

# *UST LAW REVIEW*

## *STYLE GUIDE*

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## **CHAPTER 1**

### **INTRODUCTION**

Utility, more than the staff's fascination with aesthetics spurred the birth of the UST Law Review Style Guide. Since, its revival in A.Y. 2003-2004, the UST Law Review staff has constantly faced various questions of form and style in the drafting and editing of articles and other material. This led the staff to gather different rules on form and style for editorial guidance.

The Guide hopes to achieve three purposes. First, it is intended to be a tool in achieving consistency or uniformity in the presentation of articles. Second, it integrates informal rules on form and style culled by the staff. Lastly, the Guide likewise hopes to elevate the journal to the status of a reader-friendly publication without sacrificing scholarly quality. The Guide codifies the first rules on form and citations compiled by the staff and likewise incorporates additional rules on quotations, abbreviations and acronyms.

## CHAPTER II LEGAL CITATIONS

### **RULE 1 – CONSTITUTIONS**

The Constitution is cited by reference to article, section and paragraph. When the Constitution is no longer in force, put the year in parenthesis.

*Examples:*

CONST. art. VII, § 11, ¶ 2.  
CONST. (1935), art. III, § 1, ¶ 3.

If a Constitution of a foreign country,

*Example:*

U.S. CONST. art. 1.

### **RULE 2 – CODES AND STATUTES**

#### **CODES**

As a general rule, cite the name of the particular code, article number or section number (if any) without any indication of date. But when the code is no longer in force or has been subsequently revised, put the year of effectivity in parenthesis.

*Examples:*

CIVIL CODE, art. 15.  
CIVIL CODE (1889), art. 67.

The following is a list of Philippine Codes and how they are cited:

Civil Code.....	CIVIL CODE
Code of Commerce.....	COMMERCIAL CODE
Family Code.....	FAMILY CODE
Fire Code.....	FIRE CODE
Insurance Code.....	INS. CODE
Intellectual Property Code.....	INTELLECTUAL PROP. CODE
Labor Code.....	LABOR CODE
Land Transportation & Traffic Code.....	TRANSP. & TRAFFIC CODE
Local Government Code.....	LOCAL GOVT. CODE
Muslim Code of Personal Laws.....	MUSLIM CODE
National Building Code.....	BLDG. CODE
National Internal Revenue Code.....	TAX CODE
Omnibus Election Code.....	ELECT. CODE
Revised Administrative Code.....	REV. ADM. CODE

Revised Penal Code.....	REV. PEN. CODE
Tariff and Customs Code.....	TARIFF CODE
Water Code.....	WATER CODE

## STATUTES

*Initial citation* for statutes: {full title}, {statute number}, {subdivisions} ({year}).

*Example:*

An Act Penalizing the Making of Drawing and Issuance of a Check Without Sufficient Funds or Credit and for Other Purposes, Batas Pambansa Blg. 22, § 6 (1978).

*Subsequent citation* for statutes: {abbreviated statute number}, {subdivisions}.

*Example:*

B.P. 22, § 6.

## RULE 3 – CASES

### SUPREME COURT

Generally: {Case Name}, {Volume Number} {Reporter} {1<sup>st</sup> page}, {cited page; do not include for initial citation. However, if author consistently cites the page even in his initial citation, this may be allowed} ({year}).

*Examples:*

*Tatad v. Garcia, Jr.*, 243 SCRA 436 (1995).

*Id.* at 456.

*Tatad*, 243 SCRA at 456.

If an *advance sheet* containing the decision is used: {Case Name}, {G.R. Number}, {Date}.

*Examples:*

*Agan et al. v. PLATCO et al.*, G.R. No. 155001, May 5, 2003.

*Agan*, G.R. No. 155001 at 5.

*Advance sheets* are only used when the reported versions have not yet been published.

### OTHER COURTS<sup>1</sup>

{Case Name}, {Volume Number} {Reporter, usually the Court of Appeals Reports or the Official Gazette} {1<sup>st</sup> page}, {cited page; do not include for the initial citation} ({Court} {Year}).

