

# **ELUL *Treatise* Guidelines for Authors and Editors**

Developing the *Treatise on Florida Environmental and Land Use Law*

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Prepared by:  
REGfiles, Inc.  
2003 Apalachee Pkwy  
Suite A  
Tallahassee, FL 32301  
800/543-1618

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# Introduction

These guidelines explain and illustrate article structure, substance and style as adopted by the ELUL Section. The production schedule found on the next page follows these original guidelines and allows time for each of the various steps.

There are also checklists for use by authors and editors in tracking the preparation progress of each article. Using one form for each article, these can serve as useful tools for producing “publishable articles.”

Revised articles should be submitted in diskette form or by email (see “Procedure for Submitting Articles”) with changes indicated by ~~strikeout~~ (deletion) and underline (addition). It is important that these arrive at REGfiles in the edited form, so that all additions and deletions may be made and proofread twice. In addition, each article submitted should include the biographical information form.

New articles and revisions received after the REGfiles submission date indicated on the production schedule will be included in the following update publication.

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# Production

## *Treatise Production Schedule* (Yearly)

Activity	Who	Date
<b>Biannual Update Number 1</b>		
Submit updated/new articles to Managing Editors	REGfiles/Authors	2/15
Submit articles to Special Editors	Managing Editors	3/1
Edit and forward articles to Authors	Special Editors	3/31
Review and revise articles and return to Special Editors	Authors	4/15
Return article to Authors or submit articles to Managing Editors	Special Editors	5/1
Perform final review and submit articles to REGfiles	Managing Editors	5/15
Prepare articles for Treatise	REGfiles	5/15
<b>Distribute Treatise Update #1</b>	REGfiles	8/15
<b>Biannual Update Number 2</b>		
Submit updated/new articles to Managing Editors	REGfiles/Authors	8/15
Submit articles to Special Editors	Managing Editors	9/1
Edit and forward articles to Authors	Special Editors	9/30
Review and revise articles and return to Special Editors	Authors	10/15
Return article to Authors or submit articles to Managing Editors	Special Editors	11/1
Perform final review and submit articles to REGfiles	Managing Editors	11/15
Prepare articles for Treatise	REGfiles	11/15
<b>Distribute Treatise Update #2</b>	REGfiles	2/15

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# Production



## AUTHOR CHECKLIST

Name: \_\_\_\_\_

Article Title: \_\_\_\_\_

Chapter Title: \_\_\_\_\_

- | Yes                      | N/A                      |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Article Prepared and Proofread for Clarity and Organization.                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Substantive Revisions Made.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Editor's Suggestions/Corrections Addressed.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Case, Law, and Rule Citation Information Correct and Complete.                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Diskette or Email of Final Revisions to Editor.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Complete/Updated Biographical Information and Subject Index Terms to REGfiles. (see page 15) |

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# Production



## EDITOR CHECKLIST

Author: \_\_\_\_\_

Article Title: \_\_\_\_\_

Chapter Title: \_\_\_\_\_

**Yes**    **N/A**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Structure and Style Consistent with <i>Treatise</i> Standards.                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Citations Substantively Accurate.  |
|                          |                          | Case, Law, and Rule Citation Information Correct and Complete.                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Diskette or Email text to Author with Substantive Suggestions.                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Suggestions/Corrections Addressed and Returned by Author.                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Complete/Updated Biographical Information and Subject Index Terms to REGfiles. (see page 15) |
| <input type="checkbox"/> | <input type="checkbox"/> | Publishable Article to Managing Editor/REGfiles.   |

## Structure, Format Sample: Title of Article is Key-Capped

### Author

Biographical Information  
Space

### **I. Level 1 Sections are Indicated by an Uppercase Roman Numeral Followed by a Period. Title is Bold Face & Key-Capped (Key Words Begin with Capital Letters).**

The first Paragraph of each section is flush left with no indentions. The text is fully justified between the left and right margins.

