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Numbers in parentheses refer to sections in the *Manual*.

The *Chicago Manual of Style* offers two methods of documentation. The footnote and bibliography style is favored by writers in literature, history, and the arts. The author-date system is used by physical, natural, and social science writers.

The **footnote-bibliography style** uses footnotes keyed to a bibliography placed at the end of the paper that contains full documentation for the source. The *Chicago Manual* recommends this style as “user-friendly and economical”. (16.3)

The **author/date (in-text)-reference list system** of citation uses the corporate or personal author(s)’ name(s) and date of publication in the text of the paper, in parentheses. The in-text citations are keyed to a reference list placed at the end of a paper. Full documentation for each source is given in the reference list.

The major differences between a bibliography and reference list are the location of the date and capitalization of titles.

Government documents often do not have personal authors. Government agencies, considered corporate authors, present problems in citations because of the length of their names. Although the examples that follow attempt to illustrate basic formats, exceptions will occur because of the variety of types of government documents.

If no example fits exactly, follow the basic form as closely as possible and be consistent throughout.

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**General Guidelines: Footnote – Bibliography Style**

**Footnotes:**

Footnotes may be shortened if the bibliography lists all works cited. (16.3) Use the most important elements: author, title, publication information, and page(s) being cited.

**Example:** (indent first line only)


**Bibliography:**

Government document entries on a bibliography should include the following basic elements.

Do not include the number of pages in the document.

Do not put a space between “U.” and “S.”.

Don’t use periods after “D” and “C” in “Washington, DC”. (17.295)

First words and all other important words of the title are capitalized.

**Elements to include:**

Country, state, city, county, or other government division issuing the document

Legislative body, executive department, court, bureau, board, commission or committee

Subsidiary division, regional office, etc.

Title of the document

Individual author, editor, or compiler, if any

Report number or other identifying number, if any

Publisher, if different from the issuing body

Date

**Example:** (indent second and subsequent lines)


Return to Table of Contents
General Guidelines: Author/Date – In-Text/Reference List Style

In-text Citations:
Sources are cited by using the agency name (author name), publication date, and page number.

No punctuation is used between the agency name and date. Use the name of the agency exactly as it will appear on your reference list.

Use "U.S. Department of Justice...", not "Law Enforcement Assistance Administration...", since the reference list entry will be "U.S. Department of Justice...". Do not put a space between “U.” and “S.”.

Example: (U.S. Department of Justice 1970, 42)

Reference List:
Government document entries on a reference list should include the following basic elements.

Do not include the number of pages the document contains.

First words, proper names and the first word of a subtitle are the only words capitalized in the title. Exceptions are names of laws ("acts") and names of official groups such as boards, task forces, study groups, etc. Each important word of these exceptions is capitalized.

In-text citation and the reference list entry should begin with the same element.

Don’t use periods after “D” and “C” in "Washington, DC".

Elements to include:
Country (state, city, county, or other government division) issuing the document
Legislative body, executive department, court, bureau, board, commission or committee
Subsidiary division, regional office, etc.
Date
Title of the document
Individual author, editor, or compiler, if any
Report number, if any
Publisher, if different from the issuing body

Example: (indent second and subsequent lines)

FEDERAL EXECUTIVE DEPARTMENT DOCUMENTS

Executive department documents are published by such agencies as the U.S. Dept. of Health and Human Services, Dept. of Agriculture, General Accountability Office, National Aeronautic and Space Administration, and others which begin with "Department of...", or have "Board", "Commission", "Committee", or "Bureau", in their name. Documents from Congressional committees are cited differently (see below).

If the publication is part of a named series ("Handbook 14", "Report 109-185", "Circular 2004-15", "Bulletin 95-04", "Monograph 325", etc.), include the name of the series and the publication’s number within the series. See second example under “Personal author”, below. The Manual states that facts of publication may be omitted from a bibliography when a series number for a departmental publication is given. (17.318)

Agency as author

F. note:
1. U.S. Treasury Department, Digest of Supreme Court Decisions Interpreting the National Prohibition Act and Willis Campbell Act (Washington, DC, 1929), 5.