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<sup>1</sup> For additional rules, *See* the Philippine Manual of Legal Citations.

*Example:*

*People v. Collantes*, 37 O.G. 1804 (Court of Appeals 1926).

## **ADMINISTRATIVE DECISIONS**

Cite by the name of the agency (when there is an abbreviated form, use abbreviation or acronym), case number and date of promulgation.

*Example:*

*Tinio v. Dizon*, DENR Case No. 2734, April 24, 1967.

## **RULE 4 – EXECUTIVE AND LEGISLATIVE MATERIALS**

### **EXECUTIVE AND ADMINISTRATIVE MATERIALS**

As a general rule, {issuing agency}, {title}, {official source}, {page}, and {date}.

*Example:*

Bureau of Internal Revenue, Revenue Memorandum Circular No. 37-93, 89 O.G. 4476, Aug. 9, 2003.

### **LEGISLATIVE MATERIALS**

As a general rule, {title}, {legislature}, {session} {date of session} in {publication, if any} {subdivision} ({date}).

*Example:*

S 2404, 97<sup>th</sup> Cong, 2d Sess (April 13, 1982), in 128 Cong Rec S 7091 (April 20, 1982).

*Committee or Subcommittee Reports:* {title of the report}, {S or HR} Rep No. xx, xxth Cong, x Sess {page} ({year}).

*Example:*

Martin Luther King, Jr. Federal Holiday Commission, HR Rep No 98-893, 98<sup>th</sup> Cong, 2d Sess 4 (1984).

*Committee or Subcommittee Hearings:* {title, including bill number and committee name}, xxth Cong, x Sess {page} ({year}).

*Example:*

Service Industries Commerce Development Act of 1982, Hearings on HR 5519 before the Subcommittee on Commerce, Transportation and Tourism of the House Committee on Energy and Commerce, 97<sup>th</sup> Cong, 2d Sess 69 (1982) (Statement of Gordon J. Cloney, II, Chamber of Commerce of the United States).

## **RULE 5 – BOOKS AND TREATISES**

Generally cited as: volume (if more than one), author (initial of first name and surname), title of book, page, section or paragraph, edition, and date in parenthesis.

*Examples:*

- 2 O. HERRERA, REMEDIAL LAW 300 (1994).
- 3 O. HERRERA, REMEDIAL LAW 350 (1996).
- I. CRUZ, CONSTITUTIONAL LAW 200 (2000).

## **TWO AUTHORS**

When there are two authors separate their names with “&.”

*Examples:*

- J. VITUG & E. ACOSTA, TAX LAW AND JURISPRUDENCE 150 (2d ed. 2000).
- VITUG & ACOSTA, *supra* note 4, at 200.

## **RULE 6 – ARTICLES AND ESSAYS**

Materials published in periodicals which are paged consecutively throughout a volume are cited by the initial of first name followed by the surname of the author, title of the article in italics, volume, name of periodical in large and small capitals using the standard abbreviation, page and year in parenthesis. If the part being quoted is found in the middle of the article, always cite the first page of the article and then the particular page where the quoted part is located.

*Examples:*

- J. Luna, *International Law Standards and the Philippine Law on Deportation*, 1 PHIL. INT’L. LJ. 347 (1963).
- J. Luna, *International Law Standards and the Philippine Law on Deportation*, 1 PHIL. INT’L. LJ. 347, 355 (1963).

For non-consecutively paginated journals,

*Example:*

- C. Villanueva, *Corporate Contract Law: Unifying Theme on Theories Relating to Promoter’s Contracts, De Facto Corporations, Corporations by Estoppel, Articles of Incorporation, By-Laws and Ultra Vires Acts*, ATENEO L.J., June 1994, at 4.

If the periodical has no volume number, use the year of publication as a volume number.

*Example:*

- E. Abello, *Constitution under the Commonwealth and under the Republic*, 1965 PHILCONSA YRBK. 67.

