

***DENVER LAW REVIEW***  
**STYLE GUIDE**

Last Updated: May 2024

## TABLE OF CONTENTS

<b>GUIDELINES</b> .....	1
<b>EDITING PROCESS</b> .....	4
<b>STYLE CONVENTIONS</b> .....	5
<b>EQUITY CONVENTIONS</b> .....	6
<b>FORMATTING</b> .....	13
<b>KEYBOARD SHORTCUTS</b> .....	14

## GUIDELINES

*Denver Law Review (DLR)* uses the twenty-first edition of the Bluebook, the fifteenth edition of the Texas Law Review's Manual on Usage and Style (TXM), and the seventeenth edition of the Chicago Manual of Style wherever a Style Guide rule does not apply. *DLR* also references the Merriam-Webster Dictionary to determine appropriate spelling and whether specific compound words require hyphens.

### COMMON BLUEBOOK MISTAKES

#### Block Quotations

Bluebook 5.1(a): For quotations of fifty words or more, the quotation should be indented on the left and right, fully justified, without quotation marks, and quotation marks within a block quotation should appear as they do in the original.

### COMMON TXM MISTAKES

#### Capitalization

TXM 3.19(a): In titles, capitalize all words except: (1) articles, conjunctions, and prepositions when they are 4 or fewer letters; and (2) the word "to" in an infinitive.

Capitalize "Part," "Section," and "Article" when those words are referring to the article being reviewed.

*Examples:*

**Correct:** "In this Article, I will..."

**Correct:** "Part IV of this Article discusses..."

**Incorrect:** "In Professor Nancy Leong's seminal Article..." (article here should not be capitalized because the author is referring to someone else's article).

#### Comma Usage

TXM 1.19(a): Use a comma to set off abrupt introductory words, phrases, or dependent clauses.

*Examples:*

Annoyed, Patrick left the room,

When the court recessed for lunch, the attorneys strategized.

Indeed, he asked for an extension last week.

TXM 1.21(a): Use a comma to set off a nonrestrictive clause (a clause which does not change the essential meaning of the sentence).

*Examples:*

The opinion, written by Justice White, is a collection of contemporary thought.

Those books, which are on reserve in the library, are required for the class.

TXM 1.21(b): Do not use a comma to set off a restrictive clause (essential to the meaning).

*Examples:*

Of the three opinions, the one written by Justice White was the least surprising.

Books that are on reserve in the library will be at the front desk.

## **Passive Voice**

TXM 5.01: For most sentences, avoid using passive voice because it can make writing less concise or less clear. Passive voice occurs when the object of an action becomes the subject of the sentence. The passive voice is most often formed by combining a form of the verb *to be* with a past participle.

*Examples:*

The first day of law school will always be remembered.

You have been chosen by the studio audience.

## **Verb Tense**

TXM 5.02: Be consistent in choice of verb tense.

## **Unnecessary Qualifiers**

TXM 6.08(a): Overstating: Overstatement and hyperbole may cause readers to question the strength of the author's assertions.

TXM 6.08(b): Hedging: Using unnecessary qualifiers to hedge a statement is a common problem in legal writing. Remove hedge words unless the uncertainty or hesitation conveyed is deliberate.

## **Verbosity**

TXM 6.09: Avoid using lengthy phrases for an idea that can be expressed more concisely.

## **Hyphens/En Dashes/Em Dashes**

TXM 1.27: Use an Em Dash to set off words, phrases, clauses, or short sentences that clarify or elaborate the surrounding text.

*Example:* A brief must have at least three parts—the facts, the issues, and the argument—to qualify for the moot-court competition.

TXM 1.28: Use an En Dash for numeric ranges, comparisons between numbers, or compound modifiers comprising terms of equal weight.

*Example:* The professor assigned pages 148–75.

TXM 1.29: Use a hyphen to join two or more words that are used as a single noun. Consult a dictionary for the proper construction of compound nouns. If the compound noun is not hyphenated or does not appear in the dictionary, write it as separate, unhyphenated words.