Bib.:

In-text: (U.S. Treasury Department 1929, 14-28)

**NOTE:** Names of laws ("acts") are always capitalized.

OR


*Agency as author, multi-volume set*

**F. note:**


**Bib.:**


**In-text:** (President's Commission on the Accident at Three Mile Island 1979, 21)

**Ref. list:**


**NOTE:** If the individual volumes are published in different years and the whole set needs to be cited, the reference must indicate years of publication: 1977-79. Write years in this manner, not "1977-1979". Instead of "Vol. 3", use: 3 vols.

*Personal author (either method acceptable)*

**F. note:**


**Bib.:**


**In-text:** (Straus 1959, 12)

**Ref. list:**


OR

**F. note:**


**Bib.:**


**In-text:** (U.S. Department of the Interior 1983, 236)

**Ref. list:**


*Editor/compiler*

Use the format for personal author (above), except after the person's name, use the abbreviation "ed." for editor or "comp." for compiler: "Straus, Ralph I., ed." or "Donald C. Klein, comp."

*Document in a series - agency as author (see example above also)*

**NOTE:** The Manual states that facts of publication may be omitted when a series number for a departmental publication is given. (17.318)

**F. note:**


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Bib.:
Bibliographical references to Congressional publications usually include: name of house, committee and subcommittee if any, title of document, number of Congress and session number, date of publication and number and description of the document (H. Doc. 487), if available. (17.298)

Facts of publication (publisher and city) are often omitted for Congressional documents. (17.295)

In footnotes, “U.S.” is usually omitted since alphabetical order does not apply. (17.298)

Use the following abbreviations (17.298 - 17.309):

House = House of Representatives
HR or HR Res. = numbered bills from the House (HR 7107)
H. = specific reports/documents from the House (H. Rep.1638; H. Doc. 1283)
S or S Res. = numbered bills (Senate bill: S 1278)
S. = reports and documents from the Senate (S. Rep. 917; S. Doc. 148)
87th Cong. 2d sess. = 87th Congress, Second Session (or "1st" for First Session) (No period after "2d" or "1st"; do not use "2nd").

House and Senate Journals

F. note:

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Bib.:
In-text: (Annals of Congress 1791, 1414)

(Congressional Globe 1867, 39, pt. 9: 9505)

Ref. list:

»»NOTE: Dates of the Congressional sessions are part of the title or come after it, as above.

American State Papers and House and Senate Reports and Documents: Serial Set (to 1981)

American State Papers, first 14 Congresses

The American State Papers contain privately printed documents from the first fourteen Congresses, 1789 - 1838.

They are organized in ten subjects ("classes") such as "1. Foreign Relations", "5. Military Affairs", etc. Each subject has several volumes.

To cite them, follow one of the two examples below. (17.313)

F. note:


»»NOTE: American State Papers, class 5, Military Affairs, volume 2, page 558

OR


»»NOTE: Citation to specific part of the American State Papers, in Miscellaneous class, volume 1, page 39.

Serial Set, 15th Congress -

Reports and documents were given individual numbers and also "serial set" numbers, such as "Serial 575" or "Serial Set 13381", when they were bound together at a later date.

Serial set numbers should be included in a citation if they are available. Newer reports/documents (1982-) do not have this additional number and may be cited by report/document number only (see below). The Manual includes a serial set number in the example for a footnote but not in the one for a bibliography. (17.306)

F. note:


Bib.:


In-text: (Senate 1956, 9) (House 1947, 15)

Ref. list:


OR


House and Senate Reports/Documents, 97th Congress, 1982-

F. note:


Bib.:


In-text: (House 1987, 5)

Ref. list:


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Committee Hearings

F. note:

Bib.:

In-text: (House 1945, 12) (Senate 1985, 235-38)

Ref. list:


»»NOTE: A 3-em dash (6-7 spaces) may be used for repeated references to the same congressional source. (17.299) In the example above, the last two documents are from the Senate Committee on Small Business.

Committee Prints (either method acceptable)

F. note:

OR


Bib.:

OR


In-text: (Senate 1985, 5-6) OR (Alexander and Cline 1985, 5-6)

Ref. list:

OR


Congressional Bills: House and Senate Bills and Resolutions

»»NOTE: If a bill has been mentioned in the text, a footnote or in-text citation is not necessary. (17.309) Abbreviations: "HR" or "HR Res." for House bills, "S" or "S Res." for Senate bills. (17.309) "H 8353" is the page number.

