mgmt.*, 2000 ID Aviation 31 (findings of fact)

**¶16 Rule 409 Parallel Citations**

The universal citation for administrative decisions requires no parallel citation as a supplemental device to identify or locate materials. If a state or agency otherwise requires a parallel citation, the researcher should consult the appropriate rules of *The Bluebook* for guidance on constructing a parallel citation.

**Appendix F**  
**Suggested Abbreviations for Federal and**  
**State Administrative Departments**

<b>Department Category and Subcategory</b>	<b>Suggested Abbreviation</b>
Abandoned Property	Aban Prop
Adjutant General	Adj Gen
Administration	Admin
Administrative Law	Admin Law
African-American Affairs	African Amer
Aging	Aging
Agriculture	Agric Dec
Agricultural Marketing Service	AMS
Animal and Plant Health Inspection Service	APHIS
Food Safety and Inspection Service	FSIS
Grain Inspection, Packers, and Stockyards Administration	GIPSA
Alcoholic Beverage Control	ABC
Arts	Arts
Athletic Commission	Athletic Comm
Atomic Energy Commission	AEC
Attorney General	Op Atty Gen
Office of Legal Counsel of the Department of Justice	Op Off Legal
Auditor General	Auditor Gen
Aviation	Aviation
Banking	Banking
Boating	Boating
Budget	Budget
Business and Industry	Bus and Ind
Cable Television	Cable
Child Care	Child Care
Civil Aeronautics Board	CAB
Civil Rights	Civil Rights
Commerce	Commerce
Bureau of Export Administration	Export Admin
International Trade Administration	ITA
National Marine Fisheries Service	NMFS
United States Patent and Trademark Office	USPTO
Commodity Futures Trading Commission	CFTC
Communications	Communications
Community Affairs	Community Aff
Comptroller General	Comp Gen
Conservation	Conserv
Consumer Product Safety Commission	CPSC

(cont.)

**Appendix F** (cont.)

<b>Department Category and Subcategory</b>	<b>Suggested Abbreviation</b>
Consumer Protection	Consumer Prot
Controller	Controller
Copyright Office	Copy Dec
Corrections and Prisons	Corrections
Criminal Justice	Crim J
Cultural Affairs	Cultural Aff
Disabilities	Disabilities
Defense	DoD
Defense Nuclear Facilities Safety Board	DNFSB
Developmental Disabilities	Dev Disabilities
Ecology	Ecology
Education	Educ
Elections	Elections
Energy	DOE
Federal Energy Regulatory Commission	FERC
Environmental Protection Agency	EPA
Equal Employment Opportunity Commission	EEOC
Ethics	Ethics
Farm Credit Administration	FCA
Federal Communications Commission	FCC
Federal Deposit Insurance Corporation	FDIC
Federal Emergency Management Agency	FEMA
Federal Housing Finance Board	FHFB
Federal Labor Relations Authority	FLRA
Federal Maritime Commission	FMC
Federal Mine Safety and Health Review Commission	FMSHRC
Federal Power Commission	FPC
Federal Reserve Bulletin	Fed Res Bull
Federal Service Impasses Panel	Fed Serv Imp Pan
Federal Trade Commission	FTC
Finance	Finance
Firearms	Firearms
Fish and Wildlife	Fish and Wildlife
Forestry	Forestry
Gaming Commission	Gaming
General Services Administration	GSA
Board of Contract Appeals	GSA BCA
Handicap	Handicap
Health and Human Services	HHS
Food and Drug Administration	FDA
Health Care Financing Administration	HCFA
Health Resources and Services Administration	HRSA