*Examples:* nation-state, fact-finding, ten-year-old.

As a reminder, *DLR* uses the Merriam-Webster dictionary to determine whether specific compound words should be hyphenated.

### **Introducing Material**

TXM 1.11: When introducing material, only place the colon after an independent clause.

*Example:* Angela purchased three items: eggs, bread, and milk.

## EDITING PROCESS

*DLR* strives to maintain a meticulous standard of technical edits while preserving the author's unique voice in every piece we publish. We enjoy collaborating with authors throughout the publication process and will make discretionary suggestions as part of the editing process, but we respect the author's judgment regarding whether those changes should be made.

Each piece will go through two rounds of substantive ("above-the-line" or "ATL") edits. After the author accepts our offer for publication, we will set a deadline for the author to submit their updated first draft to our Senior Articles Editor. Upon receipt of this draft, *DLR* will begin its first round of ATL edits, conducted by the members of our Executive Board. Then, *DLR* sends the article with our suggestions and comments back to the author for the author's review. Within 14 days, the author will send an updated draft back to our Senior Articles Editor. The article will then go through the Cite & Source process where editors will review the footnotes (everything "below-the-line" or "BTL").

Finally, our Editor in Chief will perform a final round of substantive ATL edits. After our Editor in Chief returns the article to the author, the author will have another 14 days to review the second round of edits and submit the final draft back to the Editor in Chief. The Editor in Chief and Managing Editor will then format and prepare the article for publication.

Edits are done in Microsoft Word via comments and tracked changes. At all stages of the editing process, authors should make changes both ATL and BTL with tracked changes on. If the author wishes to accept a change we suggest, the author should accept the tracked change. Conversely, if the author does not wish to accept a change we suggest, the author should not reject the tracked changes; if there is a corresponding comment bubble, please respond "NO," and if there is no corresponding comment bubble, please create one and write "NO." For each round of edits, *DLR* will provide the author with a brief memo explaining the major modifications that were made in the author's piece with reference to the relevant Bluebook or TXM rule. For more specific modifications, *DLR* will leave a comment bubble in the piece with an explanation for the suggestion. At this point, should any substantive edits result in footnotes being moved out of order (including internal cross-references such as *supra* or *infra*) the author should not be concerned about updating the numbering. Before the piece is formatted, our Managing Editor will conduct a thorough review of the footnote numbering and ensure that all internal cross-references are updated properly.

*DLR* will forward a final draft of the piece to the author prior to publication. The author will have one week from the date of receipt to make any final modifications or minor corrections (i.e., misspellings, missing emphasis). Each author will have the option to receive 25 offprints and two copies of the issue in which their piece appears.

If the author and *DLR* cannot agree to changes made to the piece during the editorial process, or if *DLR* or the University of Denver reasonably believes the author has breached one of the warranties in the signed publication agreement, *DLR* or the University of Denver may refuse publication of the work.

## STYLE CONVENTIONS

### EN DASH FOR NUMBER RANGES

*DLR* uses an En Dash (–) for number ranges.

*Example:* pages 148–49; 1994–1995.

### FULL AND FAIR CITATION RULE

*DLR* departs from Bluebook rule 15.1(b). *DLR* always requires that the names of each author be listed for a source that has more than two authors the first time that source is cited. For subsequent short form citations, *DLR* follows Bluebook Rule 4.2, which provides that “et al.” should be used following the name of the first author.

The Full and Fair Citation Rule has been adopted because research demonstrates that women authors and authors belonging to underrepresented groups are often under-cited, which can further disparity in job placement, tenure consideration, and more.

## EQUITY CONVENTIONS

*DLR* has adopted the following Equity Conventions in pursuit of our equity goals. We have also included our rationale for adopting them. We acknowledge that our editing decisions and standards can advance the change we hope to see. We will edit articles pursuant to these conventions. If you have any questions regarding any of the following conventions, please reach out to our Editor in Chief or our Equity Editor.