F. note:

If published in the *Congressional Record*:


»»NOTE: "*Congressional Record*" may be abbreviated as "*Cong. Rec.*" in footnotes. The date a bill was introduced, as distinct from the date it was published in the *Congressional Record*, may be added after the congressional session (second example). (17.309)
LEGAL REFERENCES

The Manual states that "In nonlegal works, the rules may be adjusted to the style of the surrounding documentation; providing adequate information to help readers find a source is more important than slavishly following prescribed forms of abbreviation and the like". (17.275)

"Since almost all legal works use notes for documentation and few use bibliographies, examples...are given in note form only". (17.276)

Examples below are for both styles. They follow the limited guidance in the Manual (as best as can be determined). Ask your professor if you should include the citations in a bibliography/reference list and whether to capitalize the titles in a reference list (as done below).

The U. S. Statutes at Large contain laws as they were originally passed in each session of Congress with no changes/updating that may take place in later years. Volume and page number is the form of legal citation for the U. S. Statutes: 100 Stat. 56. Laws are arranged chronologically in the order in which they passed in each Congress.

The U. S. Code contains current laws arranged by subject (a "code"). It includes all changes made to them since passage. Subjects are called "titles". Title and section form a legal citation: 28 USC 2201. Normally, the current edition of the U. S. Code is cited. "§" symbol means "section" (or §§ for sections). "sec." may also be used as the abbreviation. "et seq." means "and the sections that follow".

U. S. Statutes at Large: Original form of laws as passed by Congress ("session laws")

F. note:

Bib.:

In-text: (Telecommunications Act of 1996, 4-5)

Ref. list:

»»NOTE: “100” is the volume number; “56” is a page number, as are “4 - 5”. Names of laws are always capitalized.

U. S. Code: Subject arrangement of laws currently in effect (a "code")

F. note:

Bib.:

In-text: "...a point illustrated by the Declaratory Judgment Act."

Ref. list:

»»NOTE: Cite the name of the law in the text of the paper. Use this name as the beginning element on the bibliography/reference list entry. Names of laws are always capitalized.

U. S. Supreme Court Reports

Federal court decisions are usually cited in the footnotes and not listed separately in a bibliography/reference list. (17.276)

Use the name of the case followed by the legal citation to its location: volume, abbreviated name of source, page number, and date decided. (17.284)
"U.S." means the *U. S. Supreme Court Reports*.

**F. note:**

**U. S. Constitution**

The U. S. Constitution is cited by article or amendment, section and clause in the text of the paper and is not usually listed in the bibliography/reference list.

Article and amendment numbers are in roman numerals, other subdivision numbers are in arabic. (17.288)
In nonlegal works, "sec." (section) or "par." (paragraph) may be used rather than "§" or "¶". (17.289)
"cl." is the abbreviation for "clause".

**F. note:**
23. U.S. Const. amend. XIV, §2. ("Fourteenth Amendment" may also be used.)

OR


**Code of Federal Regulations**

The Manual does not provide guidelines for citing this source except for a Presidential executive order. Examples are based on general guidelines. Since it is revised annually, the most recent edition of the *Code of Federal Regulations* is usually cited.

Title 3 is the permanent compilation of Presidential executive orders, proclamations, and other material. Citations to this title should include the year (or years, if in a compilation).

Legal citation format: 7 CFR 915.20 (title, part and section number)

**F. note:**


Bib.:  

In-text: *(Code of Federal Regulations, title 7, sec. 915.20)*

Ref. list.:  

**Federal Register**

The Manual does not provide guides for citing this source except for a Presidential proclamation. Examples are based on general guidelines.

The *Federal Register* is published daily. Include the date in a citation.

Legal citation format: 49 FR 2360 (volume, page number)

**F. note:**


Bib.:  

In-text: *(U.S. National Archives and Records Administration 1987, 46345)*

Ref. list.:  

**Treaties**

Current United States treaties are issued individually by the Dept. of State in "slip" form in the *Treaties and Other International Acts Series* (TIAS).