The second Paragraph has an initial indent of 1/2" on the first line only. The remaining text is fully justified between the left and right margins.

A. *Level 2 Sections are Indicated by a Capital Letter Followed by a Period. Title of Section is Key-Capped and Italicized.*

1. *LEVEL 3 SECTIONS ARE INDICATED BY AN ARABIC NUMERAL FOLLOWED BY A PERIOD. TITLES ARE ALL CAPS & ITALICIZED.*

- Bullet 1 indents 1/2". Text indents another 1/2" and when the text wraps to the next line it is aligned. The text is fully justified between the left and right margins.
- a. Level 4 Sections are indicated by lowercase letters followed by a period. Titles are in standard type. The text is fully justified between the left/right margins.
- (1) Level 5 Sections are indicated by Arabic numerals in parentheses. When the text wraps to the next line it is aligned. The text is fully justified between the left and right margins.
- (a) Level 6 Sections are indicated by lowercase letters in parentheses and when the text wraps to the next line it is aligned. The text is fully justified between the left and right margins.
- (i) Level 7 Sections are indicated by lowercase Roman numerals in parentheses. When the text wraps to the next line it is aligned and fully justified between the left and right margins.
  - Bullet 2 indents one inch. Text indents another 1/2" and, if the sentence is long enough, it wraps to the next line and is aligned. The text is fully justified between the left and right margins.

### **II. If There is a Roman Numeral I, There Must Also be a Roman Numeral II;**

A. *If There is an A., . . .*

B. *There Must Also be a B.;*

1. *IF THERE IS A.1., . . .*

2. *THERE MUST ALSO BE A.2. . . . and so forth.*

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## Substance

REGfiles will be responsible for editing citations for correct form following the forms in rule 9.800 of the Florida Rules of Appellate Procedure as adopted by the Supreme Court of Florida for Florida-specific documents, such as state judicial and administrative decisions, state court rules, opinions of the state Attorney General and rules of state administrative agencies.

For citations not covered by rule 9.800, the *Treatise* will follow the forms prescribed by the latest edition of *THE BLUEBOOK: A Uniform System of Citation*, published by The Harvard Law Review Association, Gannett House, Cambridge Massachusetts.

Examples of correct format for referencing rules, laws, cases and publications are shown on the following pages.

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**CITATIONS: CORRECT & COMPLETE INFORMATION  
FEDERAL LAWS & RULES**

**United States Code**

42 (Title)	U.S.C.	9601 (Section)	Subsections: (a) (1) (A) (I) (ii) (Year)
---------------	--------	-------------------	--

**42 U.S.C. § 9601(b)(3)(C)(II)(iii) (1999).**

**Code of Federal Regulations**

7 (Title)	C.F.R.	319 (Part)	.25 (Section)	Subsections: (a) (1) (i) (A) or (a) (1) (i) (Year)
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**40 C.F.R. § 355.20(b)(2)(ii)(B)(2)(iii) (1995).**

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**CITATIONS: CORRECT & COMPLETE INFORMATION (Cont'd)**

**Florida Statutes**

120 .53 F.S.  
(Chapter) (Section)

Subsections; paragraphs, etc.  
(1)

(a)

1.

a.

(Year)

**§ 120.53(2)(c)2.b., Fla. Stat. (2000).**

**Florida Administrative Code**

62– 210 .200  
(Title) (Chapter) (Section)

Subsections; paragraphs, etc.  
(1)

(a)

1.

a.

i.