### **Overarching Themes to Consider While Writing:**

If a statute uses harmful or outdated language, use said language only when it is contained in the statute.<sup>1</sup>

When referring to age, disability, ethnicity, gender, nationality, race, religion, socio-economic status, sexual orientation, tribe, and the like, be as specific as possible.

Generally, employ person-first language, unless directed otherwise by this Style Guide or the affected community. Person-first language refers to when you refer to the person first and then their identifying characteristic i.e. “person with disabilities, person experiencing homelessness, person experiencing drug addiction, person with a mental illness etc.”

When possible, defer to the person’s preferred way of identifying themselves or discussing the community that they belong to if that information is available.

For more resources on appropriate word choice or usage which is not covered below, please refer to the [California Law Review Style Guide](#) and the [NYU Review of Law & Social Change Style Guide](#).

### **Adjectives Not Nouns**

When describing an individual, it is best practice to remember “adjectives, not nouns.” For example, it is not appropriate to say “the whites.” Rather you would say “white individuals.” Reducing an individual is “an act of dehumanizing the person, summoning up their essence by rendering them an inanimate color.” This applies in a variety of contexts such as “a person who is insane” or “an insane person” versus “the insane.”<sup>2</sup>

### **Eliminate Reliance on Gender Binary in Scholarship.**

Replace gendered pronouns with nouns or use the singular use of pronouns “they/theirs/them.”

---

<sup>1</sup> For example, when harmful or outdated language is used in a statute, include a footnote which explains the offensive or inappropriate nature of the language and suggest an alternative wording or terminology to use instead of the offensive term for the remainder of the article. Provide an explanation of method in footnote.

<sup>2</sup> Keith Woods, *Black as an Adjective, Not a Noun*, POYNTER (Jan. 22, 2007), <https://www.poynter.org/reporting-editing/2007/black-as-an-adjective-not-a-noun/>; Ng'ang'a Wahu-Mūchiri, *Dear The Economist, “Aim to Use Black as an Adjective, not a Noun”*, LINKEDIN (June 11, 2020), <https://www.linkedin.com/pulse/dear-economist-aim-use-black-adjective-noun-wahu-muchiri-ph-d-/>.



TXM Rule 6.01(a): Strive for gender neutrality in writing.

TXM Rule 6.01(b): Use the phrases *he* or *she*, *him* or *her*, and *his* or *her* only as a last resort, after other devices for gender neutrality have proven unworkable.

Gender binary pronouns, *he* and *she*, are neither adequate nor representative in describing the genders of all people because not all people identify in a gender binary as either male or female (i.e. gender-nonconforming, gender-neutral, genderfluid, genderqueer, or nonbinary individuals—this is a non-exhaustive list).<sup>3</sup> In order to respectfully acknowledge every individual’s gender in an inclusive manner, the singular *they* is commonly used in place of the gender binary pronouns of *he* or *she*.<sup>4</sup> However, when an individual’s pronouns are known, use those pronouns when referring to that individual.

It is important to note the use of *they/theirs/them* is not incorrect grammar, not only has the singular *they* been used for a long time but grammar constantly “shifts and changes over time.”<sup>5</sup>

### **Asian Communities**

Use specific terms to refer to people of Asian and Pacific Islander descent, such as Chinese, Korean, etc. Use specific terms to identify which region of Asia is relevant to the topic or applicable to the person being identified, when applicable (i.e. East Asian, South Asian). Refer to individuals of Asian descent and of Pacific Islander descent separately and not as “Asian-Pacific” because merging the two identities implies the two distinct identities are the same.<sup>6</sup> For more information, refer to the Associated Press Stylebook.