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Since 1950 the State Department has compiled treaties and agreements in annual volumes of the *United States Treaties and Other International Agreements*. Publication in the "annual" volumes occurs years after the treaty first appears in slip form.

Instead of "no." in the examples below, treaties are often cited instead as "TIAS 12721".

**Individual treaty: "Slip" form - current**

F. note:

Bib.:

In-text: (U.S. Department of State 2003, 4.)

Ref. list:

**Treaty in compilation: pre-1950**

»»NOTE: Texts of treaties signed before 1949 are published in the United States Statutes at Large. (17.322)

They are also published and commonly cited to a compilation by Charles I. Bevans, *Treaties and Other International Agreements of the United States of America, 1776 - 1949*. 12 vols.

Bib.:

**Treaty in annual volume: after 1950**

F. note:

Bib.:

In-text: (Department of State 1988, 3511)

Ref. list:

**PERIODICAL ARTICLES**

In footnotes, commas are used between elements of a periodical citation. In bibliographies and reference lists, periods replace the commas.

Footnotes and bibliographies: titles of articles and journals are capitalized headline style (each important word capitalized); articles titles are enclosed in quotes.

Reference lists: titles and the first letter of a subtitle of articles are sentence style (first word only capitalized); article titles are not enclosed in quotation marks; journal names are capitalized headline style.

Journals are normally cited by volume and date, magazines by date alone. If in doubt as to whether a periodical is a journal or magazine, use the journal form if the volume number is easily located, magazine form if it is not. (17.150) Neither month nor season is necessary (though it is not incorrect to include one or the other) when the issue number is given. (17.164)

If the journal might not be known to users of the bibliography, the name of the place or institution where it is published may be added after the journal title. (17.174)

If page numbers immediately follow a volume or issue number, separated only by a colon, no space follows the colon. If parenthetical information intervenes (month, issue number) a space follows the colon: (17.169)

(Periodical title) 14:213-29
(Periodical title) 19 (Autumn): 164-85

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**Periodical article with personal author and volume number**

F. note:  

Bib.:  

In-text: (Everson, 1987, 110)

Ref. list:  

---

**Periodical article with issuing agency as author, with volume number**

F. note:  

Bib.:  

In-text: (Board of Governors of the Federal Reserve System 1987, 898)

Ref. list:  

---

**Periodicals numbered by issue - no volume number**

»»NOTE: If there is no volume number, use a comma after the journal title. (17.165)

F. note:  

Bib.:  

In-text: (Sklar 1987, 20)

Ref. list:  

---

**NEBRASKA DOCUMENTS**

Citations for Nebraska documents follow the format used for federal documents.

Nebraska documents are issued in paper; many newer titles are only on microfiche. Ask your professor if the format should be indicated.

See below for Nebraska documents in electronic format.

**State agency document - agency as author**

F. note:  

In-text: (Nebraska Department of Labor 1985, 35)


*State agency document - personal author*

F. note: Rebecca S. Fahrlander, *Business Women in Small Town Nebraska* (Omaha: University of Nebraska at Omaha): 8.

Bib.: Fahrlander, Rebecca S. *Business Women in Small Town Nebraska.* A report prepared for the Center for Applied Urban Research. Omaha: University of Nebraska at Omaha, 1981.

In-text: (Fahrlander 1981, 8)


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**NEBRASKA DOCUMENT PERIODICAL ARTICLES**

Footnotes and bibliographies: titles of articles and journals are capitalized headline style (each important word capitalized)

Reference lists: titles and the first letter of a subtitle of articles are sentence style (first word only capitalized); journal names are capitalized headline style. Do not enclose article title in quotation marks.

*Article with a personal author*

»»NOTE: Add issuing agency if periodical title is generic or may not be known to users of the bibliography. (17.174)


Bib.: Souders, Vernon L. "To Make a Record of This Land: The Geologist as Public Servant." *Resource Notes* (Nebraska Institute of Agriculture and Natural Resources) 2 (1987): 4-12.

In-text: (Souders 1987, 7)

Ref. list: Souders, Vernon L. 1987. To make a record of this land: The geologist as public servant. *Resource Notes* (Nebraska Institute of Agriculture and Natural Resources) 2:4-12.

