

The Yearbook of Education Law Guidelines

Published for several decades, the Yearbook has been printed as a hardcover book (though changed to a softcover book in 2021) issued late in the year. It covers federal and state cases published in West's *Education Law Reporter* the previous calendar year. These cases usually are organized into nine chapters in different topical categories, each chapter contributed by one or two different authors, with a compilation of state and federal legislation passed during the year in the tenth chapter, plus one or more chapters on foreign education law or other special topics (e.g., a chapter on the effects of the COVID pandemic in the 2021 Yearbook).

Some Yearbook authors write their chapters every year, but others will find (or the editors will suggest) new co-writers for their chapter. Experienced Yearbook writers are encouraged to bring in new writers this way, to ensure the continuation of the Yearbook in the future. All prospective authors receive a personalized Letter of Agreement from the editors, which must be returned to formalize the arrangement, as well as resource materials spelled out in the agreement.

Chapter Author Guidelines

The Yearbook, while adhering to standard Bluebook (21st edition) citation and text rules as well as ELA style conventions, has a distinctive editorial style that all chapter writers are expected to follow in their manuscripts. In an effort to keep the chapters in the Yearbook of Education Law consistent with its traditional style, and to reduce the amount of editing needed, please review and follow these guidelines for authors.

Starting in 2022, chapter authors will select cases from ELA's compilation of the entire preceding calendar year of *Education Law Reporter* case listings that is provided. Cases are in chronological order and the citations are already in Bluebook style, with the correct abbreviations. This document also is available to ELA members on the website in the Writer Resources section on the Members homepage (login required).

Use Educ. L. Rep. cites, following the reporter cite and a comma (a change from the previous use of brackets). Example:
Lisa M. *ex rel.* J.M. v. Leander Indep. Sch. Dist., 924 F.3d 205, 365 Educ. L. Rep. 769 (5th Cir. 2019).

Do not use Lexis-Nexis. Use Westlaw cites sparingly, if at all.

Use Bluebook rather than West style conventions (Educ. L. Rep. instead of Ed.Law Rep., F. App'x instead of Fed. Appx., F. Supp. 3d instead of F.Supp.3d, etc.). Note the placement of the court and year in parentheses at the end of the citation sample above, followed by a period. Consult the January 2022 ELA Quick Style Guide (available on the website (educationlaw.org) in the Members section under Writer Resources, or in the Public section under About ELA / Resources.

If you are working with a new co-author, please discuss in advance your approach and work to blend your styles, to the extent possible, for a more natural read throughout the chapter. The reader should not be able to tell where one author left off and the other began. This will be accomplished if your new manuscript is written in a style as close as possible to the edited copy provided to you in last year's chapter pdf.

The Yearbook follows the Bluebook and certain ELA style conventions. Manuscripts on U.S. cases with citations in APA style will be returned. Foreign authors may use the citation style to which they are accustomed and will be consulted if changes are needed.

Manuscripts should follow traditional footnote style, with standard vertical spacing of text in Times New Roman font and a single space used between sentences.

Proofread your manuscript! It should reflect your professional work, and a requirement for extensive editing slows the process. Also, please observe deadlines so the Yearbook can be published on time.

How to write cases

Entries (case descriptions) should each be about 100-200 words.

Entries should consist of one to two sentences on the facts, one on the holding (e.g., affirmed, reversed, motion for summary judgment or dismissal granted), and two to three for the rationale. Focus should be on the holding, not the facts.

Identify the state and the court (e.g., Supreme Court of Ohio; a federal trial court in New York; the Sixth Circuit, in a case from Wisconsin) rather than saying ‘the court’.

Do not use the names of parties, just a generic description (mother, tenured professor, high school student, contractor, district). Use the case name in the text only if you are discussing a U.S. Supreme Court case.

Organize the cases in order in your chapter as follows: Supreme Court, federal circuit courts, federal trial courts, state high courts, other cases

Try to organize cases in groups (e.g., “In the first of three cases from . . .”). Some authors will take their research and create a spreadsheet to look for groupings and trends among the cases they cover.

Proofread and use correct abbreviations per the Bluebook. Common mistakes include:

Inverted numbers in the citation.

A missing period after the ‘versus’ (Smith v Jones) or at the end of the case

Leaving the footnote number in italics following a case name in text (it should be regular type)

Strive for ease of reading and clarity.

Try not to use the same few verbs and adjectives repeatedly.

Be sure you do not start too many consecutive sentences with the same word or sentence structure. Rotate the use of additional words to keep the manuscript fresh.

Write in a simple, narrative style, not a legal brief style. Minimize capitalizations and do not include parentheticals or internal citations.

Punctuate with commas or properly used semicolons to avoid long, run-on sentences with no internal punctuation, or divide into multiple sentences. Avoid em dashes (—) in text when possible; only use when the sentence is long and cannot be understood without them.

Please include an introduction and conclusion.

Be sure to include, as noted above:

A table of contents (no page numbers needed)

Two tables of cases (one organized alphabetically and one organized by jurisdiction). These are case names only, not repeating the full citations, and no page numbers are needed.

Consult the edited chapter provided to you to see the desired results of the above guidelines, emulating it to the best of your ability. This will reduce the amount of editing required.

How to submit manuscripts

Chapter writers are working under a signed agreement in which deadlines and instructions are provided.