



SUPREME COURT STYLEBOOK

FIRST EDITION

2023



Stylebook of the Supreme Court of the Philippines

First edition 2023

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Republic of the Philippines
Supreme Court
Manila

EN BANC

N O T I C E

Sirs/Mesdames:

Please take notice that the Court en banc issued a Resolution dated JANUARY 24, 2023, which reads as follows:

“A.M. No. 22-11-17-SC (Re: Proposed Supreme Court Stylebook].— Acting on the Letter dated November 27, 2022 of Senior Associate Justice Marvic Mario Victor F. Leonen, the Court Resolved to **APPROVE as amended** the proposed Supreme Court Stylebook.” Rosario J., on official leave. (adv3)

By authority of the Court:


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original signature redacted original signature redacted
MARIFE M. LOMIBAO-CUEVAS
Clerk of Court

SUPREME COURT STYLEBOOK

FIRST EDITION

2023

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Republic of the Philippines
Supreme Court
Manila

FROM THE CHAMBERS OF:

Alexander G. Gesmundo
CHIEF JUSTICE

MESSAGE

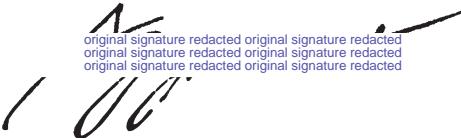
Decision-writing is a crucial stage in the administration of justice. Our fundamental law prohibits rendition of judgments by any court without stating clearly and distinctly the facts and the law on which a decision is based. Courts are thus mandated to effectively communicate the justification for their rulings. In this task, members of the legal and administrative staff perform an important and sensitive role in ensuring the quality of the final document. Providing them with proper and relevant training in judicial writing, editing, and proofreading is imperative to upgrade their capabilities.

The production of a new stylebook replacing the Manual for Judicial Writing was impelled by the need for greater clarity, consistency, and uniformity so that litigants and the public in general will clearly understand court decisions. Indeed, well-written and efficiently prepared decisions inspire trust and respect for the Judiciary, as well as help promote the rule of law.

We commend Senior Associate Justice Marvic M.V. F. Leonen and his team for coming up with a more comprehensive, modern and responsive guide for judicial writing, the Stylebook of the Supreme Court of the Philippines. With the aim of improving our service to

the people, this stylebook complements the system-wide reforms program for the Philippine Judiciary, the Strategic Plan for Judicial Innovations 2022-2027 or SPJI.

We enjoin our lawyers and other Judiciary stakeholders to study, learn, and adhere to all the instructions and information contained in this stylebook, which are culled from the best authorities and references on the subject. Let us all continue working together and performing our duties with utmost dedication, efficiency, and integrity for a better and more responsive Judiciary.


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FOREWORD

In 2022, weeks after *Aquino v. Aquino* (2021) had been released to the public, not a few people reached out to me in person and online. This no longer surprised me; I am used to receiving messages that would either agree with or critique the decisions I pen. I welcome all of them just the same, carrying any lesson I learned for the next endeavor.

Strangely, however, these messages referred to the same thing—not to a paragraph or a page, not even how I employed legal hermeneutics in deciding the case. Instead, they referred to a single footnote, which reads in part:

Whenever practicable and not required by direct reference to statute and jurisprudence, the term “nonmarital child” is used in place of “illegitimate child” to refer to the status of a child whose parents are not married to each other.

The people who approached me either knew nonmarital children or were themselves nonmarital children, and they all extended their thanks to the Court for recognizing them, for making them feel seen.

Soon enough, the *Aquino* decision seemed to have created a ripple: The terms “marital” and “nonmarital” are now in the Implementing Rules and Regulations of the Domestic Administrative Adoption and Alternative Child Care Act. A bill was also filed in Congress seeking to adopt these terms in our civil laws.

All because of a footnote.

Words do have power. Used in the wrong ways, they can destroy and bury an entire segment of society. Used correctly, they can liberate and, sometimes, even heal. The footnote in *Aquino* was but a mere change in terminology, but it was also a mirror into the reality of our lives: The words we use shape the way we view the world.

This was precisely the vision of the Supreme Court when it embarked on the creation of the Stylebook of the Supreme Court

of the Philippines, or simply, the SC Stylebook. It supersedes the Manual of Judicial Writing (2005) and expands its coverage, but its thrust remains the same: to achieve uniformity and consistency of style, one that is not merely superficial, but also aims to promote justice—in keeping with the Strategic Plan for Judicial Innovations 2022-2027, a five-year comprehensive plan that anchors itself on four guiding principles, among which are timely and fair justice and equal and inclusive justice. Through the SC Stylebook, we hope to realize these principles, that is, to efficiently dispose of cases through a synchronized system of legal writing and copyediting within the judicial machinery.

The SC Stylebook is divided into 15 chapters with annexes.

Chapters 1 and 2 are purely matters of style designed to guide a lawyer in the fundamentals of legal writing, from choosing the right words down to constructing entire paragraphs. While these tips are not meant to be mandatory, they set the tone and provide a benchmark for what is expected of a typical Supreme Court decision—graceful, powerful, but accessible just the same.

Chapter 3, which addresses the most common mistakes in judicial writing, comprises grammatical rules that a lawyer and proofreader must observe. Language is dynamic, of course, but recognizing and using language as it stands today guarantees mutual understanding between writer and reader.

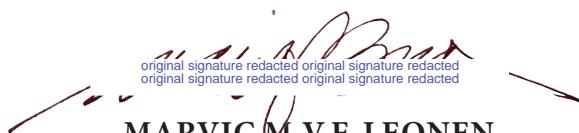
Chapters 5 to 10 include the technical aspects of the SC Stylebook, which must likewise be observed for uniformity: abbreviations, capitalizations, numbers, dates, punctuations, and setting off words. Trivial though they may seem, not following them disrupts the reading experience, annoys the reader, and takes away from the substance of the writing. The devil is, after all, in the details.

Chapter 11 delves into how a typical Supreme Court decision is structured. It discusses the Supreme Court's style in writing the various parts of a decision: the case title, introduction, body, parties' arguments, issue statement, discussion, and dispositive portion. It also provides a summary of how the Court should deal with "covered cases," or those where names and circumstances of offended parties are kept confidential for their protection.

Chapters 12 to 14 not only provide for the general rules on citation, but also itemize the different sources and their proper appearance in a decision. A proper citation of sources not only respects the author of an idea; it also upholds the constitutional mandate to render a judgment without leaving out the facts and the law on which it is based.

This leaves Chapter 4, which is titled Employing Inclusive Language. This Court is not blind to the quiet prejudice that had once festered in jurisprudence, and it is no stranger to accusations of abetting the perpetuation of stigmas through the words it employs. This chapter is a vow to the public—that no form of discrimination will have a place in the halls of this Court. Starting with the explicit adoption of people-first language and a reiteration of the Guidelines on the Use of Gender-Fair Language in the Judiciary, this chapter is envisioned to evolve with time, so as to include more individuals and groups that remain at the periphery, until there comes a point when distinctions no longer matter.

The entire Stylebook is proof of our commitment to the people. It aims to help bridge the gap between the Court and the people it serves. Although language will change, and with it rules may become outdated over time, we have started something that could hopefully outlast us. Let this Stylebook not just be a tool for copyeditors and lawyers, but also a testament to how the Supreme Court, even by a bit, contributes to institutionalizing fairness, equality, and justice.



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Senior Associate Justice

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1. FUNDAMENTAL PRINCIPLES OF LEGAL WRITING

Effective legal writing connects and communicates with its readers.¹ It is not a cipher that requires readers to scramble for their dictionaries or repeatedly go over sentences. From word choice to sentence construction, to grammar and syntax, legal writing should be understandable. While the law cannot be simplified, it need not be too complex.²

By writing plainly, justice becomes more accessible that even the layperson can understand court decisions.

General principles

1.1. *Make every word count*

Avoid surplus words, word-wasting expressions, or any indirection with no meaning or purpose, such as, “in my considered opinion,” “may I suggest that,” “I should note here that,” “it is of importance to note that,” “it seems to me,” “in terms of,” “the fact that,” and the like.³

Examples:

Before: May I respectfully suggest that the statement is not in accordance with the facts.

After: The statement is not factual.

Before: The university’s dismal performance in the school rankings was due to the fact that its budget had been slashed by half.

After: The university underperformed in the school

¹ MARTHA FAULK & IRVING MEHLER, THE ELEMENTS OF LEGAL WRITING 2 (1994).

² BRYAN A. GARNER, THE ELEMENTS OF LEGAL STYLE 5 (2nd ed., 2002).

³ *Id.* at 53. *See also* RICHARD WYDICK & AMY SLOAN, PLAIN ENGLISH FOR LAWYERS 16, 25–26 (6th ed., 2019); BRYAN A. GARNER, GUIDELINES FOR DRAFTING AND EDITING COURT RULES 27 (2007); FAULK & MEHLER, *supra* note 1, at 8.

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rankings because its budget had been slashed by half.

Before: The fact that Marilen had died left her spouse Rose crumbling.
After: Marilen's death left her spouse Rose crumbling.

1.2. *Do not comment on your own writing*

Avoid comments that often come as an apology for words that should have never been used in the first place. Examples of these phrases are, “in a manner of speaking,” “if you will, so to say,” “no pun intended,” “if the expression be permitted,” and “although it is a cliché to say so.” These phrases draw unnecessary attention to the writer or to the manner of writing instead of what is written.⁴

Example:

Before: Regretfully, in my humble opinion, I cannot bring myself to agree with the learned *ponencia* of my esteemed colleague.
After: I dissent.

1.3. *Organize your thoughts*

Prepare a detailed outline of what you intend to say. This will help make your draft more readable.⁵ Identify what needs to be emphasized in each section.

Stick to this outline to achieve a coherent and logical output. For instance, when writing a court decision, start with a clear statement of the case. Narrate in a way that the facts or arguments flow smoothly. This ensures that your readers will understand the nature of the case.

Present facts logically. State all factual and legal issues

⁴ GARNER, *supra* note 2, at 213.

⁵ BRYAN A. GARNER, *GUIDELINES FOR DRAFTING AND EDITING COURT RULES* 1 (2007).

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coherently and address them separately. Explain each legal premise involved and resolve conflicts while clearly stating the legal basis before reaching the conclusion.⁶ See [Chapter 11 on Writing Supreme Court Decisions](#).

1.4. *Stick to the relevant facts*

Walk your readers through all the facts they need to understand the case.⁷ This allows them to understand your thought process and how you arrived at your conclusion. Do not assume that they will easily bridge the gaps on their own.

Alternatively, do not bombard the reader with irrelevant details that will never be brought up again in the text. Always explain the importance of quoted materials. Do not endlessly quote from statutes and decisions.⁸

1.5. *Write to be understood*

Always assume that your readers do not understand legalese. When people understand what is being presented to them, they feel more empowered and can process the information on their own. Sharpen your reasoning and always write straight to the point.⁹

Constructing paragraphs

1.6. *Construct short paragraphs*

Write short paragraphs. One-sentence paragraphs may be used as they can serve as effective transitional devices between longer paragraphs.¹⁰

⁶ GARNER, *supra* note 2, at 57.

⁷ UNITED STATES GENERAL ACCOUNTING OFFICE, EFFECTIVE LEGAL WRITING GUIDE I–4 (1981).

⁸ *Id.* at I–6.

⁹ BRYAN A. GARNER, LEGAL WRITING IN PLAIN ENGLISH 58 (2001).

¹⁰ *Id.* at 108. See also FAULK & MEHLER, *supra* note 1, at 92.

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Example:

Love is founded on a promise: to seek beyond ourselves in order to enable and ennable the other to continue to become the best version of themselves.

Being in love can be carried on the wings of poetry, announced publicly through each other's gazes. It is made real and felt with every act of unconditional care and comfort that the lover provides. Love can be beyond labels.

Marriage is not compulsory when in love; neither does it create love. Nonetheless, it remains an institution designed to provide legal and public recognition that may be well deserved not only for the couple, but also for their families existing or yet to come.¹¹

1.7. *Stick to one idea per paragraph*

A paragraph should have a clear topic sentence.¹² This makes the rest of the text easier to read. Begin with the information that directs the reader to your main idea.¹³

1.8. *Use concise transitional devices*

Transitions serve as bridges that allow a smooth and natural transition between ideas. They can be in the form of pointing words (e.g., this, that, these, those, the), echo links (i.e., words that repeat an idea in summary language), or explicit connectives (e.g., further, also, therefore).¹⁴ Just the same, refrain from overusing them. Likewise, refrain from pairing them with filler words.

Example:

Before: A judge has the duty to render a just and impartial decision.

¹¹ *Tan-Andal v. Andal*, G.R. No. 196359, May 11, 2021 [Per J. Leonen, *En Banc*].

¹² FAULK & MEHLER, *supra* note 1, at 91.

¹³ *Id.* at 89, 91. See also GARNER, *supra* note 9, at 63.

¹⁴ GARNER, *supra* note 9, at 65.

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It is obvious, therefore, that while judges should be proficient to competently construe and enforce the law, they should act in a manner that the parties before them should have confidence in their impartiality.

After: A judge has the duty to render a just and impartial decision.

Therefore, while judges should be proficient to competently construe the law, they should act in a manner that the parties before them should have confidence in their impartiality.

Constructing sentences

1.9. *Write short, straightforward sentences in plain English*

Keep sentences to 25 words or less.¹⁵ Lengthy or run-on sentences overwhelm the reader, while shorter ones allow them to pause and digest ideas.¹⁶ Break down long sentences into several shorter ones.¹⁷

Example:

Before: After confirming the target's identity, the team organized a buy-bust operation in coordination with the Philippine Drug Enforcement Agency, where Police Officer III Love Bautista (PO3 Bautista) as team lead designated PO3 Lovely Victoria as the poseur buyer and PO2 Lovella Rodolfo as immediate backup; they all had a final briefing at a gas station along Josefina

¹⁵ RICHARD WYDICK & AMY SLOAN, PLAIN ENGLISH FOR LAWYERS 47 (6th ed., 2019). Wydick and Sloan provide two guidelines for clearer sentences: (1) in most sentences, convey only one main thought; (2) keep the average sentence length below 25 words. *See also* GARNER, *supra* note 5, at 13.

¹⁶ UNITED STATES GENERAL ACCOUNTING OFFICE, *supra* note 7, at III-1. *See also* FAULK & MEHLER, *supra* note 1, at 5.

¹⁷ SUPREME COURT OF THE PHILIPPINES (SC), MANUAL OF JUDICIAL WRITING 39 (2005). *See also* WYDICK & SLOAN, *supra* note 15, at 31.

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Street in Manila before boarding a car with the confidential informant.

After: After confirming the target's identity, the team organized a buy-bust operation in coordination with the Philippine Drug Enforcement Agency. Police Officer III Love Bautista (PO3 Bautista), the team lead, designated PO3 Lovely Victoria as the poseur buyer and PO2 Lovella Rodolfo as immediate backup. PO3 Bautista called for a final briefing at a gas station along Josefina Street in Manila before boarding a car with the confidential informant.

1.10. *Vary the length and structure of sentences*

While short sentences are preferred to improve clarity, occasional long sentences add variety and cadence to a paragraph. Consider not only the length, but also the structure and phrasing, of sentences to give them a natural rhythm that will encourage your audience to continue reading.¹⁸

Example:

It was more expedient for the firm to conserve its income or profits than to assist its employees in their fight for their freedoms and security against alleged petty tyrannies of local police officers. This is sheer opportunism. Such opportunism and expediency resorted to by the respondent company assaulted the immunities and welfare of its employees. It was pure and simple selfishness, if not greed.¹⁹

1.11. *Improve word economy*

Strong, precise verbs are always preferred to abstract and lengthy nouns. See [Chapter 2 on Word Choice](#).²⁰

¹⁸ GARNER, *supra* note 9, at 201. See also WYDICK & SLOAN, *supra* note 16, at 43.

¹⁹ *Phil. Blooming Mills Employees Organization v. Phil. Blooming Mills Co., Inc.*, 151-A Phil. 656, 694 (1973) [Per J. Makasiar, First Division].

²⁰ GARNER, *supra* note 9, at 40. See also WYDICK & SLOAN, *supra* note 15, at 35–36.

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Example:

Before: The chief justice *made a statement* that he will uphold the rule of law.
After: The chief justice *stated* that he will uphold the rule of law.

1.12. *Leave no room for ambiguities*

Always put modifying words close to what they modify. Dangling, misplaced, or squinting modifiers cause ambiguity and confuse readers. Sometimes, the placement of the word changes the meaning of the entire sentence.²¹

Examples:

Before: Problems with the vote counting machines nearly caused 2,000 people to wait in line for over six hours. (*In this sentence, the 2,000 people did not actually wait in line for six hours.*)
After: Problems with the vote counting machines caused nearly 2,000 people to wait in line for over six hours. (*In this sentence, people waited in line because of the technical problems.*)

Before: The police almost found PHP 1 million inside the vault. (*In this sentence, “almost found” does not make sense, because the police either found the money or they did not.*)
After: The police found almost PHP 1 million inside the vault. (*In this sentence, the police recovered money amounting to close to a million pesos.*)

Before: After the dean appoints a secretary, they shall manage the internal activities and permanent records of the faculty. (*The pronoun “they”*

²¹ *Id.* at 43–44. See also WYDICK & SLOAN, *supra* note 15, at 47; FAULK & MEHLER, *supra* note 1, at 12, 61.

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may refer to either or both persons in the sentence. “They” can be used as a singular or plural pronoun.)

After: After the dean appoints a secretary, the secretary shall supervise the internal activities and permanent records of the faculty.

1.13. Use the active voice

1.13.1. Active voice, generally

In the active voice, the subject acts while the verb describes the action. This moves the reader’s eyes with ease from left to right. It also prevents wordiness and ambiguity.²²

Example:

Before: The ruling was written by a junior justice.

After: A junior justice wrote the ruling.

1.13.2. Passive voice, when to be used

The passive voice may be used when the doer is unknown or irrelevant, or to focus attention on the object of the action instead of the doer.²³

Example:

Robina De Guzman (De Guzman) works at the country’s premier university. She was hired by her longtime mentor to teach Philosophy to first-year students. She highly encourages student participation, regularly administers exams, and

²² *Id.* at 41. See also WYDICK & SLOAN, *supra* note 15, at 31; Eric Martinez, *Poor writing, not specialized concepts, drives processing difficulty in legal language*, SCIENCE DIRECT WEBSITE, available at <https://www.sciencedirect.com/science/article/pii/S0010027722000580> (last accessed on October 3, 2022); GARNER, *supra* note 5, at 4; FAULK & MEHLER, *supra* note 1, at 6, 64.

²³ *Id.* at 42.

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creatively prepares assignments. Aside from Philosophy, De Guzman has also been offered to teach Logic and Reasoning next school year.

1.14. *Keep the subject, verb, and object close together*

Arrange words carefully for coherence.²⁴ Move subordinate clauses either to the beginning or the end of the sentences where they can easily be read.²⁵ Follow the basic sentence patterns to make them more readable.²⁶

Examples:

Before: The student offered to the teacher some snacks.
(*This follows the subject-transitive verb-object of the preposition-direct object order, resulting in an awkward sentence.*)

After: The student offered the teacher some snacks.
(*This follows the subject-transitive verb-indirect object-direct object order.*)

Before: The professor, after the students had aced the final examination, gave them an incentive.
(*The subordinate clause is placed between the subject and the verb, resulting in an awkward sentence.*)

After: The professor gave the students an incentive after they had aced the final examination.
(*The subordinate clause is placed at the end of the sentence, making it more readable.*)

1.15. *When necessary, make a list*

A cluster of closely related ideas can be presented better by writing an introductory clause followed by a list.²⁷

²⁴ FAULK & MEHLER, *supra* note 1, at 59.

²⁵ GARNER, *supra* note 5, at 5.

²⁶ WYDICK & SLOAN, *supra* note 15, at 41.

²⁷ *Id.* at 53.

FUNDAMENTAL PRINCIPLES OF LEGAL WRITING**1.15.1. *Run-in list***

For run-in lists, enclose the numbers or letters in parentheses. The introductory sentence or phrase ends with a colon. It is followed by the items, which are separated by commas, or by semicolons when a series is lengthy or has internal commas.²⁸

Example:

The requisites of *res judicata* are as follows: (1) a former judgment must be final; (2) it must have been rendered by a court having jurisdiction of the subject matter and the parties; (3) it must be a judgment on the merits; and (4) there must be identity of parties, subject matter, and cause of action between the first and second actions.

1.15.2. *Displayed list*

Displayed lists may be set off by bullet points when the items are equally important or do not have to be referred to individually later in the list. When the items are in the order of importance or occurrence, or when any of the items must be referred to later in the text, they may be set off by cardinal numbers or letters. In lists using numbers 10 and above or letters j and above, the periods or parentheses after the numbers should be aligned.²⁹ The introductory sentence ends with a colon.

Example:

While this Court is not a trier of facts, it may review the evidence presented:

1. when the conclusion is a finding grounded

²⁸ SC, *supra* note 17, at 31–32.

²⁹ *Id.* at 32.

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entirely on speculation, surmises or conjectures;

2. when the inference made is manifestly mistaken, absurd or impossible;
3. when there is grave abuse of discretion;
4. when the judgment is based on a misapprehension of facts;
5. when the findings of fact are conflicting;
6. when the Court of Appeals, in making its findings, went beyond the issues of the case and the same is contrary to the admissions of both appellant and appellee;
7. when the Court of Appeals' findings are contrary to those of the trial court;
8. when the findings of fact are conclusions without citation of specific evidence on which they are based;
9. when the facts in the petition and the petitioner's main and reply briefs are not disputed by the respondents; or
10. when the finding of fact of the Court of Appeals is premised on the supposed absence of evidence and is contradicted by the evidence on record.

When an introductory sentence is followed by complete sentences, each begins with an uppercase letter, ending with a period. When the list comprises incomplete sentences, each begins with a lowercase letter and ends with a semicolon. Each item in the list must form a grammatically correct sentence when combined with the introductory phrase.

Example:

Witnesses testifying before the court enjoy a number of rights:

FUNDAMENTAL PRINCIPLES OF LEGAL WRITING

- They must be protected from irrelevant, improper, or insulting questions, and from harsh or insulting demeanor.
- They may not be detained longer than the interests of justice require.
- They may not be examined except only as to matters pertinent to the issue.
- They may refuse to give an answer that will tend to penalize them for an offense unless otherwise provided by law.
- They may refuse to give an answer that will tend to degrade their reputation, unless it be to the very fact in issue or to a fact from which the fact in issue would be presumed.

An exception to this rule is, insofar as decision writing is concerned, when one lays down the issue statement, which separates multiple issues but without the use of numbers or bullet points. Instead, ordinal numbers are used. *See Chapter 11 on Writing Supreme Court Decisions.*

1.16. *Attribute sources properly*

When an idea is sourced from other people or institutions, be it paraphrased, summarized, or directly quoted, attribute it. *See Chapter 12 on General Rules on Citation.*

Example:

Before: The Court of Appeals affirmed Roberto's conviction. The Regional Trial Court correctly held that all the elements of rape were proven beyond reasonable doubt. Roberto's denial is also unacceptable. It is an inherently weak defense that deserved no credence, especially when compared to AAA's categorical testimony.

After: The Court of Appeals affirmed Roberto's

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conviction. It upheld the Regional Trial Court's finding that all the elements of rape were proven beyond reasonable doubt.

The Court of Appeals also found Roberto's denial unacceptable, it being an inherently weak defense that deserved no credence, especially when compared to AAA's categorical testimony.

Improperly attributing sources implies that the ideas used are your own, even if they are not. Proper attribution will allow readers to easily locate the references used.

1.17. *Edit your work as if you are your most ardent critic*

Do not only check grammar and syntax, but also search every word or sentence that does not fit in the text. Read your sentences out loud and know what to reject, replace, or reconstruct. Come up with a clear, direct, and cohesive string of words and sentences.³⁰

³⁰ GARNER, *supra* note 9, at 218.

2. WORD CHOICE

2.1. *Do away with fancy words*

Avoid fancy and obscure vocabulary. The goal is to communicate effectively, even if the readers are new to the study of law. Only use a highfalutin word when no other word can capture its meaning given the context.¹

Examples:

<i>Before:</i>	He had an <i>altercation</i> with his brother.
<i>After:</i>	He had a <i>fight</i> with his brother.
<i>Before:</i>	The witness saw the man <i>vociferating</i> at his wife.
<i>After:</i>	The witness saw the man <i>shouting</i> at his wife.
<i>Before:</i>	The defendant <i>confabulated</i> with her lawyer before entering the court room.
<i>After:</i>	The defendant <i>talked</i> to her lawyer before entering the court room.

But

Treachery aggravates the crime of homicide to murder. (*In this sentence, while “aggravates” can also mean “worsen,” it is the most appropriate word to use to refer to factors that increase the severity of a crime, as used in the Revised Penal Code.*)

2.2. *Use concrete words*

Replace vague and omnibus words with more concrete terms.² This will allow readers to have a clearer picture of the idea

¹ BRYAN A. GARNER, THE ELEMENTS OF LEGAL STYLE 30 (2nd ed., 2002). See also RICHARD WYDICK & AMY SLOAN, PLAIN ENGLISH FOR LAWYERS 57 (6th ed., 2019).

² RICHARD WYDICK & AMY SLOAN, PLAIN ENGLISH FOR LAWYERS 64 (6th ed., 2019).

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being conveyed. Words such as “bad,” “factor,” “fine,” “good,” “important,” “interesting,” “kind,” “meaningful,” and “nice” only weaken sentences. Use abstract words only when necessary.³

Examples:

<i>Before:</i>	The lawyer’s arguments were <i>bad</i> .
<i>After:</i>	The lawyer’s arguments <i>had no legal basis</i> .
<i>Before:</i>	The rape survivor was <i>excellent</i> at testifying during trial.
<i>After:</i>	The rape survivor <i>candidly and categorically</i> testified during trial.
<i>Before:</i>	The Court provided <i>meaningful</i> parameters for controversial speech.
<i>After:</i>	The Court imposed <i>express limitations</i> on controversial speech.

2.3. *Avoid nominalizations*

Nominalizations, or words that end with -ion,⁴ not only take up space in sentences, but also weaken them. These abstract words connote little action on the reader’s imagination. Convert nominalizations into strong verbs to make the sentence more direct.⁵

Examples:

<i>Instead of this</i>	<i>Use this</i>
enter into a compromise	settle/compromise
file a motion	move
file a dissenting opinion	dissent

³ WYDICK & SLOAN, *supra* note 2, at 65. See also MARTHA FAULK & IRVING MEHLER, THE ELEMENTS OF LEGAL WRITING 12 (1994).

⁴ MARTHA FAULK & IRVING MEHLER, THE ELEMENTS OF LEGAL WRITING 11 (1994). See also WYDICK & SLOAN, *supra* note 2, at 31; BRYAN A. GARNER, GUIDELINES FOR DRAFTING AND EDITING COURT RULES 1, 32 (2007).

⁵ SUPREME COURT OF THE PHILIPPINES (SC), MANUAL OF JUDICIAL WRITING 40 (2005). See also FAULK & MEHLER, *supra* note 4, at 7.

WORD CHOICE

<i>Instead of this</i>	<i>Use this</i>
make an inquiry	inquire/ask
make a reference to	refer
reach a resolution	resolve
take into consideration	consider
be benefited by	benefit from
be influential on	influence
be indicative of	indicate
be abusive of	abuse
be violative of	violate

2.4. *Avoid euphemisms*

Euphemisms are an indirect way of speaking. Direct is always preferred to the indirect. Use euphemisms sparingly, as when the writer does away with pejorative language.

Examples:

Before: The suspects *bit the dust* after a long gunfight with the police.

After: The suspects *died* after a long gunfight with the police.

Before: The employer *let go of* the three employees.

After: The employer *fired* the three employees.

2.5. *Avoid unnecessary introductory phrases*

Use introductory phrases sparingly. Phrases such as “it seems,” “it would appear,” “it suggests,” and the like weaken sentences, as they are vague and ambiguous.⁶ Use them only when the context requires so.

⁶ *Id.* at 35.

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Example:

Before: *It seems to this Court that Cruz did not kill her husband.*
After: *Cruz did not kill her husband.*

2.6. *Avoid unnecessary adverbs*

Avoid adverbs that only convey hyperbolic language, such as “obviously,” “clearly,” “undeniably,” and “undoubtedly.” Hyperbole is empty, especially if used either to signal a transition or to punctuate an already exhausted point. If the discussion is sufficient, the adverb may only weaken it.

Other words to avoid include “absolutely,” “apparently,” “basically,” “certainly,” “completely,” “extremely,” “incontestably,” “plainly,” “quite,” “really,” “surely,” “truly,” and “virtually.”⁷

Example:

Before: *The lawyer’s arguments are *completely and utterly* false.*
After: *The lawyer’s arguments are false.*

2.7. *Rephrase double negatives*

Double negatives confuse the reader, because two negatives in a single thought may convey the opposite meaning. Reconstruct the sentence to avoid double negatives.⁸

Examples:

Before: *The point that the student raised is *not insignificant* to the professor’s discussion.*
After: *The point that the student raised is *significant* to the professor’s discussion.*

⁷ *Id.*

⁸ WYDICK & SLOAN, *supra* note 2, at 63. See also UNITED STATES GENERAL ACCOUNTING OFFICE, EFFECTIVE LEGAL WRITING GUIDE IV-5 (1981).

WORD CHOICE

Before: The prosecution *did not* comply with neither the requirements *nor* offered any justification for it.

After: The prosecution *did not* comply with the requirements *or* offered any justification for it.

Or

The prosecution *neither* complied with the requirements *nor* offered any justification for it.

2.8. *Put emphasis on verbs and nouns, not qualifiers*

Aim for precise language. Using modifiers (adjectives and adverbs) as qualifiers add nothing to the sentence if the noun or verb they modify are inaccurate in meaning. Instead of using qualifiers, resort to single-word verbs or nouns that will best capture the meaning that you want to convey.⁹ Use the accurate word.¹⁰

Example:

Before: The robbers *extremely scared* the bank employees.

After: The robbers *terrified* the bank employees.

2.9. *Avoid figures of speech, wordplays, and clichés*

Figures of speech, wordplays, and clichés are timeworn and contribute little to the overall meaning of the sentence and may confuse the reader. Avoid using them except when they are legal phrases.

⁹ GARNER, *supra* note 1, at 200.

¹⁰ WYDICK & SLOAN, *supra* note 2, at 71.

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Examples:

Before: He called his lawyer *a million times* to no avail.

After: He called his lawyer *37 times* to no avail.

Before: The complainant alleged that she tried to call the company several times, but her requests *fell on deaf ears*.

After: The complainant alleged that she tried to call the company several times, but the company *ignored* her.

2.10. *Replace doublets and triplets with a single word*

Doublets and triplets are redundant. For brevity and clarity, replace these strings of synonymous words with the single, most appropriate word that best captures the meaning that you want to convey.¹¹

Examples:

<i>Instead of this</i>	<i>Use this</i>
all and singular	all/each/every
alter and change	alter/change
any and all	all
appropriate and proper	appropriate/ proper
bind and obligate	bind/obligate
cease and desist	cease/desist/stop
deem and consider	deem/consider
do and perform	do/perform
give, devise, and bequeath	give
null and void	null/void
over and above	beyond

¹¹ GARNER, *supra* note 1, at 195–196. See also WYDICK & SLOAN, *supra* note 2, at 25; FAULK & MEHLER, *supra* note 4, at 9.

WORD CHOICE

<i>Instead of this</i>	<i>Use this</i>
make and enter into	make/enter into
ordered, adjudged, and decreed	ordered
remise, release, and forever quitclaim	remise/release/quitclaim
sole and exclusive	sole/exclusive

2.11. *Reject archaic legalese*

Jargons often come in the form of compound constructions of three to four words, which can be replaced by a single word. Avoid empty legalese or words that sound legal but carry little to no meaning, such as “aforementioned,” “whereas,” and “hereinafter.”¹² See [Annex B](#) for a list of archaic legalese.

2.12. *Avoid foreignisms*

Instead of foreignisms, use their equivalents in the English language.¹³ However, retain these foreignisms when citing legal provisions. See [Annex C](#) for a list of foreignisms.

2.13. *Do away with “elegant variation”*

Avoid “elegant variations.” Writers, in their bid to express themselves prettily, choose different words to refer to the same thing.¹⁴ While sometimes helpful, these can confuse readers. Confusion may also arise from calling different things by the same name, because the readers will assume that the word retains its original meaning when used again

¹² WYDICK & SLOAN, *supra* note 2, at 61. See also FAULK & MEHLER, *supra* note 4, at 10, 18, 21–22; UNITED STATES GENERAL ACCOUNTING OFFICE, EFFECTIVE LEGAL WRITING GUIDE II–2 (1981).

¹³ *Id.* at 193. See also SC, *supra* note 5, at 50–51; FAULK & MEHLER, *supra* note 4, at 23.

¹⁴ HENRY WATSON FOWLER, A DICTIONARY OF MODERN ENGLISH USAGE: THE CLASSIC FIRST EDITION 130–131 (2009). See also SC, *supra* note 5, at 52; WYDICK & SLOAN, *supra* note 2, at 61.

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in the same sentence.¹⁵ Use the same words to refer to the same things, different words to different things.

Example:

Before: Atty. Lorenzo has three children, but it appears that none of his *offspring* will pursue law school.

After: Atty. Lorenzo has three children, but it appears that none of *them* will pursue law school.

2.14. *Be careful of commonly misused words*

Writers may mix up words with totally different meanings. Here are some examples of commonly misused words in legal writing.

2.14.1. *Attorney's fees*

The singular possessive “attorney’s fees,” not “attorneys’ fees,” is used even if there is more than one lawyer involved.

Example:

The attorney’s fees awarded cannot be called iniquitous or unconscionable.

2.14.2. *Ensure vs. assure vs. insure*

“Ensure” means to make something happen. “Assure” is used when a person promises or convinces other people. “Insure” relates to finance and indemnification.¹⁶

¹⁵ GARNER, *supra* note 1, at 215. See also SC, *supra* note 5, at 52; WYDICK & SLOAN, *supra* note 2, at 61.

¹⁶ FOWLER, *supra* note 14, at 36.

WORD CHOICE*Examples:*

The rule on standing protects persons against undue and unnecessary litigations and *ensures* that the real adverse parties come before the court.

The organizers *assured* the guests that the event will push through.

If Claudia had an insurable interest in the house, he could have *insured* this interest for her sole protection.

2.14.3. *Comprise* vs. *compose/constitute*

“Comprise” means made up of, consists of, or composed of. The whole comprises the parts, but the parts do not comprise the whole. The whole is not comprised of its part. Do not say “comprised of,” as it would mean “composed of.”¹⁷

To “compose” or “constitute” is to form the substance of something.

Examples:

Metro Manila *comprises* 16 cities and one municipality.

Metro Manila is *composed of* 16 cities and one municipality.

Sixteen cities and one municipality *compose* Metro Manila.

Sixteen cities and one municipality *constitute* Metro Manila.

2.14.4. *Forbid* vs. *prohibit*

“Forbid” and “prohibit” are synonymous and can both mean to stop someone from doing something

¹⁷ JANE STRAUS ET AL., THE BLUEBOOK OF GRAMMAR AND PUNCTUATION 75–76 (11th ed., 2014).

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or to order that something not be done. “Forbid” is followed by the preposition “to,” while “prohibit” is followed by the preposition “from.”¹⁸

Examples:

At times, the accused would kick her on the head and *forbid her to* go outside the house.

Petitioners continued to *prohibit him from* entering and enjoying possession of his property.

2.14.5. *Compare to* vs. *compare with*

“Compare to” is used when pointing out resemblances between objects of a different order, while “compare with” is for pointing out resemblances between objects of the same order.

Examples:

Milena *compared* her advocacy work *to* a vocation.

Their company has a more compelling pitch *compared with* their closest competitor.

2.14.6. *Adapt* vs. *adopt*

“Adapt” means to adjust or to make something suitable for a new use or purpose. “Adopt,” as opposed to adapt, means to take something voluntarily or formally and put into effect.¹⁹

Examples:

The council *adopted* the resolution with a majority of votes.

Martin finds it hard to *adapt* to the new environment.

¹⁸ FOWLER, *supra* note 14, at 186, 464. See also GARNER, *supra* note 1, at 115.

¹⁹ STRAUS ET AL., *supra* note 17, at 62.

WORD CHOICE**2.14.7. *Complement* vs. *compliment***

“Complement” means to enhance by providing something additional. “Compliment” expresses praise, admiration, or respect.²⁰

Examples:

The spouses *complement* each other perfectly.
The professor *complimented* the student’s command of the English language.

2.14.8. *Advice* vs. *advise*

“Advice” is a noun that means guidance or recommendation. “Advise” is a verb that means to suggest, recommend, or inform.²¹

Examples:

Santiago personally appeared before the court upon his lawyer’s *advice*.
The doctor *advised* Santiago to stay at home for a few more days before reporting back for work.

2.14.9. *Allege*

“Allege” is used when a claim has not yet been proven. Do not use “allege” when a fact has already been established.²²

Examples:

Roman *allegedly* stabbed the victim in the chest.
The earth is round. (*The earth is not “allegedly” round, as this is a proven scientific fact.*)

²⁰ *Id.* at 75.

²¹ *Id.* at 63.

²² *Id.* at 89.

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2.14.10. *Because vs. due to*

“Because” and “due to” mean the same.

However, “due to” is more commonly used after a linking verb. “Because of” is used when there is no linking verb.²³

Examples:

Derleth had to step out of the meeting *because* of a personal emergency.

Derleth’s leaving the meeting was *due to* a personal emergency.

However, at times, “because” alone may be used with the verb when the sentence requires it.²⁴ Alternatively, rewrite the sentence to fit the rule above.

Examples:

The team’s loss was *because* it did not have its star player. (Or The team lost *because* it did not have its star player. Or The team’s loss was *due to* its star player’s absence.)

It was *because* of the other team’s star player getting sick that our team won.

2.14.11. *Between vs. among*

Use “between” when referring to two things, people, regions, or points in time. Use “among” when referring to more than two.²⁵

²³ EDWARD D. JOHNSON, THE HANDBOOK OF GOOD ENGLISH: REVISED & UPDATED 333 (1991).

²⁴ *Id.*

²⁵ *Id.* at 311.

WORD CHOICE

Examples:

He could not tell the difference *between* the original and edited photos.

The senior justice stood out *among* the applicants for the chief justice position.

2.14.12. *Many/few vs. much/less vs. lesser*

Use “many” and “few” when referring to countable nouns. Use “much” and “less” when referring to uncountable nouns or to large amounts of money or units of time. Use “lesser” when referring to something lower in rank, quality, or significance.²⁶

Examples:

Fewer households are watching the awards show each year.

It takes *less* time to arrive at your destination through a bicycle than a car.

Theft is considered a *lesser* crime than that of robbery.

2.14.13. *In vs. into vs. in to*

Use the preposition “in” to refer to a position within. Use the other preposition “into” to suggest entry or a change of form.²⁷

Examples:

The police recovered the murder weapon *in* the bedroom.

The police officers barged *into* the house without a search warrant.

²⁶ FOWLER, *supra* note 14, at 320–321, 178–179.

²⁷ WILLIAM A. SABIN, THE GREGG REFERENCE MANUAL: A MANUAL OF STYLE, GRAMMAR, USAGE, AND FORMATTING 384 (11th ed., 2011). See also FOWLER, *supra* note 14, at 354.

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“In to” is a pair of words next to each other. “In” becomes an adverb in a phrasal verb, while “to” is a preposition.²⁸

Example:

The reports were sent *in to* the head office.
(Here, “sent in” is a phrasal verb, and “to” is a preposition.)

2.14.14. *On* vs. *onto* vs. *on to*

“On” is a preposition that implies movement over. “Onto” is a preposition that implies movement toward and then over.²⁹

Examples:

The passengers were like sardines *on* the train.
The athlete in red, a fan favorite, leapt *onto* the finish line with ease.

“On to” is a pair of words next to each other. “On” is an adverb that forms part of a phrasal verb, while “to” is a preposition.

Examples:

The civic organization headed *on to* a new narrative.
The two kids held *on to* their mother’s hands as they walked in the park.

2.14.15. *Despite* vs. *in spite of*

“Despite” and “in spite of” both mean “without being affected or prevented by.” There is no need

²⁸ *Id.*

²⁹ *Id.* at 393.

WORD CHOICE

to attach “of” when using “despite.” “In spite of” is written as three words, not “inspite of.”

Examples:

The reigning champion finished the race *despite* the pain in his leg.

The 21-year-old yuppie snatched the promotion *in spite of* her lack of experience.

2.14.16. *E.g. vs. i.e.*

“E.g.” is the abbreviation for the Latin term *exempli gratia*, which means “by way of example.” Use it when listing examples. “I.e.” is the abbreviation for the Latin term *id est*, which means “that is.” Use it when clarifying a statement or introducing an explanation or definition in other words.

Always put a comma before and after “e.g.” and “i.e.” as both are considered interrupters.³⁰ Do not italicize. See [Chapter 10 on Setting Off Words](#).³¹

Examples:

The accused has a history of using dangerous drugs, e.g., marijuana, cocaine, *shabu*.

The accused committed parricide, i.e., he killed his wife.

2.14.17. *Regard*

“With regard to,” “in regard to,” and “as regards” all mean “relating to,” “concerning,” or “in connection with.”³² For plain writing, “regarding” or other prepositions may be used instead.

³⁰ FOWLER, *supra* note 14, at 128, 253. See also SABIN, *supra* note 30, at 383.

³¹ THE SUPREME COURT OF THE UNITED STATES, THE SUPREME COURT’S STYLE GUIDE VI-2, VI-3 (2016).

³² FOWLER, *supra* note 14, at 490–491. See also STRAUS ET AL., *supra* note 17, at 92.

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Examples:

The members raised serious concerns *with regard to* their leader's recommendations.

Or

The members raised serious concerns *regarding* their leader's recommendations.

The students sought a meeting with the dean *as regards* the professor's competence to teach the course.

Or

The students sought a meeting with the dean *regarding* the professor's competence to teach the course.

2.14.18. *Revert*

Use “revert” to mean “to turn back,” or to return to an earlier topic or former state. Do not use “revert” when you mean “respond” or “reply.”³³ Do not pair “revert” with “back” as it is redundant.³⁴

Examples:

Before: The suspect admitted that he *reverted back* to his old ways.

After: The suspect admitted that he *reverted to* his old ways.

Before: The teacher *reverted* on the lesson during the first session because some of the students still did not know addition.

After: The teacher *reverted to* the lesson during the first session because some

³³ *Id.* at 502.

³⁴ SABIN, *supra* note 27, at 343.

WORD CHOICE

of the students still did not know addition.

2.14.19. *Allude* vs. *refer*

Use “allude” to refer to something indirectly. “Refer” is more direct and specific.³⁵

Examples:

The author *alluded* to real-life scenarios in his new work.