*Article with issuing agency as author*

F. note: Nebraska Department of Economic Development, "Norfolk's Success Story," *Nebraska Development News* 2 (December): 1


In-text: (Nebraska Department of Economic Development 1985, 35)


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**NEBRASKA LEGAL REFERENCES**

According to the *Chicago Manual*, statutory and court documents are usually cited in footnotes and are not listed separately in a bibliography/reference list. (17.276) Examples for both styles are below.
The Nebraska Statutes were last comprehensively revised in 1943 which is why the current edition still has that date. Names of state laws are in roman (not italicized); names of codes are italicized. The date a law passed may be included in parentheses. See also information for federal legal documents, above.

"§" means "section", "§§", sections; the first number is the "chapter" number.

Date following the title indicates the year the volume was updated or supplemented. (17.312)

**Nebraska Statutes: Subject arrangement of Nebraska laws currently in effect (a "code")**

F. note:  

Bib.:  

In-text: (Election Act, Reissue of the Revised Statutes of Nebraska, 1943, §32-104)

Ref. list:  


**Laws of Nebraska: Original form of laws passed each year ("session laws")**

F. note:  

Bib.:  

In-text: (Uniform Child Abduction Prevention Act, Laws of Nebraska, 2007, §2)

Ref. list:  

Legal citation: This set is usually cited as "Laws, 2007, LB 341" but this does not indicate the state from which the laws came. Ask your professor if you should add "Nebraska" to the citation.

**Decisions of the Nebraska Supreme Court and Nebraska Court of Appeals**

»»NOTE: Cases are usually cited in a footnote and not included on a reference list/bibliography. First number is the number of the volume in which the case appears; the second is the page where the case starts.

Nebraska Supreme Court Reports:

F. note:  

Nebraska Court of Appeals Reports:

F. note:  

**Nebraska Constitution**

»»NOTE: The Manual offers two styles for citing a state constitution; dates in parentheses have been added for clarity. (17.288)

Legal style: F. note:  

Manual style: F. note:  

**ELECTRONIC FORMATS**

The Manual states that titles of electronic sources are italicized; format for the rest of a citation follows print sources. It states: "When in doubt, avoid italics and quotation marks and give as much information as may be useful; too much is better than too little." (16.18)
If you must break a URL because it is too long to fit on one line, do so after a slash, double slash or before a tilde, period, comma, hyphen, underline, question mark, number sign, or percent symbol. URL’s may also be broken before or after an equals sign or ampersand. Do not add a hyphen to denote a line break and a hyphen that is part of a URL should not appear at the end of a line. (17.11) Do not enclose the URL in angle brackets (< >). (17.10).

The Manual recommends that access dates not be included. (17.12) If it is required, include it parenthetically at the end of the citation: (accessed January 7, 2008). See example for online database, below.

The Manual does not mention including the name of the index/database from which the document was retrieved. Ask your professor if this would be useful information to include, especially in the case of subscription-only databases which do not allow access by the public.

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**FEDERAL GOVERNMENT**

*Government report via GPO Access*

**F. note:**


**Bib.:**


**In-text:** (U.S. Government Accountability Office 2003, 3)

**Ref. list:**


*Online document via MarciveWeb DOCS index: Congressional hearing*

**F. note:**


**Bib.:**


**In-text:** (House 2004, 10)

**Ref. list:**


*Periodical Article: Agency web site*

**F. note:**


**Bib.:**


**In-text:** (Dalla 2002, 24)

**Ref. list:**


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**CD/DVD**

»»NOTE: A specific part or section on a CD/DVD may also be included as part of the title in the citation. (See next example.)

F. note:


Bib.:


In-text: (U.S. Bureau of the Census, n.d.)

Ref. list:


**Statistical table on CD**

F. note:


Bib.:


In-text: (U.S. Bureau of the Census, n.d.)