### **RULE 7 – NEWSPAPERS**

Titles of newspapers are cited with the date of issue, page and column.

*Example:*

Philippine Daily Inquirer, June 3, 2000, p. 5, col. 3.

A *signed article* (but not a news report) is cited by author and title.

*Example:*

Arroyo, *2 Months Behind the Iron Curtain*, Philippine Star, December 15, 2001, p. 1, col. 3.

### **RULE 8 – TREATIES**

Cite the name of the agreement and the exact date of signature by the Philippines. The effectivity date or date of entry into force may be given parenthetically at the end of the citation. Shorten title of the cited agreement by substituting “with” for “Between the Republic of the Philippines and.” Give the source of the text of the treaty.

*Example:*

Treaty of Friendship with India, July 11, 1952 (1953), II-2 DFATS 1, 2 P.T.S. 797  
203 U.N.T.S. 73.

### **RULE 9 – INTERNET SOURCES**

For online resources, include the exact internet address and the date when the site was last accessed. Because internet websites are constantly changing, it is imperative that the date the source was visited by the cite checker be included.

Format: {author, if available}, {title}, {internet address} (last accessed {date}).

*Example:*

Protected Areas and Wildlife Bureau, Tamaraw Conservation Project,  
<http://www.pawb.gov.ph/progs/tamaraw.htm> (last accessed Dec. 27, 2002).

### **RULE 10 – SHORT CITATIONS**

***Id.***

Use “*id.*” only if the authority is the sole authority cited in the *immediately preceding citation*. It should be capitalized only if it is the first word in a sentence. “*Id.*” may not be used to refer to the Constitution. It may, however, be used for all other laws and rulings of courts.

Format: *Id.* at {page cited}.

### ***Supra***

The *supra* form may be used to subsequently cite an authority when it has already been fully cited previously.

Format: {last name of author}, *supra* note {footnote number of initial citation}, at {page cited}.

*Example:*

BALANE, *supra* note 1, at 103.

### **Hereinafter**

Hereinafter is used when it would be cumbersome to cite with the usual *supra* form or for which the regular shortened form may confuse the reader. This short citation form is used in an article where there are several authors of a work or several works by the same author.

Format:

*Initial citation:* {author}, {title} {cited page} ({year}) {[hereinafter last name of author and short title]}

*Examples:*

J. BERNAS, S.J., THE 1987 CONSTITUTION OF THE REPUBLIC OF THE PHILIPPINES: A COMMENTARY 156 (2003) [hereinafter BERNAS, COMMENTARY].

J. BERNAS, S.J., AN INTRODUCTION TO PUBLIC INTERNATIONAL LAW 25 (2002) [hereinafter BERNAS, PUBLIC INT'L LAW].

*Subsequent citation:* {last name of authors and short title}, *supra* note {footnote number of initial citation}, at {page cited}.

*Examples:*

BERNAS, COMMENTARY, *supra* note 2, at 200.

BERNAS, PUBLIC INT'L LAW, *supra* note 3, at 50.

## **STANDARDIZED SIGNALS**

<b>Signal</b>	<b>Explanation</b>
<b><i>“Accord”</i></b>	Indicates substantial support of a proposition although there are differences in facts.
<b><i>“Contra”</i></b>	Indicates a holding which contradicts or opposes the proposition.
<b><i>“cf.”</i></b>	Indicates a case which is parallel to or supports the proposition but



	contains substantially different facts.
<b>“See”</b>	Indicates a dictum which supports the proposition.
<b>“See”</b> (In Roman type)	Introduces secondary authority which supports the proposition.
<b>“But see”</b>	Indicates a dictum which opposes or contradicts the proposition.
<b>“But see”</b> (In Roman type)	Indicates secondary authority which contradicts the proposition.
<b>“E.g.”</b>	Indicates support of a proposition by numerous holdings but illustrated by a selective citation of one or a few cases preceded by “E.g.”

**Note:**

\*For Constitutions, Codes, and Books/Treatises, it should always be in *large and small caps*.