The instructor *referred* to Cassandra as his most reliable student.

2.14.20. *Continual* vs. *continuous*

Use “continual” when something happens repeatedly but with regular breaks or intervals. Use “continuous” when something happens without interruption.³⁶

Examples:

Continual text messages from scammers prompted her to change her SIM card.

The rain fell *continuously* from dusk until before midnight.

2.14.21. *Disinterested* vs. *uninterested*

Use “disinterested” to refer to someone who is impartial. Use “uninterested” to refer to someone who is apathetic.³⁷

Examples:

A justice should always strive to be independent and *disinterested*.

³⁵ STRAUS ET AL., *supra* note 17, at 64.

³⁶ *Id.* at 77.

³⁷ *Id.* at 80.

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The adviser was *uninterested* about the student's problems.

2.14.22. *Exacerbate* vs. *exaggerate*

To "exacerbate" means to worsen a situation. To "exaggerate" means to overstate or stretch the truth.³⁸

Examples:

High inflation only *exacerbates* poverty and inequality in the country.

The government official was *exaggerating* when he talked about his accomplishments.

2.14.23. *Eminent* vs. *imminent*

Use "eminent" to refer to someone popular or distinguished. Use "imminent" to refer to something that is about to happen.³⁹

Examples:

The bookworm just met one of the world's most *eminent* authors.

Walking alone in a dark alley, the old woman sensed that she was in *imminent* danger.

2.14.24. *Farther* vs. *further*

Use "farther" to refer to physical distance. Use "further" to refer to a greater degree or extent.⁴⁰

Examples:

The car went *farther* than the driver thought it could given the remaining gasoline.

The lawyer wanted to discuss this case *further*.

³⁸ *Id.* at 83.

³⁹ *Id.* at 81.

⁴⁰ *Id.* at 84.

WORD CHOICE

2.14.25. *Lie* vs. *lay*

“Lie” can mean both “to recline,” in which case its past tense is “lay”; or “to tell a falsehood,” in which case its past tense is “lied.”

“Lay” means to put or place something. Its past tense is “laid.”⁴¹

Examples:

He likes to *lie* down for a nap every afternoon.

The librarian *lays* the book on the table.

She was tempted to *lie* on the witness stand.

2.14.26. *Purposely* vs. *purposefully*

“Purposely” means to do something intentionally.

“Purposefully” means to do something with determination or a clear goal.⁴²

Examples:

The working law student *purposely* chose the evening schedule so he can focus on his job in the day.

She *purposefully* accomplishes every task given to her.

2.14.27. *Waiver* vs. *waver*

“Waiver” is a noun that means to relinquish a right or a privilege. “Waver” is a verb that means to become unsteady, to sway, or to falter.⁴³

Examples:

The patient signed a *waiver* before undergoing surgery.

The wife’s love for her husband never *wavered*.

⁴¹ *Id.* at 95–96. See also JOHNSON, *supra* note 23, at 360.

⁴² *Id.* at 108.

⁴³ *Id.* at 121.

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2.14.28. *Albeit*

“Albeit” is a conjunction that means “even though” or “although.”

Examples:

She managed to finish the exam on time, *albeit* at a slow pace.

The complainant decided to pursue filing a case, *albeit* having few witnesses.

2.14.29. *Titled vs. entitled*

Use “titled” to refer to a name or title of a book, movie, event, among others. Use “entitled” as an adjective to mean “assuming one has a right or claim to a special privilege.”

Examples:

Nicole is presenting a paper *titled*, “On the Politics of Women Empowerment,” at the regional conference.

His favorite book is *titled*, “Wuthering Heights.” Employees are *entitled* to a 15% discount.

The voucher *entitles* the bearer to avail of free rides at the festival.

2.15. *Use “sic”*

“Sic” is a term that means “this is the way it was.”⁴⁴ It is used to point out an error in the original material, be it a grammatical blunder, a misspelling, or a confusing expression of thought. It may also signal a show of general dislike of the material, as when the work is of historical or legal significance such that a violation of the text would be unacceptable. Enclose “sic” in brackets.⁴⁵ See Chapter 9 on Punctuations and Chapter 12 on General Rules on Citation.

⁴⁴ SABIN, *supra* note 27, at 92.

⁴⁵ JOHNSON, *supra* note 23, at 142.

WORD CHOICE*Example:*

The Court of Appeals held that “the police officers properly handled the 0.099 grams [sic] of shabu taken from the accused.”

2.16. Use nonpejorative language

Use nonpejorative language to avoid stigmatizing, offending, or putting members of a particular group or sector at a disadvantage.

When pejorative language is in a block quote or an in-line quote for a cited law, jurisprudence, or other sources, either paraphrase the quote or add “[sic]” to the quoted material, next to the word or phrase in question. *See Chapter 12 on General Rules on Citation.*

To add further context, one may also provide an explanation in the body or footnote.

Examples:

*Aquino v. Aquino*⁴⁶

For this Court’s resolution are two consolidated Petitions for Review on Certiorari concerning a nonmarital child’s¹ right to inherit from her grandfather’s estate.

¹ Whenever practicable and not required by direct reference to statute and jurisprudence, the term “nonmarital child” is used in place of “illegitimate child” to refer to the status of a child whose parents are not married to each other. *See Gocolay v. Gocolay*, G.R. No. 220606, January 11, 2021, [Per J. Leonen, Third Division]. Similarly, “marital child” is used in place of “legitimate child.” Various sources have discouraged the use of the term “illegitimate” to refer to children because it is a pejorative term that perpetuates a historical stigma. See, for example, Edward Schumacher-Matos, *Start the Debate: Language, Legitimacy*

⁴⁶ G.R. Nos. 208912 & 209018, December 7, 2021 [Per J. Leonen, *En Banc*].

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and a “Love Child”, available at <https://www.npr.org/sections/publiceditor/2011/07/12/137792538/start-the-debate-language-legitimacy-and-a-love-child> (last accessed on December 6, 2021); Edward Schumacher-Matos, *Stylebook Survey: Newsroom Policy on “Illegitimate Children”*, available at <https://www.npr.org/sections/publiceditor/2011/07/18/137861815/stylebook-survey-newsroom-policy-on-illegitimate-children> (last accessed on December 6, 2021); Mallary Jean Tenore, *AP Stylebook adds entry for “illegitimate child,” advises journalists not to use it*, available at <https://www.poynter.org/reporting-editing/2012/ap-stylebook-adds-entry-for-illegitimate-child-advises-journalists-not-to-use-it/> (last accessed on December 6, 2021). Nonetheless, it is likewise acknowledged that even the terms “marital” and “nonmarital” children carry connotations regarding the perceived desirability of traditional two-person opposite-sex marriage, even though our laws and norms recognize other family configurations (e.g., single-parent households, unmarried cohabitation, foster care, adoptive families, and families of choice). At every opportunity, this Court ought to promote the dignity of every person in our choices of words and language.

J. Lopez, Concurring Opinion in *Almonte v. People*⁴⁷

On April 6, 2020, several Persons Deprived of Liberty¹ (PDLs) filed a petition before this Court seeking their provisional freedom for the duration of the Covid-19 pandemic through recognizance or bail.

¹ Person Deprived of Liberty (PDL) – refers to a detainee, inmate, or prisoner, or other person under confinement or custody in any other manner. However, in order to prevent labeling, branding or shaming by the use of these or other derogatory words, the term “prisoner” has been replaced by this new and neutral phrase “person deprived of liberty” under Article 10, of International Covenant on Civil and Political Rights (ICCPR), who “shall be treated with humanity and with respect for the inherent dignity of the human person.” (Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 10575, IRR of RA 10575, [May 23, 2016]).

⁴⁷ 878 Phil. 628, 904 (2020) [*Per Curiam, En Banc*].

3. SIGNIFICANT GRAMMAR RULES

Mastering grammar rules requires mindfulness and constant practice to ensure that the language is precise. While errors are not entirely avoidable, it will help to remember some of the most significant rules, which will be discussed in this chapter.

3.1. *Pluralizing legal terms*

Generally, to pluralize a compound noun, add -s at the end of the chief element of the compound.¹

Examples:

<i>Singular form</i>	<i>Plural form</i>
Deed of sale	Deeds of sale
Certificate of ancestral domain title	Certificates of ancestral domain title
Board of directors	Boards of directors
Bill of lading	Bills of lading
Petitioner-in-intervention	Petitioners-in-intervention
Lieutenant general	Lieutenant generals (<i>Here, the noun is “general.”</i>)

3.2. *Articles*

Use “the” when the noun is definite. Use “a” or “an” when the noun is indefinite.

Examples:

This Court required respondent to file a comment on the Petition within 30 days after it receives the directive.

The workers formed a union to negotiate their wages and benefits. (*In this sentence, “union” begins with a consonant sound even if it starts with a vowel.*)

¹ WILLIAM A. SABIN, THE GREGG REFERENCE MANUAL: A MANUAL OF STYLE, GRAMMAR, USAGE, AND FORMATTING 202 (11th ed., 2011).

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The trial court agreed to hear the case following a thorough review. (*In this sentence, “case” refers to a specific noun, hence the use of the article “the.”*)

3.3. *Relative pronouns*

Relative pronouns introduce relative clauses. Relative clauses, in turn, modify a word, phrase, or idea in the main clause. Different relative pronouns are used depending on their function in the sentence.²

3.3.1. *Who vs. whom vs. whose*

“Who” (or “whoever”) is the relative pronoun for a person. It acts as the subject of the verb. Use it whenever he, she, they, I, or we could be substituted in the who clause. “Whom” is the object of the verb or preposition. Use “whom” whenever him, her, them, me, you, or us could be substituted as the object in the whom clause.³ “Whose” refers to ownership or to a person being talked about.

Examples:

Bonnie was the teacher *who* terrorized her students into dropping out.

The company’s future rests on *whoever* wins the election.

The office of the newest justice is looking for a security guard *whom* they can trust.

The special guest *whom* the organizers invited for the workshop could not attend for medical reasons.

The company’s future rests on *whomever* the shareholders will elect.

² Purdue Online Writing Lab, *Introduction and General Usage in Defining Clauses*, Purdue University, available at https://owl.purdue.edu/owl/general_writing/grammar/relative_pronouns/index.html (last accessed on February 9, 2023).

³ BRYAN A. GARNER, THE ELEMENTS OF LEGAL STYLE 43, 146 (2nd ed., 2002). See also SABIN, *supra* note 1, at 335.

SIGNIFICANT GRAMMAR RULES

The employee, *whose* salary was withheld by the finance department, appealed to the manager.

3.3.2. *Which* vs. *that*

Relative clauses can be restrictive or nonrestrictive.

Restrictive clauses are those essential to identify who or what is talked about. It is introduced by “that” without commas. If the sentence does not make sense when the clause is removed, or gives the sentence a different meaning, it is restrictive.⁴

Meanwhile, nonrestrictive clauses begin with “which” and are set off by commas. These clauses are merely descriptions or additional information that can be removed without affecting the meaning of the sentence.⁵

Examples:

The sachet *that* the officers marked immediately after seizure is the only competent evidence.

The sachet, *which* the officers marked immediately after seizure, is competent evidence.

The first sentence connotes that there are many sachets but only one is competent evidence. In the second sentence, there is only one sachet of shabu. The phrase “which the officers marked immediately after seizure” can be taken out and the remaining parts will remain standing.

3.3.3. *Whose* vs. *of which*

The possessive form of “which” is “of which.” Alternatively, “whose” may be used as a possessive

⁴ *Id.* at 142. See also BRYAN A. GARNER, A DICTIONARY OF MODERN AMERICAN USAGE 782 (2003).

⁵ *Id.*

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form for both things and persons,⁶ for the sake of historical grammar, intelligibility, and convenience.⁷

Examples:

Seventy-year-old Alexa, *whose* case had been pending trial since 2001, died without achieving justice.

The job applicant had many options, but she picked the law firm *whose* offer resonated with her the most: work-life balance and a high-paying salary.

3.4. *Whether vs. whether or not*

“Whether” is used when the clause it leads is the object of the verb, the object of a preposition, or the subject of the sentence. Generally, it is unnecessary to add “or not” after whether,⁸ since the word alone already implies “or not.” However, use “or not” to mean “regardless of whether.”⁹

Examples:

Whether the accused runs free depends on the strength of the prosecution’s evidence.

The judge’s determination of *whether* the victim’s testimony is credible shall be upheld without showing that they overlooked facts that may change the outcome of the case. A shareholder can vote their shares *whether* they paid for them *or not*.

3.5. *Possessive form of singular nouns*

Generally, to form the possessive form of a singular noun,

⁶ *Id.* at 146.

⁷ HENRY WATSON FOWLER, A DICTIONARY OF MODERN ENGLISH USAGE: THE CLASSIC FIRST EDITION 727–728 (2009).

⁸ Philip B. Corbett, *Whether (or Not)*, THE NEW YORK TIMES, available at <https://archive.nytimes.com/afterdeadline.blogs.nytimes.com/2010/03/01/whether-or-not/> (last accessed on February 9, 2023).

⁹ BRYAN A. GARNER, A DICTIONARY OF MODERN AMERICAN USAGE 831 (2003).

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add -'s. This applies even to nouns that end in -s, -x, and -z.¹⁰

Examples:

witness's
boss's
Congress's
box's
quiz's

An apostrophe without an -s only applies in instances such as idiomatic expressions and ancient names.¹¹

Examples:

For goodness' sake
Jesus' parables
Achilles' heel

3.6. *Significant rules on subject-verb agreement*

3.6.1. *Plural forms but singular verbs*

Some nouns have plural forms but singular meanings, and thus, take singular verbs. These include laws, legal documents, and rules that are usually written in plural form but point to a singular document.

Examples:

The Implementing Rules and Regulations of Republic Act No. 9165 allows for deviations from the chain of custody rule. (*The Implementing Rules and Regulations is a single set of rules.*)

Les Misérables was a great book. (*The title of the book, though in plural form, refers to only one book.*)

The Eligibility Guidelines identifies Christianity as one of the vulnerable minority groups that

¹⁰ SABIN, *supra* note 1, at 213.

¹¹ *Id.*

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may need international refugee protection. (*The Eligibility Guidelines is one document.*)

But

Several guidelines dictate conflicting protocols. (*The term “guidelines” is plural here.*)

3.6.2. *Nouns joined by “or”*

When a subject is made up of nouns joined by “or,” the verb agrees with the last noun.¹²

Examples:

A portion of a name or thumbmarks *suffice* as subscription by the testator if intended so.

This Court has held that the title or rights to a decedent’s property immediately *pass* to their heirs upon death.

3.6.3. *Collective nouns and noun phrases*

Collective nouns and noun phrases take singular verbs.¹³

Examples:

The Committee on Underserved Persons meets today.

The family has never agreed on any big decision.

The entire staff is working on a new project that will address institutional problems.

A group of high school students is going to take a field trip to the Supreme Court.

The word “majority” is generally used as a collective noun. In this case, it takes a singular verb. Sometimes,

¹² JANE STRAUS ET AL., THE BLUEBOOK OF GRAMMAR AND PUNCTUATION 4 (11th ed., 2014).

¹³ *Id.* at 6. *See also* SABIN, *supra* note 1, at 305.

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however, grammatical construction demands that it take a plural verb. If the word is used to describe a group, use a singular verb; if it is used to describe a collection of individuals, use a plural verb. However, when “most” suffices, omit the use of “majority.”

Examples:

The majority has ruled in favor of acquitting the accused of corruption.

Majority of Cassie’s students are complaining about her strict way of teaching.

Or

Most of Cassie’s students are complaining about her strict way of teaching.

3.6.4. *Singular verbs for indefinite pronouns*

Generally, indefinite pronouns take singular verbs. These pronouns include “each,” “everybody,” “everyone,” “one,” “no one,” “nobody,” “nothing,” “someone,” “somebody,” “something,” and the like.¹⁴

Example:

Each party has submitted its memorandum.

Some indefinite pronouns, however, may take either singular or plural verbs depending on whether they refer to a singular or plural concept.¹⁵ “More than one,” if followed by a singular noun, takes a singular verb; if followed by “of” and a plural noun, it takes a plural verb. The words “either/or” and “neither/nor” both follow the noun nearest the verb. But when both “either” and “neither” are used as a

¹⁴ MARTHA FAULK & IRVING MEHLER, THE ELEMENTS OF LEGAL WRITING 41 (1994).

¹⁵ *Id.*

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standalone, they act as the subject, and thus, take singular verbs.¹⁶ “None” takes a singular verb if the noun it refers to is singular, and a plural verb if the noun it refers to is plural.

Examples:

There is more than one way to address the problem.

More than one of the boys are volunteering to assist in the camp.

Either the altar servers or the priest is going to carry the cross during the procession.

Either of the options is viable for the students.

Neither the teacher nor the students were paying attention to the principal’s speech.

Neither of the boys likes to play ball games.

None of the elements of the crime were proven.

None of the law was helpful to the victim of this strange incident.

3.6.5. *Connective phrases*

Connective phrases such as “along with,” “as well as,” “plus,” “except,” “together with,” “in addition to,” “besides,” “rather than,” “and not,” “accompanied by,” “including,” and “not even,” do not change the number of the subject.¹⁷ Thus, if the subject is singular, use a singular verb; if the subject is plural, use a plural verb.¹⁸

Commas set off such phrases, except when they are too short that a pause is unnecessary. When the

¹⁶ Merrill Perlman, *Either wins(s): Verbs to use with neither/either*, COLUMBIA JOURNALISM REVIEW, available at https://archives.cjr.org/language_corner/either_wins.php#:~:text=When%20neither%20and%20nor%20link,nor%20the%20trucks%20are%20available (last accessed on March 8, 2023).

¹⁷ *Id.* at 50. See also GARNER, *supra* note 9, at 36.

¹⁸ STRAUS ET AL., *supra* note 12, at 4–5. See also SABIN, *supra* note 1, at 299–300.

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phrase appears in the middle of the sentence, put them between two commas.

Examples:

The word “love,” as well as the phrases “justice,” “truth,” and “peace,” is included in the preamble of the Constitution.

The corporate secretary, in company with all the board members, has left the executive office.

3.6.6. *Verbs for fractions*

For fractions, the verb agrees with the whole.¹⁹

Examples:

Two-thirds of the pizza has been eaten.

One-fourth of the cases have been resolved.

3.6.7. *Distances, periods of time, and sums of money*

Distances, periods of time, and sums of money, when used as a singular unit, take singular verbs.²⁰

Examples:

A distance of 500 kilometers is impossible to finish even for world-class athletes.

The rape survivor lamented that 40 years is not enough for the convicted perpetrator to pay for his crime.

Ten thousand pesos is a big amount.

3.6.8. *Verbs follow subject*

A verb sandwiched between singular and plural nouns follows its subject, not the noun in the predicate.

¹⁹ *Id.* at 5.

²⁰ *Id.* at 6.

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Examples:

Linda's song numbers were the true star of the show. (*The noun that the verb follows is "song numbers," not "star."*)

The sale's proceeds are going to be a donation to the charity.

The employees are a basic component of the corporation during its existence.

3.7. *Modals*

"Will," "would," "can," "could," "shall," "should," "may," "might," and "ought" are modal auxiliaries used with another verb to express a grammatical mood.²¹

3.7.1. "Will" and "would"

"Would" is used to express a habitual practice, the consequence of a hypothetical, or an inclination or desire.²² Just the same, it is used as the past tense of "will." It is usually used in narrating the facts of the case, as they happened in the past.

Examples:

If the petitioner's argument were to be accepted, it would open the floodgates of several cases winning at the expense of true justice. (*This refers to a consequence of a hypothetical situation or event.*)
The inquisitive judge would love to try a case of complicated legal questions. (*This refers to an inclination or desire.*)

According to the complainant, the company said that it would pay her medical expenses, but it never did. (*Here, "would" is used in the past tense. The common error is that the term "will" is still being used when the event happened in the past.*)

²¹ GARNER, *supra* note 9, at 270.

²² *Id.* at 723.

SIGNIFICANT GRAMMAR RULES**3.7.2. “Can” and “could”**

“Can” is commonly used to refer to the ability to perform an action. “Could” may be used to indicate a possibility, but it is also used as the past tense of “can.”

Examples:

With 40 lawyers, the chambers can dispose of 100 cases by the end of the year. (*In this sentence, “can” indicates a capability to dispose of 100 cases, synonymous with “are able to.”*)

With 40 lawyers, the chambers could dispose of 100 cases by year-end. (*In this sentence, “could” indicates that it is possible that 100 cases may be disposed of.*)

The rape survivor also remarked during trial that she could not fathom why her own father would do it. (*In this sentence, “could” is used in the past tense.*)

3.7.3. “Shall,” “must,” “should,” “ought,” “may,” and “might”

“Shall” imposes a duty. “Must” denotes a required action and is fastened down more tightly than “shall.” “Should” refers to something appropriate or advisable. “Ought” is used to express obligation, advisability, natural expectation, or logical consequence.²³ “May” denotes discretion or permission.²⁴ “Might” is the past tense of “may,” but is also often used to express a possibility, or that something is true although not very likely.²⁵

²³ MERRIAM-WEBSTER DICTIONARY, “ought,” available at <https://www.merriam-webster.com/dictionary/ought> (last accessed on March 29, 2023).

²⁴ BRYAN A. GARNER, A DICTIONARY OF MODERN LEGAL USAGE 940–941 (2nd ed., 1995).

²⁵ MERRIAM-WEBSTER DICTIONARY, “might,” available at <https://www.merriam-webster.com/dictionary/might> (last accessed on March 29, 2023).

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Examples:

The lessee *shall* pay an advance deposit of at least 50% of the total amount before moving into the property.

The investigators *should* exercise more empathy in talking to the typhoon survivors.

All students *must* comply with the requirements before taking a leave of absence.

The commission *may* revoke a business's license to operate if it finds that the business violated the rules.

The guest *might* not be able to make it to the conference.

3.8. *Conditional sentences*

Conditional sentences discuss known factors or hypothetical situations. They are usually structured using the if-clause. A conditional sentence is typically composed of a dependent clause describing the condition (i.e., the protasis) and an independent clause describing the consequence (i.e., the apodosis).²⁶

A conditional sentence may refer to future situations believed to be real or possible.

Example:

If a corporation sues its own directors, and the directors are represented by a lawyer who is also the corporation's counsel, the lawyer will be liable for conflict of interest.

This structure is also common with "unless," "as long as," "as soon as," or "in case."²⁷

The second conditional refers to an imagined present or future that is contrary to reality. In this kind of sentence,

²⁶ FOWLER, *supra* note 7, at 59, 615.

²⁷ GARNER, *supra* note 24, at 861.

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the verb is in the subjunctive mood,²⁸ and is coupled with the distinctive “were” to “express a special degree of doubt about the future condition.”²⁹

It indicates that the present circumstances would be different if something different had happened before. This is usually seen in legal arguments referring to in-any-case situations. The structure is usually *if + were + would*.

Examples:

In this case, the Petition must be dismissed for being the wrong remedy. Yet, even *if* the Petition *were* to be decided on the merits, it *would* still fail.

The court did not pass upon the argument that the veil of corporate fiction was pierced, saying that even *if* the argument *were* addressed, its ruling *would* not change. Had the suspect not invited the poseur buyer into his home, he *would* not have been arrested.

3.9. Common prepositions

<i>Verb/ Noun</i>	<i>Preposition</i>	<i>Examples</i>
Accuse	of	Santos was accused of selling illegal drugs, as defined in Republic Act No. 9165.
Acquit	of	Cris was acquitted of the crime of rape.
Agree	<i>something: to</i>	Steph agreed to Dylan's suggestion that they meet on Tuesday.
	<i>someone: with</i>	Steph agreed with Dylan that they should meet on Tuesday.

²⁸ EDWARD D. JOHNSON, THE HANDBOOK OF GOOD ENGLISH: REVISED & UPDATED 321 (2009).

²⁹ *Id.* at 62. *See also* STRAUS ET AL., *supra* note 12, at 6.

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<i>Verb/ Noun</i>	<i>Preposition</i>	<i>Examples</i>
Answer	<i>be responsible for something: for</i>	The police officers who conducted the buy-bust operation answer for any mishap during the operation.
	<i>be responsible to someone: to</i>	The police officers answer to their superior.
Apologize	<i>something: for</i>	The lawyer apologized for filing the Petition belatedly.
	<i>someone: to</i>	The accused apologized to the victim during trial.
Argue	with	Roman argued with Rosa about their prenuptial agreement.
	about	They argued about the prenuptial agreement.
	for	The solicitor general argued for the petitioner.
Arrest	for	Hayley was arrested for illegal possession of drugs.
Behalf	<i>if in someone's name: on</i>	Cristina, on behalf of her employees, appealed the disallowance.
	<i>for the interest, benefit, advantage of: in</i>	Cristina opened a food pantry in behalf of the underprivileged.
Comment	on	Respondent commented on the Petition.
Charge	with	They were charged with illegal possession of firearms during the gun ban.

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<i>Verb/ Noun</i>	<i>Preposition</i>	<i>Examples</i>
Concur	<i>if followed by the decision: in</i>	I concur in the <i>ponencia</i> .
	<i>if followed by one the speaker agrees with: with</i>	I concur with my esteemed colleague.
Convict	of	Robert was convicted of child trafficking.
Deny	none	No one shall be denied their day in court.
Deprive	of	No one shall be deprived of life, liberty, or property without due process of law.
Dissent	from	I dissent from the majority's ruling to convict the accused despite no proof beyond reasonable doubt.
Guilty	of	The Court found the respondent guilty of gross ignorance of the law.
Impose	on	The Court shall impose a stiff penalty on the accused.
Release	from	The accused are ordered released from custody, until they are being held for any other lawful reason.
	to	The copies of the official's SALN were only released to the requesting journalists last year.
Repose	in	The bank manager violated the trust and confidence that her boss reposed in her.

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<i>Verb/ Noun</i>	<i>Preposition</i>	<i>Examples</i>
Request	<i>if verb:</i> none	She requested copies of the documents.
	<i>if noun:</i> for	Her request for copies of the documents remains unheeded.
Result	in	The chess game resulted in a stalemate.
Suspected	of	They were suspected of robbery.
Vest	in	The law vests in the trial court original jurisdiction over certain cases.
	with	The trial court is vested with original jurisdiction over certain cases.

4. EMPLOYING INCLUSIVE LANGUAGE

It is the State's policy to value one's dignity and respect their human rights. Use inclusive language to avoid alienating people and creating prejudices.

4.1. *Mention specific details only when relevant*

There is no need to mention a person's disability, gender, religion, or other circumstance when these are irrelevant.

The following questions can serve as a guide:

- Will mentioning the disability/gender/religion shed light on key aspects of the issue you are discussing? If no, then omit.
- Will mentioning the disability/gender/religion perpetuate discrimination against the group? If yes, then omit.
- Is there a better way to say it? If yes, do so and keep in mind inclusive language.

4.2. *Inclusive language for persons with disabilities*

The Philippines ratified the United Nations Convention on the Rights of Persons with Disabilities on April 15, 2008. The Convention aims to “promote, protect[,] and ensure the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities, and to promote respect for their inherent dignity.”¹ Giving dignity to persons with disabilities includes using inclusive language to combat ableism and promote their inclusion in society.²

¹ *Convention on the Rights of Persons with Disabilities*, May 3, 2008, available at <https://social.desa.un.org/issues/disability/crpd/article-1-purpose> (last accessed on March 30, 2023).

² “Ableism is a misguided and biased understanding of disability that leads to the assumption that the lives of persons with disabilities are not worth living. Ableism can take many forms, including harmful language.” United Nations,

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4.2.1. *Use people-first language*

People-first language emphasizes the person and not the disability, which is only used as a description of the person's condition.³ Do not use condescending or patronizing terms.⁴

Here are examples of people-first language, which can be used when referring to different disabilities:

	<i>Instead of this</i>	<i>Use this</i>
<i>Reference to persons with disabilities, in general</i>	Disabled or differently abled persons Handicapped, victim, stricken with	Persons with disabilities Disability
<i>Reference to accessibility</i>	Disabled (e.g., disabled parking lot, disabled restroom)	Accessible (e.g., accessible parking lot, accessible restroom)
<i>Reference to persons without disabilities</i>	Able-bodied, normal, healthy, regular	(Omit the reference)

Disability-Inclusive Language Guidelines, available at <https://www.ungeneva.org/sites/default/files/2021-01/Disability-Inclusive-Language-Guidelines.pdf> (last accessed on March 30, 2023).

³ Office of Disability Rights, *People-first language*, available at <https://odr.dcc.gov/page/people-first-language> (last accessed on March 30, 2023); Gov. UK, *Inclusive language: words to use and avoid when writing about disability*, March 2021, available at <https://www.gov.uk/government/publications/inclusive-communication/inclusive-language-words-to-use-and-avoid-when-writing-about-disability> (last accessed on March 30, 2023); UNITED NATIONS, *supra* note 2.

⁴ American Psychological Association, *Inclusive Language Guidelines*, 8, available at <https://www.apa.org/about/apa/equity-diversity-inclusion/language-guidelines.pdf> (last accessed on November 18, 2022).

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	<i>Instead of this</i>	<i>Use this</i>
<i>Mental health conditions</i>	Bipolar person Depressed person	Person with bipolar disorder, person with major depressive disorder
<i>Mobility</i>	Handicapped, physically challenged, deformed, cripple, lame, invalid	Person with physical disability
	Wheelchair-bound, confined to a wheelchair	Wheelchair user
<i>Physical disability</i>	Dwarf, midget	Someone of short stature, Little person, someone with restricted growth
<i>Visual disability</i>	Invalid	Blind, Person who has visual disability, Person who is partially sighted
<i>Hearing and speech disability</i>	Deaf-mute One who talks bad	Deaf, Hard of hearing, Person with speech disability

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	<i>Instead of this</i>	<i>Use this</i>
<i>Intellectual/ learning/ developmental disabilities</i>	Retarded, mentally retarded, slow, brain-damaged, mentally handicapped, mentally defective	Person with learning disability, Person with cognitive disability, Person with intellectual disability, Person with developmental disability
	Autistic	Person with autism spectrum disorder
<i>Others</i>	Fits, spells, attacks	Seizures
	Epileptic	Person with epilepsy
	HIV-positive	Person living with HIV, Person living with AIDS

4.2.2. *Exceptions to the use of people-first language*

There are instances when the terminology used in law or jurisprudence cannot be replaced, such as “unsound mind” in the Family Code,⁵ “deaf and dumb”⁶ in both the Revised Penal Code and the

⁵ FAMILY CODE, art. 45(2) states:
ARTICLE 45. . . .

. . .
(2) That either party was of unsound mind, unless such party after coming to reason, freely cohabited with the other as husband and wife[.]

⁶ REV. PEN. CODE, art. 13(8) states:

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Rules of Court, “insane or demented persons” and “deaf-mute”⁷ in the Civil Code, and “hospitalized lepers”⁸ in the Rules of Court.

In these instances, place the terminology in quotation marks or paraphrase it. Otherwise, explain further, either in the body or in the footnote.

Example:

*Versoza v. People:*⁹

This case involves a man with cognitive disability¹ who, at 24 years old, was made by his legal guardians to undergo bilateral vasectomy without his consent. Aware of the special circumstances of this case, this Court is called upon to draw the line between a valid exercise of parental authority over a person with disability, and the commission of child abuse as

ARTICLE 13. . . .

....

(8) That the offender is deaf and dumb, blind or otherwise suffering some physical defect which thus restricts his means of action, defense, or communications with his fellow beings.

⁷ CIVIL CODE, art. 1327 states:

ARTICLE 1327. The following cannot give consent to a contract:

- (1) Unemancipated minors;
- (2) Insane or demented persons, and deaf-mutes who do not know how to write.

⁸ RULES OF COURT, Rule 92, sec. 2 states:

SECTION 2. *Meaning of word “incompetent.”* — Under this rule, the word “incompetent” includes persons suffering the penalty of civil interdiction or who are hospitalized lepers, prodigals, deaf and dumb who are unable to read and write, those who are of unsound mind, even though they have lucid intervals, and persons not being of unsound mind, but by reason of age, disease, weak mind, and other similar causes, cannot, without outside aid take care of themselves and manage their property, becoming thereby an easy prey for deceit and exploitation.

⁹ 861 Phil. 230, 245 (2019) [*Per Curiam, En Banc*].

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contemplated and penalized by Republic Act No. 7610, or the Special Protection of Children Against Abuse, Exploitation, and Discrimination Act.

¹ While a legitimate medical term, “mental retardate” is no longer preferred due to its derogatory implications. Cognitive disability or intellectual disability was explained in *People v. Quintos*[.]

4.3. *Gender-fair language*

The Constitution recognizes the inherent dignity of every human being and guarantees respect for human rights,¹⁰ including nondiscrimination based on sexual orientation, gender identity, and expression.¹¹

The Magna Carta of Women recognizes that gender-sensitive language should be used to abolish inequality and practices that perpetuate discrimination. However, discrimination is not limited to women, as people who express their gender identities differently are also prone to prejudice.

This Stylebook supplements A.M. No. 21-11-25-SC, or the Guidelines on the Use of Gender-Fair Language in the Judiciary and Gender-Fair Courtroom Etiquette. See [Annex R](#) for a copy of the Resolution.

4.3.1. *Nouns*

Avoid the use of generic masculine words such as “man” and binary terms such as “men and women.” Use gender-neutral mass nouns such as “people,” “person/s,” and “human/s.”

¹⁰ CONST., art. II, sec. 11.

¹¹ United Nations, *Human Rights and Gender*, available at <https://www.un.orgeruleoflaw/thematic-areas/human-rights-and-gender> (last accessed on March 30, 2023).

EMPLOYING INCLUSIVE LANGUAGE**4.3.2. Pronouns****4.3.2.1. Use gender-neutral pronouns**

Avoid using “he/him/his” as a generic pronoun. Instead, use the singular “they/them/their” as indefinite pronouns if preferred pronouns are not known.¹²

In doing so, use a plural verb form with the singular pronoun “they.” Write “they are,” not “they is.” Both “themselves” and “themselves” are acceptable as reflexive singular pronouns.

Examples:

Before: Section 21 of Republic Act No. 9165 requires that the inventory and taking of photographs be in the presence of the accused or *his* counsel, among others.

After: Section 21 of Republic Act No. 9165 requires that the inventory and taking of photographs be in the presence of the accused or *their* counsel, among others.

Before: A victim of physical abuse would not be so inclined to broadcast *her* suffering. Instead, *she is* going to think twice about it, for fear of stigma.

After: A victim of physical abuse would not be so inclined to broadcast *their* suffering. Instead, *they are*

¹² American Psychological Association, *Singular “They,”* APA Style, July 2022, available at <https://apastyle.apa.org/style-grammar-guidelines/grammar/singular-they> (last accessed on March 30, 2023).

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going to think twice about it, for fear of stigma.

Before: An accused's right to be informed of the nature and cause of accusation against *him* is a constitutional right *he* can invoke to protect *himself* from police abuses.

After: An accused's right to be informed of the nature and cause of accusation against *them* is a constitutional right *they* can invoke to protect *themselves* from police abuses.

Before: In an action for ejectment, it is essential to find out who the actual possessor is and if *his* possession has been disturbed.

After: In an action for ejectment, it is essential to find out who the actual possessor is and if *their* possession has been disturbed.

4.3.2.2. *Neopronouns*

If a person prefers to use neopronouns such as “xe/xem/xyr,”¹³ use them. These replace the pronouns “he/him/his” and “she/her/hers.” Pair with a singular verb.

4.3.2.3. *Articles instead of pronouns*

Alternatively, “a,” “an,” and “the” can be used as substitute for pronouns.

¹³ UNC Greensboro, *Neopronouns Explained*, available at <https://intercultural.uncg.edu/wp-content/uploads/Neopronouns-Explained-UNCG-Intercultural-Engagement.pdf> (last accessed on March 30, 2023).

EMPLOYING INCLUSIVE LANGUAGE*Examples:*

Before: Within 15 days from receipt of accused-appellant's Memorandum, plaintiff-appellee may file *his* memorandum.

After: Within 15 days from receipt of accused-appellant's Memorandum, plaintiff-appellee may file *a* memorandum.¹⁴

Before: Merely testifying does not render the witness immune from prosecution notwithstanding *his* invocation of the right against self-incrimination.

After: Merely testifying does not render the witness immune from prosecution notwithstanding *an* invocation of the right against self-incrimination.¹⁵

4.3.3. *Honorifics, professions, occupations, and roles*

When the gender identity or sexual orientation of the person is irrelevant, omit the reference. Use gender-neutral terms when describing occupations.

For honorifics, “Mx.” has been adopted by Merriam-Webster Dictionary as a gender-neutral title. This is used for those “who do not identify as being of a particular gender, or for people who simply don’t want to be identified by gender.”¹⁶

¹⁴ GUIDELINES ON THE USE OF GENDER-FAIR LANGUAGE IN THE JUDICIARY AND GENDER-FAIR COURTROOM ETIQUETTE (GENDER-FAIR GUIDELINES), p. 5.

¹⁵ GENDER-FAIR GUIDELINES, p. 5.

¹⁶ MERRIAM-WEBSTER DICTIONARY, “Mx.” - A Gender-Neutral Honorific, available at <https://merriam-webster.com/words-at-play/mx-gender-neutral-title> (last accessed on July 25, 2023).

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Examples:

Before: Dra. Jose Maria Cruz
After: Dr. Jose Maria Cruz

Before: Mr./Ms. Alex Perez
After: Mx. Alex Perez

Before: Dear Ma'am/Sir
After: Dear editor/manager/colleague

Before: Policemen, chairman, congressman
After: Police officers, chairperson, representative

Before: Husband and wife
After: Spouses

Before: Fatherhood, motherhood
After: Parenthood

See Annex R for a more extensive list of gender-fair terms.

4.3.4. *Unfounded generalizations and antiquated terms*

Do not use metaphors that reinforce gender stereotypes. If there are unfounded generalizations in a direct quote and this is important to the case, place it in quotation marks. Explain it further, either in the body or in the footnote.

Example:

Before: Jenny, as a woman, is inherently weak. She cannot be expected to fight a man.
After: Jenny was not able to fight back against the perpetrator.

5. ABBREVIATIONS

5.1. *General rule*

As a rule, do not abbreviate. The American Psychological Association advises writers to “[u]se abbreviations sparingly and only when they will help readers understand your work.”¹ The reason is simple: “[T]hey can confuse and alienate unfamiliar audiences[.]”² While using abbreviations is inescapable, it should not be the default format.

5.2. *Exceptions*

There are exceptions to this rule, where using abbreviations in the body of a decision would be better for ease of reading.

To abbreviate, the general format is to spell out the name or term at first usage, followed by the short title in parentheses.

Be consistent with the abbreviated form adopted throughout the decision. See [Chapter 6 on Capitalization](#) for the rule on capitalizing acronyms or short titles.

Example:

The Bureau of Jail Management and Penology (Bureau) is one of the five pillars of the criminal justice system. The Bureau primarily deals with persons deprived of liberty who are undergoing investigation, or who are serving a sentence three years and below.

Or

The Bureau of Jail Management and Penology (BJMP) is

¹ Chelsea Lee, *An Abbreviation FAQ*, APA STYLE BLOG, available at <https://blog.apastyle.org/apastyle/abbreviations> (last accessed on March 8, 2023).

² Andrew Hales et al., *Alienating the Audience: How Abbreviations Hamper Scientific Communication*, ASSOCIATION FOR PSYCHOLOGICAL SCIENCE, available at <https://www.psychologicalscience.org/observer/alienating-the-audience-how-abbreviations-hamper-scientific-communication> (last accessed on March 8, 2023).

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one of the five pillars of the criminal justice system. The BJMP primarily deals with persons deprived of liberty who are undergoing investigation, or who are serving a sentence three years and below.

Not

The Bureau of Jail Management and Penology (BJMP) is one of the five pillars of the criminal justice system. The Bureau primarily deals with detainees who are undergoing investigation, or who are serving a sentence three years and below.

Moreover, abbreviations generally come without any periods, except when the institutions themselves adopt otherwise.

Examples:

DOH

Not

D.O.H.

But

Washington D.C.

Use a period to abbreviate a professional title.³ However, avoid abbreviating professional titles when the abbreviation is not commonly used or known, or when the title is not immediately followed by the titleholder's name.

Examples:

Atty. Robert Ruby entered the courtroom.

Dr. Ana Cruz earned her title before most of her peers.

Engr. Mimosa Mora went to a site inspection.

Vice Chancellor Erwin de Jesus gave a speech to address the student body.

³ WILLIAM A. SABIN, THE GREGG REFERENCE MANUAL: A MANUAL OF STYLE, GRAMMAR, USAGE, AND FORMATTING 168, 172 (11th ed., 2011).

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Not

The Atty. entered the courtroom.

She earned the title “Dr.” before most of her peers.

The Engr. went on a site inspection.

VC de Jesus gave a speech to address the student body.

5.2.1. *Names*

Supreme Court cases may often involve three or more parties. To simplify the discussion, abbreviate by using the shortened name of the first party in the list, followed by “et al.,” a Latin phrase meaning “and others.”⁴ Always spell out all the names on first usage. A comma is not necessary before “et al.” if only one name precedes it.

Examples:

First usage: Senators Francis Pangilinan, Franklin Drilon, Paolo Benigno Aquino, Leila De Lima, and Risa Hontiveros (Senator Pangilinan et al.)

Second usage: Senator Pangilinan et al.

Not

Senator Pangilinan, et al.

Alternatively, shorten the names of the parties by referring to their relationships.

Examples:

First usage: spouses Alonso and Rica Manalo
Second usage: spouses Manalo or the Manalo spouses

⁴ MERRIAM-WEBSTER DICTIONARY, “et al.,” available at <http://www.merriam-webster.com/dictionary/et%20al> (last accessed on November 22, 2022).

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<i>First usage:</i>	heirs of Ruperto Labrador, namely, Roman, Prudencia, and Antonio Labrador
<i>Second usage:</i>	heirs of Labrador or Labrador's heirs

5.2.2. *Legal terms*

Some legal terms are better known by their acronym. Refer to them in their abbreviated form after first use.

Examples:

<i>First usage:</i>	Original Certificate of Title No. 12-2022 (OCT No. 12-2022)
<i>Second usage:</i>	OCT No. 12-2022

<i>First usage:</i>	value-added tax (VAT)
<i>Second usage:</i>	VAT

<i>First usage:</i>	Statement of assets, liabilities, and net worth (SALN)
<i>Second usage:</i>	SALN

5.2.3. *Documents and filings*

Documents and filings are often captioned with long titles. In a decision, one may mention it in full, and later referred to again as a common noun.

Example:

The parties entered into a Contract of Undertaking. They signed the contract on July 2, 2023.

However, for easy reference, documents may be abbreviated by designating a short form of the title.

For instance, abbreviate the titles of documents and filings that are too long when they will be mentioned again later. When abbreviating, indicate

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the long title at first use then enclose the short title in parentheses.