**Fla. Admin. Code R. 62–210.200(2)(b)2.b.ii.**

**Internet Sources**

<<http://www.srwmd.state.fl.us>>

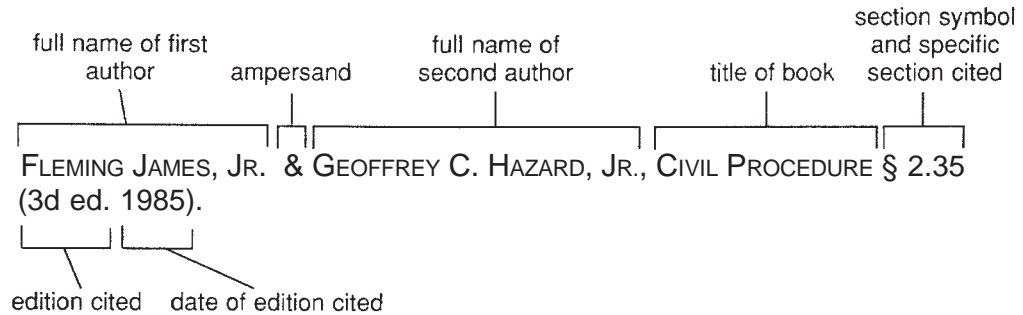
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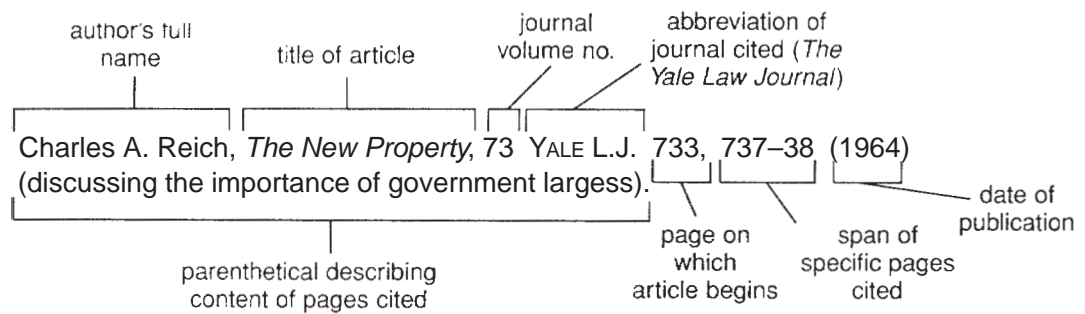
## CITATIONS: CORRECT & COMPLETE INFORMATION (Cont'd)

### Publications:

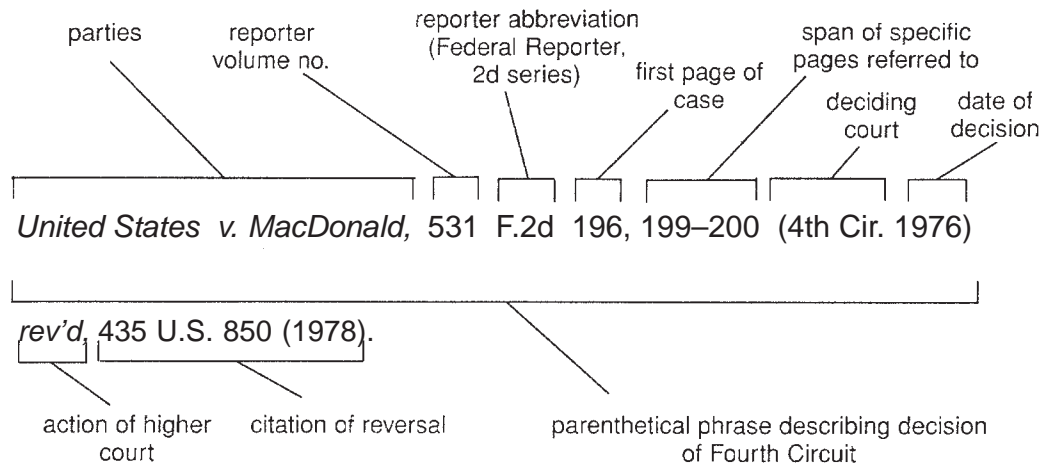
#### Book:



#### Periodical:



#### Cases:



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## EXAMPLES OF FREQUENTLY CITED CASES

Case Citations will be edited for standard forms following rule 9.800 of the Florida Rules of Appellate Procedure for Florida-specific documents and the forms prescribed by the latest edition of *THE BLUEBOOK* for punctuation, capitalization, typeface, spacing, signals, abbreviations, etc. This should result in uniform citations and clear, precise indexing for the *Treatise* as a whole, even as it evolves and improves over time.