\*For the complete rules on legal citations, consult the Philippine Manual of Legal Citations published by the U.P. Law Complex.

## CHAPTER III DIRECT QUOTATIONS

### A. Quotations Run into Text

Direct quotations of prose that are shorter than five typewritten lines should be run into the text and enclosed in double quotation marks.

*Example:*

From an indulgence in the presumption of constitutionality, the Court goes on to say: "As the essence of R.A. 9189 is to enfranchise overseas qualified Filipinos, it behooves the Court to take a holistic view of the pertinent provisions of both the Constitution and R.A. 9189."

### B. Quotations Set Off from Text

A direct quotation of five or more typewritten lines of prose should be set off from the text by indentation. The paragraphing of the original source should be retained. If the quotation spans two or more paragraphs in the original, your set-off quotation should indicate paragraph breaks with additional three-space indentions.

*Example:*

Given the foregoing reality, and looking at the legal and political landscape, the Court says: "To put matters in their right perspective, it is necessary to dwell first on the significance of absentee voting. The concept of absentee voting is relatively new," quoting in the process certain sections from *Corpus Juris Secundum*, including the following discussion:

Absentee voting is an outgrowth of modern social and economic conditions devised to accommodate those engaged in military or civil life whose duties make it impracticable for them to attend their polling place on the day of the election, and the privilege of absentee voting may flow from constitutional provisions or be conferred by statutes, existing in some jurisdictions, which provide in varying terms for the casting and reception of ballots by soldiers and sailors or other qualified voters absent on election day from the district or precinct of their residence.

When the quotation begins in the middle of a paragraph, follow the preceding format without indenting the first line.

*Example:*

The Court explained:

The law has reserved that privilege for its citizens who have cast their lot with our country 'without mental reservation or purpose of evasion.' The assumption is that those who are resident aliens of a foreign country are incapable of such entire devotion to the interest and welfare of their homeland for with one eye on their public duties here, they must keep another eye on their duties under the laws of the foreign country of their choice in order to preserve their status as permanent residents thereof.

### **C. Emphasis of Certain Passages in a Direct Quotation**

To emphasize certain passages in a direct quotation, simply italicize the selected portion.

*Example:*

The law has reserved that privilege for its citizens who have cast their lot with our country '*without mental reservation or purpose of evasion.*' The assumption is that those who are resident aliens of a foreign country are *incapable of such entire devotion to the interest and welfare of their homeland* for with one eye on their public duties here, they must keep another eye on their duties under the laws of the foreign country of their choice in order to preserve their status as permanent residents thereof.

### **D. Epigraphs**

The epigraph should be wholly italicized in bold font with the first line indented. It should be situated on the right side below the author's name.

*Example:*

**POWER AND PARADOX:  
DECONSTRUCTING OMBUDSMAN INDEPENDENCE AMIDST THE  
THICKET OF THE CONSTITUTION, LAW AND JURISPRUDENCE**

**MISCHELLE R. MAULLION**

*“Nation or government cannot achieve salvation where the rights of the depressed, destitute and suppressed are not guarded, and where mighty and powerful persons are not forced to accede to these rights.”*

**CHAPTER IV  
ABBREVIATIONS & ACRONYMS**

**Administrative Agencies and Boards exercising regulatory and quasi-judicial functions**

	<b>Cite As</b>
Bureau of Food and Drugs	BFAD
Bureau of Lands	BL
Central Board of Assessment Appeals	CBAA
Civil Aeronautics Board	CAB
Civil Service Commission	CSC
Commission on Audit	COA
Commission on Elections	COMELEC
Commission on Higher Education	CHED
Commission on Human Rights	CHR
Department of Agriculture	DA
Department of Energy	DE
Department of Environment and Natural Resources	DENR
Department of Finance	DOF
Department of Foreign Affairs	DFA
Department of Interior and Local Government	DILG
Department of Justice	DOJ
Department of Labor and Employment	DOLE
Department of National Defense	DND
Department of Public Works and Highways	DPWH
Department of Science and Technology	DOST
Employees Compensation Commission	ECC
Government Service Insurance System	GSIS
Housing Land Use Regulatory Board	HLURB
Laguna Lake Development Authority	LLDA
Land Registration Authority	LRA