Examples:

First usage: Spouses Labrador moved to file a Petition for Voluntary Dissolution of the Conjugal Partnership of Gains and for the Separation of the Common Properties (Petition).

Second usage: After hearings were held, the court approved the Petition.

First usage: The administration signed a Memorandum of Undertaking for the Grant of Food and Grocery Incentives (Memorandum of Undertaking) with the major food supplier.

Second usage: The Memorandum of Undertaking may require an engagement fee.

First usage: Before this Court are consolidated administrative cases under the Audit Report on the Judicial Audit conducted at Branch 73, Regional Trial Court, Olongapo City, Zambales (Audit Report).

Second usage: The court administrator cited the Audit Report in providing their recommendations.

First usage: The Department of Transportation and the corporation entered into a Supplemental Toll Operation Agreement (Agreement) earlier this year.

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Second usage: The Agreement will allow the corporation to build infrastructures primarily aimed to reduce traffic.

However, when the documents and filings are short and using a partial name will not cause confusion, there is no need to add a parenthetical indicating the abbreviation.

Examples:

First usage: Roberta filed a Petition for Review on *Certiorari* before this Court.

Second usage: Roberta argues that her Petition should not be dismissed, saying that it only asks questions of law.

First usage: Roberta and Teodora entered into a Deed of Undertaking.

Second usage: Teodora later said that the Deed was unenforceable against her.

If the abbreviated form would only lead to confusion, stick to the general rule: Do not abbreviate.

Example:

The parties executed three instruments, namely, the deed of sale, deed of lease agreement, and deed of service. The deed of sale and deed of lease were the only ones that were notarized.

5.2.4. *Constitution, statutes, treaties, etc.*

Official acts or session laws may have a short title that they are better known for. In this case, spell out the official act on first usage and use the abbreviated form in later mentions. *See Chapter 13 on Citation*

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of Primary Sources for the rule on formatting session laws, constitutions, and other laws in citations.

For all others, the general rule stands: Spell out the constitutions, legislative enactments, treaties, and other issuances in the body of the text.⁵

Examples:

First usage: Tax Reform for Acceleration and Inclusion (TRAIN)

Second usage: TRAIN

First usage: Electric Power Industry Reform Act of 2001 (EPIRA)

Second usage: EPIRA

First usage: Japan-Philippines Economic Partnership Agreement (JPEPA)

Second usage: JPEPA

But

Republic Act No. 9165

Not

R.A. 9165

5.2.5. *Administrative issuances*

Issuances must carry the name of the issuing institution, even if the issuance title does not include it. In these cases, use the institution's abbreviated name even at the first usage. Avoiding abbreviation in such cases may only be confusing, if not inaccurate. Still, other parts of the regulation must be spelled out.

⁵ SUPREME COURT OF THE PHILIPPINES (SC), MANUAL OF JUDICIAL WRITING 18 (2005).

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Examples:

DepEd-DOH Joint Memorandum Circular No. 01-2002
DBM Circular No. 16
OCA Circular No. 217-2022
BIR Circular No. 134-2022

Not

Department of Education-Department of Health Joint Memorandum Circular No. 01-2002 (DepEd-DOH Joint Memorandum Circular No. 01-2002)
Department of Budget and Management Circular No. 16 (DBM Circular No. 16)
Office of the Court Administrator Circular No. 217-2022 (OCA Circular No. 217-2022)
Bureau of Internal Revenue Circular No. 134-2022 (BIR Circular No. 134-2022)

But

Customs Administrative Order No. 11-2019
(*Here, the title as written already provides context that the document was issued by the Bureau of Customs; to change “Customs” to “BOC” would be superfluous, if not confusing.*)

While it is customary to use the abbreviated name at first usage, make sure that any reference to an abbreviation is clear in the context of the writing.

Example:

The president instructed the Department of Education and the Department of Health to upgrade the classrooms for the back-to-school season. Thus, on September 1, 2022, the departments

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issued DepEd-DOH Joint Memorandum Circular No. 01-2002.

Not

The president instructed the upgrade of classrooms for the back-to-school season. Thus, on September 1, 2022, DepEd-DOH Joint Memorandum Circular No. 01-2002 was issued. (*In this case, without the context of which agencies were instructed to upgrade the classrooms, it is unclear what the abbreviation stands for.*)

5.2.6. *Procedural rules*

Abbreviate procedural rules, as long and repetitive words that use the expanded form would distract the reader. In abbreviating, prefer the abbreviated form formally or commonly used.

Otherwise, adhere to the general rule.

Examples:

First usage: Guidelines for Automatic Adjustment of Generation Rate and System Loss Rates by Distribution Utilities (AGRA Rules)

Second usage: AGRA Rules

First usage: The 2021 Department of Agrarian Reform Adjudication Board Revised Rules of Procedure (2021 DARAB Rules)

Second usage: 2021 DARAB Rules

First usage: Wholesale Electricity Spot Market Rules (WESM Rules)

Second usage: WESM Rules

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5.2.7. *Shortened case titles*

Abbreviate the titles of cases after the first mention. Generally, the short title is the party first named in the case title. There is no need to use parentheticals. The short title must remain italicized even after first usage.

The rule applies for case titles in the body and the footnote citations. See [Chapter 13 on Citation of Primary Sources](#) for the use of case titles in the footnotes.

Example:

First usage: *Almario v. Philippine Airlines*

Not

Almario v. Philippine Airlines (Almario)

Second usage: *Almario*

Not

Almario

Where the party first named refers to the People of the Philippines, Republic of the Philippines, Executive Secretary, or other similar terms, use the adverse party as the shortened form of the case title.

Refrain from abbreviating cases when it will be confusing. For instance, when the parties are the Republic and a tribunal, it will be hard to distinguish the case referred to if either party is used as short title. See [Chapter 12 on General Rules on Citation](#) for further instruction on how to refer to case titles.

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Examples:

First usage: *People v. Gingos*
Second usage: *Gingos*

First usage: *Disini v. Executive Secretary*
Second usage: *Disini*

First usage: *Republic v. Sandiganbayan*
Second usage: *Republic v. Sandiganbayan*

5.2.8. *Designations*

Designations are common in decisions and resolutions. To save space and avoid repetitive mention of ranks and titles, abbreviate positions after first usage. See [Annexes O](#) and [P](#) for a list of abbreviations of military and police officer ranks.

Example:

The prosecution presented the victim, as well as Police Officer I Richard Navarro (PO1 Navarro), PO3 Michael Santiago, and Senior Police Officer III Melanio Merza (SPO3 Merza), as its witnesses. Only PO1 Navarro and SPO3 Merza were placed under the witness protection program.

Do not abbreviate ranks that do not appear in the body more than once.

Example:

Police Officer I Richard Navarro was one of the witnesses presented in court. However, he was not placed under the witness protection program.

SUPREME COURT STYLEBOOK5.2.9. *Institutions*5.2.9.1. *Public institutions*

Decisions and resolutions often deal with the workings of government agencies. Observe the following rules in abbreviating their names:

- For departments, use their commonly or officially used acronyms or abbreviations. Follow how the organization stylizes its short name.
- For the names of institutions that have become part of the common parlance, use abbreviations as well.

For all others, one may stick to the general rule or shorten their names by referring to them as Bureau, Institute, Office, or Agency, among others.

Examples:

First usage: Department of Social Welfare and Development (DSWD)

Second usage: DSWD

First usage: Department of Transportation (DOTr)

Second usage: DOTr

First usage: Bureau of Internal Revenue (BIR)

Second usage: BIR

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<i>First usage:</i>	Philippine Institute of Volcanology and Seismology (PHIVOLCS)
<i>Second usage:</i>	PHIVOLCS
<i>First usage:</i>	Land Transportation Office (LTO)
<i>Second usage:</i>	LTO
<i>First usage:</i>	Philippine Drug Enforcement Agency (PDEA)
<i>Second usage:</i>	PDEA
<i>First usage:</i>	Land Transportation Franchising and Regulatory Board (LTFRB)
<i>Second usage:</i>	LTFRB
<i>First usage:</i>	National Food Authority (NFA)
<i>Second usage:</i>	NFA
<i>First usage:</i>	Philippine Statistics Authority (PSA)
<i>Second usage:</i>	PSA
<i>First usage:</i>	Philippine Health Insurance Corporation (PhilHealth)
<i>Second usage:</i>	PhilHealth
<i>First usage:</i>	Philippine National Police (PNP)
<i>Second usage:</i>	PNP

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But

First usage: Bureau of Fisheries and Aquatic Resources (BFAR/Bureau)

Second usage: BFAR or Bureau or stick to the general rule

First usage: Philippine Institute for Development Studies (PIDS/Institute)

Second usage: PIDS or Institute or stick to the general rule

First usage: Philippine Space Agency (PhilSA/Agency)

Second usage: PhilSA or Agency or stick to the general rule

First usage: Cooperative Development Authority (CDA/Authority)

Second usage: CDA or Authority or stick to the general rule

First usage: Clark Development Corporation (CDC/Clark Development)

Second usage: CDA or Clark Development or stick to the general rule

First usage: Bases Conversion Development Authority (BCDA/Authority)

Second usage: BCDA or Authority or stick to the general rule

ABBREVIATIONS

See [Annex G](#) for other acceptable acronyms for government institutions.

In cases where there are several bureaus, institutes, offices, or agencies involved, stick to the general rule.

Example:

Government-owned or -controlled corporations, such as Aurora Pacific Economic Zone and Freeport Authority, Cagayan Economic Zone Authority, and Zamboanga City Special Economic Zone Authority, currently manage several of the country's economic zones. Cagayan Economic Zone Authority is the one supervising the development of the Cagayan Special Economic Zone and Freeport.

5.2.9.2. *Private institutions*

Private institutions may also become actors in decisions and resolutions. Unlike government institutions, however, private institutions are usually unfamiliar to the public. In these cases, adhere to the general rule.

Public utilities and nongovernment organizations are common exceptions to this general rule. Given that their transactions are imbued with public interest, their names have often become part of public discourse. In such cases, refer to their officially or commonly used acronym or short title after first use.

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Examples:

First usage: Manila Electric Company
(Meralco)

Second usage: Meralco

First usage: Philippine Animal Welfare
Society (PAWS)

Second usage: PAWS

First usage: Parish Pastoral Council
for Responsible Voting
(PPCRV)

Second usage: PPCRV

5.2.9.3. *International bodies*

Abbreviate when referring to international bodies, organizations, and associations, among others. Use their formal names.

Examples:

First usage: Association of Southeast
Asian Nations (ASEAN)

Second usage: ASEAN

First usage: World Health Organization
(WHO)

Second usage: WHO

First usage: World Trade Organization
(WTO)

Second usage: WTO

First usage: World Intellectual Property
Organization (WIPO)

Second usage: WIPO

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First usage: Joint United Nations Programme on HIV/AIDS (UNAIDS)

Second usage: UNAIDS

First usage: United Nations Entity for Gender Equality and the Empowerment of Women (UN Women)

Second usage: UN Women

See [Annex H](#) for other acceptable acronyms for international bodies.

5.2.10. *Currency*

In abbreviating currencies, refer to the International Organization for Standardization (ISO) 4217, which standardizes references to currencies to “enable clarity and reduce errors.”⁶ See [Annex I](#) for the list of acceptable alphabetic codes.

When writing currencies, use the arabic number system. See [Chapter 7 on Numbers](#).

ISO 4217 uses the following format:

- Capitalize the letters of the alphabetic code.
- Put a space between the alphabetic code and the numerical value.

There is no need to provide the long form first when referring to currencies.

⁶ International Organization for Standardization, *ISO 4217: Currency codes*, available at <https://www.iso.org/iso-4217-currency-codes.html> (last accessed on January 6, 2023).

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Examples:

PHP 12,200.00
USD 45.00

Not

Philippine Peso (PHP) 12,200.00
United States Dollar (USD) 45.00

5.2.11. *Units of measurement*

Units of measurement are not abbreviated in the text, and only done so in tables, lists, and others where there is a need to save space. *See Chapter 7 on Numbers.*

Use the acceptable short forms as provided under the International System of Units. In writing units of measurements, add a space between the unit of measurement and the numeral. *See Annex J* for a nonexhaustive list of units of measurement.

5.2.12. *Miscellaneous expressions*

For all other terms not falling under the exceptions already discussed, but have become part of common parlance, the abbreviation or short title is preferred even in subsequent mentions, or at the first usage.

Examples of terms that can be abbreviated in later mentions:

First usage: Acquired immunodeficiency syndrome (AIDS)

Second usage: AIDS

First usage: Autism spectrum disorder (ASD)

Second usage: ASD

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Examples of terms that can be abbreviated at the first instance:

First usage: ATM card [Not automated teller machine (ATM) card]

Second usage: ATM card

First usage: CCTV [Not closed-circuit television (CCTV)]

Second usage: CCTV

First usage: TV [Not television (TV)]

Second usage: TV

First usage: CD [Not compact disk (CD)]

Second usage: CD

First usage: VCD [Not video compact disk (VCD)]

Second usage: VCD

First usage: COVID-19 [Not Coronavirus disease (COVID-19)]

Second usage: COVID-19

When in doubt, stick to the general rule.

6. CAPITALIZATION

6.1. *General rule*

Words are capitalized to give distinction, importance, and emphasis.¹ However, when too many words are emphasized, none stand out. Capitalize sparingly as the unnecessary capital letters distract readers from the content.

For instance, party designations, such as petitioner, respondent, or appellee, are not capitalized in the body, even if they replace proper names.²

Example:

Both petitioners and respondents manifested that they would no longer file supplemental briefs.

Refrain from using capitalization to emphasize, such as THIS EXAMPLE. See [Chapter 10 on Setting Off Words](#) when emphasizing a word or phrase.

6.2. *When to capitalize*

6.2.1. *First word of a sentence*

Always capitalize the first letter of the beginning of a sentence.

6.2.2. *First word after a colon*

When a colon introduces an independent clause and expresses a different thought from the preceding clause, capitalize the first word after the colon.³

¹ WILLIAM A. SABIN, THE GREGG REFERENCE MANUAL: A MANUAL OF STYLE, GRAMMAR, USAGE, AND FORMATTING 106 (11th ed., 2011).

² SUPREME COURT OF THE PHILIPPINES (SC), MANUAL OF JUDICIAL WRITING 7 (2005).

³ *Id.* at 58–59. See also MARTHA FAULK & IRVING MEHLER, THE ELEMENTS OF LEGAL WRITING 83 (1994); JANE STRAUS ET AL., THE BLUE BOOK OF GRAMMAR AND PUNCTUATION 32 (11th ed., 2014).

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Otherwise, keep the first word after the colon in lowercase.

Example:

The accused eventually admitted to his crime:
He was the one who took the store's earnings.

But

Alex presented a long string of alibis to cover his tracks: that he was elsewhere when the crime happened; that he was asleep at the time of the incident; that he was sleeping next to his nephews at the time.

6.2.3. *Pronoun “I”*

The personal pronoun “I,” which refers to the first-person subject, is always capitalized, no matter where it appears in the sentence.

6.2.4. *Proper nouns*

Generally, capitalize the first letters of proper nouns. This applies even when the proper nouns are used as adjectives.

Examples:

Padre Faura
American pie

6.2.4.1. *Names of persons*

Proper names of persons are usually capitalized, including the first, middle, and last name, as well as the suffixes “Jr.,” “Sr.,” “III,” and others. However, some surnames with prefixes are written in lowercase.⁴

⁴ SABIN, *supra* note 1, at 111.

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Examples:

Jose Protacio Rizal
Juan dela Cruz (Or Juan Dela Cruz,
whichever appears in the case records)
Vincent van Gogh

6.2.4.2. *Trade and business names*

Trade and business names are also proper nouns. However, if the trade or business writes its official name in an unconventional way, such that other letters are also capitalized, follow its styling.

Examples:

Manila Electric Company (Or Meralco)
McDonald's

6.2.4.3. *Organizations*

Capitalize names of organizations (e.g., unions, associations, political parties).⁵

Examples:

La Liga Filipina
Democrats and Republicans
Girl Scouts of the Philippines
Federation of Free Workers
Kilusang Mayo Uno

6.2.4.4. *Places*

Capitalize political subdivisions and specific names of places.⁶

⁵ *Id.* at 116.

⁶ SC, *supra* note 2, at 9.

CAPITALIZATION

Examples:

City of Mandaluyong (*But* Mandaluyong
City government)
Science City of Muñoz
E. Rodriguez Street
Municipality of Famy
1600 Pennsylvania Avenue, Washington,
D.C.
Plaza Miranda

6.2.4.5. *Languages and dialects*

Capitalize names of languages and dialects.⁷

Examples:

Nala is fluent in Chavacano,
Kapampangan, and Cebuano.
Roberta knows how to speak Mandarin,
Spanish, and French.

6.2.4.6. *Dates and events*

Capitalize months, days, and holidays.
References to historical events and periods
are also capitalized.⁸

Examples:

Only April, June, September, and
November have 30 days.
We can meet on Wednesday in a nearby
café.
All Saints' Day is a holiday in this
country.
They will be celebrating New Year's Eve
together.

⁷ SABIN, *supra* note 1, at 127.

⁸ *Id.* at 124–125.

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The People Power Revolution was a victory for the Filipino people.
World War II was a dark time in history.
The Japanese Occupation needs to be better studied.

6.2.4.7. *Academic subjects*

Capitalize specific course titles unless they pertain to general areas of study.⁹

Examples:

She came in late for her Math 17 exam.
He took Physics 10 as an elective.
They decided to enroll in the Logical Reasoning course that summer.

But

Studying math has always been the professor's passion.
The laws of physics are rarely defied.
He was an expert in the field of logical reasoning.

6.2.4.8. *Degrees*

Capitalize an academic degree only if it is used to modify a person's name. Use lowercase letters when pertaining to academic years (e.g., sophomore, junior, senior).

Examples:

She finished a bachelor's degree.
She is a sophomore in college.
Ana Cruz, Juris Doctor

⁹ *Id.* at 129.

CAPITALIZATION*But*

She graduated as a juris doctor in 2021.

6.2.5. *Common nouns*

Generally, common nouns are not capitalized. However, if a common noun is part of a proper noun, capitalize it as well.¹⁰

Examples:

Padre Faura Street

Laguna de Bay

Taft Avenue

6.2.6. *Official titles and occupations*6.2.6.1. *Titles with proper names*

Official titles and occupations should be distinguished. Official titles, such as “president,” “vice president,” “senator,” “justice,” and “ombudsman,” are used either with the full name or last name of a person.

Capitalize titles when they directly precede proper names. When they are placed after proper names, use lowercase as the title is only used to modify the name,¹¹ except when it falls under the next rule.

Occupations, however, are written in lowercase before or after the name.¹²

¹⁰ MARTHA FAULK & IRVING MEHLER, THE ELEMENTS OF LEGAL WRITING 85 (1994).

¹¹ JANE STRAUS, THE BLUE BOOK OF GRAMMAR AND PUNCTUATION 70 (10th ed., 2008).

¹² *Id.*

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Examples of titles:

President Rodrigo Duterte (*Not* president Rodrigo Duterte)

But

Duterte, the Philippine president (*Not* Duterte, the Philippine President)

Labor Arbiter Arman Caruso ruled in the seafarer's favor.

But

Juan dela Cruz, the labor arbiter, ruled in the seafarer's favor.

Agra was appointed as the justice secretary.

But

Justice Secretary Agra was also appointed as solicitor general during the time of former President Gloria Macapagal Arroyo.

Ria's favorite fictional lawyer is Atty. Woo Young Woo.

But

Woo Young Woo works as an attorney.

CAPITALIZATION

Barangay Chairperson Tony Cruz witnessed the inventory of the seized drugs.

But

I asked for a certification from our barangay chairperson.

Justice Santos penned the controversial ruling.

But

The justice arrived at the session hall this morning.

Examples of occupations:

The customer, while complaining about the food, raised her voice at restaurant owner Gordon Tam Sy.

Fitness coach Bryx Ramos told him to do more squats.

Well-acclaimed director Vhong Hoon Jo is making another comeback with his newest film.

6.2.6.2. *Titles in organizational documents*

Capitalize the designation if the positions are specific, not generic, e.g., Regional Director IV, Executive Assistant III, Sheriff II, Project Officer III, Police Officer III, and the like.

Examples:

Bosanna Boses was appointed as a regional director in 2019.

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But

Bosanna Boses was appointed as Regional Director IV in 2019.

Lourd was hired as a nurse at the provincial hospital.

But

Lourd was promoted to Nurse V after 15 years of service.

6.2.7. *Abbreviations*

Abbreviations are shortened forms of longer names. In abbreviating, follow how the organization or entity stylizes its short name.¹³ See [Chapter 5 on Abbreviations](#).

Examples:

Philippine Institute of Volcanology and Seismology (PHIVOLCS)

Department of Education (DepEd)

Filipino Society of Composers, Authors and Publishers (Filscap)

6.2.8. *Acronyms and initialisms*

Acronyms and initialisms are new words formed by combining the first letter of each word of a long phrase. While acronyms are pronounced as a new word, initialisms are pronounced by saying each letter of the new word. Both are usually written in all caps.¹⁴ See [Chapter 5 on Abbreviations](#).

¹³ SABIN, *supra* note 1, at 522.

¹⁴ *Id.*

CAPITALIZATION*Examples:*

Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)
Department of Health (DOH)

6.2.9. *Quotations*6.2.9.1. *Capital letters within a quoted material*

Paraphrasing is the best option, especially if the quoted material is for the factual or narrative part of the decision. Brackets may also be used in the quoted material to correct the letter case.

Example:

<i>Sentence to be quoted</i>	<i>Direct quote</i>	<i>Paraphrased</i>
Out of pity for his caretakers, Juan issued a Check Payable to Bearer amounting to PHP 500.00.	As the Court of Appeals found, “Juan issued a [c]heck [p]ayable to [b]earer amounting to PHP 500.00.”	The Court of Appeals found that Juan issued a PHP 500.00 check payable to bearer.

6.2.9.2. *Quoting a sentence within a sentence*

If quoting a complete sentence, capitalize the first letter after the quotation marks.¹⁵ If other parts of the quoted portion need to be modified, use brackets to indicate the changes. See [Chapter 9](#) on [Punctuations](#) and [Chapter 12](#) on [General Rules on Citation](#).

¹⁵ *Id.* at 106.

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Example:

<i>Original source in the transcript</i>	<i>As quoted</i>	<i>But</i>
JESSICA: Roman told me that the police will not even know that we are here.	Per the transcript, Jessica testified that Roman had said, “The police will not even know that we are here[,]” referring to the drug den.	According to Jessica, Roman had said that “[t]he police would not even know” that they were in the drug den.

6.2.10. *Laws and court decisions*

6.2.10.1. *Titles of laws and other administrative issuances*

Capitalize the first letter of each word of the formal titles of laws, bills, treaties, and administrative issuances except for articles, prepositions, and conjunctions with three or fewer letters, such as “a,” “an,” “the,” “to,” “of,” “in,” “on,” and “and,” unless they appear in the beginning of the title. However, do not capitalize generic references to laws, bills, treaties, and administrative issuances.¹⁶

Examples:

Republic Act No. 9165 or the Comprehensive Dangerous Drugs Act of 2002

¹⁶ SABIN, *supra* note 1, at 126, 132. Sabin provides a rule on the use of articles, prepositions, and conjunctions for titles of literary works and artistic works.

CAPITALIZATION

An Act Declaring Forfeiture in Favor of the State Any Property Found to Have Been Unlawfully Acquired by Any Public Officer or Employee and Providing for the Proceedings

Administrative Order No. 12-2021, series of 2021

But

Stakeholders criticized the proposed corporation law.

The company violated the constitutional rights of its employees.

6.2.10.2. *Reference to articles, sections, and rules*

When referring law provisions in the body, capitalize the first letter of the words “article,” “section,” “rule,” “chapter,” “book,” among others.¹⁷ The words “paragraph” or “item,” however, are not capitalized. See [Chapter 13 on Citation of Primary Sources](#) for referencing articles and sections in the footnotes.

Example:

Accused-appellant invoked Article III, Section 2 of the Constitution, as well as Rule 126 of the Rules of Court, insisting that the search in his house was invalid because the police did not present a search warrant.

6.2.10.3. *Supreme Court issuances*

For decisions mentioned in the body, the

¹⁷ SC, *supra* note 2, at 8.

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names of the opposing parties are always capitalized while the “v.” is in lowercase.

Examples:

Velarde v. Social Justice Society
the *Velarde* decision

6.2.11. *Government institutions*

6.2.11.1. *Names as proper nouns and common nouns*

Capitalize the official names of government institutions, including the names of courts, when used as proper nouns. When partial names are used, do not capitalize.¹⁸

Examples:

The president appointed Shaina Cruz as head of the Department of Agriculture, the first woman in the department’s history.

The prosecutor found probable cause and filed the Information before the Regional Trial Court of Makati City. Trial ensued before the trial court, with the parties submitting their respective pieces of evidence. After trial, the Regional Trial Court rendered a Decision convicting the accused. (*In this sentence, “Regional Trial Court” is capitalized because it is an official name, while “trial court” is the partial name.*)

But

Under the law, regional trial courts, sitting as special agrarian courts, have

¹⁸ *Id.*

CAPITALIZATION

original and exclusive jurisdiction over all petitions for the determination of just compensation to landowners. (*In this sentence, “regional trial court” is in lowercase because it is used as a common noun.*)

The Sandiganbayan acquitted the former Office of the Ombudsman officials of falsification of public documents. The antigraft court held that the prosecution failed to overcome the presumption of innocence of the accused. (*In this sentence, “Sandiganbayan” is capitalized because it is an official name, while “antigraft court” is the partial name.*)

6.2.11.2. *The three branches of government*

Capitalize the nouns “Executive,” “Legislative,” and “Judiciary” as they refer to the three branches of government. However, “executive” and legislative,” when used as adjectives, are written in lowercase. Any reference to the Supreme Court should also be capitalized, e.g., the Supreme Court, this Court, the Court.

Examples:

The Legislature asked the Executive to expedite the creation of compensation board for Marawi siege victims.

This Court is not a trier of facts.

The Court required the parties to file supplemental briefs.

6.2.12. *Pleadings and legal documents*

Capitalize the names of pleadings and documents

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filed before the courts, as well as decisions, orders, and resolutions relevant within the context of the case. Capitalize them even in their shortened form, e.g., Motion as a shortened form of Motion for Reconsideration. *See Chapter 5 on Abbreviations.*

Do not capitalize the pleadings when used in reference to a previous case already disposed of, e.g., discussing the procedural antecedents of an analogous case.

Examples:

This Court resolves the Petition for *Certiorari* filed by spouses Perfecto and Marianita Solomon, questioning the Decision and Resolution of the Court of Appeals.

Aggrieved, Rosales filed a Petition for Review on *Certiorari* under Rule 45 of the Rules of Court. However, she belatedly filed the Petition, which had no verification and certification against forum shopping attached to it.

The trial court held that the Verification and Certification Against Forum Shopping was improperly executed.

The Office of the Solicitor General and accused-appellant both stated that they would no longer file supplemental briefs because they had already exhausted their arguments in the Briefs they filed before the Court of Appeals.

6.2.13. *Headings and subheadings*

Use sentence case in writing headings and subheadings, but do not end with a period. Italicize headings and subheadings. *See Chapter 10 on Setting Off Words.*

CAPITALIZATION*Example:**Positive identification trumps denial and alibi*

After Jose correctly identified the accused as Ramel's killer, the latter's defenses of denial and alibi no longer hold. Denial and alibi cannot prevail over the witness's positive identification of the accused.

6.2.14. *Tables and graphs*

Set tables and graph header words in boldface.

See [Chapter 10 on Setting Off Words](#).*Example:*

	Crops planted	Average annual production (in kg)
Provinces in Luzon	1,376	87,453
Provinces in Visayas	9,676	864,652

6.3. *Action words in the dispositive portion*

Action words (i.e., dismissed/denied/granted, ordered, reversed/affirmed) in the dispositive portion are capitalized and set in boldface. See [Chapter 10 on Setting Off Words](#) and [Chapter 11 on Writing Supreme Court Decisions](#).

Example:

ACCORDINGLY, the appeal is **GRANTED**. The February 21, 2019 Decision of the Court of Appeals is **REVERSED** and **SET ASIDE**.

7. NUMBERS

7.1. *General rule*

Use words to express cardinal numbers zero through nine; use numerals to express 10 and above. The same rule applies for ordinal numbers,¹ the letters of which are appended in superscript. Use commas without spaces for numbers with four digits or more.²

Under the 2005 Manual of Judicial Writing, when a number was deemed significant, it was written in both words and figures.³ This practice had largely been a way of dealing with typographical errors, as indeed it had become a canon of construction that if a discrepancy between words and figures arises, words control. But since words did not readily draw readers to the numerical figures, numerals were added.⁴

However, “[t]he noxious habit of spelling words out and putting numerals in parentheses decreases the readability of much legal writing, especially drafting.”⁵ Hence, the previous rule is superseded.

Examples:

The police officers caught the three assailants in the murder case.

When the constitutional requirements are met, the president can suspend the privilege of the writ of *habeas corpus* for 60 days.

¹ SUPREME COURT OF THE PHILIPPINES (SC), MANUAL OF JUDICIAL WRITING 10, 12 (2005). *See also* WILLIAM A. SABIN, THE GREGG REFERENCE MANUAL: A MANUAL OF STYLE, GRAMMAR, USAGE, AND FORMATTING 138 (11th ed., 2011).

² JANE STRAUS ET AL., THE BLUE BOOK OF GRAMMAR AND PUNCTUATION 58 (11th ed., 2014).

³ SC, *supra* note 1, at 10.

⁴ BRYAN A. GARNER, A DICTIONARY OF MODERN LEGAL USAGE 606 (2nd ed., 1995).

⁵ *Id.*

NUMBERS

It took more than 20,000 workers to build the Taj Mahal.

With a billing of one minute or 60 seconds per pulse, a 10-second call would be charged a full minute, while a 65-second call would be charged two minutes.

The candidate passed the bar examinations on their third attempt.

The fourth issue of the law journal's 95th volume will be released this November.

7.2. *Exceptions*

The list below comprises exceptions to the general rule. When written in words, compound numbers twenty-one to ninety-nine should be hyphenated.⁶

7.2.1. *Numbers in a quoted material*

When the numbers appear in a direct quote, write as is. However, it is better if the quote be paraphrased instead, in which case, the general rule applies.

Example:

<i>Text of the Court of Appeals decision</i>	<i>As quoted</i>
Out of pity for his 4 nephews, Juan took them in during the super typhoon. However, they took advantage of this and stole his seventeen watches.	As the Court of Appeals found, Juan took his four nephews in during the super typhoon, but “they took advantage of this and stole his seventeen watches.” (Or The Court of Appeals found that the four nephews Juan had taken in during the super typhoon stole his 17 watches.)

⁶ STRAUS ET AL., *supra* note 2, at 58.

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7.2.2. *Numbers that begin a sentence*

Spell out numbers that begin a sentence. When possible, reword the sentence to avoid beginning with a number.⁷

Example:

Two hundred seventy-five people died in the earthquake yesterday, according to the news.
(Or According to the news, 275 people died in the earthquake yesterday.)

Not

275 people died in the earthquake yesterday, according to the news.

7.2.3. *Proper names*

If a number is part of a proper name, such as an organization's preference or official name, adopt the styling used, be it word or figure.

Examples:

The Seventeenth Division of the Court of Appeals
Branch 2, Regional Trial Court, Sixteenth Judicial
Region
Branch 2, Regional Trial Court, 16th Judicial
Region
20th Century Studios
Twentieth Century Hardware

7.2.4. *Numbers grouped for comparison*

If a sentence compares numbers in a particular category, use figures for all numbers in that category.⁸

⁷ *Id.* at 57. See also SC, *supra* note 1, at 11; GARNER, *supra* note 4, at 606.

⁸ SC, *supra* note 1, at 10.

NUMBERS

Examples:

Exhibitors from five provinces came to the trade exposition: 21 from Laguna, 9 from Batangas, 7 from Sorsogon, 46 from Samar, and 12 from Zambales.

The ballroom competitor got scores of 8, 9, 9, and 10 from the four scrupulous judges.

7.2.5. *Adjacent numbers*

To clarify back-to-back modifiers, spell out the smaller number. If both numbers are the same, spell out one of them.⁹

Examples:

The movie was interrupted by 15 ten-minute commercials.

She bought eighteen 18-wheeler trucks.

The police officers gave the poseur buyer ten PHP 100.00 bills. (Or The police officers gave the poseur buyer 10 bills worth PHP 100.00 each.)

7.2.6. *Numbers in common expressions*

Spell out numbers in figures of speech or certain common expressions.¹⁰

Examples:

Ten Commandments

Roaring Twenties

Fifty-fifty chance

7.2.7. *Age*

Express age in figures,¹¹ except when it begins a

⁹ *Id.* at 11.

¹⁰ *Id.*

¹¹ *Id.* at 13.

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sentence, in which case, follow Rule 7.2.2 and spell out.

Where “years” or “years old” are not written, the figure is presumed to be in years.

Use hyphens for ages that serve as substitute for a noun, or as phrasal adjectives modifying a noun.¹² An estimate of an age need not have an apostrophe.

Examples:

The road crash left the victim’s 6-month-old baby orphaned.

The company turned 30 years old this year.

The beloved associate justice is turning 70 this January.

Six-year-olds are not allowed to watch the movie unsupervised.

Five-year-old Robert already knows how to spell complicated words.

Rona was in her 30s when she underwent her gender-affirming surgery.

7.2.8. *Negative integers*

When the number is a negative integer, use numerals.¹³

Example:

The temperature reached -1 degree Celsius.

7.2.9. *Decimals*

Use figures for decimals.¹⁴ When the decimal is

¹² EDWARD D. JOHNSON, THE HANDBOOK OF GOOD ENGLISH: REVISED & UPDATED 215 (1991).

¹³ PHILIPPINE LAW JOURNAL, MANUAL OF STYLE AND CITATION 12 (2nd ed., 2021).

¹⁴ STRAUS ET AL., *supra* note 2, at 59.

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less than one, add a leading zero,¹⁵ except when the quantity will never be greater than one.¹⁶

Examples:

The police officers confiscated 0.440 gram of *shabu*.

The assailant used a .45-caliber pistol to shoot the private complainant. (*In this case, .45 refers to the bullet diameter; hence, a .45-caliber pistol uses a 0.452-inch bullet. The number is fixed, unlike in the first example, where the quantity of shabu could be greater or less than one.*)

If dealing with decimals of different place values, add more zeroes to make them uniform. When decimals and whole numbers are mixed, add a trailing zero to the whole numbers.¹⁷

Example:

Ella's grades came out: 98.9% for Math, 93.5% for English, and 74.0% for History.

7.2.10. *Reference lists, footnotes, tables*

To save space, use figures in reference lists, footnotes, and tables, even if the number is from zero to nine.¹⁸

Example:

3	PHILIPPE SANDS, PRINCIPLES OF INTERNATIONAL ENVIRONMENTAL LAW 254 (2 nd ed., 2003).
---	--

(*In this case, the ordinal number “2nd” is not spelled out even if it is below 10 because it would take up too much space in the footnote citation.*)

¹⁵ *Id.*

¹⁶ SC, *supra* note 1, at 15.

¹⁷ *Id.* at 14–15.

¹⁸ *Id.* at 12.

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7.2.11. *Dates*

When writing dates, the day and year are written in figures. See [Chapter 8 on Dates](#).

7.2.12. *Voting results*

When reporting voting results, use figures and the term “to.” If the phrase involving the votes functions as a phrasal adjective before the noun it modifies, it must be hyphenated; otherwise, the hyphen is not needed.¹⁹

Examples:

The 14-to-1 ruling in favor of the administration stirred public outcry.

The vote was 14 to 1, with the most senior justice as the lone dissenter.

The members of the Court voted 13 to 2 to affirm the lower court’s ruling.

7.3. *Plural forms of numbers*

Pluralize spelled-out numbers by adding -s or -es. Pluralize figures by adding -s.²⁰

Examples:

Lovella’s phone number has several sixes in it.

The ballroom contestant received 10s across the board.

The winning lottery ticket was two 6s followed by three 8s.

7.4. *Exact sums of money*7.4.1. *Figures for exact sums of money, generally*

For exact sums of money, use figures. However, when it begins a sentence, follow [Rule 7.2.2](#), in which case, spell out.

¹⁹ *Id.* at 15. See also GARNER, *supra* note 4, at 606.

²⁰ *Id.* at 12.

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Place the currency directly before the numeral. Put a space between the currency and the numeral.

Contracting parties may stipulate the desired currency used in their transactions.²¹ Thus, different currencies may be encountered within the text. Strive to be consistent in using currencies, except when quoting from the original material.

See [Annex I](#) for the list under the International Organization for Standardization (ISO) 4217, which lists the internationally recognized alphabetic codes for the representation of currencies.

If the amount is a whole number, “.00” is not necessary,²² but it may be added, if it is consistent for all whole numbers throughout the text.

Examples:

In an advisory, the oil company said that diesel prices may decrease by PHP 0.80 to PHP 1.20 per liter in the coming week.

The conglomerate is looking to sell a minority stake in its food and beverage subsidiary for CAD 100.47 per share, below its maximum regulatory filing price.

But also

The construction company agreed to pay a fine of USD 2,000 to resolve a probe over alleged fake invoices.

7.4.2. *Estimates, numbers in millions and higher*

For monetary estimates or numbers in millions and higher, limit the use of zeroes and replace them

²¹ CIVIL CODE, art. 1306.

²² GARNER, *supra* note 4, at 606.

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with the words “million,” “billion,” or “trillion,” as the case may be.²³

Examples:

The United States of America is set to extend USD 100 million in foreign military financing to the Philippines following the latter’s cancellation of a billion-peso helicopter deal with Russia. South Korea proposed a budget of KRW 639 trillion for next year.

7.4.3. *Currency amount as compound modifier*

Do not use hyphens when the currency amount is used as a compound modifier.²⁴

Example:

PHP 700,560.00 to PHP 950,554.00 price range

Not

PHP 700,560.00 to PHP 950,554.00-price range

But

PHP 700-million fund scam

7.4.4. *Penalties in the dispositive portion*

In the dispositive portion of the ruling, write the penalties, awards of damages, or other monetary awards in figures.

Example:

Accused-appellant Juan Dela Cruz is guilty of simple rape. He is sentenced to serve the penalty of *reclusion perpetua* and is ordered to pay the victim:

²³ *Id.* at 605.

²⁴ SC, *supra* note 1, at 15.

NUMBERS

(1) PHP 75,000.00 as civil indemnity; (2) PHP 75,000.00 as moral damages; and (3) PHP 75,000.00 as exemplary damages.

7.5. *Large numbers*

When writing large numbers (e.g., population), use a combination of numerals and words. For figures in millions or higher, reduce the number of zeroes by indicating “millions,” “billions,” or “trillions,” etc.

Examples:

The world is home to 7 billion people.

As of January 2023, the number of social media users in the Philippines was 84.45 million.

7.6. *Units of measurement*

7.6.1. *General rule*

In writing units of measurement, follow the general rule for the number (i.e., words for numbers zero to nine, and figures for numbers 10 and above), and spell out the unit of measurement.

See [Annex J](#) for the list of commonly used units of measurement.

Example:

Martha finished her 10-kilometer run today, which is an improvement from her nine-kilometer run last week.

Other examples:

10 by 40 feet
17 kilometers

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7.6.2. *Joining numbers and units of measurement*

Use a hyphen to join a number and a unit of measurement when used as a modifier.²⁵

Example:

The laborer would carry 20-kilogram sacks during her work. On busy days, she would also help carry the five-kilogram sacks.

Other examples:

six-centimeter board
100-meter distance
five-kilometer route
three-square meter distance

7.6.3. *Units of measurements in formatted data*

In writing units of measurement for reference lists, footnotes, and tables, always use figures for the number and the abbreviated form of the unit, to save space.

Example:

Lots	Area
A	109.23 sqm
B	455.20 sqm
C	424.40 sqm
D	203.31 sqm

7.7. *Fractions*7.7.1. *Expressing common fractions*

Use words to express common fractions, as well as mixed numbers, where the denominator is from 2 to 19. Use a hyphen.²⁶

²⁵ *Id.* at 16.

²⁶ *Id.* at 14. *See also* STRAUS ET AL., *supra* note 2, at 58.

NUMBERS*Examples:*

The teacher was disappointed that one-fifth of the class flunked the exam.

The judge is frantic about how two-fifths of the cases lodged in their chamber remain pending. The class has already wolfed down two and three-fourths of the pizzas even before the teacher was able to get a piece.

When pi is converted to a fraction, twenty-two sevenths is a good approximation.

7.7.2. *Figures for mixed numbers*

Use figures when whole numbers, fractions, and mixed numbers appear together. When expressing mixed numbers as figures, insert a space between the whole number and the fraction. Do not use a hyphen.²⁷

Example:

The piece of wood measured 2 by $\frac{1}{2}$ by 12 $\frac{1}{4}$ inches.

A note on styling and formatting fractions: Microsoft Word may provide preformatted symbols for common fractions (e.g., $\frac{1}{2}$, $\frac{1}{4}$, $\frac{3}{4}$). When these symbols are not available or accessible, writing the fraction in a single line (e.g., 1/2, 1/8, 3/4) should suffice, so long as the format is consistent throughout the text.

7.8. *Percentages*7.8.1. *Styling percentages*

When writing percentages, use figures and place the percent sign (%) next to the number.

When the sentence begins with the percentage, [Rule](#)

²⁷ *Id.*

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7.2.2 applies, in which case, spell out the number and the word “percent.” “Percent” is written as one word, not two (i.e., “per cent”), and in regular roman, not in italics.

Examples:

The bright student shockingly got a score of 78% in her Math test.

Seventy-five percent of the earth comprises oceans, according to the elementary teacher.

Not

The bright student shockingly got a score of 78 percent in her Math test.

Seventy-five per cent of the earth comprises oceans, according to the elementary teacher.

7.8.2. *Pairs or series of percentages*

In pairs or series of percentages, repeat the percent sign.²⁸

Example:

Around 10% to 15% of the students passed the extremely long exam.

Not

Almost 60 to 70% of the votes were needed for the candidate to win.

7.9. *Period of time*

7.9.1. *Exact time*

When writing the exact time, express it in figures, followed by a.m. or p.m.²⁹ Exact hours may or

²⁸ *Id.* at 13.

²⁹ *Id.* at 16.

NUMBERS

may not be written with “:00,” as long as its use or nonuse is consistent throughout the text. Put a space between the figure and “a.m.” or “p.m.”

When referring to 12 a.m. or 12 p.m., it is recommended to eliminate confusion by specifying 12 midnight or 12 noon, respectively.³⁰

Examples:

The nurse left the hospital at 9:00 p.m.

Amanda arrived at the court at 7 a.m. sharp.

The meeting last Tuesday went on until 12 midnight. It will resume at 12 noon on Thursday.
(Or The meeting last Tuesday went on until 12:00 a.m. It will resume at 12:00 p.m. on Thursday.)