### **Black Communities**

Always capitalize the first letter of any racial minority group because it acknowledges diversity and the systemic injustice and inequality these communities endure.<sup>7</sup> Generally, authors should use “Black” rather than “African American” when referring to this community because not all Black people are “African American” (having origins in the continent of Africa).<sup>8</sup> However, when an individual or group prefers a term such as African American, their preference should be used. If nationality is relevant, be as specific as possible i.e. Haitian American, Jamaican American etc.<sup>9</sup> For more information, refer to the National Association of Black Journalist’s Style Guide: <https://nabjonline.org/news-media-center/styleguide/#styleguidea>.<sup>10</sup>

---

<sup>3</sup> *Gendered Pronouns & Singular “They”*, PURDUE UNIV.: PURDUE ONLINE WRITING LAB, [https://owl.purdue.edu/owl/general\\_writing/grammar/pronouns/gendered\\_pronouns\\_and\\_singular\\_they.html](https://owl.purdue.edu/owl/general_writing/grammar/pronouns/gendered_pronouns_and_singular_they.html) (last visited May 5, 2024).

<sup>4</sup> *Id.*

<sup>5</sup> *Id.*

<sup>6</sup> Naomi Ishisaka, *Why It’s Time to Retire the Term ‘Asian Pacific Islander’*, THE SEATTLE TIMES (Nov. 30, 2020, 5:11 PM), <https://www.seattletimes.com/seattle-news/why-its-time-to-retire-the-term-asian-pacific-islander/>.

<sup>7</sup> Mike Laws, *Why We Capitalize ‘Black’ (and Not ‘White’)*, COLUM. JOURNALISM REV. (June 16, 2020), <https://www.cjr.org/analysis/capital-b-black-styleguide.php>.

<sup>8</sup> *NABJ Style Guide*, NAT’L ASS’N OF BLACK JOURNALISTS, <https://nabjonline.org/news-media-center/styleguide/#styleguidea> (last visited Mar. 27, 2023).

<sup>9</sup> *Id.*

<sup>10</sup> *Id.*

## Disabilities

Adopt the accepted usage within the Disability community when one can determine preference.<sup>11</sup> If preference is not discernable, use the terms “people with disabilities” and “disabled people.”<sup>12</sup> Additionally, capitalize the “d” in Disability when referring to the community/politically mobilized group.<sup>13</sup> Do not use the term “differently abled” as it is considered “condescending, offensive or simply a way to avoid talking about disability.”<sup>14</sup> Furthermore, it is important to capitalize the “d” in Deaf or Deaf-Blind because this is the culturally accepted preference for most Deaf and Deaf-Blind individuals.<sup>15</sup> Always be mindful of identity-first (i.e. wheel-chair bound) versus person-first (i.e. person who uses a wheelchair) language in the Disability community and use the latter, unless you have a reason to use identity-first language. For more information see: <https://alsoweb.org/nonprofit-blog/the-importance-of-person-centered-language/>.<sup>16</sup>

## Immigration

When referring to “undocumented immigrants,” do not refer to immigrants as “illegal” or use the term “illegal” to describe them.<sup>17</sup> Be as specific as possible when describing a person’s immigration status.

Refugees are people fleeing conflict or persecution. Migrants are people moving to another country for other reasons beyond conflict and persecution. Internally displaced people are seeking safety in other parts of their country. Asylum-seekers are people seeking international protection from conflict and persecution. Returnees are people who have returned home after being displaced. Exiles are people who have been thrown out or forced to flee authoritarian regimes.<sup>18</sup>

For more information refer to: [https://assets.website-files.com/62682b504f18601e0db4dfb1/62d9a7efaaeb8cc50eee378a\\_Community-Journalist-Styleguide.pdf](https://assets.website-files.com/62682b504f18601e0db4dfb1/62d9a7efaaeb8cc50eee378a_Community-Journalist-Styleguide.pdf).<sup>19</sup>

---

<sup>11</sup> THE ASSOCIATED PRESS STYLEBOOK 86 (56th ed. 2022-2024).

<sup>12</sup> *Id.*

<sup>13</sup> Rae Sofley, *Language Tips and Tricks in Disability for Non-Disabled People*, THRIVE (Jan. 10, 2020), <https://wewillthrive.co.uk/resources/blogs/language-tips-and-tricks-in-disability-for-non-disabled-people>.