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Land Transportation Franchising and Regulatory Board	LTFRB
Local Water Utilities Administration	LWUA
Maritime Industry Authority	MARINA
Merit Systems Board	MSB
Metropolitan Waterworks & Sewerage System	MWSS
Monetary Board	MB
Movie and Television Review and Classification Board	MTRCB
National Bureau of Investigation	NBI
National Conciliation and Mediation Board	NCMB
National Economic Development Authority	NEDA
National Food Authority	NFA
National Housing Authority	NHA
National Irrigation Administration	NIA
National Labor Relations Commission	NLRC
National Library	NL
National Telecommunications Commission	NTC
Office of the Solicitor General	OSG
Office of the Ombudsman	OMBUDSMAN
Office of Government Corporate Counsel	OGCC
Overseas Workers Welfare Administration	OWWA
Philippine Coast Guard	PCG
Philippine Coconut Authority	PCA
Philippine Export Zone Authority	PEZA
Philippine National Railways	PNR
Philippine Overseas Employment Administration	POEA
Philippine Sports Commission	PSC
Philippine Veterans Administration	PVA
Professional Regulation Commission	PRC
Securities and Exchange Commission	SEC
Social Security System	SSS

**Laws**

	<b>Cite As</b>
Republic Act	R.A.
Batas Pambansa	B.P.
Presidential Decree	P.D.
Commonwealth Act	C.A.
Act	Act

**Executive Issuances**

	<b>Cite As</b>
Executive Order	E.O.
Administrative Order	A.O.
Letter of Instruction	LOI

### **Bills, Resolutions and Committee Reports**

	<b>Cite As</b>
Senate or House Bill	S. No.
	H. No.
Senate or House Resolution	S. Res.
	H. Res.
Senate or House of Representatives Concurrent Resolutions	S. Con Res.
Senate or House or Representatives Joint Resolution	S. J. Res.
Senate or House Committee Reports	H. Rpt.
	S. Rpt.
Resolution of both Houses when sitting together but voting separately	R.B.H.

### **Philippine Reports**

	<b>Cite As</b>
Philippine Reports	Phil.
Supreme Court Reports Annotated	SCRA
Supreme Court Advance Decisions	SCAD
Court of Appeals Reports Annotated	CARA
NITAFAN'S Supreme Court Unpublished Decisions	SCUD

### **Philippine Legal Periodicals**

<b>Title</b>	<b>Abbreviation</b>
Ateneo Law Journal	ATENEO L.J.
Baguio Colleges Foundation Law Journal	B.C.F.L. J.
Commission on Audit Journal	C.O.A.J.
Court Systems Journal	Ct. Systems J.
Diplomats Review	DIPLOMATS REV.
Far Eastern Law Review	FAR EAST. L. REV.
Filipino Lawyer	FILIPINO LAW
Foreign Relations Journal	FOR. REL. J.
Foundation Law Review	FOUNDATION L. REV.
Francisco College Law Journal	FRANCISCO C.L.J.
Journal of the Constitutional Convention of the Philippines	J.C.C. PHIL.
Journal of the Integrated Bar of the Philippines	J. INTEG. BAR PHIL.
Judges Journal	JUDGES J.
Jurisprudence	JUR.
Labor Review	LAB. REV.
Law Journal and Magazine of the Integrated Bar of the Philippines	IBP L.J. & Mag.
Lawyers Review	LAW. REV.
Lyceum of the Philippines Law Review	LY. PHIL. L. REV.