Not

12:30 o'clock p.m.

8:00 o'clock p.m.

7.9.2. *Specific cases that use “o'clock”*

In special cases, where the format “o'clock” is not used to refer to time, retain its usage.

Example:

The medico-legal certificate found lacerations at 3 o'clock and 9 o'clock positions on the rape survivor's hymen.

7.9.3. *Other periods of time*

As for other periods of time, such as years, months, days, hours, minutes, and seconds, the general rule stands.

Zero to nine are written in words; 10 and above in

³⁰ STRAUS ET AL., *supra* note 2, at 58.

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figures. When the sentence begins with the time, Rule 7.2.2 applies, in which case, spell out.

Examples:

The six-hour ride from Manila to Baguio was exhausting.

The hall of justice took 10 years to be erected. Three minutes after the poseur buyer arrived at the target area, the suspect approached her and offered drugs.

7.9.4. *Penalties in the dispositive portion*

In the dispositive portion of the ruling, where the penalty includes deprivation of liberty for a stated period, stick to the general rule: one to nine are written in words; 10 above in figures.

Example:

Accused-appellant Juan Dela Cruz is **GUILTY** of rape through sexual assault under Article 266-A(2) of the Revised Penal Code in relation to Section 5(b) of Republic Act No. 7610. He is sentenced to suffer the indeterminate penalty of 12 years, 10 months, and 21 days of *reclusion temporal*, as minimum, to 15 years, six months, and 20 days of *reclusion temporal*, as maximum. He is also **ORDERED** to pay the victim PHP 50,000.00 each as civil indemnity, moral damages, and exemplary damages.

8. DATES

8.1. *Month, day, and year*

8.1.1. *Month-date-year format*

Use the American format (month-day-year) for dates throughout the text and footnotes.¹ Use a comma after the day.²

Example:

The assailant robbed the house on October 3, 2019.

8.1.2. *Dates in quotes*

When the date is part of a quote, use brackets and write the date using the American method. However, if the original date format will be retained, there is no need to use “[sic].”

Example:

As originally stated in the respondent’s comment:

The petitioner’s failure to file the motion for reconsideration until 13 March 2020 rendered the decision final.

As quoted:

According to respondent, “the petitioner’s failure to file the motion for reconsideration until [March 13,] 2020 rendered the decision final.”

¹ SUPREME COURT OF THE PHILIPPINES (SC), MANUAL OF JUDICIAL WRITING 17 (2005).

² MARTHA FAULK & IRVING MEHLER, THE ELEMENTS OF LEGAL WRITING 69 (1994). See also SC, *supra* note 1, at 17; BRYAN A. GARNER, A DICTIONARY OF MODERN LEGAL USAGE 715 (2nd ed., 1995).

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But also

According to respondent, “the petitioner’s failure to file the motion for reconsideration until 13 March 2020 rendered the decision final.”

8.2. *Month and day only*

When referring to a date by month and day only, do not use the ordinal form.³ Commas are omitted.⁴

Example:

The judge postponed the September 19 hearing.

Not

The judge postponed the September 19th hearing.

8.3. *Month and year only*

When indicating a date by month and year only, do not place a comma in between.⁵

Examples:

Two lawyers attended the June 2022 deposition.

The next bar examinations will be held in September 2023.

The trial, which was scheduled in September 2022, was reset.

8.4. *Range*

8.4.1. *Range of time in body*

When indicating a range of time in the body of the text, use “from-to,” “between-and,” “from-through,” or “from-until.” Do not use a hyphen or an en dash.

³ SC, *supra* note 1, at 17.

⁴ BRYAN A. GARNER, A DICTIONARY OF MODERN LEGAL USAGE 715 (2nd ed., 1995). See also FAULK & MEHLER, *supra* note 2, at 70.

⁵ SC, *supra* note 1, at 17.

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When writing a range of exact dates within the same year, retain only the year for the end date.⁶ When writing a range of exact dates within the same month, retain only the month, exact days, and the year.

Examples:

Judge Rey Santos served her post at the trial court from August 1, 2010 to August 1, 2022, the first transgender lawyer in her family of legal professionals.

The employee worked at the office from April 2 to December 2, 2022.

Robert's visitors stayed in his house from April 2 to 8, 2022.

8.4.2. *Range in quotes*

When the date is part of a quote, use brackets and write the date as ideal. However, when the original date is retained, there is no need to use “[sic].”

Example:

As originally quoted from the case records:

The flour price change within three years (comparing the period of Jan–May 2007 and Jan–May 2010) reflects the world market changes.

As quoted:

The company explained that “the flour price change within three years (comparing the period of [January to May] 2007 and [January to May] 2010) reflects the world market changes.”

But also

⁶ *Id.* at 17–18.

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The company explained that “the flour price change within three years (comparing the period of Jan–May 2007 and Jan–May 2010) reflects the world market changes.”

8.5. *Dates in the footnotes*

When writing full dates in the footnotes, spell out the months.⁷

Example:

Limbo v. People, G.R. No. 204568–83, April 26, 2023 [Per J. Zalameda, First Division].

Not

Limbo v. People, G.R. No. 204568–83, Apr. 26, 2023 [Per J. Zalameda, First Division].

8.6. *Dates in tables, graphs, and catalogs*

Abbreviate months in tables, graphs, catalogs, and others to save space.⁸ See [Annex D](#) for the list of the months’ abbreviated forms.

Examples:

Employee	Date of employment
Amy Cruz	Dec. 15, 2010
Bobby Perez	Dec. 10, 2010
Christian Andrews	Oct. 3, 2010
Sheryl Bautista	Apr. 8, 2010

8.7. *Expressions of time, value, and distance*

Use an apostrophe in expressing time, value, or distance when the word “of” might have been used.

⁷ *Id.* at 17.

⁸ *Id.*

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Examples:

The court forfeited the erring employee's six months' salary for her misconduct.

For her hard work, the employee was rewarded with five weeks' vacation.

8.8. *Decades*

When indicating a decade, do not use an apostrophe.⁹

Examples:

The annals of history show that the 1970s was a dark era under the Marcos regime.

For the old public attorney, the 70s was the best time to be a lawyer.

⁹ *Id.* at 18. See also JANE STRAUS ET AL., THE BLUE BOOK OF GRAMMAR AND PUNCTUATION 60 (11th ed., 2014); GARNER, *supra* note 4, at 606.

9. PUNCTUATIONS

Currently, the English language has 26 punctuation marks. The 12 most used marks in writing decisions and resolutions will be discussed here: period, comma, semicolon, colon, parentheses, apostrophe, quotation marks, hyphen, en dash, em dash, ellipsis, and brackets.

9.1. *Period (.)*

A period marks the end of a declarative sentence.¹

9.1.1. *Direct quotes*

When writing direct quotes, the period appears inside the quotation marks. If the quote being cited has no period, then add the missing period in brackets.

Example:

<i>Original source</i>	<i>As quoted</i>
According to the police officers, “Do not resist because you will suffer” and after that, they handcuffed the culprit.	The police officers said, “Do not resist because you will suffer[.]”

9.1.2. *Parentheticals*

When writing parentheticals within a sentence, the period generally appears outside the parentheses.²

Example:

The bag contains methamphetamine hydrochloride (*shabu*) and methylenedioxymethamphetamine (*ecstasy*).

¹ SUPREME COURT OF THE PHILIPPINES (SC), MANUAL OF JUDICIAL WRITING 19 (2005).

² JANE STRAUS ET AL., THE BLUE BOOK OF GRAMMAR AND PUNCTUATION 34 (11th ed., 2011).

PUNCTUATIONS

When parentheses enclose an entire sentence, the period appears inside. However, if the parenthetical itself is an independent clause enclosed in a sentence, place the period outside the parentheses.

Examples:

He threatened her: “*Huwag kang sisigaw.* (Don’t shout.)”

The rules on grammar have a lot of wiggle room (they conflict with each other, too).

9.1.3. *Abbreviations*

When a sentence ends with an abbreviation that already ends with a period, such as “a.m.” or “p.m.” or suffixes like “Jr.” or “Sr.” do not put an additional period.³

Examples:

The suspect testified that he left his house at around 10:30 p.m.

A buy-bust team was formed upon the order of Chief Inspector Lito Cruz, Sr.

9.2. *Comma (,)*

Commas typically indicate a brief pause in a sentence.⁴ But it is also used in many other ways.

9.2.1. *Suffixes*

Use commas before suffixes such as Sr. and Jr. For suffixes in roman numerals (e.g., II, III, IV), do not put a comma.⁵

³ *Id.* at 25.

⁴ SC, *supra* note 1, at 25.

⁵ *Id.* at 19–21.

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Examples:

Callejo, Sr.

But

Callejo III

9.2.2. *Interchangeable adjectives*

Use commas to separate interchangeable adjectives that each qualifies a noun.⁶

Example:

Accused-appellant’s improbable, unconvincing alibi is inherently weak against the witness’s candid testimony pointing to him as the killer.

9.2.3. *Adjectives not connectable by “and”*

Do not place a comma between or among adjectives that cannot be connected using the word “and.”⁷

Example:

The bag contained five small transparent plastic sachets.

9.2.4. *Serial comma*

In a series of three or more items, use a serial comma. Place a comma after each item, with the serial comma before the conjunction that concludes the series.⁸

Examples:

The group of aggrieved laborers filed a Petition

⁶ STRAUS ET AL., *supra* note 2, at 26.

⁷ SC, *supra* note 1, at 19.

⁸ *Id.*

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for *Certiorari*, *Prohibition*, and *Mandamus* directly before the Court.

The sheriff was convicted of serious misconduct, dishonesty, and conduct prejudicial to the service.

9.2.5. *Transitional words or phrases*

Use a comma after transitional words or phrases that begin a sentence.⁹ Likewise, when using transitional words or phrases in the middle of the sentence to stress a pause before the succeeding phrase or clause, place them between commas.

Examples:

Accordingly, the Petition has no merit.

The prosecution raised a number of grounds to convict the accused. It miserably failed, however, to substantiate its claims.

9.2.6. *Nonrestrictive clauses and similar*

Use a pair of commas to set off a nonrestrictive clause or other phrases inserted by connecting words (i.e., who, which).¹⁰ See Chapter 3 on Significant Grammar Rules.

Examples:

The Supreme Court, which is not a trier of facts, exceptionally took cognizance of the petition involving the extrajudicial killings in Manila.

A lawyer, who is an officer of the court, is expected to observe the highest of ethical standards.

The bartender, as well as the club's usual customers, was killed by stray bullets during the shootout.

⁹ *Id.* at 20.

¹⁰ *Id.* See also STRAUS ET AL., *supra* note 2, at 28.

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9.2.7. *Certain introductory words or terms*

Put a comma before and after “i.e., e.g., etc.,” and certain introductory words or terms if they are followed by a series of items (e.g., namely, for instance).¹¹ Do not put a comma before the term *et al.* if only one noun precedes it.

Examples:

When an obligation, regardless of its source, i.e., law, contracts, quasi-contracts, delicts or quasi-delicts, is breached, the contravenor can be held liable for damages.

Clarissa *et al.* filed a complaint against their neighbors.

But

Clarissa, Alberica, *et al.* filed a complaint against their neighbors.

9.2.8. *Dependent clauses*

Use a comma at the end of a dependent clause that begins a sentence.¹²

Example:

After walking for so long, Divine passed out.

When a conjunction connects two independent clauses, place a comma before it. However, when the clauses are too short, omit the comma.

Examples:

Romel admitted that he had Lovella’s birth registered without Amy’s knowledge and consent,

¹¹ BRYAN A. GARNER, THE ELEMENTS OF LEGAL STYLE 112 (2nd ed., 2002).

¹² STRAUS ET AL., *supra* note 2, at 28.

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though he said that he did this because he knew that Amy would be furious.

But

Romel loved Amy but she hated him.

9.3. *Semicolon (;*

A semicolon indicates an audible pause. Its pause is longer than a comma's but shorter than a period's.¹³

9.3.1. *Two independent clauses*

Use a semicolon to unite two independent clauses that are not connected by conjunctions.¹⁴

Example:

There was no attempt to recognize the child; it would have been fruitless.

9.3.2. *Complex series*

Use a semicolon instead of a comma in a complex series.¹⁵

Example:

The four links in the chain of custody are as follows: first, the seizure and marking, if practicable, of the illegal drug recovered from the accused by the apprehending officer; second, the turnover of the illegal drug seized by the apprehending officer to the investigating officer; third, the turnover by the investigating officer of the illegal drug to the forensic chemist for laboratory examination; and fourth, the turnover

¹³ *Id.* at 30.

¹⁴ *Id. See also* SC, *supra* note 1, at 21–22.

¹⁵ SC, *supra* note 1, at 21–22.

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and submission of the marked illegal drug seized from the forensic chemist to the court.

9.4. *Colon (:)*

A colon signifies “that is to say” or “this is what I mean.”¹⁶

9.4.1. *Independent quotations or lists*

Use a colon to introduce an independent quotation or a list.¹⁷ See [Chapter 1 on Fundamental Principles of Legal Writing](#).

Example:

In *Chi Ming Tsoi v. Court of Appeals*, this Court held:

Love is useless unless it is shared with another. Indeed, no man is an island, the cruelest act of a partner in marriage is to say “I could not have cared less.” This is so because an ungiven self is an unfulfilled self. The egoist has nothing but himself. In the natural order, it is sexual intimacy which brings spouses wholeness and oneness. Sexual intimacy is a gift and a participation in the mystery of creation. It is a function which enlivens the hope of procreation and ensures the continuation of family relations.

9.4.2. *Verbs or prepositions and their objects*

Do not put a colon between a verb and its object, and between a preposition and its object.¹⁸

¹⁶ STRAUS ET AL., *supra* note 2, at 31.

¹⁷ SC, *supra* note 1, at 22–23. See also STRAUS ET AL., *supra* note 2, at 32.

¹⁸ *Id.* at 32.

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Example:

We served the summons on Vincent and Clarisse.

Not

We served the summons on: Vincent and Clarisse.

9.4.3. *Linking clauses or phrases*

Use a colon to link two clauses or phrases when you need to indicate a step forward from the first to the second, as when the second part explains the first part or provides an example.¹⁹ See [Chapter 6 on Capitalization](#).

Examples:

An accused is presumed innocent: The burden rests on the prosecution to prove otherwise.

The State wields three inherent powers: police power, eminent domain, and taxation.

9.5. *Parentheses ()*

Parentheses may be used to specify an authority, definition, or reference, or explain something further within the same sentence that is less important than the main idea.²⁰ However, use parentheses sparingly as they complicate the flow of ideas. Other punctuations may be used in their place.²¹

Example:

The company illegally dismissed the workers (petitioners Cruz, Santos, and Buenafe included). (Or The company

¹⁹ STRAUS ET AL., *supra* note 2, at 32.

²⁰ *Id.* at 34. See also BRYAN A. GARNER, GARNER'S MODERN AMERICAN USAGE 658 (2003).

²¹ SC, *supra* note 1, at 23. See also BRYAN A. GARNER, GARNER'S MODERN AMERICAN USAGE 658 (2003).

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illegally dismissed the workers, petitioners Cruz, Santos, and Buenafe.)

Parentheses are also used to enclose the numbers in run-in lists.²²

Example:

Respondent presented sufficient evidence to prove ownership of the property in question: (1) a certified true copy of the Transfer Certificate of Title in his name; (2) a certified true copy of the latest Tax Declaration; and (3) a notarized copy of the Deed of Sale conveying the property to him.

9.6. *Apostrophe (')*

Apostrophe indicates possession.

9.6.1. *Singular possessive nouns*

When forming a singular possessive noun, add -'s after the word, even if the noun ends in the letters -s, -x, or -z.²³ See [Chapter 3 on Significant Grammar Rules](#). When forming a plural possessive noun, only add an apostrophe, except when the plural form of a noun is irregular, e.g., people.²⁴

Examples:

Reyes's	Perez's	chorus's	cactus's
Alex's	bus's	class's	people's

But

witnesses'	classes'
buses'	cases'

²² *Id.* at 31.

²³ *Id.* at 24. See also STRAUS ET AL., *supra* note 2, at 36.

²⁴ STRAUS ET AL., *supra* note 2, at 37.

PUNCTUATIONS**9.6.2. *Pluralizing words and letters***

Use an apostrophe to pluralize words used as words and letters used as letters.²⁵

Examples:

The no's have it.

The seats were marked with large J's.

9.6.3. *Collective or individual possession*

Attach the apostrophe to the last noun to show collective possession, or to every noun to show individual possession.²⁶

Examples:

Collective possession: The fire engulfed Juan and Maria's car. (*In this sentence, Juan and Maria own one car.*)

Individual possession: The fire engulfed Juan's and Maria's cars. (*In this sentence, the two had their own cars.*)

9.7. *Quotation marks (")*

Quotation marks are used to set off direct quotations. See [Chapter 10 on Setting Off Words](#). They generally appear in pairs.²⁷

9.7.1. *Double and single quotation marks*

Use double quotation marks to directly quote someone or a source material.²⁸ When a quotation is within another quotation, use a single quotation mark.²⁹

²⁵ SC, *supra* note 1, at 24.

²⁶ STRAUS ET AL., *supra* note 2, at 38.

²⁷ BRYAN A. GARNER, GARNER'S MODERN AMERICAN USAGE 658 (2003).

²⁸ *Id.*

²⁹ STRAUS ET AL., *supra* note 2, at 33.

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Examples:

During the trial, the victim testified that she “was so terrified of my husband.”

We have explained in one case that “the word ‘recommended’ must be given its literal meaning.”

When quoting 50 or more words, convert the quote into a block quote, without quotation marks. *See Chapter 12 on General Rules on Citation.*

Example:

The Court has ruled:

The contract involved in this case is admittedly not a loan but a conditional deed of sale. However, the contract provides that the seller must return the payment made by the buyer if the conditions are not fulfilled. There is no question that they have in fact, not been fulfilled as the seller has admitted this. Notwithstanding demand by the buyer, the seller has failed to return the money and should be considered in default from the time that demand was made on September 27, 2000.²²

²² *Estores v. Spouses Supangan*, 686 Phil. 86, 96 (2012) [Per J. Del Castillo, First Division].

9.7.2. *Defining words*

Use quotation marks when defining or referring to a word.³⁰

³⁰ GARNER, *supra* note 27.

PUNCTUATIONS*Examples:*

The word “and” is used to connect words and phrases.
We use “that” to point at something.

9.8. *Hyphen (-)*

Hyphen (-), en dash (-), and em dash (—) are confusing to use given how similar they appear and how they are used. However, they have different functions.³¹ Hyphen is the shortest among them.³²

9.8.1. *Phrases of two or more words*

For phrases of two or more words, generally, do not use a hyphen. When unsure of the accurate spelling of a term, consult a dictionary.

However, if the spellings are inconsistent, use either the spaced (two words) or solid form (one word) over the hyphenated form.³³

Examples:

Layoff
Copyeditor

However, when the words in a phrase are equally important, hyphenate the resulting word.

Examples:

The petitioner-intervenor raised substantially similar arguments as the petitioner. (*Here, the words “petitioner” and “intervenor” are of the same weight.*)

³¹ SC, *supra* note 1, at 24–25.

³² STRAUS ET AL., *supra* note 2, at 40.

³³ WILLIAM A. SABIN, THE GREGG REFERENCE MANUAL: A MANUAL OF STYLE, GRAMMAR, USAGE, AND FORMATTING 81 (11th ed., 2011).

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The appellate court held that the police officers conducted a legitimate buy-bust operation. (*Here, “buy-bust” is a hyphenated compound word.*)

When a compound word is composed of a noun and its modifier, do not hyphenate.

Example:

Poseur buyer (*In this case, “poseur” merely modifies the noun “buyer.”*)

Hyphenate the words that act as a phrasal adjective preceding a noun.³⁴ For modifiers that come after a subject, avoid hyphens.

Examples:

Compare	With
The well-established rule of immutability of judgments provides that courts cannot modify judgments that had already attained finality.	Under the rule of immutability of judgments, it is well established that courts cannot modify judgments that had already attained finality.
Her examination shows that she suffered from a third-degree burn, which eventually caused her death.	Her examination shows that the burn she suffered reached third degree, causing her death.
The findings of the lower tribunals were based on up-to-date reports of the Commission.	The reports upon which the lower tribunals based their reports were up to date.

³⁴ *Id.* at 262.

PUNCTUATIONS**9.8.2. *Prefixes and suffixes***

For prefixes and suffixes, generally, do not use hyphens.

Examples:

counterclaim	monosyllabic
counterattack	underaged
mismatched	nonprofit
noncompliance	organization
prerequisites	stepfather
polyester	nonstock
	corporation
	nongovernment
	organization

However, the following subsections are exceptions to this rule.

9.8.2.1. *Joining affixes with abbreviations*

Use a hyphen when joining a prefix or suffix and an abbreviation.

Examples:

anti-COVID-19 measure
COVID-19-free environment

9.8.2.2. *Clarifying solid forms*

Use a hyphen if the solid form is confusing, such as when two similar letters will be linked or when another word might be formed without the hyphen.

Examples:

anti-inflammatory

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re-sent (*Here, the word means something is sent again.*)

Not

antiinflammatory

resent (*Without the hyphen, it will have a different meaning.*)

9.8.2.3. *When the primary word is capitalized*

Use a hyphen when the primary word is capitalized.

Examples:

pro-Filipino

pro-Muslim

anti-West

non-English

9.8.2.4. *Certain prefixes*

Hyphenate all words beginning with the prefixes “self-,” “ex-,” and “all-.”³⁵

Examples:

self-assured	ex-mayor
--------------	----------

ex-president	all-knowing
--------------	-------------

ex-vice president	all-important
-------------------	---------------

9.8.2.5. *Organization names*

If the prefix is hyphenated in an organization’s name, follow the organization’s preference.³⁶

³⁵ STRAUS ET AL., *supra* note 2, at 43.

³⁶ SABIN, *supra* note 33, at 258.

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Examples:

Association of Anti-Drug Abuse
Coalition
Anti-Defamation League

9.9. *En dash* (-)

An en dash signifies a range and is equivalent to the word “to” or “through.” However, en dashes are not used for a range of dates.³⁷ See [Chapter 8 on Dates](#).

Example:

May 16 to 20, 2022

Not

May 16–20, 2022

In the footnotes, for ease of reading, an en dash is used instead of the word “to” or “through.” See [Chapter 12 on General Rules on Citation](#).

Examples:

Rollo, pp. 19–20.

National Power Corporation v. Spouses Samar, 742 Phil. 450, 458–459 (2014) [Per J. Del Castillo, Second Division].

9.10. *Em dash* (—)

Use an em dash to tack on an important afterthought.³⁸ This gives strong emphasis to a word or phrase.³⁹

For clarity, refrain from using more than two em dashes in a sentence. Do not leave spaces before and after the em dash.

³⁷ SC, *supra* note 1, at 17. See also EDWARD D. JOHNSON, THE HANDBOOK OF GOOD ENGLISH 214 (1991).

³⁸ *Id.* at 25.

³⁹ SABIN, *supra* note 33, at 206.

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Examples:

The ordinance does not bear the imprimatur of the city mayor—a statutory requirement.

The *corpus delicti*—the body of the crime—must be proven beyond reasonable doubt, or else the accused will be acquitted.

Not

The *corpus delicti*—the body of the crime—must be proven beyond reasonable doubt—lest the accused be acquitted.

9.11. *Ellipsis (. . .)*

When lifting a quote from a source, but some parts of it are irrelevant, use an ellipsis to cut these portions.⁴⁰

Three ellipsis points, also known as period dots, are used to omit one or more words within a quoted passage.⁴¹ See [Chapter 12 on General Rules on Citation](#).

An ellipsis is formed by putting a space before and after each period.

*Example:**Original quote:*

This Court has since ruled that “unless some facts or circumstances of weight and influence have been overlooked or the significance of which has been misinterpreted, the findings and conclusion of the trial court on the credibility of witnesses are entitled to great respect.”

Condensed:

This Court has since ruled that “unless some

⁴⁰ GARNER, *supra* note 27, at 668.

⁴¹ *Id.* at 660.

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facts or circumstances of weight and influence have been overlooked. . . the findings and conclusion of the trial court on the credibility of witnesses are entitled to great respect."

The same rule is applied when omitting full sentences in the middle of a paragraph. *See Chapter 12 on General Rules on Citation.*

Example:

Original quote:

Unless some facts or circumstances of weight and influence have been overlooked or the significance of which has been misinterpreted, the findings and conclusion of the trial court on the credibility of witnesses are entitled to great respect. This is because the trial court has the opportunity to observe firsthand the witnesses' demeanor on the stand. The trial court's findings are even given greater weight, and even finality, when affirmed by the Court of Appeals.

Condensed:

This Court has since ruled that:

Unless some facts or circumstances of weight and influence have been overlooked or the significance of which has been misinterpreted, the findings and conclusion of the trial court on the credibility of witnesses are entitled to great respect. . . . The trial court's findings are even given greater weight, and even finality, when affirmed by the Court of Appeals.

An ellipsis, this time with four period dots, is also used to signify omission of an entire paragraph or paragraphs in a passage.

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Example:

The pertinent section of the Decision's dispositive portion reads:

ACCORDINGLY, the Petition is **DENIED**.

....

The case is **REMANDED** to the labor arbiter to compute the monetary awards.

9.12. *Brackets ([])*

Far less common than parentheses, brackets are used only in special cases.⁴²

9.12.1. *Revisions to a quotation*

Use brackets to show changes in capitalization, a substitution, or a correction within a quoted passage.⁴³

For instance, if the first word of the material to be quoted was originally in lowercase, and it needs to be capitalized as quoted, enclose the first letter of the first word in brackets.

Examples:

Source: ARTICLE 2210. Interest may, in the discretion of the court, be allowed upon damages awarded for breach of contract.

As quoted: Article 2210 of the Civil Code expressly provides that “[i]nterest may, in the discretion of the court, be allowed upon damages awarded for breach of contract.”

⁴² STRAUS ET AL., *supra* note 2, at 35.

⁴³ GARNER, *supra* note 27, at 660.

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Source: The illegitimate child is not entitled to inherit *ab intestato* from the relatives of their parents.

As quoted: The [nonmarital] child is not entitled to inherit *ab intestato* from the relatives of their parents.

Source: It is not within the professional character of a lawyer to give advise on the commission of a crime.

As quoted: It is not within the professional character of a lawyer to give advi[c]e on the commission of a crime.

9.12.2. *Sic*

Enclose *sic* in brackets.⁴⁴ See [Chapter 1 on Fundamental Principles of Legal Writing](#).

Example:

“The Roll of Attorneys are [sic] updated.”

9.12.3. *Parentheticals within parentheticals*

Use brackets to enclose parentheticals within parentheses.⁴⁵

Example:

Petitioner failed to cite the only relevant section of the Bouncing Checks Law (assuming that the law [section 3] applies).

9.12.4. *Brackets in footnotes*

In the footnotes, certain details are placed in brackets, i.e., the *ponente*’s name and whether the decision or resolution was resolved by a division or the *En Banc*.

⁴⁴ SC, *supra* note 1, at 30–31.

⁴⁵ *Id.* at 31.

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Example:

Ang v. Associated Bank, 559 Phil. 29 (2007) [Per J. Azcuna, First Division].

10. SETTING OFF WORDS

10.1. *General rule*

Writers do need to make other words stand out in a document at times. In such cases, there are various modes of setting words off.

As a rule, do not set off words. Their use shifts the readers' focus from substance to form. Setting off words too liberally "not only dilutes [their] impact but irritates readers as well."¹

10.2. *Exceptions*

For this Stylebook, italics, boldface, and quotation marks are used to set off words. Do not underline words, as it takes up white space and makes text more difficult to read.² In cases of quoted materials, notations (e.g., Emphasis supplied) are employed to tell the reader that some emphases may have been added or retained.

10.2.1. *Italicization*

10.2.1.1. *Emphasizing a word, phrase, or sentence*

Use italics to emphasize a word, phrase, or sentence. Italics are preferred for emphasis, as they are clean and legible.³

Example:

This Court passes upon the *legality* of the assailed act, *not* its wisdom.

Use italics to emphasize passages in quoted

¹ BRYAN A. GARNER, THE REDBOOK: A MANUAL ON LEGAL STYLE 79 (3rd ed., 2013).

² *Id.*

³ *Id.* at 79–80. See also BRYAN A. GARNER, GARNER'S MODERN AMERICAN USAGE 267 (2003).

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materials. Add the notation “Emphasis supplied.”

To further emphasize, use boldface. *See Rule 10.2.2.*

10.2.1.2. *Referring to cases*

Use italics when referring to case titles and their shortened forms.

Examples:

United States v. Bustos is a remarkable decision.

The *Bustos* ruling has often been cited in several libel cases.

The *Sapla* doctrine remains good law.

Italicize case titles in the quoted material. In this case, do not add the notation “Emphasis supplied,” as this is not a form of emphasis.

Example:

<i>Original text</i>	<i>As quoted</i>
<p>It is a well-settled doctrine, as reiterated in <i>People v. Castillo</i>, that denial and alibi are weak defenses.</p>	<p>In <i>People v. Badua</i>, this Court said that “[i]t is a well-settled doctrine, as reiterated in <i>People v. Castillo</i>, that denial and alibi are weak defenses.”</p>

SETTING OFF WORDS**10.2.1.3. Referring to non-English words**

When the medium of the text all throughout is in English, italicize non-English words.⁴

Examples:

The police officers seized 8.90 kilograms of *shabu*.

She was hired as a *tindera* at the *sarisari* store (retail store), with minimum wage but without the government-mandated benefits.

Italicize foreign words in quoted materials without putting the notation “Emphasis supplied.” Like case titles in italics, this is not a form of emphasis.

Example:

<i>Original text</i>	<i>As quoted</i>
The remedy of <i>amparo</i> , in its present formulation, is confined merely to instances of “extralegal killings” or “enforced disappearances” and to threats thereof.	In one case, the Court held that “[t]he remedy of <i>amparo</i> , in its present formulation, is confined merely to instances of ‘extralegal killings’ or ‘enforced disappearances’ and to threats thereof.”

Certain non-English words are not italicized except for emphasis, because they are familiar in common parlance.

⁴ SUPREME COURT OF THE PHILIPPINES (SC), MANUAL OF JUDICIAL WRITING 9 (2005).

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Examples include names of institutions (e.g., Bangko Sentral ng Pilipinas, Sangguniang Bayan, Sandiganbayan); names of publications (e.g., Bulgar, Pilipino Star Ngayon, Journal ng Pandiwa); designations (e.g., barangay kagawad, barangay tanod, barangay lupon); names of places (e.g., Matalino Street, Bulwagan ng Katarungan); government projects (e.g., Pantawid Pamilya Pilipino Program); and Filipino terms adopted as names (e.g., Haraya, Malaya).

Other examples include terms such as *ad hoc*, *alter ego*, *annum*, *bona fide*, *carte blanche*, *caveat*, *contra*, *déjà vu*, e.g., *en masse*, *esprit de corps*, *et al.*, *etc.*, *ex officio*, i.e., *non sequitur*, *per annum*, *per capita*, *per diem*, *per se*, *postmortem*, and *sic*.

Because language is dynamic, it is impossible to exhaust the list of non-English words that have become part of common parlance. Italicized or not, the word must be consistently stylized as it appears on the text.

10.2.1.4. *Referring to non-Filipino words in a Filipino decision*

When the medium of the text all throughout is in Filipino, italicize non-Filipino words.

Example:

In a separate opinion in *Imbong v. Ochoa*:

Maaari lamang saklawan ng Korte Suprema ang tanong na ito kung ang prosesong legal ay lumabag sa mga

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alituntunin ng *due process* at mga kaakibat na *procedural rules* nito. Sidling panghihimasok ang magtakda kami sa panahong ito kung ang mga *hormonal contraceptives* ay *abortifacient* o hindi.

10.2.1.5. *Referring to short citation forms and introductory signals*

Short citation forms *id.* and *supra*, as well as words such as *see*, *see also*, *see generally*, *citing*, *citing further*, when used as introductory signals, are italicized. *See Chapter 12 on General Rules on Citation.*

10.2.2. *Boldface*

Boldface is only used in further emphasizing an already italicized portion. However, this should be used sparingly.

Example:

This Court passes upon the *legality* of the assailed act, *not* its wisdom.

By force of tradition, when writing the dispositive portion, the mode of emphasis is boldface. Set off important words (i.e., action words, such as dismissed/denied/granted, ordered, reversed/affirmed) by typing them in boldface and in capital letters. *See Chapter 6 on Capitalization and Chapter 11 on Writing Supreme Court Decisions.*

Example:

ACCORDINGLY, the September 29, 2017 Decision of the Court of Appeals in CA-G.R. CR-HC No. 06559 is **REVERSED** and **SET ASIDE**.

Boldface shall also be used for the headings of

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tables and charts that may be put in decisions and resolutions.

Example:

Students	Scores
A	100
B	97
C	67

10.2.3. *Underlining*

This Stylebook does not use underlining, because it takes up white space and makes the text more difficult to read.⁵

10.2.4. *Quotation marks*

Use quotation marks to refer to a word as a word, or phrase as a phrase. See [Chapter 9 on Punctuations](#).

Example:

A “complaint,” as defined under the Rules of Criminal Procedure, refers to “a sworn written statement charging a person with an offense, subscribed by the offended party, any peace officer, or other public officer charged with the enforcement of the law violated.”⁶

10.3. *Indicating emphasis in quoted sources*

In a quoted material, when a word, phrase, or sentence has been emphasized, notify the reader. The notations “Emphasis supplied” and “Emphasis in the original” are used whenever applicable. Enclose them in parentheses without need for punctuation.

As to the format of the term, there is no strict rule as to

⁵ GARNER, *supra* note 1, at 79.

⁶ RULES OF COURT, Rule 110, sec. 10.

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whether the notation “Emphasis supplied” should start with an uppercase “E.” For uniformity, the parenthetical notation “Emphasis supplied” shall be adopted.

Example:

And now, the *end* is near.¹ (Emphasis supplied)

Even if emphasis is supplied, omitted, or retained at several points in a quoted passage, the notation should still use the singular form “Emphasis.”⁷

10.3.1. *Emphasizing portions in in-line and block quotes*

When a portion of a quoted material is emphasized, insert the parenthetical “Emphasis supplied” after the citation of the source quoted in the footnote.⁸

Examples:

This Court has long held that a “medical certificate is *not essential* to prove the commission of rape[.]”¹

¹ *People v. Manaligod*, 831 Phil. 204, 213 (2018) [Per J. Martires, Third Division]. (Emphasis supplied)

The Court of Appeals held:

The accused is guilty beyond reasonable doubt. The elements necessary to sustain a conviction for rape are: (1) that the accused had carnal knowledge of the victim; (1) that said act was accomplished (a) through the use of force or intimidation, or (b) *when the*

⁷ THE SUPREME COURT OF THE UNITED STATES, US SUPREME COURT STYLE GUIDE VI-1 (2013).

⁸ *Id.*

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victim is deprived of reason or otherwise unconscious, or (c) when the victim is under 12 years of age or is demented. All elements are present.¹ (Emphasis supplied)

¹ *Rollo*, p. 33.

10.3.2. When emphasis in the original is in a different style

At times, the original source may already have an emphasis. This may or may not be retained, should the author wish. When retaining, add “Emphasis in the original.”

Example:

Original text:

WHEREFORE, the September 29, 2017 Decision of the Court of Appeals in CA-G.R. CR-HC No. 06559 is **REVERSED** and **SET ASIDE**.

As quoted:

The Supreme Court ruled in *Castillo* as follows:

WHEREFORE, the September 29, 2017 Decision of the Court of Appeals in CA-G.R. CR-HC No. 06559 is **REVERSED** and **SET ASIDE**.¹ (Emphasis in the original)

If further emphasis is added to a quoted passage that already contains emphasis in the original material, the parenthetical should still state “Emphasis supplied.”

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Example:

Original text in People v. Sebilleno:

Contrary to the Solicitor General's position, the police officers' testimonies are not enough to prove that the confiscated item from the accused was the same drug presented in court. *Mallillin v. People* explained:

A unique characteristic of narcotic substances is that *they are not readily identifiable* as in fact they are subject to scientific analysis to determine their composition and nature. . . . Hence, in authenticating the same, *a standard more stringent than that applied to cases involving objects which are readily identifiable must be applied, a more exacting standard that entails a chain of custody of the item with sufficient completeness if only to render it improbable that the original item has either been exchanged with another or been contaminated or tampered with.* (Emphasis supplied)

As quoted:

In *People v. Sebilleno*, citing *Mallillin v. People*:

A unique characteristic of narcotic substances is that they are not readily identifiable as in fact they are subject to scientific analysis to determine their composition and nature. . . . Hence, in authenticating the same, *a standard more stringent than that applied to cases involving objects which are readily identifiable must be applied, a more exacting standard that entails a chain of custody of the item with sufficient completeness*

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if only to render it improbable that the original item has either been exchanged with another or been contaminated or tampered with. (Emphasis supplied)

Or

In *People v. Sebilleno*, citing *Mallillin v. People*:

A unique characteristic of narcotic substances is that they are not readily identifiable as in fact they are subject to scientific analysis to determine their composition and nature. . . . Hence, in authenticating the same, a standard more stringent than that applied to cases involving objects which are readily identifiable must be applied, a more exacting standard that entails a chain of custody of the item with sufficient completeness if only to render it improbable that the original item has either been exchanged with another or been contaminated or tampered with. (Emphasis supplied)

In the last example, the removal of boldface is intentional. The author does not wish to emphasize the previously boldened portion (second sentence) any more than the portion they wish to emphasize (first sentence).

10.3.2.1. No “Emphasis omitted”

Similarly, if emphasis is deleted from part of the quoted passage but added in others, the parenthetical should state “Emphasis

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supplied.”⁹ There is no “Emphasis omitted” adopted for this Stylebook, to prevent unnecessary notations that would clutter the writing.

Example:

In *People v. Sebilleno*, citing *Mallillin v. People*:

A unique characteristic of narcotic substances is that they are not readily identifiable as in fact they are subject to scientific analysis to determine their composition and nature. The Court cannot reluctantly close its eyes to the likelihood, or at least the possibility that at any of the links in the chain of custody over the same there could have been tampering, alteration or substitution of substances from other cases - by accident or otherwise - in which similar evidence was seized or in which similar evidence was submitted for laboratory testing. Hence, in authenticating the same, a standard more stringent than that applied to cases involving objects which are readily identifiable must be applied, a more exacting standard that entails a chain of custody of the item with sufficient completeness if only to render it improbable that the original item has either been exchanged with another or been contaminated or tampered with. (Emphasis supplied)

⁹ SC, *supra* note 4. See also THE SUPREME COURT OF THE UNITED STATES, *supra* note 7, at VI-1. However, the note “Emphasis omitted” as used by the United States Supreme Court is not adopted in this Stylebook.

11. WRITING SUPREME COURT DECISIONS

The Supreme Court has developed its own style and format in writing orders, resolutions, and decisions throughout the years. This chapter, outlined similar to a typical Supreme Court decision, serves as a guide on how the Court organizes its writings, from the case title up to the dispositive portion, in line with the Rules of Court and the Internal Rules of the Supreme Court.

11.1. *Case titles*

11.1.1. *Petitions before the Supreme Court*

For petitions filed before the Supreme Court, the case title should be the same as the case title of the petition, which can also be seen in the notices of resolution in the *rollo*, and/or “parties” portion of the petition.

11.1.2. *Appeals before the Supreme Court*

For appeals filed before the Supreme Court, the case title should be the same as the case title in the notice of appeal or the lower court’s decision.

11.1.3. *Faithful reproduction of case titles*

Include all the parties’ names in the title of the decision or resolution, no matter how long. Copy the title faithfully from the pleading or the lower court’s decision, except when there are inconsistencies in spelling.

In case of discrepancies, put an asterisk in superscript (*) after the name, indicating the different spellings, and write the explanation in the footnote.

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Example:

**G.R. No. 123456 (GABRIELLE DE LA CRUZ,^{*}
Petitioner, v. JOHN CRUZ, Respondent).**

^{*} Also referred to as “Gabriele dela Cruz” and “Gabrielle Dela Cruz” in some parts of the rollo.

If the error is clearly a typographical error (e.g., it only appears once or twice in the lower court’s decision), there is no need to put a note.

For agenda reports and minute resolutions, include all the parties’ names in the agenda report of the initiatory pleading and in the initial minute resolution issued in the case. For subsequent agenda reports and minute resolutions, use the term “et al.” when there are three or more parties belonging to the same party designation.

11.1.4. *Format of case titles*

The format of titles depends on the manner of adjudication.

11.1.4.1. *Title format for decisions and signed resolutions*

For decisions and signed resolutions, the parties’ names must be in boldface and all caps, while the designations are in sentence case, separated by line spaces and the word “-versus-”. For several parties, the conjunction “and” is in boldface and lowercase.

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Example:

**ANA CRUZ,
BEVERLY CRUZ, and
CRISTINA CRUZ,**
Petitioners,
-versus-
CARLO CRUZ,
Respondent.

Other descriptions in the title (e.g., “represented by his heirs,” “in her capacity as the secretary,” “representing all concerned employees”) shall be in boldface and lowercase, subject to Chapter 6 on Capitalization.

If parties are referred to using a collective term, capitalize this in the title.

Example:

**ALL CONCERNED EMPLOYEES
OF REGIONAL OFFICE NO.
V OF THE NATIONAL FOOD
AUTHORITY, represented by their
regional manager, JUAN CRUZ,**
Petitioners,
-versus-
COMMISSION ON AUDIT,
Respondent.

11.1.4.2. *Title format for unsigned and minute resolutions*

For unsigned and minute resolutions, the format of the title is the same as in

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decisions and signed resolutions, but in paragraph form. The case title is directly beside the docket number and enclosed in parentheses. The parties' names are in boldface and all caps, while the designations are in sentence case. They are separated by the abbreviation of "versus," that is, "v." in boldface. A period and an em dash between spaces separate the title from the first word of the text.

Akin to Rule 11.1.4.1, if parties are referred to using a collective term, write them in uppercase.

Examples:

G.R. No. 123456 (ANA STA. CRUZ, Petitioner, v. LOLITA DELA CRUZ, Respondent). — This Court resolves . . .

G.R. No. 123456 (ALL CONCERNED EMPLOYEES OF REGIONAL OFFICE NO. V OF THE NATIONAL FOOD AUTHORITY, represented by their regional manager, Juan Cruz, Petitioners, v. COMMISSION ON AUDIT, Respondent). — This appeal resolves . . .

11.1.4.3. *Title format for separate opinions*

For separate opinions, the title is directly beside the docket number, separated by an en dash and spaces. The parties' names are in boldface and all caps, while the designations are in sentence case. They are separated by the abbreviation of "versus,"

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that is, “v.” in boldface, and ends with a period.

The title is followed by the promulgation date and a broken line that begins and ends with “x” in lowercase, separating the title and the body.