<sup>14</sup> *Disability Language Style Guide*, NAT’L CTR. ON DISABILITY AND JOURNALISM, <https://ncdj.org/style-guide/> (last visited May 5, 2024).

<sup>15</sup> *Disability*, AM. PSYCH. ASS’N: APA STYLE, <https://apastyle.apa.org/style-grammar-guidelines/bias-free-language/disability> (last visited May 5, 2024).

<sup>16</sup> *The Importance of “Person-Centered” Language*, ADVOCS. FOR LIFE SKILLS & OPPORTUNITY (May 20, 2022), <https://alsoweb.org/nonprofit-blog/the-importance-of-person-centered-language/>.

<sup>17</sup> *Drop The I-Word*, RACE FORWARD (Sept. 23, 2013), <https://www.raceforward.org/practice/tools/drop-i-word>.

<sup>18</sup> *Cultural Competence Handbook*, NAT’L ASS’N OF HISP. JOURNALISTS 1, 9 (Mar. 2021) <https://nahj.org/wp-content/uploads/2021/03/NAHJ-Cultural-Compliance-Handbook-Revised-12-20-2.pdf>.

<sup>19</sup> *Journalist Style Guide: Reporting at the Intersection of Immigration, Policing, and Incarceration*, COMM/UNITY NETWORK (Mar. 2022), [https://assets.website-files.com/62682b504f18601e0db4dfb1/62d9a7efaaeb8cc50eee378a\\_Community-Journalist-Styleguide.pdf](https://assets.website-files.com/62682b504f18601e0db4dfb1/62d9a7efaaeb8cc50eee378a_Community-Journalist-Styleguide.pdf).

## Incarceration

To avoid further stigmatization of people experiencing incarceration, use the term “person with a conviction” over “criminal” and “person with a felony conviction” over “felon, convict, ex-con” etc.<sup>20</sup> Further use the term “incarcerated person” or “person experiencing incarceration” over “inmate” or “prisoner.”<sup>21</sup> For more information refer to: [https://assets.website-files.com/62682b504f18601e0db4dfb1/62d9a7efaaeb8cc50eee378a\\_Community-Journalist-Styleguide.pdf](https://assets.website-files.com/62682b504f18601e0db4dfb1/62d9a7efaaeb8cc50eee378a_Community-Journalist-Styleguide.pdf).<sup>22</sup>

## Indigenous Communities

As addressed above, if a statute uses harmful or outdated language, use said language only when it is contained in the statute and include a footnote which explains how and when you will use certain terms throughout the piece, including the statutory term.<sup>23</sup> Do not use the term “Indian” unless it is being used specifically in the context of a federal law. Use terms including “Native Alaskan,” “First Nations,” “Native American,” or “Indigenous” in the context that they most accurately and appropriately apply.<sup>24</sup> Use “Indigenous peoples” (plural) over “Indigenous people” (singular) because the former acknowledges the vast array of Indigenous cultures whereas the latter suggests a homogenization of Indigenous cultures.<sup>25</sup> Note, there are conflicting stances within Indigenous communities regarding appropriate terminology, so defer to the preferences of the community which you are writing about. For an example of a properly executed article discussing issues impacting these communities, please reference Katelyn Elrod’s article, *People ex rel. K.C. v. K.C.: ICWA is for All Native Children* published in Issue 100, Volume 2 of Denver Law Review. For more information refer to: [https://assets.brand.ubc.ca/downloads/ubc\\_indigenous\\_peoples\\_language\\_guide.pdf](https://assets.brand.ubc.ca/downloads/ubc_indigenous_peoples_language_guide.pdf).<sup>26</sup>

## Latino/a Communities

Use specific terms to describe people of Spanish-speaking ancestry i.e. “Honduran” “Mexican-American” etc.<sup>27</sup> Avoid use of the term “Hispanic” since this refers to an ethnicity, not a race and includes white, European countries such as Spain yet excludes non-Spanish speaking, South American countries such as Brazil.<sup>28</sup> According to a 2022 Pew Research study, only 23% of U.S. adults who self-identify as Hispanic or Latino are aware of the term “Latinx” and only 3% of

---

<sup>20</sup> *Id.*

<sup>21</sup> Blair Hickman, *Inmate. Prisoner. Other. Discussed.*, THE MARSHALL PROJECT (Apr. 3, 2015, 7:15 AM), <https://www.themarshallproject.org/2015/04/03/inmate-prisoner-other-discussed>.