The following are examples of frequently cited cases:

*Boyes v. Shell Oil*, 199 F.3d 1260 (11th Cir. 2000).

*Brevard Cty. v. Snyder*, 627 So. 2d 469 (Fla. 1993).

*Dolan v. Tigard*, 512 U.S. 374, 114 S. Ct. 2309, 129 L. Ed. 2d 304 (1994).

*DOT v. J.W.C.*, 396 So. 2d 778 (Fla. 1st DCA 1981).

*Euclid v. Ambler Realty*, 272 U.S. 365, 47 S. Ct. 114, 71 L. Ed. 303 (1926).

*First English Evangelical Lutheran Church v. Los Angeles Cty.*, 482 U.S. 304, 107 S. Ct. 2378, 96 L. Ed. 2d 250(1987).

*Glisson v. Alachua Cty.*, 558 So. 2d 1030 (Fla. 1st DCA 1990), *review denied*, 570 So. 2d 1304 (Fla. 1990).

*Lucas v. South Carolina Coastal Council*, 505 U.S. 1003 (1992).

*Monterey v. Del Monte Dunes*, 526 U.S. 687, 119 S. Ct. 1624, 142 L. Ed. 2d 882 (1999).

*Nollan v. California Coastal Comm'n*, 483 U.S. 825, 835 note 4 (1987).

*Penn Central Transp. v. New York City*, 438 U.S. 104, 124 (1978).

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## Style: Clarity, Coherence and Conciseness

REGfiles will proofread each article to make sure that the publishable article follows standards of format, citation form, punctuation and spelling with minimal change to the original manuscript.

The proofreading process may also reveal ambiguities and unclear meaning, usually as a result of simple typographical errors. Some typographical errors can be obvious, while others could be corrected in more than one way, depending upon the author's intended meaning. These situations will require clarification from the author. For example, in a section discussing coal development and coal-related actions, a reference is found to "co-related projects." Although the author **probably** intended "coal-related projects," it is unclear whether he/she may have meant exactly what was typed. In addition, mistyped letters, sentence fragments, change in verb forms, change in person, omitted words, etc., can significantly alter the clarity of the author's intent.

# Procedure for Submitting Articles

Experts and specialists interested in contributing to the *Treatise on Florida Environmental and Land Use Law* should contact:

Mary F Smallwood  
 Ruden McClosky Smith Schuster & Russell  
 215 S Monroe St Ste 815  
 Tallahassee FL 32301-1858  
 (850)681-9027 Fax: (850) 224-2032  
 <mfs@ruden.com>

OR

the Managing Editor responsible for the appropriate topic:

Chapter Title	Chapter Number	Managing Editor Number	Managing Editor
Administrative Proceedings	4	(2)	(1) Sidney F Ansbacher Upchurch Bailey and Upchurch 780 N Ponce DeLeon Blvd St Augustine FL 32085-3007 PO Drawer 3007 St Augustine FL 32085-3007 (904)829-9066 Fax: 825-4862 <ansbacher2@aol.com>
Air Quality	23	(8)	
Beaches and Shores	8	(3)	
Billboards and Signs	26	(3)	
Brownfields	21	(2)	(2) Gary Hunter Hopping Green & Sams PO Box 6526 Tallahassee FL 32314-6526 (850)222-7500 Fax: 224-8551 <garyh@hgss.com>
Civil Litigation	6	(2)	
Civil Rights	32	(1)	
Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)	19	(8)	(3) Richard Hamann College of Law, University of Florida 230 Bruton-Geer Hall Gainesville FL 32611 PO Box 117629 Gainesville FL 32611-7629 (352)392-2237 Fax: 392-1457 <hamann@law.ufl.edu>
Consultants	3	(2)	
Consumptive Use	14	(7)	
Drinking Water	10	(2)	
Due Diligence	22	(8)	
Economic Considerations	7	(3)	
Enforcement Actions	5	(8)	

