



**ROCKY MOUNTAIN MINERAL LAW FOUNDATION**

**TIMELINE AND WRITING GUIDELINES  
for Water Law Newsletter Reporters (2016)**

DEADLINES	PROCEDURE	NOTES
<ul style="list-style-type: none"> <li>• <b>February 1</b></li> <li>• <b>June 1</b></li> <li>• <b>October 1</b></li> </ul>	<ul style="list-style-type: none"> <li>• Submit all reports to RMMLF at <a href="mailto:mmacdonnell@rmmlf.org">mmacdonnell@rmmlf.org</a> and to Amy Kelley at <a href="mailto:kelly-p@gonzaga.edu">kelly-p@gonzaga.edu</a></li> </ul>	<ul style="list-style-type: none"> <li>• If you have questions, contact Margo MacDonnell, RMMLF Publications Director, at <a href="mailto:mmacdonnell@rmmlf.org">mmacdonnell@rmmlf.org</a></li> </ul>

Guidelines	Procedure	Notes/Examples
Newsletter Style	<ul style="list-style-type: none"> <li>• Your audience consists mainly of practitioners. Please discuss the significance and practical impact of cases, legislation, and administrative developments.</li> <li>• Significant court decisions not yet published are acceptable.</li> </ul>	<ul style="list-style-type: none"> <li>• Example: “The court’s opinion is not illogical or unprecedented but is nevertheless disturbing for the following reasons....”</li> <li>• See “Cases: Parallel Cites and Electronic Cites” below to cite unreported cases.</li> </ul>
General Format	<ul style="list-style-type: none"> <li>• Title your report with name of state and your name.</li> <li>• Create headings and subheadings as needed for each section of your report.</li> </ul>	<ul style="list-style-type: none"> <li>• Washington (Amy Kelley, Reporter)</li> <li>• SNWA Decision Amended</li> <li>• Idaho to Propose Anti-Degradation Rule for State Waters</li> </ul>
Involvement in the Issue Being Reported	<ul style="list-style-type: none"> <li>• Let RMMLF know by adding a note to the end of the report.</li> </ul>	<ul style="list-style-type: none"> <li>• Editor’s Note: The author of this report argued the case for the defendants and appellees....</li> </ul>
Avoiding Plagiarism	<ul style="list-style-type: none"> <li>• Credit your sources.</li> <li>• Enclose direct quotes in quotation marks.</li> <li>• If rephrasing another’s ideas or words, use <i>significantly different</i> language, and still credit the source.</li> </ul>	<ul style="list-style-type: none"> <li>• Furthermore, “a question . . . as to the existence of a natural watercourse . . . must be determined by the trier of fact.” <i>Fitzpatrick v. Okanogan Cnty.</i>, 238 P.3d 1129, 1132 (Wash. 2010).</li> <li>• The state engineer affirmed the hearing officer’s decision and V Bar appealed the decision to the water court. <i>V Bar Ranch LLC v. Cotten</i>, 233 P.3d 1200, 1204 (Colo. 2010).</li> </ul>
Sources Not Readily Available	<ul style="list-style-type: none"> <li>• Provide with your report an electronic copy of sources not yet published or that will not be published.</li> <li>• Provide website addresses for sources.</li> </ul>	<ul style="list-style-type: none"> <li>• Website addresses are very helpful if the source is only published online, or if the source is not easily found by a reader unfamiliar with the issue.</li> <li>• When in doubt, provide RMMLF with a copy of the source.</li> </ul>
How to Cite Sources	<ul style="list-style-type: none"> <li>• Follow <i>The Bluebook, A Uniform System of Citation</i> (Columbia Law Review Ass’n et al. eds., 19th ed. 2010) (BB).</li> <li>• Embed the citation within text; do not use footnotes or endnotes.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Simpson v. Cotton Creek Circles, LLC</i>, 181 P.3d 252 (Colo. 2008) involves the so-called New Use Rules for the Confined Aquifer System.</li> </ul>