Example:

**G.R. No. 123456 – ANA STA. CRUZ,
Petitioner, v. LOLITA DELA CRUZ,
Respondent.**

Promulgated:

X-----X

Akin to Rule 11.1.4.1, if parties are referred to using a collective term, write them in uppercase.

11.2. *Designation of parties in the title*

11.2.1. *Rule*

The designation of the parties depends on the pleading filed.

The case title must reflect the impleading, dropping, or substituting of the parties. Check the resolutions in the *rollo* to determine if the Court has previously acted on the impleading, dropping, or substituting of a party.

11.2.2. *When there is substitution*

Courts have the discretion to allow a substitution of parties. Always verify if the motion for substitution has been granted. If so, this must be reflected in the title and body.

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Example:

G.R. No. 123456 (JUAN CRUZ, substituted by his heirs ANA CRUZ, BEVERLY CRUZ, and CRISTINA CRUZ, Petitioner, v. CARLOS REYES, Respondent). — This Court resolves . . .

11.2.3. *When there are intervenors*

Intervenors should also be in the title. Place them after the main petitioner or the main respondent. Their designations are written as “petitioner-in-intervention” or “respondent-in-intervention,” or their plural forms.

Examples:

For decisions and signed resolutions

ANA CRUZ,
Petitioner;

BEVERLY CRUZ,
Petitioner-in-intervention,

-versus-

CARLO CRUZ,
Respondent;

LOLITA CRUZ and
DARIO CRUZ,
Respondents-in-intervention.

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For unsigned and minute resolutions

G.R. No. 123456 (ANA CRUZ, Petitioner; BEVERLY CRUZ, Petitioner-in-intervention, v. CARLO CRUZ, Respondent; LOLITA CRUZ and DARIO CRUZ, Respondents-in-intervention).

11.2.4. *In criminal cases*

In criminal cases, if the appeal is filed via an ordinary appeal, the parties are designated as “plaintiff-appellee” and “accused-appellant.”

11.2.4.1. *Accused who did not appeal*

If there are several accused, but not all of them appealed, they must also be included in the case title, only referred to as “accused.” The accused who appealed is referred to as the “accused-appellant” and comes after the enumeration of the “accused.”

Examples:

For decisions and signed resolutions

PEOPLE OF THE PHILIPPINES,
Plaintiff-appellee,
-versus-
ANA STA. CRUZ,
JUAN CRUZ, and
LOLITA DELA CRUZ,
Accused;
LOLITA DELA CRUZ,
Accused-appellant.

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For unsigned and minute resolutions

G.R. No. 123456 (PEOPLE OF THE PHILIPPINES, Plaintiff-appellee, v. LOLITA DELA CRUZ, ANA STA. CRUZ, and JUAN CRUZ, Accused; LOLITA DELA CRUZ, Accused-appellant). —

11.2.4.2. *Accused at large*

If one or some of the accused are at large, identify them with the words “at large” enclosed in parentheses.

Examples:

For decisions and signed resolutions

**PEOPLE OF THE PHILIPPINES,
Plaintiff-appellee,**

-versus-

**LOLITA DELA CRUZ,
ANA STA. CRUZ, and
JUAN CRUZ (at large),
Accused;**

**LOLITA DELA CRUZ,
Accused-appellant.**

For unsigned and minute resolutions

G.R. No. 123456 (PEOPLE OF THE PHILIPPINES, Plaintiff-appellee, v. LOLITA DELA CRUZ, ANA STA. CRUZ, and JUAN CRUZ (at large), Accused; LOLITA DELA CRUZ, Accused-appellant). —

SUPREME COURT STYLEBOOK**11.2.4.3. *Where parties filed a wrong remedy***

In criminal cases where the penalty imposed by the lower court is *reclusion perpetua*, judgment is appealed through notice of appeal filed with the court that rendered the decision. Once the case reaches the Supreme Court, the title remains the same as it was in the court of origin. The party appealing is called “accused-appellant” and the adverse party, the “plaintiff-appellee.”

However, there are instances when a party who should have filed a notice of appeal erroneously files a petition instead. In this case, the party who filed the petition is designated as “petitioner” and the adverse party, “respondent.” If the Court declares in the body of the decision or resolution that it is treating the improper remedy as an appeal, the title should reflect this and designate the parties as “plaintiff-appellee” and “accused-appellant.”¹

11.2.5. *In administrative cases*

Generally, the parties are referred to as “complainant” and “respondent.”

¹ *People v. XXX*, 885 Phil. 738 (2020) [Per C.J. Peralta, First Division].

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Examples:

For decisions and signed resolutions

JUAN DELA CRUZ,
Complainant,

-versus-

ANA STA. CRUZ, Sheriff IV,
Branch 123, Regional Trial
Court, Pasay City,
Respondent.

For minute resolutions

“OCA IPI No. 12-3456-A (JUAN DELA CRUZ, SR., Complainant, v. ANA SANTOS, Sheriff IV, Branch 123, Regional Trial Court, Pasay City, Respondent). —

11.2.5.1. *Administrative and Bar matters*

In some administrative and Bar matters, there may be no adverse parties. In these matters, a title should be adopted taking into consideration the subject matter involved, but begin with “Re:” to mean “regarding.”

Example:

Re: Incident of Unauthorized Distribution of Pamphlets Concerning the Election Protest of Ferdinand Marcos, Jr. to the Offices of the Justices of the Supreme Court.

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11.2.6. *In civil cases and independent civil actions*

Parties are designated as “petitioner” and “respondent” in civil cases and independent civil actions.

11.3. *Docket numbers*

Always check the accuracy of the docket numbers.

11.3.1. *Redocketed numbers*

Some cases may have an undocketed (UDK) number and may be redocketed and assigned a General Register (G.R.) number upon payment of the required docket fees. Still other cases may have a docket number starting with OCA IPI or JIB and may be redocketed as Administrative Matters (A.M.), while Commission on Bar Discipline (CBD) cases may be redocketed as Administrative Cases (A.C.). These must still be reflected in all court resolutions, orders, and decisions. Write the word “Formerly” and the old docket number, enclosed in brackets.

Examples:

For decisions and signed resolutions

JUAN CRUZ, Complainant,	A.C. No. 12345 [Formerly CBD Case No. 98765]
-versus-	Present: _____, <i>J.</i> , Chairperson, _____, _____, _____, and _____, <i>JJ.</i>
ATTY. ANA DELA CRUZ, Respondent.	Promulgated: _____

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For unsigned and minute resolutions

“A.C. No. 123456 [Formerly CBD Case No. 98765] (JUAN CRUZ, Complainant, v. ATTY. ANA DELA CRUZ, Respondent).

11.3.2. *Counting of docket*

The following rules are observed when counting the docket numbers of cases.

11.3.2.1. *Semicolon*

Docket numbers separated by a semicolon are counted as separate cases. This means that the cases were filed separately before the Supreme Court, but were subsequently consolidated.

Example:

G.R. No. 12345; G.R. No. 67890; and G.R. No. 98765 (three cases)

11.3.2.2. *Hyphen*

Docket numbers with a hyphen only counts as one case. This means that there were several cases in the lower court but was appealed as one case before the Supreme Court.

Example:

G.R. Nos. 12345–46 (one case)

11.3.2.3. *And*

Docket numbers separated by the word “and” count as one case. This means that the petitions were filed at the same time.

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Example:

G.R. Nos. 12345 and 23456 (one case)

11.4. *Consolidated cases*

Under the Internal Rules of the Supreme Court, the Court may consolidate cases involving common questions of law or fact. The case title should reflect all the titles of these consolidated cases.²

The controlling title (i.e., the first to be mentioned) is the one with the lower or lowest docket number, followed by the rest in an ascending order. As an exception, a higher-numbered case may be considered as the controlling title as decided by the Court *En Banc*.

In any case, if the consolidated cases include undocketed cases, they shall be at the end of the enumeration.

11.5. *Composition of justices*

11.5.1. *General rule*

The list of members appearing in decisions and signed resolutions should accurately reflect the composition of the members who took part in the deliberation of the case. The abbreviation for the justices (JJ.) should also be reflected. If there are two or more justices with the same surname, add the initial letter of the first name to distinguish them (e.g., Lopez, J., J. and Lopez, M., J.).

For unsigned resolutions and minute resolutions, the list of members is not indicated.

In both cases, indicate whether the justices are on leave, on official business, or took no part during the deliberations.

² SC INT. RULES, Rule 9, sec. 5.

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11.5.2. *When a justice is on leave*

If the justice on leave is a chairperson or the chief justice, retain the designation. Add the designation “working chairperson,” “acting chairperson,” or “acting chief justice” beside the name of the substitute.

Next, place an asterisk in superscript (*) after the comma and write the notation in the corresponding footnote, citing the applicable special order.

In the signature page of the decision or signed resolution, the notation that one is on leave must also be written atop the justice’s name. In an unsigned resolution or minute resolution, indicate this detail at the end of the last line, SO ORDERED.

If a justice is on wellness leave, indicate it as “official leave” for consistency.

When a member of the Court retires, an additional member is also designated through a special order.

Example:

For decisions and signed resolutions

JUAN DELA CRUZ, G.R. No. 123456

Petitioner,

Present:

CRUZ, *Chairperson*,*
 -versus- REYES, *Acting Chairperson*,**
 MANUEL,***
 SANTOS, and
 CHUA, *JJ.*

JUANA DELA CRUZ,

Respondent.

Promulgated:

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* On leave.
** Per Special Order No. 1000 dated January 1, 2023.
*** Designated additional member per Special Order No. 1234 dated January 1, 2023.

For unsigned and minute resolutions

SO ORDERED. (*Cruz, J., on leave.*)

SO ORDERED. (*Chua, J., designated additional member per Special Order No. 123 dated January 1, 2023.*)

SO ORDERED. (*Santos, J., designated additional member vice Reyes, J. per Raffle dated January 1, 2023.*)

SO ORDERED. (*Cruz and Manuel, JJ., on leave.*)

11.5.3. When a justice inhibits

When a justice inhibits or takes no part in the deliberations, the designated additional member in the division should be included in the membership list. In decision and signed resolutions, this appears on the first page and in the signature page. Put an asterisk in superscript (*) after the name of the additional member. In the corresponding footnote, briefly indicate the reason for inhibition, as well as the details of the designation of the new member.

In unsigned resolutions and minute resolutions, the designated additional member should be included in the last page, in boldface, next to the last line, SO ORDERED. Likewise, a notation explaining the details of the designation should be indicated.

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Example:

JUAN DELA CRUZ, G.R. No. 123456	
Petitioner,	
Present:	
Cruz, <i>Chairperson</i> ,	
Reyes, [*]	
Manuel,	
_____, and	
_____, <i>JJ.</i>	
JUANA DELA CRUZ,	
Respondent.	
Promulgated:	
<hr/> <hr/> <hr/>	
<small>* Designated additional member per Raffle dated January 1, 2023.</small>	

11.5.4. *Per curiam decision or resolution*

In a *per curiam* decision or signed resolution, the name of the *ponente* should not be disclosed. In the first page and the signature page, the names of the justices must be listed in order of seniority.³

11.6. *Opening paragraphs*

11.6.1. *Statement of the case*

The case begins by introducing what pleading is filed before the Court, what ruling or rulings are being assailed, and when appropriate, a brief context as to what the case is all about.

One may also begin the decision or resolution with a paragraph containing the principal issue and the *ratio decidendi*, so that the reader may easily

³ SC INT. RULES, Rule 2, sec. 15.

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grasp the case. If the *ratio decidendi* is stated in the introduction, it is written as a rule that could apply to future cases, and not only confined to the present case.

Example:

As a mandatory requirement in establishing the chain of custody of dangerous drugs, the presence of third-party witnesses is not a mere rubberstamp to validate the law enforcers' actions. It ensures the identity, origin, and integrity of the items seized. Without this, the drugs' identity would be compromised.

This Court resolves an appeal from the Decision of the Court of Appeals, which affirmed the Regional Trial Court Decision convicting Juan dela Cruz of illegally selling dangerous drugs.

11.6.2. *Composition of justices in lower court decisions*

The names of the justices who penned or concurred in the rulings in the lower court or tribunal should also be indicated in the footnotes.

Cite the trial courts by stating the branch, the specific court, then the city or municipality and province.

Examples:

Branch 12, Regional Trial Court, Quezon City
Branch 90, Metropolitan Trial Court, Marikina City

Branch 2, Municipal Circuit Trial Court, Tublay-Atok, Benguet

Cite the appellate courts by stating the division, the appellate court, and city, if applicable.

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Examples:

Former Fifth Division, Court of Appeals, Manila
Special Third Division, Sandiganbayan

In a decision or resolution

This Petition for Review on *Certiorari*¹ assails the Decision² and Resolution³ of the Court of Appeals, which affirmed the Regional Trial Court Judgment⁴ convicting Juan Dela Cruz of murder.

¹ *Rollo*, pp. 3–45.

² *Id.* at 67–99. The January 20, 2022 Decision in CA-G.R. CR-HC No. 12345 was penned by Associate Justice Romero Reyes and concurred in by Associate Justices Monica Pacion and Robert Asis of the Fifth Division, Court of Appeals, Manila.

³ *Id.* at 101–102. The February 20, 2022 Resolution in CA-G.R. CR-HC No. 12345 was penned by Associate Justice Romero Reyes and concurred in by Associate Justices Monica Pacion and Robert Asis of the Former Fifth Division, Court of Appeals, Manila.

⁴ CA rollo, pp. 69–79. The October 27, 2015 Judgment in Criminal Case No. 54321 was penned by Presiding Judge Armando Guerrero of Branch 12, Regional Trial Court, Quezon City.

11.6.3. *Criminal informations reproduced verbatim*

In decisions and resolutions on criminal cases, except in minute resolutions, the relevant criminal information or informations must be reproduced verbatim to serve as “a guide in determining the nature and the gravity of the offense for which the accused may be found culpable.”⁴

⁴ *Velarde v. Social Justice Society*, 472 Phil. 285, 322 (2004) [Per J. Panganiban, *En Banc*].

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11.7. *Body*11.7.1. *Statement of facts*

11.7.1.1. When referring to the parties in the statement of facts and a shortened form is desired, use their surnames, first names, or other words that may refer to them (e.g., workers, talents, directors, union members, the Sangguniang Bayan members). Do not use party designations (e.g., petitioner/respondent, plaintiff/defendant, etc.) as this would be confusing, especially in cases where the parties' positions change when the case is elevated.

Example:

Juan Cruz (Cruz) applied as a seafarer for ABC Company.

Not

Juan Cruz (complainant, herein respondent) applied as a seafarer for ABC Company (defendant, herein petitioner company).

11.7.1.2. *Complete facts*

The facts should be as complete as possible, in line with the basic tenets of due process. *Velarde v. Social Justice Society*⁵ teaches:

There are different ways of relating the facts of the case. First, under the objective or reportorial method, the judge summarizes—without comment—the testimony of each witness and the

⁵ 472 Phil. 285 (2004) [Per J. Panganiban, *En Banc*].

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contents of each exhibit. Second, under the synthesis method, the factual theory of the plaintiff or prosecution and then that of the defendant or defense is summarized according to the judge's best light. Third, in the subjective method, the version of the facts accepted by the judge is simply narrated without explaining what the parties' versions are. Finally, through a combination of objective and subjective means, the testimony of each witness is reported and the judge then formulates his or her own version of the facts.

In criminal cases, it is better to present both the version of the prosecution and that of the defense, in the interest of fairness and due process. A detailed evaluation of the contentions of the parties must follow. The resolution of most criminal cases, unlike civil and other cases, depends to a large extent on the factual issues and the appreciation of the evidence. The plausibility or the implausibility of each version can sometimes be initially drawn from a reading of the facts. Thereafter, the bases of the court in arriving at its findings and conclusions should be explained.

On appeal, the fact that the assailed decision of the lower court fully, intelligently and correctly resolved all factual and legal issues involved may partly explain why the reviewing court finds no reason to reverse the findings and conclusions of the former. Conversely,

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the lower court's patent misappreciation of the facts or misapplication of the law would aid in a better understanding of why its ruling is reversed or modified.

In appealed civil cases, the opposing sets of facts no longer need to be presented. Issues for resolution usually involve questions of law, grave abuse of discretion, or want of jurisdiction; hence, the facts of the case are often undisputed by the parties. With few exceptions, factual issues are not entertained in noncriminal cases. Consequently, the narration of facts by the lower court, if exhaustive and clear, may be reproduced; otherwise, the material factual antecedents should be restated in the words of the reviewing magistrate.

In addition, the reasoning of the lower court or body whose decision is under review should be laid out, in order that the parties may clearly understand why the lower court ruled in a certain way, and why the reviewing court either finds no reason to reverse it or concludes otherwise.⁶

11.7.2. *Designation of parties in the body*

Once the case reaches the Supreme Court, the parties' designations (e.g. petitioner/respondent, plaintiff-appellee/accused-appellant) are used. This is usually signaled by the party filing a notice of appeal before the court that rendered the decision being assailed, or the introduction of the first main pleading before the Supreme Court, such as the petition.

⁶ *Id.* at 324.

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Example:

The Court of Appeals dismissed Cruz's appeal.

Thus, Cruz filed a Notice of Appeal, to which the Court of Appeals gave due course, elevating the case records to this Court. This Court noted the records and directed the parties to file their supplemental briefs.

Accused-appellant and the Office of the Solicitor General, on behalf of plaintiff-appellee People of the Philippines, both manifested that they would no longer file supplemental briefs.

The following subsections account for the different variations of designations depending on the number of parties.

11.7.2.1. *One party for each side*

Where there is only one party for each side, the general rule applies.

Example:

Undaunted by the Court of Appeals' ruling, Cruz filed the Petition for Review on *Certiorari* before this Court against Reyes.

Petitioner claims that respondent did not own the lot.

11.7.2.2. *Several parties per side*

Where there are two or more parties for each side, use the plural form of the designations. However, when referring

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to one of them, use “petitioner X” or “petitioner Y”; “respondent X” or “respondent Y,” and the like.

The word appended to the designation is the shortened form used in the statement of facts. If, in the statement of facts, the shortened form includes a title attached to the name (e.g., Atty., Dr., Judge, Engr.), one may choose to retain them or not.

Example:

Cruz and Atty. Morales filed separate Petitions against Reyes before this Court.

Petitioner Cruz argues that respondent fraudulently sold the lots. Petitioner Morales, meanwhile, claims that respondent forged his signature in the contract of sale. Both petitioners assail the Court of Appeals’ Decision absolving respondent.

11.7.2.3. *Collective terms*

When a plural noun is used to refer to a group of persons, and the group needs to be distinguished from other parties, either use the designation as a modifier or form a compound noun.

Examples:

<i>Either use</i>	<i>Or use</i>
petitioner spouses	petitioners-spouses
respondent workers	respondents-workers
petitioner senators	petitioners-senators

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11.7.2.4. *Lower courts and judges in Rule 45 petitions*

For petitions for review on *certiorari*, Rule 45, Section 4 of the Rules of Court states that the petitioner cannot implead the lower court or judge whose decision is being assailed (e.g., Court of Appeals). There has to be a court resolution dropping them as parties.

11.7.2.5. *In all other petitions*

In other pleadings (e.g., petition for *certiorari*), the tribunal, board, or officer that issued the assailed ruling will be impleaded as a public respondent.

In designating them, only refer to them as “public respondent” once next to their name—at that moment the petitioner goes to the Supreme Court. This is to prevent convoluting sentences with “public respondent” every time the impleaded tribunal, board, or officer is mentioned.

If there is a private respondent along with the public respondent, follow [Rule 11.7.2.2](#). As the word “private” is a modifier of “respondent,” it may be dropped after being mentioned once.

Example:

Before this Court, Cruz filed a Petition for *Certiorari* against public respondent Commission on Elections and private respondent Gervacio.

Petitioner claims that the Commission on Elections erred in sustaining the proclamation of respondent Gervacio.

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11.7.3. *Issue statement*

The issue statement must be as specific as possible to the present case.

If there are several issues, divide the issue statement into several paragraphs, separated by semicolons. If there are multiple issues, use spelled out ordinal numbers, such as “first,” “second,” “third,” and so on, and “finally,” in sentence case. If there are only two issues, use “first” and “second.”

Example:

This Court resolves the following issues:

First, whether the Office of the Ombudsman acted with grave abuse of discretion in finding probable cause against petitioner;

Second, whether the Sandiganbayan acted with grave abuse of discretion in denying petitioner’s Motion to Quash the Informations; and

Finally, whether the Sandiganbayan acted with grave abuse of discretion in denying the Motions for Leave to File Demurrer to Evidence.

11.7.4. *Issue discussion*11.7.4.1. *Corresponding with issue statement*

As far as practicable, discuss the issues in the order outlined in the issue statement.

11.7.4.2. *Comprehensive discussion*

The issue discussion should be as comprehensive as possible. *Velarde* is again instructive:

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This part contains a full discussion of the specific errors or issues raised in the complaint, petition or appeal, as the case may be; as well as of other issues the court deems essential to a just disposition of the case. Where there are several issues, each one of them should be separately addressed, as much as practicable. The respective contentions of the parties should also be mentioned here. When procedural questions are raised in addition to substantive ones, it is better to resolve the former preliminarily.⁷

11.8. *Dispositive portion*

In decisions, as well as signed, unsigned, and minute resolutions, the dispositive portion must be as complete as possible. A simple statement of affirmance, denial, or reversal of the assailed ruling is generally insufficient. *Velarde* introduced a “test of completeness”:

First, the parties should know their rights and obligations. Second, they should know how to execute the decision under alternative contingencies. Third, there should be no need for further proceedings to dispose of the issues. Fourth, the case should be terminated by according the proper relief. The “proper relief” usually depends upon what the parties seek in their pleadings. It may declare their rights and duties, command the performance of positive prestations, or order them to abstain from specific acts. The disposition must also adjudicate costs.⁸

The dispositive portion must also include prior actions of the

⁷ *Id.* at 325.

⁸ *Id.*

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court if not already part of a previous order or resolution. Write the full name of the parties, along with their designations, in the dispositive portion, which should be exactly the same as it appears on the case title.

In setting off words, write in uppercase and boldface the first word or words, as well as all the verbs and modifiers that indicate the court’s order, e.g., granted, dismissed, reversed and set aside, affirmed, affirmed with modifications, ordered immediately released, guilty, and so on. The last line, SO ORDERED, follows the same rule.

11.8.1. *Accordingly, for these reasons*

In line with the Supreme Court’s effort to write in plain English, the archaic transitional device WHEREFORE must be changed to a plain word.

For decisions, signed resolutions, and separate opinions, use “accordingly” in boldface and all caps.

Examples:

ACCORDINGLY, the Petition is **DENIED**.
The January 9, 2021 Decision and February 10, 2021 Resolution of the Court of Appeals in CA-G.R. SP No. 98765 are **AFFIRMED**. . . .

ACCORDINGLY, I vote to **GRANT** the Petition.

For unsigned resolutions and minute resolutions, use “for this reason/for these reasons.”

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Example:

FOR THESE REASONS, the Petition is **GRANTED**. Accused-appellant Kyle Cruz y Santos @ “Pogi” is **ACQUITTED** for failure of the prosecution to prove her guilt beyond reasonable doubt of the crime of unjust vexation.

11.8.2. *Granted, dismissed, denied, etc.*

The dispositive portion must include the action on the petition or appeal. Petitions filed under Rule 45 of the Rules of Court are denied/granted. Petitions filed under Rule 65 of the Rules of Court are dismissed/granted. Petitions for the writs of *habeas corpus*, *amparo*, *habeas data*, *kalikasan*, *kalayaan*, and other writs are denied/granted.⁹ Appeals are dismissed, denied, or granted.

Examples:

ACCORDINGLY, the Petition for Review on *Certiorari* is **DENIED**.

ACCORDINGLY, the appeal is **DISMISSED**.

ACCORDINGLY, the Petition for *Certiorari* is **DISMISSED**.

ACCORDINGLY, the Petition for *Certiorari* is **GRANTED**.

11.8.3. *Affirmed, reversed, etc.*

The action on the assailed rulings must also be included.

⁹ SC INT. RULES, Rule 13, sec. 6(d).

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Example:

ACCORDINGLY, the Petition is **DENIED**. The January 20, 2021 Decision and January 20, 2022 Resolution of the Court of Appeals in CA-G.R. SP. No. 123456 are **AFFIRMED**.

11.8.4. *Modifications, amendments*

Any modifications or amendments, e.g., as to the penalty imposed, imposition of legal interest, or relevant periods or dates, must also be included in the dispositive portion. For purposes of entry of judgment, if the decision or resolution simply affirms the assailed rulings, continue to provide the complete ruling (e.g., penalty and award of damages), even if it is only a reiteration.

Examples:

For criminal cases

ACCORDINGLY, the appeal is **DISMISSED**. The Court of Appeals' January 10, 2022 Decision in CA-G.R. CR-HC No. 12345 is **AFFIRMED**. Accused-appellant Bogs Cruz is **GUILTY** of two counts of qualified rape and is sentenced to suffer the penalty of *reclusion perpetua* without eligibility for parole. He is also **ORDERED** to pay the victim civil indemnity, moral damages, and exemplary damages at PHP 100,000.00 each, for two counts of qualified rape.

All damages awarded shall earn a 6% interest per annum from the finality of this Decision until full payment.

SO ORDERED.

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FOR THESE REASONS, the Petition for Review is **GRANTED**. The January 1, 2016 Decision and February 1, 2017 Resolution of the Court of Appeals in CA-G.R. CR. No. 12345 are **REVERSED** and **SET ASIDE**. Petitioner Juan Dela Cruz is **ACQUITTED** and ordered **RELEASED** from confinement unless he is being held for some other lawful cause.

Let a copy of this Resolution be furnished to the Director General of the Bureau of Corrections for immediate implementation. The Director General is directed to report to this Court, within five days from receipt of this Resolution, the action he has taken. Copies shall also be furnished to the Chief of the Philippine National Police and the Director General of the Philippine Drug Enforcement Agency for their information.

The Regional Trial Court is **DIRECTED** to turn over the sachet of marijuana to the Dangerous Drugs Board for destruction in accordance with law.

Let entry of final judgment be issued immediately.

SO ORDERED.

For civil and labor cases

ACCORDINGLY, the Petition for Review on *Certiorari* is **DENIED**. The Court of Appeals' February 28, 2017 Decision and June 7, 2017 Resolution in CA-G.R. SP No. 07167-MIN are **AFFIRMED**. Let the Writ of Subsidiary Execution in the Regional Trial

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Court's July 16, 2015 Order in Criminal Case No. 21062-10 be issued against petitioner Maria Cruz to satisfy the amount of PHP 2,442,642.97, the outstanding balance of the civil liability in the Regional Trial Court's September 8, 2014 Decision.

All damages awarded shall earn a 6% interest per annum from the finality of this Decision until full payment.

SO ORDERED.

FOR THESE REASONS, the Petition is **DENIED**. The September 1, 2014 Decision and December 1, 2014 Resolution of the Court of Appeals in CA G.R. SP No. 12345 are **AFFIRMED**. Respondent XYZ Corporation is **DIRECTED** to pay petitioner Ana Santos the amount of PHP 23,876.00 as salary differential.

A legal interest of 6% per annum shall be imposed on the total judgment award from the finality of this Resolution until its full satisfaction.

SO ORDERED.

For administrative cases

ACCORDINGLY, respondent Atty. Lily Cruz, having clearly violated her Lawyer's Oath and the Code of Professional Responsibility and Accountability, is **DISBARRED**. Her name is **ORDERED STRICKEN** from the Roll of Attorneys.

Lily Cruz is **ORDERED** to refund the

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amount of PHP 1 million representing complainant's manager's check, plus 6% interest per annum from October 12, 2015 until full payment.

Let copies of this [Decision/Resolution] be served on the Office of the Bar Confidant, the Integrated Bar of the Philippines, and the Office of the Court Administrator for circulation to all courts in the country for their information and guidance. Let a copy of this [Decision/Resolution] be entered in Lily Cruz's record in this Court.

SO ORDERED.

ACCORDINGLY, respondent Judge Jesse Mapa is found **GUILTY** of three counts of gross ignorance of the law. He is meted with a fine of PHP 100,000.00 and is **DISMISSED** from the service. His retirement and other benefits, except accrued leave credits, are **FORFEITED**. He is **PERPETUALLY DISQUALIFIED** from reemployment in any government agency or instrumentality, including any government-owned or controlled corporation or government financial institution.

Let a copy of this [Decision/Resolution] be furnished to the Office of the Court Administrator for its information and guidance.

SO ORDERED.

11.8.5. *Entry of judgment*

In cases of acquittal, where the accused is confined,

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the immediate implementation of the decision or resolution must be included.

Examples:

ACCORDINGLY, the appeal is **GRANTED**. The January 20, 2022 Decision of the Court of Appeals in CA-G.R. CR-HC No. 12345 is **REVERSED** and **SET ASIDE**. Accused-appellant Juan Dela Cruz is **ACQUITTED** for the prosecution's failure to prove his guilt beyond reasonable doubt of illegal sale of dangerous drugs. He is **ORDERED IMMEDIATELY RELEASED** unless he is confined for other lawful causes.

Let a copy of this [Decision/Resolution] be furnished to the Director General of the Bureau of Corrections for immediate implementation. The Director General is directed to report to this Court, within five days from receipt of this [Decision/Resolution], the action he has taken. Copies shall also be furnished to the Chief of the Philippine National Police and the Director General of the Philippine Drug Enforcement Agency for their information.

Let entry of judgment be issued immediately.

SO ORDERED.

ACCORDINGLY, the appeal is **DISMISSED**. The January 20, 2022 Decision of the Court of Appeals in CA-G.R. CR-HC No. 12345 is **AFFIRMED**. Accused-appellant Juan Dela Cruz is found **GUILTY** of rape and is sentenced to the penalty of reclusion perpetua and ordered to **PAY** the private complainant

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civil indemnity, moral damages, and exemplary damages at PHP 75,000.00 each.

All damages awarded shall be subject to 6% interest per annum from the finality of this [Decision/Resolution] until fully paid.

SO ORDERED.

11.9. *Separate opinions*

In separate opinions (e.g., concurring opinion, separate concurring opinion, separate opinion, concurring and dissenting opinion, etc.), the main decision is referred to as the “*ponencia*.” It is different from the *ponente*, who is the justice who wrote the decision. Be wary of interchanging the terms.

As an exception, in dissenting opinions, the main opinion is referred to as the “majority.”

11.10. *Cases covered under Administrative Circular No. 83-2015, as amended*

Administrative Circular No. 83-2015, as amended, creates a protocol of using fictitious names and redacting certain information governing the procedure in the promulgation, publication, and posting of decisions, resolutions, and final and interlocutory orders. The following laws mandate that the identities of the parties and records be kept confidential:

- Republic Act No. 7610
- Republic Act No. 9775
- Revised Penal Code, Article 266-A
- Republic Act No. 10175
- Republic Act No. 8505
- Republic Act No. 10364
- Republic Act No. 9208
- Republic Act No. 9262
- Republic Act No. 9344

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- Republic Act No. 10630
- Other laws or rules that mandate the observance of the Protocol, though not expressly mentioned, or may be enacted in the future

11.10.1. *Produce two versions*

A first (original) copy and a second (modified) copy shall be prepared for decisions, resolutions, orders, and separate opinions containing the fictitious names or identities, as well as the personal circumstances, of the offended parties.

Should the case records fail to show the offended party's name, and there is no way to know their identity, one version is enough.

However, if the personal circumstances aside from the names will still tend to establish their identities, two versions must still be provided.

11.10.2. *Confidentiality of offended party's identity*

The offended party's name, as well as the names of those whose identities may directly or indirectly compromise the offended party's identity (e.g., names of parents, relatives, household members), shall be modified by replacing them with fictitious names (e.g., AAA, BBB, CCC).

11.10.3. *Confidentiality of offended party's personal circumstances*

If the accused/defendant's identity is a personal circumstance that will tend to establish the offended party's identity (e.g., they are parents, relatives, or other household members), their name must likewise be replaced with fictitious initials.

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11.10.4. *When not to make the accused/defendant's name confidential*

For all other cases not falling under the immediately preceding rule, do not replace the accused/defendant's name with fictitious initials.

As an exception, if the private offended party manifested that they would like to keep the accused/defendant's name confidential, replace the name with fictitious initials.

11.10.5. *Minor accused/defendant*

If the accused/defendant is a minor, their name shall be replaced with fictitious initials.

11.10.6. *Redacting other personal circumstances*

Other personal circumstances or pieces of information that tend to establish the offended party's identity or the accused/defendant minor's identity (e.g., birthday, complete address) shall be redacted.

11.10.7. *Geographical location*

As to geographical location, only the province or city where the incident occurred should be identified. References to the barangay, town, or municipality should be redacted if it would tend to disclose the offended party's identity.

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11.10.8. *Explanatory note*

In these covered cases, include an asterisk in superscript next to the title and a footnote saying:

G.R. No. 123456 (PEOPLE OF THE PHILIPPINES, Plaintiff-appellee, v. JUAN CRUZ, Accused-appellant).* —

* In line with Amended Administrative Circular No. 83-2015, as mandated by <insert the name of the law or rule applicable>, the names of the private offended parties, along with all other personal circumstances that may tend to establish their identities, are made confidential to protect their privacy and dignity.

All other rules prescribed by Amended Administrative Circular No. 83-2015, but not mentioned here, must likewise be followed. See [Annex Q](#) for the complete text of the Administrative Circular.

12. GENERAL RULES ON CITATION

12.1. *What needs citation*

Ideas that are not one's own and not commonly known should be cited. Aside from giving credit where it is due, citing sources makes the output credible. It also allows readers to easily locate and consult cited sources.

Authorities that support, contradict, or further discuss a proposition are cited. Citations made in the main text are placed in footnotes. Both directly and indirectly quoted words need to be cited. Even ideas that are sourced loosely from another material must be acknowledged. Conversely, facts of general knowledge are considered part of the public domain¹ and need not be cited. When in doubt, attribute, and attribute properly.

The footnote number should be placed at the end of the phrase, sentence, or paragraph that the cited authority supports or contradicts.

Example:

Accused-appellant asserts that AAA's failure to put up a fight or struggle negates the fact of rape.²² However, in *People v. Pastorete*,²³ this Court acknowledged that rape victims react differently from each other:

There is no standard form of reaction for a woman when facing a shocking and horrifying experience such as sexual assault. As we have stated before, the workings of the human mind are unpredictable, and people react differently—some may shout, some may faint, and some

¹ University of Wisconsin-Madison Writing Center, *Quoting and Paraphrasing*, available at <https://writing.wisc.edu/handbook/assignments/quotingsources/> (last accessed on November 21, 2022).

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may be shocked into insensibility while others may openly welcome the intrusion.²⁴

²² *Rollo*, p. 65.

²³ 441 Phil. 286 (2002) [Per J. Quisumbing, Second Division].

²⁴ *Id.* at 293.

12.2. *Quotations*

Paraphrasing is always preferred to quoting when describing or referring to someone else's work. Nonetheless, quoting is permitted if for good reason, as when the quoted material perfectly encapsulates the thought.

12.2.1. *In-line quotes*

Generally, in-line quotes are used to quote 49 words or less. They are written within the text and enclosed in quotation marks. To quote words or phrases within in-line quotes, use single quotation marks.² See [Chapter 9 on Punctuations](#).

Example:

On the witness stand, she narrated that “the masked men told them to ‘not make a sound’ or else they would shoot.”

As an exception, a quote 49 words or less may be written as a block quote if it needs emphasis separate from the preceding or succeeding paragraphs.

12.2.2. *Block quotes*

Block quotes are used to quote 50 words or more. They are separated from the rest of the text in a block without quotation marks.³

² HARVARD BLUE BOOK 8 (21st ed., 2020). See also PHILIPPINE LAW JOURNAL, MANUAL OF STYLE AND CITATION 27 (2nd ed., 2021).

³ PHILIPPINE LAW JOURNAL (PHIL. L.J.), MANUAL OF STYLE AND CITATION 6 (2nd ed., 2021).

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In styling a block quote:

- Use single space, font size 12, and add a 0.5-inch margin on both sides.
- If there are block quotes within a block quote, add another 0.5-inch margin on both sides.
- If the block quote within a block quote contains yet another block quote, there is no need for further indentation.
- Should there be quoted portions in the block quote, retain the quotation marks.
- Cite the source immediately after the quote by using a footnote.⁴

Examples:

For a single block quote:

In Provincial Bus Operators Association of the Philippines v. Department of Labor and Employment:

As a rule, “the constitutionality of a statute will be passed on only if, and to the extent that, it is directly and necessarily involved in a justiciable controversy and is essential to the protection of the rights of the parties concerned.” A controversy is said to be justiciable if: first, there is an actual case or controversy involving legal rights that are capable of judicial determination; second, the parties raising the issue must have standing or *locus standi* to raise the constitutional issue;

⁴ *Id.* at 45. See also SUPREME COURT OF THE PHILIPPINES, MANUAL OF JUDICIAL WRITING 27 (2005).

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third, the constitutionality must be raised at the earliest opportunity; and fourth, resolving the constitutionality must be essential to the disposition of the case. (Citations omitted)

For a block quote within a block quote:

In *Joaquin, Jr. v. Drilon*, this Court held that a television format (i.e., a dating show format) is not copyrightable under Section 2 of Presidential Decree No. 49; it is a mere concept:

What then is the subject matter of petitioners' copyright? This Court is of the opinion that petitioner BJPI's copyright covers audio-visual recordings of each episode of Rhoda and Me, as falling within the class of works mentioned in P.D. 49, §2(M), to wit:

Cinematographic works and works produced by a process analogous to cinematography or any process for making audio-visual recordings[.] (Citations omitted)

For a block quote within a block quote within a block quote:

In *Falcis v. Civil Registrar General*, this Court explained that while this Court's judicial power has

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expanded, this is “by no means an abandonment of the need to satisfy the basic requisites of justiciability”:

Article VIII, Section 1 expands the territory of justiciable questions and narrows the off-limits area of political questions. In *Estrada v. Desierto*:

To be sure, courts here and abroad, have tried to lift the shroud on political question but its exact latitude still splits the best of legal minds. Developed by the courts in the 20th century, the political question doctrine which rests on the principle of separation of powers and on prudential considerations, continue to be refined in the mills of constitutional law. In the United States, the most authoritative guidelines to determine whether a question is political were spelled out by Mr. Justice Brennan in the 1962 case of *Baker v. Carr*, viz.:

“ . . . Prominent on the surface of any case held to involve a political question is found a textually demonstrable constitutional commitment of the issue to a coordinate political

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department or a lack of judicially discoverable and manageable standards for resolving it, or the impossibility of deciding without an initial policy determination of a kind clearly for non-judicial discretion; or the impossibility of a court's undertaking independent resolution without expressing lack of the respect due coordinate branches of government; or an unusual need for unquestioning adherence to a political decision already made; or the potentiality of embarrassment from multifarious pronouncements by various departments on question. Unless one of these formulations is inextricable from the case at bar, there should be no dismissal for non justiciability on the ground of a political question's presence. The doctrine of which we treat is one of 'political questions,' not of 'political cases'." (Citations omitted)

GENERAL RULES ON CITATION**12.2.3. *Quoting from the start of a paragraph***

When the quoted portion is the start of the paragraph in the original text, indent the first line of the quote.⁵

Example:

If this Court were to do otherwise and jump headlong into ruling on every matter brought before us, we may close off avenues for opportune, future litigation. We may forestall proper adjudication for when there are actual, concrete, adversarial positions, rather than mere conjectural posturing:

Even the expanded jurisdiction of this Court under Article VIII, Section 1 does not provide license to provide advisory opinions. An advisory opinion is one where the factual setting is conjectural or hypothetical. In such cases, the conflict will not have sufficient concreteness or adversariness so as to constrain the discretion of this Court. After all, legal arguments from concretely lived facts are chosen narrowly by the parties. Those who bring theoretical cases will have no such limits. They can argue up to the level of absurdity. They will bind the future parties who may have more motives to choose specific legal arguments. In other words, for there to be a real conflict between the parties, there must exist actual facts from which courts can properly determine whether there has been a breach of constitutional text.

⁵ SUPREME COURT OF THE PHILIPPINES (SC), MANUAL OF JUDICIAL WRITING 27 (2005).

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12.2.4. *Quoting from the start of a sentence in the middle of a paragraph*

When the quoted portion is not the start of the paragraph in the original text but is the start of a sentence, do not indent the first line and do not use ellipses.⁶

Example:

Using the same quote as above:

If this Court were to do otherwise and jump headlong into ruling on every matter brought before us, we may close off avenues for opportune, future litigation. We may forestall proper adjudication for when there are actual, concrete, adversarial positions, rather than mere conjectural posturing:

After all, legal arguments from concretely lived facts are chosen narrowly by the parties. Those who bring theoretical cases will have no such limits. They can argue up to the level of absurdity. They will bind the future parties who may have more motives to choose specific legal arguments. In other words, for there to be a real conflict between the parties, there must exist actual facts from which courts can properly determine whether there has been a breach of constitutional text.

12.2.5. *Quoting from the middle of a sentence*

When the quoted portion starts in the middle of a sentence, use brackets to capitalize the first letter of the quote. Do not indent.⁷ See [Chapter 9 on Punctuations](#).

⁶ *Id.*

⁷ PHIL. L.J., *supra* note 3, at 27.

GENERAL RULES ON CITATION*Example:*

<i>Original text</i>	<i>As quoted</i>
Trial courts should meticulously consider the factual intricacies of cases involving violations of Republic Act No. 9165. All <i>details that factor into an ostensibly uncomplicated and barefaced narrative must be scrupulously considered</i> . Courts <i>must employ heightened scrutiny, consistent with the requirement of proof beyond reasonable doubt, in evaluating cases involving minuscule amounts of drugs</i> .	[D]etails that factor into an ostensibly uncomplicated and barefaced narrative must be scrupulously considered. Courts must employ heightened scrutiny, consistent with the requirement of proof beyond reasonable doubt, in evaluating cases involving minuscule amounts of drugs.

As an exception, if the quoted portion is intended to complete the last sentence of the preceding paragraph in the body, start the quoted portion with three periods separated by a single space between each period (i.e., . . .) and then the quoted portion. Do not capitalize the first letter.

Example:

<i>Original text</i>	<i>As quoted</i>
After this, the notion of the modern family has evolved to a nuclear, marriage-based entity in which men provided economically for their families and women performed housework and took care of children. Socially defined notions of masculinity and femininity reflected these gendered family roles.	Eventually, the modern family was seen primarily as: . . . a nuclear, marriage-based entity in which men provided economically for their families and women performed housework and took care of children. Socially defined notions of masculinity and femininity reflected these gendered family roles.

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12.2.6. *Stopping in the middle of a sentence*

When stopping in the middle of a sentence, use the original punctuation mark at the end of the sentence and place inside brackets to mark the end of the quoted portion.