<sup>22</sup> *Journalist Style Guide*, *supra* note 19.

<sup>23</sup> For example, if a statute reads “Indian,” address the offensive term in a footnote and propose an alternate term, like “Indigenous Peoples” to use in the body of the article in lieu of the statutes’ language.

<sup>24</sup> *Indigenous Peoples: Language Guidelines*, THE UNIV. OF B.C. (2021), [https://assets.brand.ubc.ca/downloads/ubc\\_indigenous\\_peoples\\_language\\_guide.pdf](https://assets.brand.ubc.ca/downloads/ubc_indigenous_peoples_language_guide.pdf).

<sup>25</sup> *Id.*

<sup>26</sup> *Id.*

<sup>27</sup> *Global Press Style Guide: Hispanic, Latina, Latino, Latinx*, GLOB. PRESS J. (Apr. 2024), <https://styleguide.globalpressjournal.com/en/style/latina-latino-latinx>.

<sup>28</sup> Mark Hugo Lopez, Jens Manuel Krogstad, & Jeffrey S. Passel, *Who is Hispanic?*, PEW RSCH. CTR. (Sept. 5, 2023), <https://www.pewresearch.org/fact-tank/2022/09/15/who-is-hispanic/>.

those individuals say they use “Latinx” to describe themselves.<sup>29</sup> For this reason, defer to Latino/Latina or nationalities to refer to this community. One can also use “Latin American” as a gender-neutral option and for plural references.<sup>30</sup> For more information refer to: <https://nahj.org/wp-content/uploads/2021/03/NAHJ-Cultural-Compliance-Handbook-Revised-12-20-2.pdf>.<sup>31</sup>

## LGBTQIA+

LGBTQIA+ refers to lesbian, gay, bisexual, transgender, queer or questioning, intersex, asexual, and more sexual orientations and/or gender identities not listed.<sup>32</sup> When referring to this community, *DLR*’s preferred acronym is LGBTQIA+. When possible, defer to the person’s preferred way of describing their sexuality.<sup>33</sup> In referring to someone that is sexually attracted to people of their same sex, the term “homosexual” should be avoided as it is an obsolete term.<sup>34</sup> Generally, do not refer to one’s sexuality unless it is pertinent to the article.<sup>35</sup> For more information refer to: <https://www.nlgja.org/stylebook-on-lgbtq-terminology/>.<sup>36</sup>

## Mental Health

Do not reference disabilities unless it is pertinent to the article. If it is, refer to the person’s specific condition such as “schizophrenia,” “psychosis,” or “bipolar disorder,” etc.<sup>37</sup> Because of stigmatization, use “a person diagnosed with a psychiatric disorder,” “a person with a mental health history,” or a “mental health experience” over “mental illness” unless being used in a medical or psychiatric context.<sup>38</sup> “Avoid descriptions that connote pity, such as afflicted with, suffers from, victim of, battling, and demons.”<sup>39</sup> For more information see: <https://ncdj.org/style-guide/>.<sup>40</sup>

## Pacific Island Communities

Use specific terms to refer to people of Pacific Islander descent, such as Samoan, Hawaiian, etc. Although, Pacific Island communities do originate from the islands comprising Melanesia, Micronesia, and Polynesia,<sup>41</sup> do not use broad terms such as “Pacific Islander” or “Polynesian”

---

<sup>29</sup> *Id.*

<sup>30</sup> *Global Press Style Guide*, *supra* note 27.

<sup>31</sup> *Cultural Competence Handbook*, *supra* note 18, at 7–8.