Guidelines	Procedure	Notes/Examples
Cases: Parallel Cites and Electronic Cites	<ul style="list-style-type: none"> <li>Follow BB rule 10.3.1.</li> <li>Include a public domain cite if available.</li> <li>If the regional reporter is cited, do not include the state reporter cite (unless the state requires it).</li> <li>Pinpoint page number should be to the paragraph of the decision for public domain cites and to the regional reporter page for non-public domain cites.</li> </ul>	<ul style="list-style-type: none"> <li><i>Walker v. United States</i>, 2007-NMSC-038, 142 N.M. 786, 162 P.3d 882 (N.M. 2007).</li> <li><i>Walker</i>, 2007-NMSC-038, ¶ 15.</li> <li><i>Id.</i> ¶ 15.</li> <li><i>V Bar Ranch LLC v. Cotten</i>, 233 P.3d 1200 (Colo. 2010).</li> <li><i>V Bar Ranch</i>, 233 P.3d at 1204.</li> <li><i>Id.</i> at 1205.</li> </ul>
	<ul style="list-style-type: none"> <li>Indicate if the case will not be published in a reporter (not to be confused with a case that <i>has not yet</i> been reported, and is presently only available online).</li> </ul>	<ul style="list-style-type: none"> <li><i>In re Cozzi</i>, No. A10-876, 2011 WL 9175 (Minn. Ct. App. Jan. 4, 2011) (unreported).</li> </ul>
	<ul style="list-style-type: none"> <li>Use Westlaw for electronic cites.</li> <li>Use short form of Westlaw cite if there is an intervening citation, otherwise use “<i>Id.</i>”</li> </ul>	<ul style="list-style-type: none"> <li><i>In re Cozzi</i>, No. A10-876, 2011 WL 9175 (Minn. Ct. App. Jan. 4, 2011) (unreported).</li> <li>2011 WL 9175, at *2.</li> <li><i>Id.</i> at *3.</li> </ul>
Federal and State Statutes, Regulations, Session Laws, and Bills	<ul style="list-style-type: none"> <li>Refer to BB Table 1 for statute and regulation abbreviations.</li> <li>Omit dates at the end of statutes and regulations.</li> <li>Use en dash for a range. If en dash would be confusing, substitute the word “to.”</li> </ul>	<ul style="list-style-type: none"> <li>Iowa Code §§ 37.75.101–.107.</li> <li>Colo. Rev. Stat. §§ 37-75-101 to -107.</li> <li>Idaho Admin. Code r. 37.03.11.</li> </ul>
	<ul style="list-style-type: none"> <li>For newly enacted legislation, cite the name or number of federal or state act, then cite to corresponding statutes or regulations if codified.</li> </ul>	<ul style="list-style-type: none"> <li>H.B. 09-1174, ch. 69, 2009 Colo. Sess. Laws 237-38 (codified at Colo. Rev. Stat. § 37-92-305(8)(b)).</li> </ul>
	<ul style="list-style-type: none"> <li>Cite to the Federal Register for pending regulations, final regulations not yet codified, and agency actions.</li> </ul>	<ul style="list-style-type: none"> <li>76 Fed. Reg. 1629 (Jan. 11, 2011).</li> </ul>
	<ul style="list-style-type: none"> <li>If bill has not been enacted, cite to bill number (and name if applicable).</li> </ul>	<ul style="list-style-type: none"> <li>Gulf Coast Restoration Act, H.R. 56, 112th Cong., 1st Sess. (2011).</li> <li>H.R. 10-1086, 67th Leg., 1st Sess. (Colo. 2010).</li> </ul>
	<ul style="list-style-type: none"> <li>For session laws, cite to public law number.</li> </ul>	<ul style="list-style-type: none"> <li>Central Valley Project Improvement Act, Pub. L. No. 102-575, §§ 3401–3412, 106 Stat. 4600 (1992).</li> </ul>
Name of Parties	<ul style="list-style-type: none"> <li>Use full name the first time a party is mentioned in a report, then use last name only.</li> <li>Use full name of companies or organizations, place the shortened name in parentheses, then use shortened name only.</li> </ul>	<ul style="list-style-type: none"> <li>Merwyn C. Davis, acting as trustee . . . filed an action. . . . The superior court granted summary judgment to Davis.</li> <li>Taylor-West Water Improvement District (TWW) filed an application to divert water. Roy City filed a protest against TWW’s application.</li> </ul>
Referencing an Earlier Newsletter	<ul style="list-style-type: none"> <li>Cite to volume, number, and year.</li> <li>Italicize <i>Newsletter</i>.</li> </ul>	<ul style="list-style-type: none"> <li>As reported in Vol. XLIII, No. 1 (2010) of this <i>Newsletter</i></li> </ul>