Ref. list:


**Online database**

(From 17.358)

F. note:


In-text: (NASA/IPAC Extragalactic Database [object name IRAS F00400+4059])

Bibliography or Reference list:


**CONGRESSIONAL AND LEGAL MATERIALS**

**Congressional bill - Lexis/Nexis Congressional**

»»NOTE: The *Manual* states that if material is obtained from a subscription database, the URL for only the main entrance of the service should be included. (A URL leading directly to a specific title is the result of the search done to retrieve it. The URL is not stable but is generated as a result of the search.) Even if a stable URL to a specific resource is available, the main entrance one is easier to reproduce. (17.359) See next example if page numbers are not present.

F. note:


Bib.:


In-text: (House 1999, sec. 122)

Ref. list.:


»»NOTE: Names of acts are always capitalized.
House or Senate report or document - Lexis/Nexis Congressional


**Bib.:**

**In-text:** (Senate 1998, under "General statement, Background")

**Ref. list.:**

---

**Online Legal References**


**F. note:** S8830 is the page number - Senate portion of *Congressional Record*. "H" numbers indicate proceedings from the House of Representatives.

**Bib.:**

**Ref. list.:**

---

**U. S. Statutes at Large (Stat.) - Lexis/Nexis Congressional**


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**U. S. Code (USC) - Lexis/Nexis Congressional**


**NOTE:** Title 20, section 2301. "et seq." means the act includes other sections that follow the initial section.

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**U. S. Constitution - GPO Access**


**NOTE:** "U.S.C.S": United States Code Service

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Weekly Compilation of Presidential Documents or Public Papers of the President via GPO Access

F. note:

U. S. Supreme Court Reports (U.S.) - Lexis/Nexis Academic

F. note:

>>>NOTE: 438 is the volume number. 265 is the first page of the decision. Date, (1978), is when the case was decided.

Code of Federal Regulations (CFR)- Lexis/Nexis Academic

F. note:

Federal Register (FR) - Lexis/Nexis Congressional

F. note:


ELECTRONIC DOCUMENTS FROM NEBRASKA STATE AGENCIES

Nebraska agency publication - personal author(s)

F. note:
60. M. Link and D. Inman, Ground Water Monitoring at Livestock Waste Control Facilities in Nebraska, December, 2003, Nebraska Dept. of Environmental Quality, http://www.deq.state.ne.us/Publica.nsf/Pages/WAT062.

Bib.:

In-text: (Link, Inman 2003)

Ref. list.:

Nebraska agency publication - agency as author

F. note:

Bib.:

In-text: (Nebraska Health and Human Services System 2004)

Ref. list.:

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Periodical article from a Nebraska agency


In-text: (Sutherland 2004)


»»NOTE: Vol. 1, pgs. 4 - 6. If there is a personal author, include the name of the state agency to indicate the source since state agency documents may not be well-known. This is especially important when the title of the publication is generic as in this example.

Statistical table


In-text: (Nebraska State Data Center n.d.)

Ref. list.: Nebraska State Data Center. University of Nebraska at Omaha. (n.d.) Nebraska counties ranked by selected social and economic characteristics: 2000 census. http://www.unomaha.edu/~cpar/sf3table_2.pdf.

Publications from the Unicameral Web Site

Nebraska Blue Book


In-text: (Nebraska, Unicameral 2003)


»»NOTE: Pages 981 - 1030.

Unicameral Update


In-text: (Nebraska, Unicameral 2005)

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Legislative bill


In-text: (Nebraska, Unicameral 2005)


Nebraska Statutes


Decisions of the Nebraska Supreme Court or Nebraska Court of Appeals: Lexis/Nexis Academic


Legal citation: Vice v. Darm Corp. 224 Neb. 1

»»NOTE: Volume 224, case begins on page 1°. Include the parallel citation to the regional reporter (North Western Reporter) location of the same case.

Abbreviation for the Nebraska Court of Appeals is "Neb. Ct. App.": 10 Neb. Ct. App. 69 (include citation to N.W.2d also).

Nebraska Administrative Code: Nebr. Secretary of State Web Site


Legal citation: 86 NAC 5

»»NOTE: Title 86, chapter 5. Nebraska Administrative Code is abbreviated "NAC".

Diana J. Keith
Associate Professor
Government Documents Librarian
Calvin T. Ryan Library
University of Nebraska at Kearney
Revised April, 2008
Reviewed July 28, 2010 (RK)