Example (see page 196):

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Original text	As quoted
<p><i>It is lamentable that while our dockets are clogged with prosecutions under Republic Act No. 9165 involving small-time drug users and retailers, we are seriously short of prosecutions involving the proverbial “big fish.” We are swamped with cases involving small fry who have been arrested for minuscule amounts. While they are certainly a bane to our society, small retailers are but low-lying fruits in an exceedingly vast network of drug cartels. Both law enforcers and prosecutors should realize that the more effective and efficient strategy is to focus resources more on the source and true leadership of these nefarious organizations. Otherwise, all these executive and judicial resources expended to attempt to convict an accused for 0.05 gram of shabu under doubtful custodial arrangements will hardly make a dent in the overall picture. It might in fact be distracting our law enforcers from their more challenging task: to uproot the causes of this drug menace. We stand ready to assess cases involving greater amounts of drugs and the leadership of these cartels.</i></p>	<p>In <i>People v. Holgado</i>: It is lamentable that while our dockets are clogged with prosecutions under Republic Act No. 9165 involving small-time drug users and retailers, we are seriously short of prosecutions involving the proverbial “big fish.” We are swamped with cases involving small fry who have been arrested for minuscule amounts. While they are certainly a bane to our society, small retailers are but low-lying fruits in an exceedingly vast network of drug cartels. Both law enforcers and prosecutors should realize that the more effective and efficient strategy is to focus resources more on the source and true leadership of these nefarious organizations. Otherwise, all these executive and judicial resources expended to attempt to convict an accused for 0.05 gram of shabu under doubtful custodial arrangements[.]</p>

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12.2.7. *Use of punctuation marks*

Periods and commas go inside quotation marks. All other punctuation marks go outside unless they are part of the original text.⁸

Examples:

Original text	As quoted
Application of the overbreadth doctrine in this manner is, manifestly, strong medicine. It has been employed by the Court sparingly, and only as a last resort. Facial overbreadth has not been invoked when a limiting construction has been or could be placed on the challenged statute.	Facial invalidation of laws is “manifestly, strong medicine,” which should be “employed by the Court sparingly.”
Findings of fact of the trial court are accorded respect, even finality, as it is in a better position to observe the manner, conduct, and demeanor of the witnesses while on the stand. These findings should not be disturbed unless it is clear that it overlooked certain facts and circumstances which might alter the result of the case.	The trial court “is in a better position to observe the manner, conduct, and demeanor of the witnesses while on the stand.” Thus, unless it is clear that the trial court overlooked facts which might have altered the outcome of a case its findings of fact “are accorded respect, even finality”; it must not be disturbed.
She testified that she went home late and decided to take a shortcut going home through the dark alley beside her workplace. However, as she was passing through the alley, the accused blocked her path, grabbed her and said “holdap to! ‘Wag kang sisigaw kung hindi papatayin kita!’”	While passing through the alley, the accused grabbed her and said, “[H]oldap to! ‘Wag kang sisigaw kung hindi papatayin kita!’”

⁸ HARVARD BLUE BOOK, *supra* note 2, at 8 (21st ed., 2020).

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If a portion of the material is used as an in-line quote preceding the block quote, delete any punctuation marks originally at the end, then add a colon outside the quotation marks.

Example:

Original text	As quoted
<p><i>The four links in the chain of custody rule is as follows: first, the seizure and marking, if practicable, of the illegal drug recovered from the accused by the apprehending officer; second, the turnover of the illegal drug seized by the apprehending officer to the investigating officer; third, the turnover by the investigating officer of the illegal drug to the forensic chemist for laboratory examination; and fourth, the turnover and submission of the marked illegal drug seized by the forensic chemist to the court.</i></p>	<p>Jurisprudence identifies “four links in the chain of custody”: [F]irst, the seizure and marking, if practicable, of the illegal drug recovered from the accused by the apprehending officer; second, the turnover of the illegal drug seized by the apprehending officer to the investigating officer; third, the turnover by the investigating officer of the illegal drug to the forensic chemist for laboratory examination; and fourth, the turnover and submission of the marked illegal drug seized by the forensic chemist to the court.</p>

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12.2.8. *Correcting quoted portions*

A pair of brackets is generally used to indicate parts of a quoted text that have been changed or added.⁹

Example:

Original text	As quoted
Courts must employ heightened scrutiny, consistent with the requirement of proof beyond reasonable doubt, in evaluating cases involving minuscule amounts of drugs. These can be readily planted and tampered.	“Courts must employ heightened scrutiny, consistent with the requirement of proof beyond reasonable doubt, in evaluating cases involving min[u]scule amounts of drugs. [Small amounts] can be readily planted and tampered.”

Alternatively, if the material will be faithfully reproduced despite the mistake, insert “[sic]” after the mistake and leave it as is.¹⁰

Example:

During his testimony, he narrated how his stepmother “kicked him and beat him like [sic] a pulp.” He lied about his bruises in school as his stepmother would threaten him with more beatings should anybody find out.

If parts of the quoted material are misspelled such that letters must be changed or omitted, empty brackets may be used to indicate removed parts; otherwise, use “[sic].”¹¹

⁹ SC, *supra* note 5, at 30. See also BRYAN A. GARNER, THE ELEMENTS OF LEGAL STYLE 88 (2nd ed., 2002); HARVARD BLUE BOOK, *supra* note 2, at 85.

¹⁰ *Id.* at 31.

¹¹ HARVARD BLUE BOOK, *supra* note 2, at 83.

GENERAL RULES ON CITATION*Example:*

<i>Original text</i>	<i>As quoted</i>
The law punishes both felonious acts and omissions.	“As stated in one case, “[t]he law punishes both felonious acts and om[.]issions.”
The law punishes both felonious acts and omissions.	As stated in one case, “[t]he law punishes both felonious acts and omissions [sic].”

12.2.9. *Omission*12.2.9.1. *Leaving out some parts in a paragraph*

Use three dots separated by a space in between each dot (. . .) to mark omitted portions in a paragraph.¹² If the omitted portion is at the end of the paragraph, there is no need to signify it with dots.¹³ See [Chapter 9 on Punctuations](#).

Example (see page 201):

¹² *Id.* at 29.

¹³ PHIL. L.J., *supra* note 3, at 8.

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<i>Original text</i>	<i>As quoted</i>
<p>Trial courts should meticulously consider the factual intricacies of cases involving violations of Republic Act No. 9165. All details that factor into an ostensibly uncomplicated and barefaced narrative must be scrupulously considered. Courts must employ heightened scrutiny, consistent with the requirement of proof beyond reasonable doubt, in evaluating cases involving minuscule amounts of drugs. These can be readily planted and tampered. Also, doubt normally follows in cases where an accused has been discharged from other simultaneous offenses due to mishandling of evidence. Had the Regional Trial Court and the Court of Appeals been so judicious in this case, a speedier resolution would have been handed to Holgado and Misarez whose guilt beyond reasonable doubt was not established.</p>	<p>Trial courts should meticulously consider the factual intricacies of cases involving violations of Republic Act No. 9165. All details . . . must be scrupulously considered. Courts must employ heightened scrutiny, consistent with the requirement of proof beyond reasonable doubt, in evaluating cases involving minuscule amounts of drugs. . . . Also, doubt normally follows in cases where an accused has been discharged from other simultaneous offenses due to mishandling of evidence.</p>

GENERAL RULES ON CITATION**12.2.9.2. *Omitting whole paragraphs in the middle of a block quote***

If there are at least three paragraphs, and a paragraph or paragraphs in between are intended to be omitted, replace them with four dots separated with a space in between.¹⁴

Example:

<i>Original text</i>	<i>As quoted</i>
<p>This Court's constitutional mandate does not include the duty to answer all of life's questions. No question, no matter how interesting or compelling, can be answered by this Court if it cannot be shown that there is an "actual and an antagonistic assertion of rights by one party against the other in a controversy wherein judicial intervention is unavoidable."</p> <p>This Court does not issue advisory opinions. We do not act to satisfy academic questions or dabble in thought experiments. We do not decide hypothetical, feigned, or abstract disputes, or those collusively arranged by parties without real adverse interests.</p> <p>Even the expanded jurisdiction of this Court under Article VIII, Section 1 does not provide license to provide advisory opinions. An advisory opinion is one where the factual setting is conjectural or hypothetical.</p>	<p>This Court's constitutional mandate does not include the duty to answer all of life's questions. No question, no matter how interesting or compelling, can be answered by this Court if it cannot be shown that there is an "actual and an antagonistic assertion of rights by one party against the other in a controversy wherein judicial intervention is unavoidable."</p> <p>· · ·</p> <p>Even the expanded jurisdiction of this Court under Article VIII, Section 1 does not provide license to provide advisory opinions. An advisory opinion is one where the factual setting is conjectural or hypothetical.</p>

¹⁴ SC, *supra* note 5, at 30.

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12.3. *Parentheticals to indicate citation*

If citations will be omitted, indicate with a parenthetical, e.g., “(Citation omitted)” or, if several citations will be deleted, “(Citations omitted).”

For block quotes, insert parentheticals at the end of the quoted text, after the footnote.¹⁵ Should the block quote also contain emphasis, indicate “emphasis supplied” inside the parenthetical first, then notation for omitted citations, separated by a comma.

Example:

In ruling against the existence of an actual case or controversy, this Court elucidated:

Even the expanded jurisdiction of this Court under Article VIII, Section 1 of the Constitution does not provide license to provide advisory opinions. An advisory opinion is one where the factual setting is conjectural or hypothetical. (Emphasis supplied, citation omitted)

For in-line quotes, place the parenthetical in the footnote after the citation.

Example:

Ripeness is the “prerequisite that something had by then been accomplished or performed by either branch [or in this case, organ of government] before a court may come into the picture.”¹⁰⁶

¹⁰⁶ *Diocese of Bacolod v. Commission on Elections*, 751 Phil. 301, 310 (2015) [Per J. Leonen, *En Banc*]. (Citation omitted)

¹⁵ PHIL. L.J., *supra* note 3, at 8.

GENERAL RULES ON CITATION**12.4. *Explanatory footnotes***

Explanatory footnotes may introduce information related to, but not appropriate for inclusion in, the body of the work (e.g., when making a tangential point, when explaining the relevance of an authority cited, or when clarifying a statement made in the text). Such information may be in the form of direct quotations lifted from the authority cited.¹⁶

If, in the footnote, the author writes anything that needs to have a source, use in-line citations next to the text that needs a footnote.¹⁷

Examples:

³⁴ *Rollo*, p. 34. The case was considered terminated as to Carina E. Guerrero due to her death on January 14, 2019.

²³ See *Fuji Television Network, Inc. v. Espiritu*, 749 Phil. 388 (2014) [Per J. Leonen, Second Division]. In another case, it was emphasized that a person's disease does not *per se* entitle the employer to terminate their services as termination is the last resort.

12.5. *Short citation forms in the footnotes***12.5.1. *Id.***

Id. is an abbreviation of the Latin word *idem*, which means “the same.” It is used when citing exactly all the authorities in the immediately preceding footnote.¹⁸ *Id.* is not used to refer to constitutions, laws, and treaties.

If the page number to be cited is the same as in the preceding footnote, write *Id.* only.

If the source to be cited is from the same authority

¹⁶ ATENEO LAW JOURNAL, *LEGAL CITATION GUIDE* 21 (4th ed., 2020).

¹⁷ PHIL. L.J., *supra* note 3, at 15–16.

¹⁸ *Id.*

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as in the preceding footnote, but on a different page number, follow this format:

Id. at <pinpoint citations, if different from immediately preceding citation>.

Example:

²⁴ *David v. Senate Electoral Tribunal*, 795 Phil. 529 (2016) [Per J. Leonen, *En Banc*].
²⁵ *Id.* at 532.
²⁶ *Rollo*, pp. 11–12.
²⁷ *Id.* at 14.

When the subsequent footnote does not cite all the authorities in the preceding footnote, *id.* should not be used. Instead, the cited authority must be cited in full again.

Example:

²⁴ *Rollo*, p. 13; CA *rollo*, pp. 12, 16.
²⁵ *Rollo*, p. 13.
²⁶ *Id.*
²⁷ *Id.* at 24.
²⁸ *David v. Senate Electoral Tribunal*, 795 Phil. 529 (2016) [Per J. Leonen, *En Banc*]. *See also Civil Liberties Union v. The Executive Secretary*, 272 Phil. 147, 157 (1991) [Per C.J. Fernan, *En Banc*].
²⁵ *Id.* at 532.

12.5.2. *Supra*

Supra is a Latin word for “above” to cite an authority that was previously mentioned but not immediately preceding the current footnote.¹⁹ For this Stylebook, *supra* is never used for constitutions, statutes, treaties, case records, or court decisions and resolutions.

The most common format for *supra* short form

¹⁹ *Id.* at 11.

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citation consists of the last name of the author/s or institutions, followed by a comma, then the word “*supra*.” Immediately after *supra* is the word “note” in regular roman, followed by a comma, then the number of the footnote where the source was first mentioned. It only counts as a first mention when, in the footnote, the material is cited alone or as a primary source. It is not considered a first mention when the material appears after introductory signals such as *see*, *see generally*, *see also*, *citing* or *citing further*. Follow the format:

Example:

<LAST NAME/S OF AUTHOR/S OR TITLE OF WORK IN SMALL CAPS> *supra* note <footnote number of initial citation>, at <pinpoint citation>.

In the first mention:

⁴⁵ STEPHANIE V. GOMEZ-SOMERA, CREDIT TRANSACTIONS: NOTES AND CASES 682 (2nd ed., 2011).

In a subsequent footnote:

⁷² GOMEZ-SOMERA, *supra* note 45, at 685.

Do not use *supra* to refer to *id.* or another *supra*. Unlike *id.*, *supra* always refers to the sources alone and not a reference to a pinpoint citation. Accordingly, reiterate the pinpoint citation even if the *supra* cites the same passage as the original reference.

Using *supra* might make it difficult for readers to track the sources within one decision, especially ones that are lengthier than most. Therefore, at the writer’s option, they may repeat citations in full and dispense with the use of *supra*.

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12.5.2.1. *Work with two or more authors*

In a work with two authors, indicate both authors' last names in small caps, along with an ampersand (&) between their names. If a work was written by three or more authors, indicate the last name of the first listed author in small caps followed by "et al."²⁰ See Chapter 14 on [Citation of Secondary Sources](#).

Examples:

In the first mention:

²³ Samuel D. Warren & Louis D. Brandeis, *The Right to Privacy*, 4 HARV. L. REV. 193, 205 (1980).

²⁵ TOBY MENDEL ET AL., GLOBAL SURVEY ON INTERNET PRIVACY AND FREEDOM OF EXPRESSION 84 (2012).

In a subsequent footnote:

³⁰ Warren & Brandeis, *supra* note 23, at 194–197.

³² MENDEL ET AL., *supra* note 25, at 87.

12.5.2.2. *When the author is an institution*

If the author is an institution, cite its full name in small caps and include the abbreviated name in parentheses for the first mention and use the abbreviated name in the subsequent footnote.²¹ See [Annexes G](#) and [H](#) for the list of abbreviations.

²⁰ *Id.*

²¹ *Id.* at 12.

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Example:

¹³ INTELLECTUAL PROPERTY OFFICE OF THE PHILIPPINES (IPOPHL), MANUAL FOR PATENT EXAMINATION PROCEDURE 25 (2017).

In the first mention:

²⁵ IPOPHL, *supra* note 13, at 105.

In a subsequent footnote:

12.5.2.3. When no author is indicated

If no author is indicated, use the title of the work in small caps.

Example:

In the first mention:

¹⁷ MERRIAM-WEBSTER'S COLLEGiate DICTIONARY 125 (11th ed., 2005).

In a subsequent footnote:

²⁵ MERRIAM-WEBSTER's, *supra* note 17, at 85.

12.5.3. Introductory signals

Introductory signals are used to convey the relation between the text and the authority cited. These may signify attributions, support, or opposition.²² Cite them in italics.

12.5.3.1. See

See is used if the cited authority clearly,

²² *Id.*

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though indirectly, supports the text. It also introduces a secondary authority that supports the proposition.²³

Examples:

¹⁴ The protection of innocent purchasers in good faith for value grounds on the social interest embedded in the legal concept granting indefeasibility of titles. . . . Such costs are, thus, better borne by the owner to mitigate costs for the economy, lessen delays in transactions, and achieve a less optimal welfare level for the entire society. *See* Oliver E. Williamson, *Transaction-Cost Economics: The Governance of Contractual Relations*, 22 JOURNAL OF LAW AND ECONOMICS 233, 239–242 (1979).

³² The counting of votes for party-list groups in the ballot but subsequently declared as disqualified is, thus, corollary to the fundamental tenet of representative democracy that the people should be allowed to choose whom they please to govern them. *See Borja v. Commission on Elections*, 356 Phil. 467–480 (1998) [Per J. Mendoza, *En Banc*].

12.5.3.2. *See also*

See also is used when the cited authority constitutes additional source material that supports the proposition. It is also commonly used to cite an authority supporting a proposition when authorities that state or directly support the proposition have already been discussed.²⁴

²³ MYRNA FELICIANO, MANUAL OF LEGAL CITATIONS 69 (8th ed., 2017).

²⁴ *Id.*

GENERAL RULES ON CITATION*Examples:*

³⁶ ROBERTO A. ABAD & BLESSILDA B. ABAD-GAMO, FUNDAMENTALS OF LEGAL WRITING 101–105 (2014). *See also* Pamela Samuelson, *Good Legal Writing: of Orwell and Window Panes*, 46 U. Pitt. L. Rev. 149, 151–157 (1984).

⁴⁷ AVELINO M. SEBASTIAN. JR., WILLS AND SUCCESSION 1041 (2nd ed., 2021). *See also* *Suntay v. Cojuangco-Suntay*, 635 Phil. 136 (2010) [Per J. Nachura, Second Division].

12.5.3.3. *See generally*

See generally is used if the cited authority provides background material to the text. It may also be used to provide information regarding the relevance of the source. This is used to guide the readers as to what authorities can be used for further research or study.²⁵

Examples:

¹⁴ *See generally* UNITED NATIONS DEPARTMENT OF PUBLIC INFORMATION, BASIC FACTS ABOUT THE UNITED NATIONS 58 (42nd ed., 2017) discussing the role of the United Nations Security Council in dispute settlement.

¹⁸ *See generally* *Ting v. Velez-Ting*, 601 Phil. 676 (2009) [Per J. Nachura, Third Division], *citing Lambino v. Commission on Elections*, 536 Phil. 1 (2006) [Per J. Carpio, *En Banc*].

12.5.3.4. *Citing*

Citing is used when the proposition in

²⁵ PHIL. L.J., *supra* note 3, at 7.

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the cited authority borrows from another authority. It is also used to refer to a cited authority that supports the proposition. Add a comma before the term *citing*.²⁶

Examples:

¹³ *Diaz v. Intermediate Appellate Court*, 234 Phil. 636, 642 (1987) [Per J. Paras, Second Division], *citing* Jose B.L. Reyes, *Reflections on the Reform of Hereditary Succession*, 50 PHIL. L.J. 277, 279 (1975).

¹⁸ *In re Grey*, 68 Phil. 128 (1939) [Per J. Concepcion, First Division], *citing* MANRESA, 7 MANRESA 110 (3rd ed., 1882).

12.5.3.5. *Citing further*

Citing further indicates that the cited authority cites a supporting material, which, in turn, cites another material. This may be used to introduce a material that originated the stated proposition from already cited cases. Add a comma before the term *citing further*.

Example:

²⁴ *Tamson's Enterprises, Inc. v. Court of Appeals*, 676 Phil. 384 (2011) [Per J. Mendoza, Third Division], *citing* *Robinsons Galleria/Robinsons Supermarket Corporation v. Ranchez*, 655 Phil. 133 (2011) [Per J. Nachura, Second Division], *citing further* LABOR CODE, OMNIBUS RULES IMPLEMENTING THE LABOR CODE (1974), Book VI, Rule I, sec. 6.

²⁶ *Id.* at 17.

GENERAL RULES ON CITATION12.5.3.6. *Compare to vs. contrast with*

Compare... [, and ...], to ... [, and ...] is used if the cited authorities, when compared with each other, support or demonstrate the text.

Contrast ... [, and ...], with ... [, and ...] is used if the cited authorities, when compared with each other, evince contrary positions against the text.²⁷

Example:

³⁶ Compare Lemuel Lopez, *The Right to Privacy in Inquiries in Aid of Legislation*, 78 PHIL. L.J. 163 (2003), citing *Ayer Productions Pty. Ltd. v. Capulong*, 243 Phil. 1007 (1998) [Per J. Feliciano, *En Banc*], with *Borjal v. Court of Appeals*, 361 Phil. 1 (1999) [Per J. Bellosillo, Second Division], citing *Ayer*. The first cites only half the jurisprudence cited in the second.

12.6. *Primary and secondary sources*

Primary legal sources are the actual law in the form of constitutions, court cases, statutes, and administrative rules and regulations. Secondary legal sources may restate the law, but they add to it by discussing, analyzing, describing, or critiquing it. Secondary sources are helpful in locating primary sources or defining legal words and phrases. Ultimately, anything that is not the actual law is considered a secondary source.

Primary sources are statements of law from the sovereign body, the Legislature, the Executive, the Judiciary, or any other body with the official capacity to issue or clarify rules

²⁷ *Id.* at 22.

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within its jurisdiction.²⁸ They tend to be more persuasive as they do away with outside commentaries and analyses. See Chapter 13 on Citation of Primary Sources.

12.7. *Formatting case titles*

Italicize case titles, whether in the body or in the footnote.

Take extra caution when citing several cases with the same titles. Make sure to include language and signals that would differentiate each case, such as keeping the footnotes for every mention, adding the year of promulgation in parentheses, or describing unique details of each case.²⁹

Lastly, abbreviate the word “versus” as “v.”³⁰

Examples:

Salud v. Court of Appeals

Dela Rosa v. Mercado

Republic v. Sandiganbayan

12.7.1. *Opposing parties first mentioned*

Cite only the surnames of the opposing parties first mentioned. Include the suffixes in the case titles (e.g., Jr., Sr., II, III). Omit words indicating multiple parties such as “et al.”³¹ Compound surnames should be written in full.

Examples:

Gabucan v. Atty. Narido

People v. De Guzman

²⁸ *Introduction to Law, Highline College Library*, available at <https://library.highline.edu/c.php?g=344547&p=2320319> (last accessed on November 21, 2022).

²⁹ SC, *supra* note 5, at 58–61.

³⁰ FELICIANO, *supra* note 23, at 1.

³¹ HARVARD BLUE BOOK, *supra* note 2, at 97.

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As an exception, cite personal names that are non-English in full.

Examples:

Lim Sian Tek v. Ladislao

Hadj Hashim Abdul v. Sandiganbayan

People v. Tsang Hin Wai

Cite designations (e.g., Judge, Atty., or Dr.) only if they are relevant to the discussion; otherwise, drop them. When the designation is by virtue of a public office, refer to [Rule 12.7.5](#).

12.7.2. *Parties in a Rule 45 petition*

While Rule 45, Section 4 of the Rules of Court states that lower courts or judges should not be impleaded and that the original parties should be named, the titles of old cases being cited, which implead lower courts or judges, may be retained if they are better known by that title.

Examples:

AAA v. Court of Appeals

Judge Ramos v. Atty. Lazo

12.7.3. *Parties involving corporations*

Cite names of corporations, associations, firms, and partnerships in full. However, words indicating the type of business organization (e.g., Co., Inc., Corp., LLC, Ltd.), may be abbreviated, provided it be consistent throughout the text.

Examples:

Cayton v. Zeonnix Trading Corp.

Unisource Commercial and Development Corp. v. Chung

SUPREME COURT STYLEBOOK**12.7.4. *Parties involving the government or its agencies***

When the party is the State, there is no need to indicate that it refers to the Philippines (e.g., Commonwealth, Government, Republic, People). For cases promulgated during the American occupation, it is acceptable to omit the phrase “of America.”

Examples:

United States v. Guinto
Vaño v. Government
Commonwealth v. De Borja
Republic v. Tango
People v. Solano

When the party is a government agency or office, cite the name of the office in full.

Examples:

Bureau of Customs v. Ogario
Parker v. Bureau of Immigration
Office of the Court Administrator v. Benedicto
Department of Education v. Oñate
Arroyo v. Department of Justice
Diocese of Bacolod v. Commission on Elections
Sampilo v. Amistad and Department of Agrarian Reform Adjudication Board (DARAB Central Office)

12.7.5. *Parties involving public officers*

When a party is a person named in an official capacity, use the name of the person only and not the name of the agency, except when there is no mention of the person holding the position in question.

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Example:

Use *Philippine Airlines, Inc. v. Edu*

Not

Philippine Airlines, Inc. v. Edu, in his capacity as Land Transportation Commissioner

But *Libarnes v. Executive Secretary* should be retained if the Executive Secretary was not named in the case.

12.7.6. *Local government unit as parties*

Cite local government units by their level, followed by their official name.

Examples:

Province of Bohol v. National Waterworks and Sewage Authority

City of Manila v. Ruymann

Akang v. Municipality of Isulan

12.7.7. *Case names with procedural terms, special proceedings*

Cite case names beginning with procedural terms like “In re” as they appear in the decisions. If the case title begins with “In the matter of,” replace it with “In re” followed by the name of the party.³² Italicize *In re*.

Examples:

Before: In the matter of . . . Magsaysay

After: *In re Magsaysay*

³² PHIL. L.J., *supra* note 3, at 27.

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Before: In the matter of the Intestate Estate of Cristina Aguinaldo-Suntay; Emilio A.M. Suntay III, v. Isabel Cojuangco-Suntay
After: *In re Intestate Estate of Aguinaldo-Suntay*

Before: Administrative Charge of Misconduct Relative to the Alleged Use of Prohibited Drug (“Shabu”) of Reynard B. Castor, Electrician II, Maintenance Division, Office of Administrative Services.
After: *In re Castor*

12.7.8. *Administrative matters without parties*

Cite the full case name in italics to provide full context. Use abbreviations where possible. There is no need to use “In re.”

Example:

Alleged Loss of Various Boxes of Copy Paper During Their Transfer from the Property Division, OAS, to the Various Rooms of the PHILJA

Not

In re Alleged Loss

12.7.9. *Consolidated cases*

In citing consolidated cases, indicate only the names of the opposing parties first appearing in the text. There is no need to add words indicating multiplicity such as “et al.”

Example:

Imbong v. Ochoa, 732 Phil. 1 (2014) [Per J. Mendoza, *En Banc*]. (*Imbong v. Ochoa* is a

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consolidation of 14 petitions but only the first petition filed by Imbong is cited.)

12.7.10. *Case titles in footnotes*

In the footnote, case titles should always be mentioned in full. As an exception, their short form may be used in an explanatory paragraph that follows the citation. *See Chapter 5 on Abbreviations* for the short form citation of case titles.

Example:

This Court held that “[a]llowing this factor to remain as a criterion in determining legal relatedness would not be merely inconsequential. . . [I]t may even create problems in jurisprudential precedents on legal relatedness due to the principle of stare decisis.”²⁴

²⁴ *Kolin v. Kolin*, G.R. No. 228165, June 15, 2021 [Per J. Caguioa, *En Banc*]. In *Kolin*, the Court abandoned the use of product or service as a factor in determining relatedness.

12.8. *Citing from general to specific in footnotes*

When referring to parts of a material, start citing from the most general parts to the more specific for easier location.

Examples:

It is clear then that subject resolutions did not comply with Article VIII, Section 14 of the Constitution which provides that “no petition for review or motion for reconsideration of a decision of the court shall be refused due course or denied without stating the legal basis therefor.”³⁶

³⁶ CONST., art. VIII, sec. 14, par. 2.

Under Article 1769 of the Civil Code, “[t]he receipt by a person of a share of the profits of a business is *prima facie* evidence that he is a partner in the business, [but] no such inference shall be drawn if such profits were received in payment as wages of an employee [or rent to a landlord].”¹⁵

¹⁵ CIVIL CODE, art. 1769, par. 4(b).

12.9. *Citing materials that are chronological and continuous*

If the numbering of the entire statutory material is continuous and chronological despite having multiple subheadings, there is no need to cite book numbers, titles, or chapters.

Example:

Republic Act No. 9165 (2002), sec. 21.

Not

Republic Act No. 9165 (2002), art. II, sec. 21. (*Republic Act No. 9165, despite having subheadings for articles, is numbered continuously.*)

12.10. *Proper use of item number “(n)” and “par.” when citing laws*

When the law enumerates a list using numbers, and a specific item needs to be cited, use the item number and enclose it in parentheses. Do not put a space after the section and the item number in parentheses.

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Example for the use of (n):

Consider the underlined portion:

SECTION 5. (1) The House of Representatives shall be composed of not more than two hundred and fifty members, unless otherwise fixed by law, who shall be elected from legislative districts apportioned among the provinces, cities, and the Metropolitan Manila area in accordance with the number of their respective inhabitants, and on the basis of a uniform and progressive ratio, and those who, as provided by law, shall be elected through a party-list system of registered national, regional, and sectoral parties or organizations.

(2) The party-list representatives shall constitute twenty per centum of the total number of representatives including those under the party list. For three consecutive terms after the ratification of this Constitution, one-half of the seats allocated to party-list representatives shall be filled, as provided by law, by selection or election from the labor, peasant, urban poor, indigenous cultural communities, women, youth, and such other sectors as may be provided by law, except the religious sector.

(3) Each legislative district shall comprise, as far as practicable, contiguous, compact and adjacent territory. Each city with a population of at least two hundred fifty thousand, or each province, shall have at least one representative.

(4) Within three years following the return of every census, the Congress shall make a reapportionment of legislative districts based on the standards provided in this section.

Cite underlined portion as: CONST., art. VI, sec. 5(1).

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To denominate a paragraph that is not numbered, use the abbreviation “par.” and then the particular paragraph number.

Example for the use of “par.”:

Consider the underlined portion:

SECTION 4. The term of office of the Senators shall be six years and shall commence, unless otherwise provided by law, at noon on the thirtieth day of June next following their election.

No Senator shall serve for more than two consecutive terms. Voluntary renunciation of the office for any length of time shall not be considered as an interruption in the continuity of his service for the full term for which he was elected.

Cite underlined portion as: CONST., art. VI, sec. 4, par. 2.

12.10.1. Abbreviating subheadings of cited sources

When citing specific parts of a material in the footnotes, especially laws and administrative regulations, in the footnote, abbreviate the words as follows:

<i>Abbreviate</i>	<i>But retain</i>
Article to “art.”	Book is still “Book”
Section to sec.”	Title is still “Title”
Paragraph to “par.”	Chapter is still “Chapter”
	Rule is still “Rule”
	Canon is still “Canon”

12.11. Other rules

12.11.1. Citing pages in footnotes

Use an en dash between page numbers to cite pages

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that are continuous. Use a comma when citing more than one page of the same document, but which are not continuous.

Examples:

²⁵ *Rollo*, pp. 4–8.

²⁶ *Id.* at 13–15, 21.

Use a semicolon when citing pages that are not continuous and there is a description following the pages numbers cited. There is no need to indicate “and” before last entry.

Examples:

⁵ *Rollo*, pp. 12–15, Manifestation in lieu of Appellant’s Brief; 24–27, Manifestation in lieu of Appellee’s Brief.

⁶ *Id.* at 31, Information for Criminal Case No. 234J-21; 35, Information for Criminal Case No. 243J-22; 37, Information for Criminal Case No. 243J-23.

12.11.2. *Citing footnotes from another material*

When citing footnotes from another work, use a page reference and add “n.” immediately followed by the footnote number without a space. Do not precede “n.” with a comma. Note that footnotes within the article the source material are not cited using “n.”³³

Example:

²⁵ *People v. Navarrete*, 665 Phil. 738 (2011) [Per

J. Carpio Morales, Third Division].

²⁶ *Id.* at 743, n.18.

³³ PHIL. L.J., *supra* note 2, at 19.

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However, when referring to both the text on a page of another work and a footnote on that page, place a comma between the page and the footnote reference.³⁴

Example:

¹⁴ CONST., art. VIII, sec. 2, par. 2.; art. V, sec. 1; art. VI, sec. 5(2).

12.11.3. *Citing several parts of the same source in one footnote*

Similar to citing pages in footnotes, use a semicolon when citing parts of the same source which are not continuous. There is no need to indicate “and” before last entry.

Example:

¹⁵ *Francisco v. House of Representatives*, 460 Phil. 830, (2003) [Per J. Carpio Morales, *En Banc*].

¹⁶ *Id.* at 922 n.149.

12.11.4. *Spacing in the footnote*

Put a 0.25-inch space in between the footnote number and the start of the citation. To do this, select the entire footnote section text and create a 0.25-inch tab stop after the footnote number, and a left hanging indent using the ruler or paragraph settings.

0.25 inch

²⁵  Rollo, pp. 4–8.

³⁴ *Id.* at 20.

13. CITATION OF PRIMARY SOURCES

For uniformity and ease of reading, only footnotes shall be used to indicate cited sources. In-line parenthetical citations should not be used in the body as they disrupt the flow of the text.

This chapter discusses the proper format for citing primary legal sources in the footnotes. Primary sources are the actual law, in the form of constitutions, court cases, statutes, treaties, and administrative rules and regulations. Rules for citing secondary legal sources in the footnotes are found in the next chapter.

13.1. *Constitution*

13.1.1. *Constitutional text*

Cite by using the abbreviated word “CONST.” in small caps, followed by a reference to the article, the section, and the item or paragraph, if any.¹ Follow the format:

CONST., <art. number in regular roman>,
<sec. number in arabic>, <par. if applicable>.

Examples:

CONST., art. VIII, sec. 2, par. 2.
CONST., art. VI, sec. 5(1).

When a constitution is no longer in force, indicate the year of effectivity inside parentheses, after “CONST.”² When citing an amended version, insert the phrase “as amended” after the year of effectivity.

¹ MYRNA S. FELICIANO, PHILIPPINE MANUAL OF LEGAL CITATIONS 14 (8th ed., 2017).

² SUPREME COURT OF THE PHILIPPINES (SC), MANUAL OF JUDICIAL WRITING 54 (2005).

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Examples:

CONST. (1935), art. III, sec. 1(3).

CONST. (1973), as amended, art. VII, sec. 3.

13.1.2. *Constitutional proceedings*

Cite the constitutional record or journal by referring to the volume in regular roman; followed by the words “Record, Constitutional Commission” or “Journal, Constitutional Commission” as the case may be; the page number; and finally, the date of deliberation inside parentheses.³ Follow the format:

<Volume number in regular roman> <Record/Journal>, Constitutional Commission <page number> (<date of deliberation>).

Examples:

IV Record, Constitutional Commission 10 (August 30, 1986).

III Journal, Constitutional Commission 6 (September 30, 1986).

13.2. *Legislative enactments*

13.2.1. *Codes*

Cite codes by writing their abbreviation in small caps (see Annex K for list of abbreviations), followed by their article or section, if any, from general to specific. Sections further subdivided to subsections are still denominated as sections.

If the code cannot be found in the list of abbreviations, cite its full name but still in small caps. At the first mention, the session law name of the code may be provided.

³ *Id.*

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The format is as follows:

<ABBREVIATED NAME OF CODE>, <art./sec.>.

Or

<FULL NAME OF CODE, IF NOT IN THE ANNEXES>, <art./sec.>.

Examples:

CIVIL CODE, art. 1834, par. 2(a).

REV. PEN. CODE, art. 88a.

INTELL. PROP. CODE, sec. 171.1.

If the code is not numbered continuously, indicate the book, title, chapter, and section. *See Chapter 12* on abbreviating chapter subheadings.

Examples:

ADM. CODE, Book III, Title 3, Chapter 9, sec. 28.

CODE OF PROF. RESPONSIBILITY & ACCOUNTABILITY, Canon III, sec. 3.

Some codes are more popularly known as “revised” versions of the codes they supersede, in which case, it is also reflected in the citation format.

Examples:

REV. PEN. CODE, art. 67.

REV. CORP. CODE, sec. 20.

13.2.2. *Superseded, repealed, or amended codes*

When citing superseded or repealed codes, use the original or abbreviated name of the code with the year of effectivity, enclosed in parentheses, followed

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by the specific article or section.⁴ Follow the format:

<NAME OF CODE> (<year of effectivity>),
<art.>, <par.>.

Examples:

CIVIL CODE (1889), art. 67.

ADM. CODE (1917), Book I, sec. 2.

Some codes have been amended or renumbered several times that it becomes unclear which version is being cited. When citing a code that has been renumbered or amended in whole or in part, indicate the amendatory law cited in full. Follow the format:

<Name of Code>, as amended by <law cited in full> (<year of amendment>), <art./sec.>.

Or

<Name of Code>, <art./sec.>, as amended by <law cited in full> (<year of amendment>).

The placement of the clause “as amended by <law cited in full> (<year of effectivity>)” depends on whether the earlier law was amended in whole or in part.

Examples:

LABOR CODE, as renumbered in 2015, art. 297.

TAX CODE, sec. 34, as amended by Republic Act No. 10963 (2017), sec. 11, Tax Reform for Acceleration and Inclusion (TRAIN).

⁴ SC, *supra* note 2, at 55.

CITATION OF PRIMARY SOURCES

Some amendatory laws contain original provisions. When citing such provisions, follow how session laws are cited in Rule 13.2.3.

Example:

Republic Act No. 10963 (2017), sec. 2, Tax Reform for Acceleration and Inclusion (TRAIN).

13.2.3. *Session laws*

Cite a session law by writing its name in full, followed by the year of effectivity inside parentheses, then the section or article number.⁵ In writing session law names, abbreviate “Number” to “No.” and “Bilang” to “Blg.”

As with the rule on codes, if the session law is not numbered continuously, indicate the book, title, chapter, and section, whichever applies. Follow the format:

<Full Name of Session Law> (<year of effectivity>), <section/article number>.

Examples:

Republic Act No. 9165 (2002), sec. 5.

Batas Pambansa Blg. 232 (1982), sec. 3.

Presidential Decree No. 1741 (1980), sec. 5.

Commonwealth Act No. 402 (1938), sec. 4.

Executive Order No. 122-A (1987), sec. 4.

In the first mention, the title may be added for context. Indicate the short title if the law has it. But if there is no short title, the long title may be provided instead. If the short title is more popular, the writer may use it in subsequent mentions, as referred to in the next subsection, as long as it is

⁵ *Id.* at 54.

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consistently used throughout the text.

In the footnotes:

- ²³ Republic Act No. 7797 (1994), An Act to Lengthen the School Calendar From Two Hundred (200) Days to Not More than Two Hundred Twenty (220) Class Days.
- ²⁴ Republic Act No. 9165 (2002), sec. 5, Comprehensive Dangerous Drugs Act of 2002.
- ²⁵ Republic Act No. 9165 (2002), sec. 11.
- ²⁶ Republic Act No. 8371 (1997), sec. 3, Indigenous Peoples' Rights Act (IPRA).
- ²⁷ IPRA, sec. 5.
- ²⁸ Republic Act No. 7797 (1994), sec. 3.

13.2.3.1. *Session laws that have more popular names*

If a session law is more popularly known by its short title, cite the session law name followed by the popular name in the first mention. For subsequent mentions, use only the short title.

The popular short title may then be referred to by its abbreviation, subject to rules under Chapter 5 on Abbreviations.

In the footnotes:

- ¹⁴ Commonwealth Act No. 613 (1940), Philippine Immigration Act of 1940.
- ¹⁵ Philippine Immigration Act, sec. 20.
- ¹⁶ Republic Act No. 9136 (2001), sec. 21, Electric Power Industry Reform Act (EPIRA).
- ¹⁷ EPIRA, sec. 22.

13.2.3.2. *Amendments to session laws*

If a session law has been amended, in whole or in part, cite it by referring to the name of the session law; the year of

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effectivity inside parentheses; the section or article number if only that part has been amended; the words “as amended by”; the name of the amending law/s; the year of amendment in parentheses; and the section number, if applicable. Follow these formats:

<Full Name of Session Law> (<year of effectivity>), <section number, if applicable>, as amended by <Amending Law/s> (<year of amendment>), <section number, if applicable>.

Or

<Full Name of Session Law> (<year of effectivity>), as amended by <Amending Law/s> (<year of amendment>), <section number, if applicable>.

The placement of the clause “as amended by <law in full> (<year of amendment>)” depends on whether the earlier law was amended in whole or in part.

For subsequent mentions, the use of “as amended” should suffice if the text only mentions one amendatory law all throughout.

Examples:

¹⁷ Republic Act No. 9165 (2002), sec. 21, as amended by Republic Act No. 10640 (2014).

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¹⁸ Republic Act No. 9165 (2002), sec. 21, as amended.

¹⁹ Presidential Decree No. 1486 (1978), as amended by Republic Act No. 7975 (1995), Republic Act No. 8249 (1997), and Republic Act No. 10660 (2015).

²⁰ Presidential Decree No. 1486 (1978), as amended.

13.2.4. *Legislative issuances*13.2.4.1. *Legislative proceedings*

Cite the legislative records and journals by referring to the volume in roman numerals; the words “Record” or “Journal”; the words “House” or “Senate”; the specific congress; the session number; and the date of deliberation in parentheses.⁶ Follow the format:

<Volume number> <Record/Journal>, <House/Senate>, <Nth Congress>, <Nth Session> (<date of deliberation>).

Examples:

II Record, Senate, 18th Congress, 1st Session (November 4, 2019).

II Journal, House, 6th Congress, 1st Session (June 24, 1966).

III Record, Senate, 11th Congress, 2nd Session (January 17, 2000).

13.2.4.2. *Legislative rules of procedure*

Cite legislative rules of procedure by

⁶ PHILIPPINE LAW JOURNAL (PHIL. L.J.), MANUAL OF STYLE AND CITATION 33 (2nd ed., 2021). *See also* SC, *supra* note 2, at 55.

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referring to the title of the rule, the year of effectiveness in parentheses, and the section cited.⁷ Follow the format:

<Name of the Rules> (<year of effectiveness>), <section number>.

Examples:

Rules of the House of Representatives (2020), sec. 7.

Rules of the Senate (2022), sec. 2.

13.2.4.3. *Senate or House bills*

Cite a Senate or House bill by referring to its name, followed by the year inside parentheses, the specific congress, the session number, the section cited, and the short title of the bill, if applicable.⁸ Follow the format:

<Senate or House Bill No.> (<year>), <Nth Congress>, <Nth Session>, <section number>, <Short Title, if applicable>.

Examples:

House Bill No. 4244 (2011), 15th Congress, 1st Session, sec. 4, Reproductive Health Bill of 2011.

Senate Bill No. 1393 (2022), 19th Congress, 1st Session, sec. 6, Barangay Health Workers Act of 2022.

⁷ *Id.*

⁸ *Id.*

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13.2.4.4. *Senate or House resolutions*

Cite a Senate or House resolution by referring to its resolution number, the year in parentheses, the specific congress, the session number, the section cited, and the short title of the resolution, if applicable.⁹ Follow the format:

<Senate or House Resolution No. > (<year>), <Nth Congress>, <Nth Session>, <section number>, <Short Title, if applicable>.