## Procedure for Submitting Articles (Cont'd)

Chapter Title	Chapter Number	Managing Editor Number	Managing Editor
Ethics and Professionalism	2	(7)	(4) David M Layman Greenburg Traurig 777 S Flagler Dr Ste 300E West Palm Beach FL 33401 (561)650-7990 Fax: 655-6220 <layman@gtlaw.com>
Fish and Wildlife	17	(6)	
Groundwater	11	(2)	
Impact Fees	28	(3)	
Inverse Condemnation	30	(3)	
Judicial Review	31	(1)	
Land Use Approvals (Reserved)	24	(4)	
Land Use Regulation	25	(4)	
National Environmental Policy Act (NEPA)	16	(5)	
Pollutant Discharge	20	(5)	
Preserving Historic Resources	27	(3)	(6) Howard E Nelson Bilzin Sumberg Dunn Price & Axelrod 200 S Biscayne Blvd Ste 2500 Miami FL 33131 (305)374-7580 Fax: 374-7593
Solid and Hazardous Waste	18	(2)	(7) Irene Kennedy Quincey Pavese Haverfield Dalton Harrison & Jensen 4524 Gun Club Rd Ste 203 West Palm Beach FL 33415-2815 (561)471-1366 Fax: 471-0522 <irenequincey@paveselaw.com>
Sovereign Lands	15	(3) & (1)	
Surface Water Quality	12	(7)	
Threshold Considerations	1	(5)	(8) Mary F Smallwood Ruden McClosky Smith Schuster & Russell 215 S Monroe St Ste 815 Tallahassee FL 32301-1858 (850)681-9027 Fax: 224-2032 <mfs@ruden.com>
Transferable Development Rights (TDRs)	29	(3)	
Water Planning	13	(7)	
Wetlands and Surface Waters	9	(7)	

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## Procedure for Submitting Articles (Cont'd)

Publishable articles and biographical information should be prepared for submission as follows:

(1) Articles may be submitted:

(a) by email, or

(b) on a 3.5" diskette in Word or WordPerfect.

(2) Biographical information and the key subject index terms should be submitted on

a copy of the form provided on page 16 of this ELUL *Treatise* Desk Reference.

Together, publishable articles and biographical information should be submitted to REGfiles no later than May 20 or November 17, depending on the update period. Address submittals to:

ELUL *Treatise* Editor

REGfiles

PO Box 14289

Tallahassee, FL 32317-4289

Local: 878-1285. Long-distance: 800/543-1618

regfiles@aol.com

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## Biographical Information and Key Subject Index Terms

Each submitted article (new or revised) should include biographical information on the author(s):

- article title
- managing editor's name
- special editor's name
- author's name
- present affiliation (firm, government agency, association, etc.)
- mailing address(es)
- shipping address(es)
- email address(es)
- phone and fax numbers
- educational background

Authors and Editors are invited to include a list of suggested terms and their reference pages for incorporating into the subject index. This information will then be reliably included in each update of the *Treatise*.

You may photocopy and use the form on the next page to fax or mail up-to-date biographical information or index terms to REGfiles.

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## Authors, Managing Editors and Special Editors Biographical Information and Key Subject Index Form

Article Title:		
Managing Editor:		Special Editor:
Author:		
Firm:		
Mailing Address:		
City:	State:	Zip:
Shipping Address:		
City:	State:	Zip:
Phone:	Fax:	
email:		
Education:		
Degree	School	Graduation date
Subject Index:		
Term	Page #	