<sup>32</sup> *WHAT IS LGBTQIA+?*, THE CTR.: THE LESBIAN, GAY, BISEXUAL & TRANSGENDER CMTY. CTR., <https://gaycenter.org/about/lgbtq/> (last visited May 5, 2024).

<sup>33</sup> *Stylebook*, THE ASS’N OF LGBTQ JOURNALISTS (Nov. 6, 2023), <https://www.nlgja.org/stylebook-on-lgbtq-terminology/>.

<sup>34</sup> *Id.*

<sup>35</sup> *Id.*

<sup>36</sup> *Id.*

<sup>37</sup> *Disability Language Style Guide*, *supra* note 14; *Guidelines: How To Write About People with Disabilities*, THE UNIV. OF KAN., <https://rtcil.org/guidelines> (last visited May 5, 2024).

<sup>38</sup> *Disability Language Style Guide*, *supra* note 14.

<sup>39</sup> THE ASSOCIATED PRESS STYLEBOOK, *supra* note 11, at 186.

<sup>40</sup> *Disability Language Style Guide*, *supra* note 14.

<sup>41</sup> Tanya Harris Joshua, *OIA Blogs: Who are Pacific Islanders?*, U.S. DEP’T OF INTERIOR: OFF. OF INSULAR AFFS. (Nov. 14, 2022), <https://www.doi.gov/oia/Who-are-Pacific-Islanders>.

to describe people from this region, as these terms were created due to colonization and have the effect of lumping diverse groups of people together.<sup>42</sup> Refer to individuals of Asian descent and of Pacific Islander descent separately and not as “Asian-Pacific” because merging the two identities implies the two distinct identities are the same.<sup>43</sup> For more information, refer to the Associated Press Stylebook.

## Socioeconomics

Describe someone who is experiencing socio-economic difficulties as “low-income” or “person whose income is below the federal poverty threshold” or “people whose self-reported income were in the lowest income bracket” rather than “poor.”<sup>44</sup> Although identity-first language (for example, a “poor person”) is frequently used in this field, person-first language (in contrast, person experiencing poverty) is preferable because it avoids making one aspect of a person’s self their sole or primary identity. Additionally refer to people experiencing homelessness as “unhoused”<sup>45</sup> or simply as “a person experiencing homelessness.”<sup>46</sup> For more information refer to: <https://apastyle.apa.org/style-grammar-guidelines/bias-free-language/socioeconomic-status>.<sup>47</sup>

## Transgender Communities

Transgender is a term referring to many gender identities of individuals who do not identify, or do not exclusively identify, with their sex assigned at birth.<sup>48</sup> However, the term “transgender” does not reflect gender expression, hormonal makeup, physical anatomy, sexual orientation, or societal perceptions.<sup>49</sup> Avoid terms like “biological” gender/sex/woman/female/man/male as these terms are offensive because they invalidate transgender peoples’ identities and imply dishonesty.<sup>50</sup> When pertinent, refer to one’s assigned sex at birth as “assigned male at birth” or “assigned female at birth.” Do not reference that an individual is transgender unless it is pertinent to the article.<sup>51</sup> While medical transitions, such as hormone therapy or surgery, are a common aspect of the transgender experience for some individuals, it's important to note that it's not a requirement to identify as transgender. For more information refer to: <https://transstudent.org/about-2-2/definitions/>.<sup>52</sup>

---

<sup>42</sup> Andrea McRae, ‘Pacific Islander’ an Insulting Umbrella Term, *Researcher Says*, PAC. ISLAND TIMES (July 28, 2021), <https://www.pacificislandtimes.com/post/pacific-islander-an-insulting-umbrella-term-researcher-says>.

<sup>43</sup> Ishisaka, *supra* note 6.

<sup>44</sup> *Socioeconomic Status*, AM. PSYCH. ASS’N: APA STYLE, <https://apastyle.apa.org/style-grammar-guidelines/bias-free-language/socioeconomic-status> (last visited May 5, 2024).

