

AILA's Legal Citation Sheet

AILA Variations from Bluebook

1. No double spaces between sentences
2. No periods between the letters in acronyms
 - a. USCIS is correct (Note: NEVER use CIS)
 - b. C.F.R. is incorrect; should be CFR (ditto USC)
3. No space between a section symbol and the section number
 - a. Ex.: 8 CFR §212.1
4. Italicize case names in footnotes versus Roman style
5. Italicize book/journal names instead of small caps (NO small caps EVER)
6. Italicize *et seq.* and *et al.* in footnotes
7. Do not italicize common Latin/legal terms in text
8. **The lowercase letter “l”:** **Italicize the lowercase letter “l” in a citation to distinguish it from the number “1”.**
 - a. Ex.: INA §240(l)(1)(A)

Immigration Law Specific

1. Foreign Affairs Manual
 - a. First instance, spell it out and italicize, *i.e.*, *Foreign Affairs Manual*
 - b. Short cite is FAM
 - c. Immigration articles typically reference chapter 9 of the FAM, so a typical cite will look as follows:
 - i. 9 FAM 41.51 N2.2
2. AILA InfoNet cites
 - a. Type of document, author, name of document, date of document in parentheses, AILA InfoNet posting number, date of posting in parentheses.
 - i. Example: USCIS Memorandum, Michael Aytes, “Delegation of Authority for I-751, Petition to Remove Conditions on Residence” (Jan. 30, 2006), *published on AILA InfoNet at Doc. No. 06021313 (posted Feb. 13, 2006).*

Quick Tips on Citations

Administrative Body Decision Examples:

Precedent Decisions:

Use I&N cite instead of Int. Dec. (unless I&N is not available or there's a question about whether two cites are to the same case).
Matter of Penner, 18 I&N Dec. 49 (Comm'r 1982)
Matter of Andrade, Int. Dec. 3037 (BIA 1987)
Matter of Andrade, 19 I&N Dec. 488 (BIA 1987)
Matter of Cornell University., Int. Dec. 3062 (Comm'r AAO 1987)
[Other abbreviations used are: A.G.; Assoc. Comm'r; D.D.; R.C.; AAU]

Nonprecedent Decision:

Matter of Ardestani, A26-591-156 (BIA May 12, 1989)

Matter of [name not provided], A28-786-898 (AAU Jan. 6, 1989)

BALCA Decision: *Matter of Master Video Productions, Inc.*, 88-INA-419 (BALCA Apr. 18, 1989) (en banc) (Region V)

Pre-BALCA Decision: *Matter of Pancho Villas Restaurant*, 84-INA-489 (Labor Dep't ALJ July 27, 1984)

OCAHO Decision: *Dhillion v. Regents of University of California*, 3 OCAHO No. 429 1993, OCAHO Case No. 92B00097 (Mar. 10, 1993)

Board of Appellate Review: *Matter of J-C-C-* (BAR Aug. 25, 1983)

IJ Decision: *Matter of Jones*, A98-765-432 (IJ Apr. 14, 1990) (El Paso, Tex.) (Spiegel, IJ) [*cite court and judge when available*]

Agency Instructions and Communications

Operations Instructions

(also known as Operating Instructions: INS Operations Instruction 242.1c
[*short form:* OI 242.1c]

INS Interpretations: INS Interpretation 349.2(a)(3)
[*short form:* INS Interp. 349.2(a)(3)]

INS CO Cable/Memo: INS Central Office mem. CO 214e-C (June 14, 1985)

INS Memorandum, "Unaccompanied Minors Subject to Expedited Removal" (Aug. 21, 1997), reproduced in 74 *Interpreter Releases* 1367 (Sept. 8, 1997).

State Dep't Cable: Major Revision of INA, 91 State 413911 (ALDAC 60) (Jan. 10, 1992), published on AILA InfoNet at Doc. No. 00000000 (*posted* Jan. 1, 0000)

Bender's Immigration Bulletin 2 *Bender's Immigr. Bull.* 813 (Oct. 15, 1997)

Interpreter Releases 74 *Interpreter Releases* 1367 (Sept. 8, 1997)

AILA Publications **Immigration & Nationality Law Handbook:** name of author, "name of article," *Immigration & Nationality Law Handbook* 770 (AILA 2006-07 Ed.)

Immigration Law Today: 24-5 *Immigration Law Today* 16 (Sept/Oct. 2006)