**Appendix F** (cont.)

<b>Department Category and Subcategory</b>	<b>Suggested Abbreviation</b>
Higher Education	Higher Ed
Highways	Highways
Horse Racing Commission	Racing Comm
Housing and Urban Development	HUD
Human Rights	Human Rts
Indian Affairs	Indian Aff
Industrial Relations	Indust Rel
Inspector General	Insp Gen
Insurance	Ins
Interior	Interior Dec
Bureau of Indian Affairs	BIA
General Land Office Public Lands Cases	Pub Lands Dec
Interstate Commerce Commission	ICC
Motor Carrier Cases	MCC
Valuation Reports	ICC Valuation Rep
Justice	DOJ
Board of Immigration Appeals	BIA
Executive Office for Immigration Review	EOIR
Immigration and Naturalization Service	INS
Office of the Chief Immigration Judge	OImmigration J
United States Parole Commission	USPC
Juvenile Justice	Juv Justice
Labor	DOL
Administrative Review Board	DOL Admin Rev Bd
Benefits Review Board	Benefits Rev Bd
Employees Compensation Appeals Board	Empl Comp App Bd
Employment Standards Administration	ESA
Mine Safety and Health Administration	MSHA
Occupational Safety and Health Administration	OSHA
Office of Labor Management Standards	OLMS
Office of Workers' Compensation Programs	OWCP
Office of Administrative Law Judges	OALJ
Pension and Welfare Benefits Administration	PWBA
Wage and Hour Division	Wage and Hours
Land Use Planning	Land Use
Law and Public Safety	LPS
Local Government	Loc Gov
Lottery	Lottery
Maritime Commission	Dec US Mar Comm'n
Mental Health	Mental Health
Merit System Protection Board	MSPB

(cont.)

**Appendix F** (cont.)

<b>Department Category and Subcategory</b>	<b>Suggested Abbreviation</b>
Military Affairs	Military
Mines and Mining	Mines
Minority Affairs	Minorities
Motor Vehicles	Motor Veh
National Credit Union Administration	NCUA
National Mediation Board	NMB
National Labor Relations Board	NLRB
National Railroad Adjustment Board	NRAB
National Transportation Safety Board	NTSB
Natural Resources	Nat Res
Nuclear Regulatory Commission	NRC
Occupational Safety and Health Review Commission	OSHRC
Office of Government Ethics	OGE
Office of Personnel Management	OPM
Panama Canal Commission	PCC
Parks and Recreation	Parks
Parole Board	Parole
Patents	Dec Comm'r Pat
Pension Benefit Guaranty Corporation	PBGC
Postal Rate Commission	PRC
Professional Licenses (Licenses)	Prof Lic
Medical Board	Medical
Public Employees	Pub Emp
Public Employees Retirement	PERS
Public Contracts	Pub Contracts
Public Health	Pub Health
Public Services	Pub Serv
Public Utilities	Pub Util
Public Works	Pub Works
Purchasing	Purch
Railroads	Railroads
Railroad Retirement Board	RRB
Real Estate	Real Est
Retirement	Retirement
Revenue	Rev
Risk Management	Risk Man
Securities	Securities
Securities and Exchange Commission	SEC
Selective Service Commission	SSS
Small Business	Small Bus
Small Business Administration	SBA

**Appendix F** (*cont.*)

<b>Department Category and Subcategory</b>	<b>Suggested Abbreviation</b>
Social Security Administration	SSA
Social Security Rulings	SSR
Social Services	Soc Serv
State	Dept of State
State Police	St Police
Taxation	Tax
Telecommunications	Telecom
Tennessee Valley Administration	TVA
Tourism	Tourism
Trade	Trade
Trade Development Agency	TDA
Transportation	Transp
Transportation	DOT
Federal Aviation Administration	FAA
Federal Highway Administration	FHWA
Federal Railroad Administration	FRA
Maritime Administration	MA
National Highway Traffic Safety Administration	NHTSA
Surface Transportation Board	STB
Treasury	Treas
Comptroller of the Currency	Comp Currency
Internal Revenue Service	IRS
Office of Thrift Supervision	OTS
Treasury Decisions Under Customs and Other Laws	Treas Dec
Treasury Decisions Under Internal Revenue Laws	Treas Dec Int Rev
United States Customs Service	US Customs
Unemployment	Unemp
United States Arms Control and Disarmament Agency	USACDA
United States Commission on Civil Rights	US Comm Civil Rts
United States International Trade Commission	USITC
United States Patent Office	Off Gaz Pat Office
United States Postal Service	USPS
Solicitor for the Post Office Department	Op Solic PO Dept
United States Post Office	USPO
Veterans Affairs	VA
Waste Management	Waste Man
Water Resources	Water
Welfare	Welfare
Wildlife	Wildlife
Workmen's Compensation	Work Comp
Youth Services	Youth Serv