Examples:

Senate Resolution No. 39 (2011), 15th Congress, 1st Session, sec. 3, Rules of Procedure on Impeachment Trials.
House Resolution No. 281 (2012), 15th Congress, 3rd Session, Resolution Concurring with the Posthumous Conferment of the Quezon Service Cross to Jesse M. Robredo.

13.2.4.5. *Committee reports*

Cite committee reports by referring to the Senate or House committee report, the year of issuance inside parentheses, the specific congress, the session number, and the name of the committee. If at least two committees are involved,

⁹ *Id.*

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separate them by a semicolon.¹⁰ Follow the format:

<Senate or House Committee Report No. > (<year of issuance>), <Nth Congress>, <Nth Session>, <Committee name 1; Committee name 2>.

Examples:

Senate Committee Report No. 125 (2012), 15th Congress, 2nd Session, Committees on Banks, Financial Institutions and Currencies; Public Order and Dangerous Drugs; Justice and Human Rights.

House of Representatives Committee Report No. 1 (2022), 19th Congress, 1st Session, Committee on Local Government.

13.2.4.6. *Bicameral conference committee reports*

Cite bicameral conference committee reports by referring to the committee name, followed by “Bicameral Conference Committee Report on,” the subject of the report, the year inside parentheses, and the specific congress.¹¹ Follow the format:

<Committee name>, <Bicameral Conference Committee Report on (subject of the report)> (<year>), <Nth Congress>.

¹⁰ *Id.*

¹¹ *Id.*

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Example:

Committee on Trade and Commerce, Bicameral Conference Committee Report on the Disagreeing Provisions of Senate Bill No. 1902 and House Bill No. 9971 (2000), 11th Congress.

13.3. *Treaties and other international agreements*

Cite treaties and other international agreements by referring to the title of the treaty or agreement, the date of entry into force, the parties or the subdivisions referred to if applicable, and the reporter citation. Other relevant dates, such as the date of signing, ratification, acceptance, or accession by a party, may be added in an explanatory note following the citation.¹² Follow the format:

<Full name of treaty or agreement>, <full date of entry into force>, <parties or subdivisions, if applicable>, <reporter citation> (Cite relevant dates, if any).

Examples:

Convention on the Rights of the Child, September 2, 1990, 1577 UNTS III (August 21, 1990).

United Nations Charter, October 24, 1945, 1 UNTS XVI.

13.3.1. *If lifted online*

Should an online copy of the treaty be used, replace the reporter citation with the link to the document. Follow the format:

<Full name of treaty or agreement>, <date of entry into force>, <parties or subdivisions, if applicable>, available at <URL> (last accessed on <date>).

¹² SC, *supra* note 2, at 57. See also HARVARD BLUE Book 200–203 (20th ed., 2015), PHIL. L.J., *supra* note 6, at 28.

CITATION OF PRIMARY SOURCES*Example:*

Slavery Convention, March 9, 1927, *available at* <https://treaties.un.org/doc/Publication/UNTS/LON/Volume%2060/v60.pdf> (last accessed on November 18, 2022).

13.3.2. Short name for subsequent citations

Should the treaty or other international agreement have a shorter, more popular name, use this in subsequent citations after introducing the shorter name in the first mention.¹³

In the footnotes:

- ²³ Convention on the Prevention and Punishment of the Crime of Genocide (Genocide Convention), January 12, 1951, 78 UNTS 277, art. 2.
- ²⁴ Genocide Convention, art. 5.
- ²⁵ International Covenant on Civil and Political Rights (ICCPR), March 23, 1976, 999 UNTS 171, art. 8.
- ²⁶ ICCPR, art. 7.
- ²⁷ Convention Establishing the World Intellectual Property Organization (WIPO Convention), July 14, 1967, *available at* <https://wipolex.wipo.int/en/text/283854> (last accessed on April 3, 2021), art. 7. The Philippines ratified the WIPO Convention on April 14, 1980.
- ²⁸ WIPO Convention, art. 8.

13.4. Executive issuances

Cite executive issuances by referring to the name of the issuance, followed by the year of effectivity in parentheses, the specific article or section, and the alternative title, if the writer deems it proper to add.¹⁴ Follow the format:

<Name of Issuance> (<year of effectivity>),
<article or section>, <Title if applicable>.

¹³ *Id.* at 56.

¹⁴ *Id.* at 56–57.

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13.4.1. *Executive orders*

Examples:

Executive Order No. 329 (1950), sec. 1.
Executive Order No. 175 (2022), sec. 2, Promulgating the Twelfth Regular Foreign Investment Negative List.

13.4.2. *Proclamations*

Examples:

Proclamation No. 784 (1961).
Proclamation No. 84 (2022), Declaring a State of Calamity in Regions IV-A, V, VI and the Bangsamoro Autonomous Region in Muslim Mindanao.

13.4.3. *Administrative orders*

Examples:

Administrative Order No. 21 (1966).
Administrative Order No. 16 (2019), sec. 4, Expediting the Rehabilitation and Restoration of the Coastal and Marine Ecosystem of the Manila Bay and Creating the Manila Bay Task Force.

13.4.4. *Other presidential acts*

Examples:

General Order No. 6 (1972).
Letter of Authority No. 1 (1972).
Letter of Implementation No. 124 (1980), Directing the Implementation of Budget Programs for Area Development.
Letter of Instructions No. 1015 (1980), Authorizing the Employees' Compensation Commission (ECC) to Conduct Studies Towards Upgrading Pension Benefits.

CITATION OF PRIMARY SOURCES**13.5. *Administrative issuances***

Similar to writing administrative issuances in the body (*see Chapter 5 on Abbreviations*), cite administrative issuances in the footnotes by referring to the abbreviated name of the issuing agency (*see Annex G* for the list of abbreviations) if the title does not provide it; the issuance name and number; the year of effectivity in parentheses; and the specific article or section.¹⁵ Follow the format:

<Abbreviated Name of Issuing Agency> <Issuance Name and No.> (<year of effectivity>), <specific article or section number, if any>.

13.5.1. *Administrative orders*

Examples:

DAR Administrative Order No. 1 (2021).
 Customs Administrative Order No. 11-2019 (2019). (*Here, the title as written already provides context that the document was issued by the Bureau of Customs; to change “Customs” to “BOC” would be superfluous, if not confusing. See Chapter 5 on Abbreviations.*)

13.5.2. *Memorandum orders and circulars*

Examples:

COA Circular No. 2021-012 (2021), sec. 4.3.
 DOT-DOH-DICT Joint Memorandum Circular No. 1 (2021).
 DOH Memorandum Order No. 1 (2022).
 BIR Revenue Memorandum Circular No. 2 (2021).
 BIR Revenue Memorandum Order No. 3 (2019).

¹⁵ FELICIANO, *supra* note 1, at 21.

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13.5.3. *Revenue regulations*

Issued by the finance secretary instead of the Bureau of Internal Revenue, revenue regulations are cited by referring to the revenue regulation number, the year of effectivity, and the section. Follow the format:

<Revenue Regulations No. > (<year of effectivity>), <sec.>.

Example:

Revenue Regulations No. 9 (2021), sec. 2(a).

13.5.4. *Opinions*

Examples:

SOJ Opinion No. 44 (1990).

NPC Opinion No. 2021-013 (2021).

DILG Opinion No. 142 (2022).

OGCC Opinion No. 13 (2022).

13.6. *Implementing rules and regulations*

When citing implementing rules and regulations, mention the full name of the issuing agency if needed, the words “Implementing Rules and Regulations of,” then include the full title of the statute and/or short title, the statute number, the year of effectivity inside parenthesis, and the particular section.¹⁶ Follow the format:

<Issuing Agency, if needed>, Implementing rules and Regulations of <Full title of Statute, or Short Title, if any>, <Statute No.> (<year>), <section or paragraph number>.

¹⁶ ATENEO LAW JOURNAL (ATENEO L.J.), LEGAL CITATION GUIDE 45 (4th ed., 2020).

CITATION OF PRIMARY SOURCES*Examples:*

Department of Education, Implementing Rules and Regulations of the Anti-Bullying Act of 2013, Republic Act No. 10627, secs. 3–4 (2013).

Implementing Rules and Regulations of Republic Act No. 9165 (2002), sec. 4.

13.7. *Ordinances*13.7.1. *Local government units*

Cite first the complete name of the local government unit, the ordinance number, the date of effectivity inside parentheses, and the alternative title of the ordinance if applicable.¹⁷ If it is issued by a barangay, municipality, or component city, provide the province, highly urbanized city, or independent component cities where they belong. Follow this format:

<Name of local government unit> Ordinance No. <number in arabic> (<date of adoption>), <short name, if applicable>.

Examples:

Cavite Provincial Ordinance No. 075 (July 14, 2014), An Ordinance Abolishing the Positions in the Provincial Budget Office.

Quezon City Ordinance No. SP-2962, S-2020 (August 4, 2020), An Ordinance Creating the Quezon City Dangerous Drugs Administrative Board.

Buenavista, Guimaras Municipal Ordinance No. 03, Series of 2022 (June 16, 2022), The Revised Gender and Development Code of the Municipality of Buenavista, Guimaras.

Barangay Teachers Village East, Quezon City,

¹⁷ PHIL. L.J., *supra* note 6, at 35

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Sangguniang Barangay Ordinance No. 1, Series of 2020 (January 3, 2020).

13.7.2. *Autonomous regions*

Cite the abbreviated name of the autonomous region, the type of act, the act number, the date of effectivity inside parentheses, and the alternative title of the act.¹⁸ Follow the format:

<Abbreviated Name of Autonomous Region>
<Type of Act> <Act No.> (<date of adoption>), <short name, if applicable>.

Examples:

ARMM MMA Act No. 13 (July 13, 1992), An Act Providing for a Regional Public Works Act for CY 1992 in the Autonomous Region in Muslim Mindanao.

BARMM BA Act No. 31 (June 23, 2022), Creating the Bangsamoro Sustainable Development Board.

13.8. *Court issuances*

13.8.1. *Court rules*

Cite rules of court like codes. Refer to the abbreviated name of the code in small caps (see [Annex L](#) for the list of abbreviations), the rule, and the section if applicable. Put the year of effectivity in parentheses after the name of the code if the rule has already been superseded or repealed.¹⁹ Follow the format:

<ABBREVIATED NAME OF CODE IN SMALL CAPS> (<year of effectivity if superseded or repealed>),
<Rule no.>, <sec. no. if applicable>.

¹⁸ *Id.*

¹⁹ FELICIANO, *supra* note 1, at 22.

CITATION OF PRIMARY SOURCES*Examples:*

RULES OF COURT, Rule 57, sec. 1(c).
 RULES OF COURT (1964), Rule 20, sec. 5.
 S. COURT RULE ON ADR, Rule 1.1(g).
 ENVTL. PROC. RULE, Rule I, sec. 1.
 RULE ON BODY-WORN CAMERAS, Rule 1, sec. 1.

When citing an amended rule, indicate the administrative matter number and the date of amendment at the end. Follow the format:

<ABBREVIATED NAME OF CODE IN SMALL CAPS>, <Rule number>, <section number if applicable>, as amended by A.M. No. <number in arabic>, <date of effectivity of amendment>.

Example:

RULES OF COURT, Rule 17, sec. 2, as amended by A.M. No. 19-10-20-SC, May 1, 2020.

13.8.2. *Court decisions and resolutions*

When citing court decisions and resolutions, refer to the case as written in the Philippine Reports. If it is not yet available in the Philippine Reports, cite the case as uploaded to the Supreme Court website.²⁰ However, if the case is not searchable on the Supreme Court website, the docket number and date of promulgation will suffice.

As much as possible, cite published cases denominated as decisions and signed resolutions.²¹ See [Chapter 12 on General Rules on Citation](#) for the formatting of case titles. Lastly, indicate the name of the *ponente* and the composition of the Court that decided the

²⁰ PHIL. L.J., *supra* note 6, at 24.

²¹ See SC INT. RULES, Rule 12, sec. 6.

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case to help readers recognize the style and judicial philosophy of the writer.

Follow the general format:

<Case title in italics>, <details unique to the case, as will be discussed below> [Per J. <Name of ponente>, <Division or En Banc>].

13.8.2.1. *Philippine Reports*

When citing a case from the Philippine Reports, refer to the case title in italics, the volume number, the word “Phil.”, the first page of the case, the page where the quote is lifted from if applicable, the year of promulgation inside parentheses, and the surname of the *ponente* and Division/*En Banc* inside brackets.²² Follow the format:

<Case title in italics>, <volume number> Phil. <first page>, <page/s cited> (<year>) [Per J. <Name of ponente>, <Division or En Banc>].

Example:

When a deed of sale is deemed an equitable mortgage, an “action based on said deed of sale shall not prescribe in accordance with Article 1410 of the Civil Code.”²⁵ This is because such contract is void for being absolutely simulated.²⁶ Since the Deed of Sale is actually an equitable mortgage,

²² FELICIANO, *supra* note 1, at 1.

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respondent's complaint is not barred by prescription.

²⁵ *Repuela v. Estate of Spouses Larawan*, 802 Phil. 821, 838 (2016) [Per J. Mendoza, Second Division].

²⁶ *Id.* at 839.

13.8.2.2. Supreme Court website

When referring to decisions initially released online instead of copies printed in the Philippine Reports, cite by referring to the case title in italics, the docket number, the date of promulgation, and the *ponente* and Division/*En Banc* inside brackets. There is no need to indicate the link.

Should there be a pinpoint citation, add the word “at” and the specific page or pages at the end. After the first pinpoint citation, a description should be provided that the source pertains to a copy uploaded to the Supreme Court website.²³

Lastly, omit the “L-” from docket numbers.²⁴ Follow the format:

<Case title in italics>, <docket no.>, <full date of promulgation> [Per J. <Name of ponente>, <Division or En Banc>] at <pinpoint citation, if any>. This pinpoint citation refers to the copy of the Decision uploaded to the Supreme Court website.

²³ PHIL. L.J., *supra* note 6, at 28.

²⁴ *Id.*

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Example:

*Kolin v. Kolin*¹ explains that “out of the two tests, only the Dominancy Test has been incorporated in the IP Code”² and that the legislative intent was to “explicitly adop[t] the Dominancy Test [and] abandon the Holistic Test altogether.”³ This differs from past practice where the use of either the Holistic or Dominancy test was “left to the subjective judgment of the IPO or the courts.”⁴

¹ G.R. No. 228165, June 15, 2021 [Per J. Caguioa, *En Banc*].

² *Id.* at 21. This pinpoint citation refers to the copy of the Decision uploaded to the Supreme Court website.

³ *Id.* at 22.

⁴ *Prosel Pharmaceuticals v. Tynor Drug House*, G.R. No. 248021, September 30, 2020 [Per J. Carandang, Third Division] at 7. This pinpoint citation refers to the copy of the Decision uploaded to the Supreme Court website.

13.8.2.3. *Citing docket numbers of consolidated cases*

When citing cases with consecutive docket numbers, use an en dash (–). If the docket numbers are two nonconsecutive docket numbers, use an ampersand in between. When there are more than two docket numbers, cite only the first docket number followed by “et al.” In all cases, use “Nos.” to denote more than one docket number.

CITATION OF PRIMARY SOURCES

Examples:

Lluch Cruz v. Ong, G.R. Nos. 219986-87, September 28, 2022 [Per J. Leonen, Second Division].

Light Rail Transit Authority v. Joy Mart Consolidated, Inc., G.R. Nos. 211281 & 212602, February 15, 2022 [Per J. Caguioa, First Division].

Calleja v. Executive Secretary, G.R. Nos. 252578 et al., December 7, 2021 [Per J. Carandang, *En Banc*].

13.8.2.4. *Citing separate opinions and the ponencia*

Cite by referring to the writer of the opinion, the type of opinion, the word “in,” the case title, and the proper case citation. Follow the format:

J. <Name of justice>, <Type of Opinion> in <Case title in italics>, <proper citation depending on source> [Per J. <Name of ponente>, <Division or En Banc>].

Example:

J. Teehankee, Dissenting Opinion in *Integrated Bar of the Philippines v. Hon. Ponce Enrile*, 223 Phil. 561, 622 (1985) [Per J. Melencio-Herrera, *En Banc*].

When citing a separate opinion of a present case, follow the format:

J. <Name of justice>, <Type of Opinion>, <pin citation>.

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Examples:

J. Leonen, Dissenting Opinion, pp. 2–3.
J. Velasco, Jr., Concurring Opinion, p. 4.

When citing the *ponencia* of a present case, there is no need to cite the name of the *ponente*. Follow the format:

Ponencia, <pin citation>.

Example:

Ponencia, p. 10.

13.8.2.5. *Unsigned resolutions or notices*

Cite by referring to the case title, docket number, date of promulgation, and the words “Unsigned Resolution” or “Notice” inside brackets along with either Division/ *En Banc*. Follow the format:

<Case title in italics>, <docket number>, <full date of promulgation> [Unsigned Resolution/Notice, Division/En Banc].

Examples:

People v. Pigganto, G.R. No. 242886, November 23, 2020 [Unsigned Resolution, Third Division].

People v. Dongallo, G.R. No. 220147, March 27, 2019 [Notice, Second Division].

13.8.2.6. *Decisions of lower courts*

Cite other Philippine cases and

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administrative decisions by referring to the case title, the docket number, the date of promulgation, and the court or body rendering the decision inside parentheses.²⁵ Follow the format:

<Case Title in italics>, <docket number>, <date of promulgation>, (<Court or Body rendering the decision and its subdivision, if applicable>).

Examples:

Gutierrez v. MAX Mfg. Corp., NLRC Case No. 04-0015-04, November 5, 2004 (National Labor Relations Commission).

Pilipinas Kyohritsu, Inc. v. Commissioner of Internal Revenue, CTA Case No. 9581, November 8, 2022 (First Division, Court of Tax Appeals).

People v. Tan, Criminal Case No. 20685, March 2, 2001 (Fourth Division, Sandiganbayan, Quezon City).

Uy v. Manila Electric Company, CA-G.R. CV No. 114534. November 11, 2022 (Fifth Division, Court of Appeals, Manila).

13.8.2.7. *Citing multiple cases in the footnote*

When citing several cases in a footnote, start from the latest to the earliest.²⁶ Separate the cases with a semicolon. There is no need to put the word “and” before the last entry.

²⁵ *Id.*

²⁶ SC, *supra* note 2, at 61.

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In the footnotes:

³⁴ See also *Arrofo v. Quiño*, 490 Phil. 179 (2005) [Per J. Carpio, First Division]; *Imperial v. Jaucian*, 471 Phil. 484 (2004) [Per J. Panganiban, First Division]; *Cuaton v. Salud*, 465 Phil. 999 (2004) [Per J. Ynares-Santiago, First Division]; *Ruiz v. Court of Appeals*, 449 Phil. 419 (2003) [Per J. Puno, Third Division]; *Salongan v. Salazar*, 412 Phil. 816 (2001) [Per J. Sandoval-Gutierrez, Third Division].

13.8.3. Court circulars and administrative orders

Cite the court circular or administrative order by mentioning the abbreviation of the court that issued it, the issuance number, the date of issuance, and the title of the issuance. Follow the format:

<Abbreviated Name of Issuing Court>
<Issuance No.>, <Date of Issuance>, <Title of Issuance>.

Examples:

SC Administrative Circular No. 01-2022, January 10, 2022, Extension of the Deadlines for the Filing of Any and All Pleadings and Other Court Submissions Falling Due in the Month of January 2022 in All Courts.

SC Administrative Matter No. 22-04-06-SC, April 19, 2022, Implementing Rules and Regulations of the Social Aspects of Republic Act No. 8369, Otherwise Known as the Family Courts Act of 1997.

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13.8.4. *Bar matters*

Cite Bar matters by referring to the Bar matter number, the date of issuance, and the title of the issuance. Follow the format:

<Bar Matter No.>, <Date of Issuance>,
<Title of Issuance>.

Example:

Bar Matter No. 3865, August 2, 2022, Re: Mandatory Continuing Legal Education (MCLE) Exemptions of Bar Examiners and Staff.

13.9. *Court records*

When citing page numbers of documents found in court records, include in the count the verifications, certifications, affidavits of service, and/or secretary's certificates.

13.9.1. *Rollos*

Capitalize the first letter of the italicized word “*Rollo*” only if it appears at the beginning of a citation or a sentence.

For other kinds of *rollos*, designate the abbreviated name of the court from which the records were elevated, e.g., “CA” for Court of Appeals, “SBN” for Sandiganbayan, or “CTA” for Court of Tax Appeals. See [Annex F](#) for the list of judicial bodies and their corresponding abbreviations. However, there is no need to add “SC” for the *rollo* constituted by the Supreme Court. Follow the format:

<Abbreviated name of court if not from the Supreme Court> *rollo*, <page no/s.>.

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Examples:

Rollo, pp. 23–45.

CA *rollo*, p. 2.

SBN *rollo*, pp. 45–52.

13.9.1.1. *Rollo volumes not continuously numbered*

If there are two or more *rollo* volumes for one case, and the subsequent volumes do not continue the pagination from the previous ones, include the volume number after the word “*rollo*.” But if the *rollo* volumes do continue pagination, there is no need to indicate the volume number. Follow the format:

Rollo, vol. <volume number in arabic>, <page no/s.>.

Example:

Rollo, vol. 4, pp. 23–25.

In consolidated cases, the word *rollo* should be followed by the docket number of the *rollo* cited enclosed in parentheses. Follow the format:

Rollo (<docket no.>), <page no/s.>.

Examples:

Rollo (G.R. No. 143446), p. 21.

Rollo (G.R. No. 143562), p. 45.

13.9.2. *Records*

Cite case records by using the word “records” followed by the page numbers. If it comes from a different

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court, cite the abbreviated name of the court first, e.g., “RTC” for Regional Trial Court, “MTC” for Municipal Trial Court, “MeTC” for Metropolitan Trial Court, “MTCC” for Municipal Trial Court in Cities, or “MCTC” for Municipal Circuit Trial Court. *See Annex F* for the list of judicial bodies and their corresponding abbreviations. Follow the format:

<Abbreviated Name of court if applicable>, records, <page no/s.>.

Examples:

RTC records, p. 45.

MTC records, pp. 3–5.

13.9.3. *Transcript of Stenographic Notes (TSNs)*

Cite a transcript of stenographic notes by using the abbreviation “TSN,” the full name of the witness as it appears on the records of the case, the date of hearing, then the page number. Follow the format:

TSN, <Full Name of Witness>, <date of hearing>, <page no/s.>.

Example:

TSN, Clarisse Mabanta, September 14, 1973,

p. 3.

13.9.4. *Exhibits and other documents*

If the cited page or document is in a separate folder or not considered part of the *rollo* or records, indicate the precise description of the document and the page number. Follow the format:

<Description of the Document>, <page no/s.>.

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Examples:

Exhibit A, Folder of Exhibits, p. 32.
Billing Statements of Kimetsu Corp. for 2005,
p. 35.

13.10. *Foreign materials*

As a general rule, if it is not apparent from the rest of the citation from which country a document came, the country of origin must be placed in brackets.²⁷ If from the original citation, it is already clear from which country the document came, leave as is. Follow the format:

<Specific citation for the foreign document>
[country of origin if not apparent].

Examples:

National Defense Act, 39 Stat. 166 (1916) [United States of America].

Ferrel v. Ontario, 42 O.R. 3d 97 (1998) [Canada].

13.10.1. *Foreign constitutions*

Cite foreign constitutions as Philippine constitutions are cited, with its name in small caps.

If the name is in a language other than English, mention the foreign name and include its English translation inside parentheses.²⁸ If its name is not Romanized, provide translation. Make sure the name of the country or state is indicated if it is not apparent from the title of the document.²⁹

²⁷ HARVARD BLUE BOOK 193 (20th ed., 2015).

²⁸ *Id.* at 194.

²⁹ SC, *supra* note at 2, at 65.

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Follow the format:

<NAME OF CONSTITUTION IN SMALL CAPS> (<English or Romanized Translation>), <art./sec. if applicable>.

Examples:

U.S. CONST., amend. V, sec. 3.

GRUNDGESETZ FÜR DIE BUNDESREPUBLIK DEUTSCHLAND (Federal Republic of Germany Basic Law), art. 23, par. 6.

DAEHANMINKUK HUNBEOB (Republic of South Korea Const.), art. 10.

13.10.2. *Foreign statutes*

Cite statutes by their official name, then by their short title or abbreviated name in parentheses if applicable, the published source, and the year of enactment or effectivity in parentheses.³⁰ Follow the format:

<Official Name of Statute> (<short title or abbreviated name if applicable>), <published source> (<year of effectivity>).

Examples:

Directive 95/46/EC of the European Parliament and of the Council on the Protection of Individuals with Regard to the Processing of Personal Data and on the Free Movement of Such Data, Document L:1995:281:TOC (1995).

Uniting and Strengthening America by Fulfilling Rights and Ensuring Effective Discipline Over Monitoring Act (USA Freedom Act), 129 Stat. 268 (2015).

³⁰ *Id.* at 26.

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Help America Vote Act (HAVA), 116 Stat. 1666 (2002).

13.10.3. *Foreign codes*

Cite a foreign code by referring to its name in small caps, its translation in English inside parentheses, and either: (1) the specific article or section, if the provisions are numbered continuously; or (2) the subheadings and section from general to specific, if not numbered continuously.

When the code is no longer in force or has been amended, put the year of effectivity in parentheses after the name of the code.³¹ Follow the format:

<NAME OF CODE IN SMALL CAPS> (<English translation if applicable>), <art./sec.>.

Example:

CODE CIVIL DES FRANÇAIS (French Civil Code), art. 22.

13.10.4. *Foreign cases*

In citing foreign cases, refer to the case title in italics, followed by the published source, the year of promulgation in parentheses, and the country of origin inside brackets if the same is not clear from the other parts of the citation.³² There is no need to add the *ponente* inside brackets.

Examples:

Ferrel v. Ontario, 42 O.R. 3d 97 (1998) [Canada].
Curtis Publishing Co. v. Butts, 38 U.S. 130 (1967).

³¹ *Id.*

³² HARVARD BLUE BOOK, *supra* note 27, at 193.

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Austin v. Cornell University, 891 F. Supp. 740 (N.D.N.Y 1995) [United States of America].

13.10.4.1. *American case titles*

In the United States of America, power is shared between the federal and state governments. As such, cases are heard either by state or federal courts.

For state court decisions, omit the state name but retain the words “State,” “Commonwealth,” or “People.”³³

Example:

People v. Petchow

Not

People of the State of Colorado v. Petchow

For federal court decisions, retain the state name but omit the words “People of,” “State of,” or “Commonwealth of.”

Example:

Miranda v. Arizona

Not

Miranda v. State of Arizona

³³ SC, *supra* note 2, at 64.

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13.10.5. *International instruments*13.10.5.1. *United Nations*13.10.5.1.1. *United Nations resolutions and official documents*

Resolutions of the United Nations General Assembly or its organs are cited by referring to the resolution number in regular roman, followed by its title in italics, the document symbol, the date it was published in parentheses, and finally, the link and date of the internet source when it was last accessed in parentheses.³⁴ Follow the format:

<Resolution No.>, <Title of Resolution>, <Document Symbol>, (<Date>), available at <URL> (last accessed on <date>).

Example:

General Assembly Resolution 67/97, The Rule of Law at the National and International Levels, A/RES/67/97 (December 14, 2012), *available at* <https://undocs.org/en/A/RES/67/97> (last accessed on May 3, 2023).

³⁴ United Nations Dag Hammarskjöld Library, *How Should I Cite a United Nations Document?*, citing UN MATERIALS: ISSUES AND STRATEGIES by Cyril Robert Emery, *available at* <https://ask.un.org/faq/14438> (last accessed on November 23, 2022).

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For official documents, add the author at the beginning. Follow this format:

<Name of Author>, <Title of Resolution>, <Document Symbol>, (<Date>), *available at* <URL> (last accessed on <date>).

Example:

United Nations, General Assembly, Situation of Human Rights in the Democratic People's Republic of Korea: Report of the Secretary-General, A/63/332 (August 26, 2008), *available at* <https://undocs.org/en/A/63/332> (last accessed on November 21, 2022).

13.10.5.1.2. *United Nations official records*

Official records of the United Nations are publications of proceedings by its principal organs. Cite it by writing the words “U.N. GAOR,” which refers to the United Nations General Assembly Official Records, then the session number, the plenary meeting number, the document number, the date of assembly in parentheses, and finally, the link and date of the internet source when it was last accessed in parentheses. Follow the format:

U.N. GAOR, <Session No.>, <Meeting No.>, <U.N. Document No.> (<date of assembly>), *available at* <URL> (last accessed on <date>).

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Example:

U.N. GAOR, 56th Session, 1st Plenary Meeting, U.N. Doc A/56/PV.1 (September 12, 2001), *available at* <https://undocs.org/en/A/56/PV.1> (last accessed on July 2, 2022).

13.10.5.2. *International Court of Justice*

For cases filed before the International Court of Justice, cite by referring to the case name in italics, the names of the parties if any, the volume, the name of publication, the page where the case begins, then the year of promulgation in parentheses. Follow the format:

<Case name in italics>, (<names of the parties, if any>), <document name (judgment, advisory opinion, etc.)>, <volume> <name of publication> <page on which the case begins or the number of the case>, (<date of promulgation>).

Example:

Military and Paramilitary Activities (Nicaragua v. United States), Judgment, 1986 I.C.J. 4 (June 27, 1986).

If found online, replace the volume and publication name with the link to the case. Use only links from the official website of

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the International Court of Justice (icj-cij.org). Cite as follows:³⁵

<Case name in italics>, (<names of the parties, if any>), <document name (judgment, advisory opinion, etc.)>, (<date of promulgation>), available at <URL> (last accessed on <date>).

Example:

Maritime Delimitation in the Indian Ocean (Somalia v. Kenya), Judgment, 46 (October 12, 2021), available at <https://www.icj-cij.org/public/files/case-related/161/161-20211012-JUD-01-00-EN.pdf> (last accessed on November 18, 2022).

13.10.5.3. Arbitral awards

For arbitral awards, cite by referring to the case title in italics, the names of parties, if any, inside parentheses, the official source, and then the year of the award inside parentheses.³⁶ Follow the format:

<Case title in italics>, (<names of parties if any>), <official source of decision>, <Name of Body rendering the decision> (<year of award>).

Example:

Trail Smelter Arbitration (United States v. Canada), 3 U.N. Rep. Int'l Arb. Awards 1905 (1941).

³⁵ ATENEO L.J., *supra* note 16, at 82.

³⁶ SC, *supra* note 2, at 67.

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If the tribunal that decided the award is the Permanent Court of Arbitration, add the abbreviation “Perm. CT. Arb.” before the year enclosed in parentheses.³⁷ Parallel citations³⁸ may be given, but do not give more than three.

Example:

Arrest and Return of Savarkar (France v. Great Britain) in J. Scott, Hague Court Reports 275 (Perm. CT. Arb. 1911).

13.10.5.4. *Decisions by other international, treaty, or judicial bodies*

For cases decided by all other international, treaty, or judicial bodies³⁹ not mentioned in any of the preceding rules, cite by referring to the case title in italics, the official source or document number, the name of the body rendering the decision, and finally, the year of promulgation inside parentheses. Follow the format:⁴⁰

<Case title in italics>, <official source or document number>, <Name of Body rendering the decision> (<year of promulgation>)

³⁷ *Id.*

³⁸ Parallel citations are used when the same case is printed in more than one reporter. *See HARVARD BLUE BOOK, supra* note 27, at 103–104.

³⁹ Such as but not limited to the European Court of Human Rights, the Inter-American Court of Human Rights, the Court of Justice of the European Union, and the United Nations Human Rights Committee.

⁴⁰ SC, *supra* note 2, at 67.

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Examples:

Hadmani v. Switzerland, 10644/17, European Court of Human Rights (2023).

National Federation of Maritime and Port Workers (FEMAPOR) v. Peru, November 21, 2022, Series C No. 480, Inter-American Court of Human Rights (2022).

14. CITATION OF SECONDARY SOURCES

14.1. *Books and pamphlets*

14.1.1. *General rule*

For books written by a single author, write the volume number in arabic, followed by the author's full name in small caps, the book or pamphlet title in small caps, the page number or numbers, and finally, the year published. Use the abbreviated "ed." to stand for "edition." If the article contains articles such as "the," "an," or "a," do not omit them.¹ Enclose in parentheses the abbreviated "ed.," which stands for edition and the year.²

The citation format for books and pamphlets is as follows:

<Volume number>, <FULL NAME OF AUTHOR IN SMALL CAPS>, <FULL TITLE OF BOOK IN SMALL CAPS> <page number/s> (<ordinal number> ed., <year published>).

Examples:

RUBEN E. AGPALO, *LEGAL AND JUDICIAL ETHICS* 38 (2020).

2 LEO O. OLARTE, *LEGAL MEDICINE* 117–121 (2nd ed., 2020).

Should the title of the book contain subtitles, use a colon after the main title to transition to the subtitle. This rule also applies to other works with subtitles.

¹ HARVARD BLUE BOOK 151 (20th ed., 2015).

² MYRNA S. FELICIANO, *PHILIPPINE MANUAL OF LEGAL CITATIONS* 29 (8th ed., 2017).

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Example:

3 EDGARDO L. PARAS, CIVIL CODE OF THE PHILIPPINES: WILLS AND SUCCESSION 132 (2021).

14.1.2. *Books by two authors*

If there are two authors, cite their full names as indicated in the order found in the title page, separated by an ampersand (&).³

Examples:

ISAGANI A. CRUZ & CARLO L. CRUZ, PHILIPPINE POLITICAL LAW 158 (2022).

TERRY PRATCHETT & NEIL GAIMAN, GOOD OMENS: THE NICE AND ACCURATE PROPHECIES OF AGNES NUTTER, WITCH (2006).

14.1.3. *Books by three or more authors*

If there are three or more authors, use the first author's name followed by either "et al." in small caps or a complete list of the authors' names.⁴

Examples:

DHONIELLE CLAYTON ET AL., WHITEOUT 18 (2022).
NICKOLAI SORIANO, KENNETH MANUEL, & REGINALD LACO, THE RFBT REVIEWER: FOR THE LICENSURE EXAMINATION FOR CPAs (2020).

14.1.4. *Chapter in a collection*

When referring to a chapter in a book compiling the works of various authors, write the author's full name in regular roman, followed by the chapter of the book or pamphlet title in italics, and the preposition

³ *Id.* at 30.

⁴ ATENEO LAW JOURNAL (ATENEO L.J.), LEGAL CITATION GUIDE 55 (4th ed., 2020).

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“in” in italics. Then, cite the book name in small caps, the page number or numbers, and finally, the year published.⁵ Follow this format:

<Author>, Chapter <chapter number>:
<Chapter title>, in <TITLE OF THE BOOK IN SMALL
CAPS> <page number/s> (<year published>).

Examples:

J.K. Rowling, Chapter 1: *The Worst Birthday*, in HARRY POTTER AND THE CHAMBER OF SECRETS 5 (1998).

Francisco J. Colayco, Chapter 8: *Eight Simple Ways to Invest Your Savings*, in MAKING YOUR MONEY WORK: PERA MO, PALAGUIN MO! 107 (2005).

14.1.5. *Unattributed or anonymous works*

For articles with no identified author, cite starting with the title. However, if the article designates the publication itself as the author, use its name as the author for citation purposes.⁶ Write the publisher in small caps, followed by the book’s name in small caps, and finally, the year published. Follow this format:

<PUBLISHER IF CITED AS AUTHOR IN SMALL CAPS>, <FULL
TITLE OF Book IN SMALL CAPS> <page number>
(<year published>).

Examples:

THE STORY OF IDA PFEIFFER 17 (2016).

EGOSOFT, PADDOS: OUR LITTLE BROTHERS (1996).

THE NATIONAL MUSEUM OF DENMARK, MARGRETE I REGENT OF THE NORTH THE KALMAR UNION 600 YEARS (1997).

⁵ PHILIPPINE LAW JOURNAL (PHIL. L.J.), MANUAL OF STYLE AND CITATION 32 (2nd ed., 2021).

⁶ FELICIANO, *supra* note 2, at 45.

CITATION OF SECONDARY SOURCES**14.2. *Journals*****14.2.1. *General rule***

Materials published in journals paginated consecutively through a volume are cited by writing the author's name in regular roman, followed by the title of the article in italics, the volume in Arabic, the abbreviated name of the journal in small caps (see Annex M for journal abbreviations), the initial page of the article, the page or pages cited, and the year of publication in parentheses. The format is as follows:

<Name of Author>, <Title of article>, <volume number> <JOURNAL NAME IN SMALL CAPS> <first page of the article>, <page cited> (<year published>).

If the journal article has several authors or no author, tweak the author portion by following the same rule for books in the preceding rule.

If the part being quoted is found on the first page, repeat the same number for the page cited.⁷

Examples:

Johann Carlos S. Barcena, *Easing the Counter-Majoritarian Difficulty: The Judiciary in a Developing Democracy*, 84 PHIL. L.J. 4, 25 (2010).
 Benjamin R. Samson, *Terrorism Financing: A New Battleground*, 47 IBP L.J. 47 (2022).

14.2.2. *Journals with several issues in one volume*

Some journals have several issues in one volume that are paginated continuously, while others restart the pagination per issue. Either way, there is no

⁷ *Id.* at 32.

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need to specify from which issue a journal article was obtained.⁸

Example:

Leonard Hayflick, *Public Policy & Aging Report: From Here to Immortality*, 14 THE GERONTOLOGICAL SOCIETY OF AMERICA 2, 1–7 (2004).

14.2.3. *Symposia*

Symposia, or long, multi-authored works, are cited as one work in regular roman unless made clear using the title designated by the publishing journals.⁹

Example:

Eleanor Wong, *Designing a Legal Skills Curriculum for an Asian Law School: Lesson in Adaptation, Reflections on Legal Education in Asia*, 1 As. J.C.L. 248 (2006).

14.3. *News sources and magazine articles*

14.3.1. *General rule*

For news sources and magazines, consecutively paginated newspapers and magazine articles, write the author's name in regular roman, followed by the title of the article in italics, the abbreviated name of the newspaper or magazine in small caps (see Annex M for journal abbreviations), the date of publication, the preposition "at," and finally, the page or pages cited.¹⁰ The format is as follows:

<Name of Author>, <Title of article>,
 <ABBREVIATED NEWSPAPER/MAGAZINE CITATION IN SMALL CAPS>,
 <date of publication>, at <page number>.

⁸ *Id.* at 33.

⁹ *Id.*

¹⁰ *Id.* at 36.

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Examples:

Paolo Romero, *House leader to ensure quorum during RH vote*, PHIL. STAR, August 1, 2012, at 5.
Edgardo J. Angara, *Erap's Final Hours Told*, PHIL. DAILY INQ., February 4, 2001, at 6.

If the article is lifted online, replace the page number with the link and, in parentheses, the date when the article was last accessed. The format is as follows:

<Name of Author>, <Title of article>, <ABBREVIATED NAME OF NEWS SOURCE IN SMALL CAPS>, <date published>, available at <URL> (last accessed on <date>).

Example:

Bella Cariaso, *DENR scales up effort to avoid water crisis*, PHIL. STAR, March 27, 2023, available at <https://www.philstar.com/headlines/2023/03/27/2254744/denr-scales-effort-avoid-water-crisis> (last accessed on March 28, 2023).

If the author is not named, cite the source starting with the title. However, if the article designates the publication itself or a wire agency as the author, use it.

Examples:

Ukraine to civilians: Leave liberated areas before winter, PHIL. STAR, November 23, 2022, at 12.

Kyodo News, 5-yr-old boy rescued after 45 hours under debris in Indonesia quake, ABS-CBN NEWS, November 23, 2022, available at <https://news.abs-cbn.com/overseas/11/23/22/5-yr-old-boy-rescued-after-45-hours-under-debris-in-indonesia-quake> (last accessed on November 24, 2022).

ABS-CBN News, *Salary increases in Philippines*

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in 2023 to hit pre-pandemic levels: survey, ABS-CBN News, November 23, 2022, available at <https://news.abs-cbn.com/business/11/23/22/salary-hikes-in-2023-heres-what-one-survey-says> (last accessed on November 24, 2022).

14.3.2. *Opinions and other running pieces*

For opinions and running commentary pieces, follow the general rule for newspaper sources, but add the column name before the article title, separated by a colon.¹¹

Examples:

Ryan Ugalde, *Youngblood: My poor little secret*, PHIL. DAILY INQ., March 22, 2023, at A9.

Ana Marie Pamintuan, *Not just rumors*, PHIL. STAR, January 11, 2023, available at <https://www.philstar.com/opinion/2023/01/11/2236749/not-just-rumors> (last accessed on March 27, 2023).

14.4. *Dictionaries*

For dictionaries, write the title of the dictionary in small caps, followed by the pinpoint citation, and finally, the edition and year of publication enclosed in parentheses.¹² The format is as follows:

<NAME OF DICTIONARY IN SMALL CAPS> <pinpoint citation> (<ordinal number> ed., if any <year published>).

Examples:

BLACK'S LAW DICTIONARY 516 (Revised 4th ed., 1968).
 DIKSYONARYONG SENTINYAL NG WIKANG FILIPINO 934 (75th anniversary ed., 2011).

¹¹ *Id.*

¹² ATENEO L.J., *supra* note 4, at 59.

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In citing online dictionaries, similarly start with the title of the online dictionary. However, follow it with the word being defined in quotation marks; the words “available at” in italics; the link, instead of the page number; and finally, in parentheses, the date when the word entry was last accessed. The citation format is as follows:

<NAME OF DICTIONARY IN SMALL CAPS>, “<word being defined>,” *available at* <URL> (last accessed on <date>).

Example:

MERRIAM-WEBSTER DICTIONARY, “clandestine,” *available at* <https://www.merriam-webster.com/dictionary/clandestine> (last accessed on March 24, 2023).

14.5. *Encyclopedias*

In citing encyclopedias, indicate the volume in arabic, if any, followed by the title of the encyclopedia as abbreviated by the publisher in small caps, the topic in italics, the page number, and the year of publication in parentheses.¹³ The format is as follows:

<Volume number> <ABBREVIATED ENCYCLOPEDIA TITLE IN SMALL CAPS>, <Topic> <page number> (<year published>).

Examples:

86 C.J.S., *Telecommunications* 64 (1997).
 81 AM. JUR. 2D, *Wills* 7 (1976).

14.6. *Speeches, addresses, and remarks*

14.6.1. *Transcribed speeches, addresses, and remarks*

For transcribed speeches, addresses, and remarks, indicate the name of the speaker in regular roman; followed by their title or institutional affiliation; if

¹³ FELICIANO, *supra* note 2, at 137–138.

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any; the title of the speech in italics; the event or place when the speech is delivered; the date when it was held; the words “available at” in italics and the transcript link, if any; and, in parentheses, the date when the link was last accessed.¹⁴ Follow this format:

<Name of the Speaker>, <Title or Institutional Affiliation, if any>, <*Title of speech*>, delivered at <event or place of speech>, <date delivered>, *available at* <URL> (last accessed on <date>).