<sup>45</sup> *Overview*, UNHOUSED.ORG, <https://www.unhoused.org/overview> (last visited Mar. 27, 2023).

<sup>46</sup> *Socioeconomic Status*, *supra* note 44.

<sup>47</sup> *Id.*

<sup>48</sup> *Definitions*, TRANS STUDENT EDUC. RES., <https://transstudent.org/about-2-2/definitions/> (last visited May 5, 2024).

<sup>49</sup> *Id.*

<sup>50</sup> *Id.*

<sup>51</sup> *Stylebook*, *supra* note 33.

<sup>52</sup> *Definitions*, *supra* note 48.

## **Veteran Communities**

Use terms like “war hero” sparingly as it can be interpreted as romanticizing and sensationalizing military service.<sup>53</sup> Beware of assuming that post-traumatic stress disorder (PTSD) and suicide or suicidal ideations among veterans is a direct result of combat trauma and avoid victimizing veterans if they have endured either.<sup>54</sup> When referring to experiences of sexual assault or sexual harassment during military service, the term “Military Sexual Trauma” which is the adopted term by the U.S. Department of Veteran’s Affairs may be used, unless the person that experienced the sexual violence has a different preference or there is a more accurate term. For more information see: <https://milvetreporting.org/guide/>.<sup>55</sup>

---

<sup>53</sup> *Military & Veteran Affairs Reporting Guide*, MILITARY & VETERANS AFFS. REPORTING GUIDE, <https://milvetreporting.org/guide/> (last visited May 5, 2024).

<sup>54</sup> *Id.*

<sup>55</sup> *Id.*

## FORMATTING

### Organization

Pieces should be organized as follows:

TITLE – TIMES NEW ROMAN, SMALL CAPS, CENTERED, NO ROMAN NUMERAL  
AUTHOR NAME – TIMES NEW ROMAN, SMALL CAPS, CENTERED, NO ROMAN NUMERAL  
ABSTRACT – TIMES NEW ROMAN, SMALL CAPS, CENTERED, NO ROMAN NUMERAL  
INTRODUCTION – TIMES NEW ROMAN, SMALL CAPS, CENTERED, NO ROMAN NUMERAL  
I. PART - TIMES NEW ROMAN, SMALL CAPS, CENTERED

A. Section, Times New Roman, Italics, Left Justified

B. Section, Times New Roman, Italics, Left Justified

1. Sub-section, Times New Roman

a. Sub-sub-section, Times New Roman

II. PART - TIMES NEW ROMAN, SMALL CAPS, CENTERED

The above terms should be used to reference one another within a piece.

### Text

All text should be black, Times New Roman. Above-the-line (ATL) font is 11pt font, except block quotes which are 10pt font. Below-the-line (BTL) font is 8pt font. There is one space between sentences, not two.

### Non-Breaking Characters

Microsoft Word assumes that a space or hyphenated word is a permissible place to flow text onto a new line. A nonbreaking space is a special character that looks like a space but prevents the text from separating. A nonbreaking hyphen likewise prevents a hyphenated word from the same. It applies to reference marks such as “i.e.,” “e.g.,” “§ X,” “¶ X,” and “Part X,” as well as ellipses.

*DLR* uses a non-breaking character for the following instances:

- Add a non-breaking space between all spaced characters, such as “i.e.,” “e.g.,” “§ X,” “¶ X,” “Part X,” or “. . .”
- Add a non-breaking hyphen to hyphens or hyphenated words, such as “editor-in-chief” or “twenty-one”

## KEYBOARD SHORTCUTS

<b>Symbol</b>	<b>Mac</b>	<b>PC</b>
<b>Non-breaking spaces</b>	Option + Space Bar	Control + Shift + Space Bar
<b>Non-breaking hyphen</b>	Command + Shift + -	Ctrl + Shift + -
<b>En Dash</b>	Option + -	Alt + 0150
<b>Em Dash</b>	Shift + Option + -	Alt + 0151
<b>Section Symbol</b>	Option + 6	Alt + 0167