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M.L.Q. University Law Quarterly	MLQU L.Q.
Mindanao Law Journal	MINDANAO L.J.
Monthly Business & Tax Bulletin	MON. BUS & TAX BULL
PHILCONSA Journal	PHILCONSA J.
Philippine Journal of Industrial Relations	PHIL J. INDUS. REL.
Philippine Journal of Librarians	P.J.L.L.
Philippine Journal of Public Administration	PHIL. J. PUB. ADM.
Philippine Labor Relations Journal	PHIL. LAB. REL. J.
Philippine Law Gazette	PHIL. L. GAZ.
Philippine Law Journal	PHIL. L.J.
Philippine Law Report	PHIL L. REP.
Philippine Yearbook of International Law	PHIL. YRBK. INT'L. L.
Philippines Judicial Weekly	PHIL. JUD. WEEK.
San Beda Law Journal	SAN BEDA L.J.
S.E.C. Bulletin	S.E.C. BULL.
Silliman Law Journal	SILLIMAN L.J.
Studies on Philippine Labor	STUD. PHIL. LAB.
Tala Industrial Relations Bulletin	TALA INDUS. REL. BULL.
Tax Monthly	TAX MON.
University of San Carlos Law Review	U.S.C. L. REV.
<b>University of Santo Tomas Law Review</b>	<b>U.S.T. L. REV.</b>
University of the East Law Journal	U.E.L.J.
University of Manila Law Gazette	U.M. L. GAZ.
World Bulletin	WORLD BULL.

**Note:**

\*For the complete list of abbreviations, check the Philippine Manual of Legal Citations published by the UP Law Complex.

## CHAPTER IV FORM & STYLE

### I. ARTICLES

#### 1 File

**Font Style:** Garamond

**Title of the Article:**

e.g.

**POWER AND PARADOX**

→ size 13(bold, all caps)

**Sub-Title:**

e.g.

**POWER AND PARADOX ...**

A Survey of Protective...

→ size 12(bold)

**Name of the Author:**

e.g.

**MISCHELLE R. MAULION**

→ size 12 (bold)

**Body of the Article:** size 11; space- 1.5

**Paragraph Sub-Title:** e.g. I. Introduction

→ size 12 (bold, center)

**Block Quotations:** size 10; single spaces (indented)

**Epigraph:** size 10, italics

**Footnotes:** size 9; single space

**Spacing Between Paragraphs:** double space

### II. BOOK REVIEWS

#### 1 File

**Font Style:** Garamond

**Main Title:**

**LAW IN THE SERVICE OF HUMANITY**

→ size 13 (bold, all caps)

**Author:** size 12, bold, all caps

**Sub-Title:**

**ESSAYS IN HONOR OF JUSTICE FLORENTINO FELICIANO**

→ size 12 (bold)

**Author and Publisher of the Book Reviewed:**

*Steve Charnovitz, Debra Steger & Peter Van Den Bossche, eds.  
Cambridge: Cambridge University Press, 2005, Pp. Xv, 425*

→ size 12 (italics)

**Footnotes: size 9**

**Body of the book review: size 10,**

### **III. RECENT JURISPRUDENCE**

#### **1 File**

**Font Style:** Garamond

**Main Title:**

**RECENT JURISPRUDENCE** → size 13 (bold, all caps)

**Sub-Title:**

e.g.

**POLITICAL LAW** → size 12 (bold)

**Case Title:**

e.g.

**KILUSANG MAYO UNO, et.al. v. THE DIRECTOR- GENERAL OF THE  
NATIONAL ECONOMIC DEVELOPMENT AUTHORITY, et.al.**

→ size 12 (all caps,bold)

GR Number, Date, Ponente, Division- size 11, bold

**Body of the case: size 10**

### **IV. RECENT LEGISLATIONS**

#### **1 File**

**Font Style:** Garamond

**Main Title:**

**RECENT LEGISLATIONS** → size 14 (bold)



**Sub-Title:**

e.g.

**REPUBLIC ACT NO. 9344**

→

size 13 (bold, all caps)

**Law Title:**

e.g.

**AN ACT ALLOWING...**

→

size 12 (bold, all caps)

**Body of the Law:** size 11

Section Number-size 11, bold, italics

**Spacing Between Paragraphs:** double space

**V. LATIN TERMS**

Latin and other foreign terms must be in italics