Examples:

Rodrigo Roa Duterte, 16th President of the Republic of the Philippines, *Fourth State of the Nation Address*, delivered at the Session Hall of the House of Representatives, Batasang Pambansa Complex, Quezon City, July 22, 2019, *available at* <https://www.officialgazette.gov.ph/2019/07/22/rodrigo-roa-duterte-fourth-state-of-the-nation-address-july-22-2019> (last accessed on March 27, 2023).

Antonio T. Carpio, Senior Associate Justice, Supreme Court of the Philippines, *Follow the Rule of Law, But Aspire for the Rule of Justice*, delivered at the Commencement Exercises of the College of Law, Ateneo de Manila University, July 14, 2019, *available at* <https://www.ateneo.edu/sites/default/files/202205/2019%20Commencement%20Speech%20by%20JUSTICE%20ANTONIO%20CARPIO.pdf> (last accessed on November 21, 2022).

¹⁴ ATENEO L.J., *supra* note 3, at 74.

CITATION OF SECONDARY SOURCES**14.6.2. *Unpublished or untranscribed speeches, addresses, and remarks***

For unpublished and untranscribed speeches, addresses, and remarks, indicate the name of the speaker in regular roman; followed by their title or institutional affiliation, if any; the title of the speech in italics; the event or place of when the speech was delivered; the date when it was held; the words “available at” in italics and the link, if any; and, in parentheses, the date when the link was last accessed.¹⁵ Follow this format:

<Name of the Speaker>, <Title/Rank>
 <Institutional Affiliation, if any>, <Title
 of speech>, delivered at <event or place
 of speech>, <date delivered>, available
 at <URL> (last accessed on <date>).

Example:

Marvic M.V.F. Leonen, Associate Justice, Supreme Court of the Philippines, *Resist Injustice*, delivered at Oath-Taking Ceremony for the Successful 2019 Bar Candidates, June 25, 2020, available at <https://www.youtube.com/watch?v=h-DdCtoZUb8> (last accessed on March 27, 2023).

14.7. *Interviews***14.7.1. *Interview conducted by the author***

For an interview conducted by the author, cite the interviewee’s name; their title or institutional affiliation, if any; the location or the medium of the interview if the interview was not conducted

¹⁵ *Id.* at 73.

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in person; and finally, in parentheses, the date of interview.¹⁶ Follow this format:

Interview with <Name of Interviewee>, <Title or Institutional Affiliation, if needed>, in <location of interview if in person> or through <medium of interview if not in person> (<date of interview>).

Example:

Interview with Manuel C. Roura, Chief of the Polygraph Division, National Bureau of Investigation, in Manila (February 18, 1970).
Interview with Estela Perlas-Bernabe, Retired Associate Justice, Supreme Court of the Philippines, through Zoom (August 11, 2022).

14.7.2. *Interview not conducted by the author*

For an interview not conducted by the author, cite the name of the interviewer; their title or institutional affiliation if needed; the interviewee's name; their title or institutional affiliation if needed; the location or the medium of the interview if the interview was not conducted in person; and finally, in parentheses, the date of interview.¹⁷ Follow this format:

Interview by <Name of Interviewer>, <Title or Institutional Affiliation, if needed>, with <Name of Interviewee>, <Title or Institutional affiliation, if needed>, in <location of interview> or through <medium of interview> (<date of interview>).

¹⁶ *Id.* at 71.

¹⁷ *Id.* at 72.

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Examples:

Interview by Karmina Constantino-Torres with Gregorio Larrazabal, Commission on Elections, *in* Rockwell Center, Makati City (August 4, 2021).

Interview by James Menendez, Journalist, BBC News, *with* Robert Kelly, Professor, Pusan National University, *through* Skype (March 10, 2018).

14.8. *Theses and dissertations*

For theses and dissertations, write the author's full name in regular roman; the thesis or dissertation's title in italics; the page number or numbers if apt; the year of publication in parentheses; and finally, in parentheses, the type of work and the institution that awarded the degree, separated by a comma.¹⁸ If there are two authors, cite their full names as indicated in the order found on the title page, separated by an ampersand (&). The format is as follows:

<Name of Author/s>, <Title of Thesis/Dissertation in italics>, <pinpoint citation> (<year published>) (<type of work>, <institution that awarded the degree>).

Examples:

Mauricio Umpad Ypilan, *A Critical Analysis of the Advisory Opinion on the Operational Expenses of the United Nations*, 13 (1966) (LL.M. Thesis, University of the Philippines College of Law).

Ivanah Irene Michaela M. Tomo & Renato Jr. E. Reside, *Understanding the Effects of Democracy Status and Political Risks to the Volatility of the Stock Market Returns in the Philippines*, 16 (2019) (Thesis, School of Economics, University of the Philippines).

¹⁸ *Id.* at 68.

14.9. *Films and audiovisuals*

For films and audiovisuals, write the title in small caps, followed by the production company itself as the author. If there is no information as to the production company, indicate the distribution company that aired the film or audiovisuals, and finally, the year of publication.¹⁹ The format is as follows:

<TITLE IN SMALL CAPS> (<Production company/
Distribution company>, <year>).

Examples:

LEGALLY BLONDE (Metro-Goldwyn-Meyer, 2001).

BOSTON STRANGLER (Disney Entertainment, 2023).

When referring to films and audiovisuals that compile the works of various authors, write the title and episode name in small caps, followed by a colon, the production company or distribution company, and finally, the year published.

Examples:

AVATAR: THE LAST AIRBENDER: THE TALES OF BA SING SE (Nickelodeon Animation Studio, 2006).

PANDORA: BENEATH THE PARADISE (Disney Entertainment, 2023).

14.10. *Commercial recordings*

14.10.1. *General rule*

For commercial recordings, provide the artist's name in small caps, followed by the album or record title in small caps, the record label, and finally, the year of release. Follow this format:

<ARTIST'S NAME IN SMALL CAPS>, <COMMERCIAL RECORDING/
ALBUM/RECORD TITLE IN SMALL CAPS> (<Record
label>, <year of release>).

¹⁹ *Id.* at 75.

CITATION OF SECONDARY SOURCES*Examples:*

RADIOHEAD, OK COMPUTER (Parlophone Records, 1997).

MARIA CARPENA, ANG MAYA (Sonic Entanglements, 1913).

14.10.2. Citing a specific song

In citing a specific song, provide the name of the song artist in small caps; the song title in italics; the album or record title in small caps; the preposition “on” in italics; and, in parentheses, the record label and year of release. Follow this format:

<ARTIST’S NAME IN SMALL CAPS>, *<Song title in italics>*, on <ALBUM/RECORD TITLE IN SMALL CAPS> (<Record label>, <year of release>).

Examples:

RADIOHEAD, *Karma Police*, on OK COMPUTER (Parlophone Records, 1997).

ROM DONGETO, *Tatsulok*, on WE STAND ALONE TOGETHER (Polyeastrecords, 2012).

14.11. Podcasts

In citing podcasts, provide the title of the podcast episode in italics, followed by the segment name and the author’s name in small caps. If there is no information as to the author, indicate the organization or studio that aired the podcast in small caps. Follow this by adding the date of release; the words “available at” in italics and the link; and, in parentheses, the date when the podcast was last accessed. Follow this format:

<Title of the podcast>, <SEGMENT NAME IN SMALL CAPS>, <AUTHOR/ORGANIZATION/STUDIO IN SMALL CAPS>, <date released>, *available at* <URL> (last accessed on <date>).

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If the podcast is not accessible through a link, insert a parenthetical indicating how it can be accessed.

Examples:

CAPTURED: Rocky Mountain Killer, CRIME JUNKIE, August 23, 2021, available at <https://www.iheart.com/podcast/270-crime-junkie-29319113> (last accessed on May 1, 2023).
Ep. 40: Can Philippine prisons still be reformed?, FACTS FIRST WITH CHRISTIAN ESGUERRA, November 19, 2022 (accessed through Spotify).

14.12. *Internet sources*

Cite internet sources by writing the author or organization's full name in regular roman; followed by the title in italics; the relevant date if appropriate; the page number or numbers; the words "available at" in italics and the link; and, in parentheses, the date when the internet source was last accessed. The format is as follows:

<Name of author/s or organization>, <Title> (<description of material, if needed>), <pinpoint citation, if possible>, available at <URL> (last accessed on <date>).

Examples:

Tim Urban, *The AI Revolution: The Road to Superintelligence*, available at <http://waitbutwhy.com/201/ot/artificial-intelligence-revolution-1.html> (last accessed on March 27, 2023).

Department of Health, *Mission and Vision*, available at <https://doh.gov.ph/mission-vision> (last accessed on November 21, 2022).

Joint Communiqué of the 54th ASEAN Foreign Ministers' Meeting, August 2, 2021, 2, available at <https://asean.org/wp-content/uploads/2021/08/Joint-Communiqué-of->

CITATION OF SECONDARY SOURCES

the-54th-ASEAN-Foreign-Ministers-Meeting-FINAL.pdf (last accessed on November 24, 2022).

14.13. *Miscellaneous*

14.13.1. *Documents and letters*

For documents and letters that do not fall under any of the previous rules, cite the author or organization's name in regular roman, the title of the document or letter in italics, followed by the page number or numbers, the reference or document number, if available, and finally, the date of the document or letter in parentheses.²⁰ Follow this format:

<Name of institution if appropriate>, <Title of document or letter>, <pinpoint citation, if possible>, <reference or document number, if any> (<date released>).

Example:

World Trade Organization, *The Protection of Traditional Knowledge and Folklore Summary of Issues Raised and Points Made*, 2–3, WTO Doc. IP/C/W/370/Rev.1 (March 9, 2006).

14.13.2. *Sources not falling under any of the categories*

For other sources that do not fall under any of the categories discussed, cite the author's name or the organization in regular roman, the title of the work in italics, and the date of publication. Follow this format:

<Name of author or organization>, <Title of work>, <date published>.

²⁰ *Id.* at 43.

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Example:

Ben Newman, *Ouroboros*, February 15, 2010.

If the source is lifted from the internet, write the name of the author or organization, followed by the title or description, the link, and finally, the date when it was last accessed in parentheses. The format is as follows:

`<Name of author or organization>, <Title or description>, available at <URL> (last accessed on <date>).`

Example:

Google Maps, Distance from Supreme Court of the Philippines to the United States Embassy, *available at* <https://maps.app.goo.gl/3yxaWcAdwtbSvM5V9> (last accessed on November 24, 2022).

15. TEMPLATES

15.1. Division decisions or signed resolutions

 <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>For decisions and signed resolutions, the parties' names are justified and must be in boldface and all caps.</p> </div> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>In regular roman; hyphens before and after without spaces</p> </div> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>Write the designation in sentence-case (e.g., Accused-appellant) and regular roman; the designation is pluralized when there is more</p> </div> <div style="border: 2px solid red; padding: 5px; margin-top: 10px;"> <p>LEONEN, J.: Name of ponente</p> </div>	<div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p>Supreme Court seal and letterhead; use the Filipino version of the seal</p> </div> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p>“Republic of the Philippines”: 18pt “Supreme Court”: 20pt “Manila”: 16pt</p> </div> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p>Assigned division; font size: 14pt</p> </div> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p>Complete and correct docket number or numbers</p> </div> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p>Composition of members; note if any are on leave or have inhibited from the case.</p> </div> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <p>Nature of case (decision or signed resolution)</p> </div>
<p>Republic of the Philippines Supreme Court Manila</p> <p>SECOND DIVISION</p> <p>G.R. No. 123456</p> <p>Present:</p> <p>LEONEN, J., <i>Chairperson</i>, LAZARO-JAVIER, LOPEZ, M. LOPEZ, J., and KHO, JR., JJ.</p> <p>Promulgated:</p> <p>DECISION/RESOLUTION</p>	

Decision/Resolution

2

G.R. No. 123456

SO ORDERED.

End of dispositive portion

Header: (1) nature of case; (2) page number; and (3) docket number or numbers
Font size: 12pt

MARVIC M.V.F. LEONEN
Senior Associate Justice

Full name used
by *ponente*

WE CONCUR:

List of concurring justices

AMY C. LAZARO-JAVIER
Associate Justice

MARIO V. LOPEZ
Associate Justice

JHOSEP Y. LOPEZ
Associate Justice

If a justice is on
leave, place “on
leave” atop the
name.

ANTONIO T. KHO, JR.
Associate Justice

TEMPLATES

Decision/Resolution

3

G.R. No. 123456

Change to "Resolution" when apt

ATTESTATION

↓ I attest that the conclusions in the above Decision had been reached in consultation before the case was assigned to the writer of the opinion of the Court's Division.

The Attestation and Certification (for Division) and Certification (for *En Banc*) are only for judicial cases (both decisions and resolutions). There is no need to put them in administrative cases.

Full name of division chairperson

MARVIC M.V.F. LEONEN
Senior Associate Justice
Chairperson

CERTIFICATION

Pursuant to Article VIII, Section 13 of the Constitution and the Division Chairperson's Attestation, I certify that the conclusions in the above Decision/Resolution had been reached in consultation before the case was assigned to the writer of the opinion of the Court's Division.

↑
Per the
General Rules
on Citation,
the general-to-
specific rule
applies here.

ALEXANDER G. GESMUNDO
Chief Justice

SUPREME COURT STYLEBOOK

15.2. *En Banc* decisions or signed resolutions

Body font size: 14pt
 Line spacing: 1.0
 Spacing between paragraphs: 1.5

Republic of the Philippines
Supreme Court
Manila

EN BANC

For styling purposes, *En Banc* should not be in italics.

AAAA,
 Petitioner,

G.R. No. 123456

Present:

-versus-

BBBB,
 Respondent.

GESMUNDO, *C.J.*,
 LEONEN,
 CAGUIOA,
 HERNANDO,
 LAZARO-JAVIER,
 INTING,
 ZALAMEDA,
 LOPEZ, M.
 GAERLAN,
 ROSARIO,
 LOPEZ, J.,
 DIMAAMPAO,
 MARQUEZ,
 KHO, JR., and
 SINGH, *JJ.*

Put all the justices' names.
 Indicate as well if a member
 is on leave or has inhibited
 from the case.

Promulgated:

TEMPLATES

Decision/Resolution

3

G.R. No. 123456

SO ORDERED.

MARVIC M.V.F. LEONEN

Senior Associate Justice

WE CONCUR:

ALEXANDER G. GESMUNDO

Chief Justice

**ALFREDO
BENJAMIN S.
CAGUIOA**
Associate Justice

**RAMON PAUL L.
HERNANDO**
Associate Justice

**AMY C. LAZARO-
JAVIER**
Associate Justice

**HENRI JEAN PAUL
B. INTING**
Associate Justice

SUPREME COURT STYLEBOOK

Decision/Resolution

4

G.R. No. 123456

**RODIL V.
ZALAMEDA**
Associate Justice

MARIO V. LOPEZ
Associate Justice

**SAMUEL H.
GAERLAN**
Associate Justice

**RICARDO R.
ROSARIO**
Associate Justice

JHOSEP Y. LOPEZ
Associate Justice

**JAPAR B.
DIMAAPAO**
Associate Justice

**JOSE MIDAS P.
MARQUEZ**
Associate Justice

**ANTONIO T. KHO,
JR.**
Associate Justice

MARIA FILOMENA D. SINGH
Associate Justice

TEMPLATES

CERTIFICATION

Pursuant to Article VIII, Section 13 of the Constitution, I certify that the conclusions in the above Decision/Resolution had been reached in consultation before the case was assigned to the writer of the opinion of the court.

ALEXANDER G. GESMUNDO
Chief Justice

The attestation is no longer needed
if the case is an *En Banc* case.

15.3. *Per curiam decisions or resolutions*

EN BANC

AAAAA,
Petitioner,

-versus-

BBBB,
Respondent.

G.R. No. 123456

Present:

GESMUNDO, *C.J.*,
LEONEN,
CAGUIOA,
HERNANDO,
LAZARO-JAVIER,
INTING,
ZALAMEDA,
LOPEZ, M.,
GAERLAN,
ROSARIO,
LOPEZ, J.,
DIMAAPAO,
MARQUEZ,
KHO, JR., and
SINGH, *JJ.*

Promulgated:

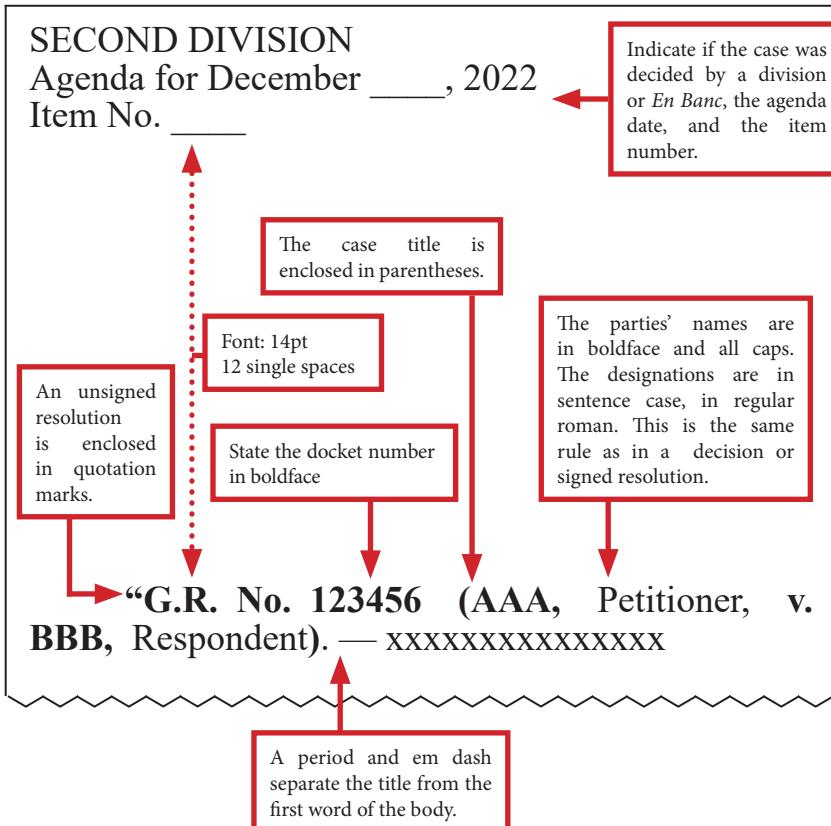
X-----X

DECISION/RESOLUTION

PER CURIAM: ← Write this for *per curiam* decisions and resolutions.

TEMPLATES

15.4. Unsigned resolutions



Notice of Resolution

2

G.R. No. 123456

XXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXX

15.5. *Separate opinions*

SECOND DIVISION/EN BANC	
G.R. No. 123456 – AAA, Petitioner, v. BBB, Respondent.	
Docket number is in boldface. The parties' names are in boldface and all caps; the designations are in sentence case and regular font. Separated by "v."	
Promulgated: _____	Indicate the date of promulgation (month date, year).
X-----X	
SEPARATE OPINION	
LEONEN, J.:	State whether it is a separate opinion, separate concurring opinion, or a dissenting opinion, etc.
Indicate the justice.	Body font size: 14pt Line spacing: 1.0 Spacing between paragraphs: 1.5
Indicate the justice's full name.	MARVIC M.V.F. LEONEN Senior Associate Justice

ANNEX: COMMONLY MISSPELLED WORDS**ANNEXES****A. Commonly misspelled words**

absence	laid off
achieve	liaison
acknowledgment	license
accommodate, accommodation	maintenance
acquire	millennium, millennia
acquit	minuscule
aggressive	memento
apparent	necessary
assassinate	noticeable
cemetery	occurrence
colleague	occasion
committee	pastime
conscious	possession
conscientious	precede
consensus	privilege
embarrass	pronunciation
entrepreneur	receive
exceed	recommend
exhilarated	referred, referring
forty	separate
fluorescent	successful
fulfill	tongue
harassment	underrate
hierarchy	threshold
indispensable	vacuum
inoculate	vicious
interrupt	weather
irresistible	withhold

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B. *Archaic legalese to avoid*

<i>Instead of this</i>	<i>Use this</i>
above and captioned	this case, this claim
abutting	next to
adequate number of	enough
aforementioned	(delete or rename)
aforesaid	(delete or rename)
anterior to	before
attached hereto	attached is or are
at the time when	when
at the present time	now
by means of	by
during the course of	during
excessive number of	too many
forswear	give up, renounce
forthwith	immediately
for the reason that	because
for the duration of	during
hereafter	from now on
hereby	(delete)
herein	in this document
hereinabove	the above
hereinafter	here called
hereof	of this
heretofore	previously
herewith	along with this
hitherto	up to now, up until lately
inasmuch as	since, because
in order to	to
in regard to	about, regarding, on

ANNEX: ARCHAIC LEGALESE TO AVOID

<i>Instead of this</i>	<i>Use this</i>
in reference to	about, regarding
in the event that	if
in the interest of	for
moreover	further, in addition
notwithstanding the fact that	although
on grounds that	because
period of time	period, time
premises considered	(delete)
pursuant to	under, in accordance with
said (as an adjective)	(delete or replace with "the")
same (as a noun)	(use appropriate pronoun)
subsequent to	after
thence	from that time, from that place
thenceforth	from then on
thereabout	nearby
thereafter	from then on
thereat	there
therefor	for this, for that
therefrom	from it, from that
therein	in
the reason being that	because
thereof	(delete)
thereon	on
thereout	(delete)
thereover	(delete)
therethrough	(delete)
thereto	(delete)
theretofore	(delete)
thereunder	(delete)

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<i>Instead of this</i>	<i>Use this</i>
therewith	(delete)
to wit	for example, that is to say
whensoever	whenever
whereas	(delete unless you mean “on the contrary”)
whereat	at what, at which
whereby	by which
wherefore	why, for what
wherein	in what, in which
whereof	of what, of which
whereon	on what
whereupon	after which
whilst	while
witnesseth	(delete)

C. *Foreignisms to avoid*

<i>Instead of this</i>	<i>Use this</i>
<i>ab initio</i>	from the beginning
<i>arguendo</i>	for the sake of argument
<i>cestui que trust</i>	beneficiary
<i>child env entre sa mere</i>	fetus; unborn child
<i>ex contractu</i>	in contract; contractual
<i>ex delicto</i>	tort
<i>ex hypothesi</i>	by hypothesis
<i>in esse</i>	in being
<i>in haec verba</i>	verbatim; in these words
<i>instanter</i>	instantly
<i>inter alia</i>	among others
<i>ipissima verba</i>	the very same words

ANNEX: MONTHS

<i>Instead of this</i>	<i>Use this</i>
<i>non compis mentis</i>	insane
<i>res nova</i>	undecided question; case of first impression
<i>simpliciter</i>	simply; summarily; taken alone
<i>stricti juris</i>	of the strict right of law
<i>sui generis</i>	one of a kind
<i>vel non</i>	or not; or the lack of it
<i>fallo</i>	dispositive portion
<i>vis-à-vis</i>	with regard to; in relation to
<i>ergo</i>	therefore

D. *Months*

January	Jan.
February	Feb.
March	Mar.
April	Apr.
May	May
June	June
July	July
August	Aug.
September	Sept.
October	Oct.
November	Nov.
December	Dec.

E. *Foreign words to italicize*

<i>ab initio</i>	<i>ipse dixit</i>
<i>accion interdictal</i>	<i>ipso facto</i>
<i>accion publiciana</i>	<i>jus sanguinis</i>

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<i>accion reivindicatoria</i>	<i>jus tertii</i>
<i>ad hominem</i>	<i>mea culpa</i>
<i>ad infinitum</i>	<i>mens rea</i>
<i>ad testificandum</i>	<i>mobilia</i>
<i>actus reus</i>	<i>modus operandi</i>
<i>a fortiori</i>	<i>mutatis mutandis</i>
<i>amicus curiae</i>	<i>ne exeat</i>
<i>ante</i>	<i>ne plus ultra</i>
<i>a priori</i>	<i>nolle prosequi</i>
<i>arguendo</i>	<i>nolo contendere</i>
<i>a vinculo matrimonii</i>	<i>noscitur a sociis</i>
<i>certiorari</i>	<i>nunc pro tunc</i>
<i>cestui que trust</i>	<i>obiter dicta</i>
<i>coram nobis</i>	<i>op. cit</i>
<i>corpus delicti</i>	<i>parens patriae</i>
<i>cum onere</i>	<i>pari passu</i>
<i>de facto</i>	<i>passim</i>
<i>de jure</i>	<i>pendente lite</i>
<i>de minimis</i>	<i>per curiam</i>
<i>de novo</i>	<i>pièce de résistance</i>
<i>duces tecum</i> (but compare with subpoena)	<i>post hoc</i>
<i>ejusdem generis</i>	<i>prima facie</i>
<i>en bloc</i>	<i>pro bono</i>
<i>eo nomine</i>	<i>pro forma</i>
<i>et seq.</i>	<i>pro hac vice</i>
<i>ex cathedra</i>	<i>pro se</i>
<i>ex hypothesi</i>	<i>pro tanto</i>
<i>ex parte</i>	<i>qui tam</i>

ANNEX: FOREIGN WORDS TO ITALICIZE

<i>ex post facto</i>	<i>quoad</i>
<i>expressio unius est</i>	<i>pro tempore</i>
<i>exclusio alterius</i>	<i>quantum meruit</i>
<i>ex proprio vigore</i>	<i>quasi in rem</i> (but cf. quasi-judicial)
<i>ex rel.</i>	<i>quid pro quo</i>
<i>fait accompli</i>	<i>raison d'être</i>
<i>filius nullius</i>	<i>res judicata</i>
<i>forum non conveniens</i>	<i>res nova</i>
<i>functus officio</i>	<i>respondeat superior</i>
<i>id.</i>	<i>ratio decidendi</i>
<i>in camera</i>	<i>res ipsa loquitur</i>
<i>in extenso</i>	<i>seriatim</i>
<i>in forma pauperis</i>	<i>simpliciter</i>
<i>infra</i>	<i>sine die</i>
<i>in haec verba</i>	<i>sine qua non</i>
<i>in invitum</i>	<i>sequuntur personam</i>
<i>in limine</i>	<i>solutio indebiti</i>
<i>in loco parentis</i>	<i>status quo ante</i>
<i>in pari delicto</i>	<i>sua sponte</i>
<i>in pari materia</i>	<i>sub judice</i>
<i>in pari passu</i>	<i>sub nom.</i>
<i>in personam</i>	<i>sub rosa</i>
<i>in propria persona</i>	<i>sub silentio</i>
<i>in rem</i>	<i>sui generis</i>
<i>inter alia</i>	<i>supra</i>
<i>in terrorem</i>	<i>tour de force</i>
<i>inter se</i>	<i>vel non</i>
<i>inter vivos</i>	<i>virtute officii</i>
<i>in toto</i>	<i>vior dire</i>

SUPREME COURT STYLEBOOKF. *Judicial bodies*F.1. *Existing judicial bodies*

Supreme Court	SC
Court of Appeals	CA
Sandiganbayan	SBN
Court of Tax Appeals	CTA
Regional Trial Court	RTC
Family Court	FC
Municipal Trial Court	MTC
Metropolitan Trial Court	MeTC
Municipal Circuit Trial Court	MCTC
Municipal Trial Court in Cities	MTCC
Shari'ah District Court	Shari'ah Dist. Ct.
Shari'ah Circuit Court	Shari'ah Cir. Ct.
Judicial and Bar Council	JBC
Office of the Court Administrator	OCA
Judicial Integrity Board	JIB
Office of the Bar Confidant	OBC
Integrated Bar of the Philippines	IBP
Philippine Judicial Academy	PHILJA
Presidential Electoral Tribunal	PET
Senate Electoral Tribunal	SET
House of Representatives Electoral Tribunal	HRET

F.2. *Defunct judicial bodies*

Intermediate Appellate Court	IAC
Juvenile and Domestic Relations Court	JDRC
Criminal Circuit Courts	Crim. Cir. Ct.
Court of Industrial Relations	CIR

ANNEX: GOVERNMENT AGENCIES AND INSTRUMENTALITIES

Court of Agrarian Relations	CAR
City Court	City Ct.

G. *Government agencies and instrumentalities*G.1. *Departments and agencies*

Office of the President	OP
Office of the Chief Presidential Legal Counsel	OCPLC
Office of the Executive Secretary	OES
Office of the Special Assistant to the President	OSAP
Philippine Competition Commission	PCC
Philippine Space Agency	PhilSA
Office of the Vice President	OVP
Presidential Communications Office	PCO
National Printing Office	NPO
News and Information Bureau	NIB
Philippine Broadcasting Services	PBS
Philippine Information Agency	PIA
Radio Television Malacañang	RTVM
Department of Agrarian Reform	DAR
Bureau of Agrarian Legal Assistance	BALA
Bureau of Agrarian Reform Beneficiaries Development	BARBD
Bureau of Land Tenure Improvement	BLTI
Department of Agriculture	DA
Agricultural Credit Policy Council	ACPC
Agricultural Training Institute	ATI
Bureau of Agricultural and Fisheries Engineering	BAFE
Bureau of Agricultural Research	BAR
Bureau of Agriculture and Fisheries Standards	BAFS
Bureau of Animal Industry	BAI

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Bureau of Fisheries and Aquatic Resources	BFAR
Bureau of Plant Industry	BPI
Bureau of Soils and Water Management	BSWM
National Fisheries Research and Development Institute	NFRDI
National Meat Inspection Services	NMIS
Philippine Carabao Center	PCC
Philippine Center for Post-Harvest Development and Mechanization	PHILMECH
Philippine Council for Agriculture and Fisheries	PCAF
Philippine Fiber Industry Development Authority	PHILFIDA
Philippine Rubber Research Institute	PRRI
Department of Budget and Management	DBM
Government Procurement Policy Board	GPPB
Philippine Government Electronic Procurement System	PHILGEPS
Department of Education	DepEd
Bureau of Alternative Education	BAE
Bureau of Curriculum Development	BCD
Bureau of Education Assessment	BEA
Bureau of Human Resources and Organizational Development	BHROD
Bureau of Learner Support Services	BLSS
Bureau of Learning Delivery	BLD
Bureau of Learning Resources	BLR
Early Childhood Care and Development Council	ECCD
National Book Development Board	NBDB
National Council for Children's Television	NCCT

ANNEX: GOVERNMENT AGENCIES AND INSTRUMENTALITIES

National Museum of the Philippines	National Museum
Philippine High School for the Arts	PHSA
Department of Energy	DOE
Electric Power Industry Management Bureau	EPIMB
Energy Policy and Planning Bureau	EPPB
Energy Resource Development Bureau	ERDB
Energy Utilization Management Bureau	EUMB
Oil Industry Management Bureau	OIMB
Renewable Energy Management Bureau	REMB
Department of Environment and Natural Resources	DENR
Biodiversity Management Bureau	BMB
Ecosystems Research and Development Bureau	ERDB
Environmental Management Bureau	EMB
Forest Management Bureau	FMB
Land Management Bureau	LMB
Mines and Geosciences Bureau	MGB
National Mapping and Resource Information Authority	NAMRIA
National Water Resources Board	NWRB
Palawan Council for Sustainable Development	PCSD
Department of Finance	DOF
Bureau of Customs	BOC or Customs
Bureau of Internal Revenue	BIR
Bureau of Local Government Finance	BLGF
Bureau of the Treasury	BOT or Treasury
Central Board of Assessment Appeals	CBAA
Insurance Commission	IC

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National Tax Research Center	NTRC
Privatization and Management Office	PMO
Securities and Exchange Commission	SEC
Department of Foreign Affairs	DFA
Foreign Service Institute	FSI
Technical Cooperation Council of the Philippines	TCCP
UNESCO National Commission of the Philippines	UNESCO
Department of Health	DOH
Bureau of International Health Cooperation	BHIC
Bureau of Local Health Systems Development	BLHSD
Bureau of Quarantine	BOQ
Disease Prevention and Control Bureau	DPCB
Epidemiology Bureau	EB
Health Emergency Management Bureau	HEMB
Health Facilities and Services Regulatory Bureau	HFSRB
Health Facilities Enhancement Program	HFEP
Health Facility Development Bureau	HFDB
Health Human Resource Development Bureau	HHRDB
Health Policy Development and Planning Bureau	HPRPB
Health Promotion Bureau	HPB
Knowledge Management and Information Technology Service	KMITS
National Nutrition Council	NNC
Philippine National AIDS Council	PNAC
Department of Human Settlements and Urban Development	DHSUD
Environmental, Land Use, and Urban Planning Development Bureau	ELUPDB

ANNEX: GOVERNMENT AGENCIES AND INSTRUMENTALITIES

Homeowners Association and Community Development Bureau	HOACDB
Housing and Real Estate Development Regulation Bureau	HREDRB
Department of Information and Communications Technology	DICT
Cybercrime Investigation and Coordination Center	CICC
Cybersecurity Bureau	CB
Government Digital Transformation Bureau	GDTB
ICT Industry Development Bureau	IIDB
ICT Literacy and Competency Development Bureau	ILCDB
Infostructure Management	IM
Infostructure Management Bureau	IMB
National ICT Planning, Policy, and Standards Bureau	NIPPSB
National Privacy Commission	NPC
National Telecommunications Commission	NTC
Department of the Interior and Local Government	DILG
Bureau of Fire Protection	BFP
Bureau of Jail Management and Penology	BJMP
Bureau of Local Government Development	BLGD
Bureau of Local Government Supervision	BLGS
National Barangay Operations Office	NBOO
National Commission on Muslim Filipinos	NCMF
National Police Commission	NAPOLCOM
National Youth Commission	NYC
Office of Project Development Services	OPDS
Philippine Commission on Women	PCW
Philippine National Police	PNP

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Philippine Public Safety College	PPSC
Department of Justice	DOJ
Board of Pardons and Parole	BPP
Bureau of Corrections	BOC
Bureau of Immigration	BI or Immigration
Land Registration Authority	LRA
National Bureau of Investigation	NBI
National Prosecution Service	NPS
Office for Alternative Dispute Resolution	OARD
Office of the Government Corporate Counsel	OGCC
Office of the Solicitor General	OSG
Parole and Probation Administration	PPA
Presidential Commission on Good Government	PCGG
Public Attorney's Office	PAO
Department of Labor and Employment	DOLE
Bureau of Labor Relations	BLR
Bureau of Local Employment	BLE
Bureau of Workers with Special Concerns	BWSC
Bureau of Working Conditions	BWC
Institute for Labor Studies	ILS
International Labor Affairs Bureau	ILAB
National Conciliation and Mediation Board	NCMB
National Labor Relations Commission	NLRC
National Maritime Polytechnic	NMP
National Wages and Productivity Commission	NWPC
Occupational Safety and Health Center	OSHC
Professional Regulation Commission	PRC
Technical Education and Skills Development Authority	TESDA

ANNEX: GOVERNMENT AGENCIES AND INSTRUMENTALITIES

Department of Migrant Workers	DMW
Overseas Workers Welfare Administration	OWWA
Department of National Defense	DND
AFP Health Service Command	AFPHSC
Armed Forces of the Philippines	AFP
Government Arsenal	GA
Office of Civil Defense	OCD
Philippine Air Force	PAF
Philippine Army	PA
Philippine Military Academy	PMA
Philippine Navy	PN
Philippine Veterans Affairs Office	PVAO
Presidential Security Group	PSG
Department of Public Works and Highways	DPWH
Bureau of Construction	BC
Bureau of Design	BD
Bureau of Equipment	BE
Bureau of Maintenance	BM
Bureau of Quality and Safety	BQS
Bureau of Research and Standards	BRS
Department of Science and Technology	DOST
Philippine Atmospheric, Geophysical and Astronomical Services Administration	PAGASA
Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development	PCAARRD
Philippine Council for Health Research and Development	PCHRD
Philippine Council for Industry, Energy, and Emerging Technology Research and Development	PCIEERD
Philippine Institute of Volcanology and Seismology	PHIVOLCS

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Department of Social Welfare and Development	DSWD
Council for the Welfare of Children	CWC
Disaster Response Management Bureau	DRMB
Juvenile Justice and Welfare Council	JJWC
National Anti-Poverty Commission	NAPC
National Authority for Child Care	NACC
National Commission on Indigenous Peoples	NCIP
National Council on Disability Affairs	NCDA
National Resource and Logistics Management Bureau	NRLMB
Policy Development and Planning Bureau	PDPB
Presidential Commission for the Urban Poor	PCUP
Program Management Bureau	PMB
Social Technology Bureau	STB
Social Welfare Institutional Development Bureau	SWIDB
Standards Bureau	SB
Department of Tourism	DOT
Intramuros Administration	IA
National Parks Development Committee	NPDC
Philippine Commission on Sports Scuba Diving	PCSSD
Department of Trade and Industry	DTI
Board of Investments	BOI
Bureau of Domestic Trade Promotion	BDTP
Bureau of Import Services	BIS
Bureau of International Trade Relations	BITR
Bureau of Philippine Standards	BPS
Bureau of Small and Medium Enterprise Development	BSMED
Bureau of Trade and Industrial Policy Research	BTIPR
Competitiveness Bureau	CB

ANNEX: GOVERNMENT AGENCIES AND INSTRUMENTALITIES

Construction Industry Authority of the Philippines	CIAP
Consumer Protection and Advocacy Bureau	CPAB
Cooperative Development Authority	CDA
Design Center of the Philippines	Design Center
Export Marketing Bureau	EMB
Fair Trade Enforcement Bureau	FTEB
Intellectual Property Office of the Philippines	IPOPHL
Philippine Accreditation Bureau	PAB
Philippine Trade Training Center	PTTC
Strategic Trade Management Office	STMO
Department of Transportation	DOTr
Civil Aeronautics Board	CAB
Land Transportation Franchising and Regulatory Board	LTFRB
Land Transportation Office	LTO
Maritime Industry Authority	MARINA
Office for Transportation Security	OTS
Office of Transportation Cooperatives	OTC
Philippine Coast Guard	PCG
Toll Regulatory Board	TRB
National Economic and Development Authority	NEDA
Commission on Population and Development	CPD
Philippine National Volunteer Service Coordinating Agency	PNVSCA
Philippine Statistical Research and Training Institute	PSRTI
Philippine Statistics Authority	PSA
Public-Private Partnership Center	PPP Center
Tariff Commission	TC

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Civil Service Commission	CSC
Commission on Audit	COA
Commission on Elections	COMELEC
Commission on Human Rights	CHR
Office of the Ombudsman	OMB

H. *International bodies and organizations*

Arab League Economic, Cultural and Scientific Organization	ALECSO
Asian Development Bank	ADB
Asia-Pacific Economic Cooperation	APEC
Association of Southeast Asian Nations	ASEAN
Canadian International Development Agency	CIDA
Council for Mutual Economic Assistance	CMEA
Common Register of Development Activities	CORE
Commission on Special Application of Meteorology and Climatology	CSAMC
Commonwealth Scientific and Industrial Research Organization	CSIRO
Court of Justice of the European Union	E.C.R.
Economic Coal Organization	ECO
European Economic Community	EEC
European Court of Human Rights	Eur. Ct. H.R.
European Investment Bank	EIB
European League for Economic Cooperation	ELEC
European Parliamentary Union	EPU
Global Atmospheric Research Programme	GARP
GARP Atlantic Tropical Experiment	GATE
General Agreement on Tariffs and Trade	GATT

ANNEX: INTERNATIONAL BODIES AND ORGANIZATIONS

Global Environmental Monitoring System	GEMS
Joint Group of Experts on the Scientific Aspects of Marine Pollution (IMCO /FAO / UNESCO WHO/ IAEA/ United Nations)	GESAMP
Global Investigation of Pollution in the Marine Environment	GIPME
International Association of Hydrological Sciences	IAHS
International Association of Meteorology and Atmospheric Physics	IAMAP
International Atomic Energy Agency	IAEA
Inter-American Commission on Human Rights	INTER-AM. COM'N H.R.
Inter-American Court of Human Rights	INTER-AM. CT. H.R.
International Bank for Reconstruction and Development	IBRD
International Tribunal for Law of The Sea	ITLOS
Inter-Secretariat Committee on Scientific Problems Relating to Oceanography	ICSPRO
International Council of Scientific Unions	ICSU
Inter-American Development Bank	IDB
International Chamber of Commerce	ICC
International Civil Aviation Organization	ICAO
International Federation of Institutes for Advanced Study	IFIAS
Integrated Global Ocean Station System	IGOSS
Intergovernmental Maritime Consultative Organization	IMCO
Intergovernmental Oceanographic Commission	IOC
International Criminal Police Organization	INTERPOL
International Institute for Applied Systems Analysis	IIASA
International Hydrological Decade	IHD

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International Hydrological Programme	IHP
International Labour Organization	ILO
International Maritime Organization	IMO
International Monetary Fund	IMF
International Narcotics Control Board	INCB
International Refugee Organization	IRO
International Registry of Potentially Toxic Chemicals	IRPTC
International Referral System	IRS
International Standards Organization	ISO
International Society of Soil Science	ISSS
International Telecommunications Satellite Organization	ITSO
International Telecommunication Union	ITU
International Trade Centre UNCTAD/GATT	ITC
International Trade Organization	ITO
International Union of Biological Sciences	IUBS
International Union for Conservation of Nature and Natural Resources	IUCN
International Union of Geology and Geophysics	IUGG
Man and the Biosphere Programme (UNESCO)	MAB
Non-Aligned Countries	NAC
North Atlantic Treaty Organization	NATO
Organization of American States	OAS
Organization of African Unity	OAU
Organization for Economic Cooperation and Dev't.	OECD
Organization of Petroleum Exporting Countries	OPEC
Office of Overseas Scientific and Technical Research (France)	ORSTOM
Organization for Tropical Studies	OTS
Palestine Liberation Organization	PLO

ANNEX: CURRENCIES

Scientific Committee of Problems of the Environment	SCOPE
Scientific Committee on Ocean Research	SCOR
Swedish International Development Authority	SIDA
South West African National Union	SWANU
South West Africa People's Organization	SWAPO
Office of the United Nations Disaster Relief Organization	UNDRO
United Nations Educational, Scientific and Cultural Organization	UNESCO
United Nations Commission on International Trade Law	UNCITRAL
United Nations Emergency Force	UNEF
United Nations Industrial Development Organization	UNIDO
United Nations Institute for Disarmament Research	UNIDIR
United Nations Social Defense Research Institute	UNSDRI
Universal Postal Union	UPU
World Science Information System	UNISIST
World Food Programme	WFP
World Health Organization	WHO
World Intellectual Property Organization	WIPO
World Meteorological Organization	WMO
World Trade Organization	WTO

I. Currencies

United Arab Emirates Dirham	AED
Afghanistan Afghani	AFN
Albania Lek	ALL
Armenia Dram	AMD
Netherlands Antilles Guilder	ANG

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Angola Kwanza	AOA
Argentina Peso	ARS
Australia Dollar	AUD
Aruba Guilder	AWG
Azerbaijan Manat	AZN
Bosnia and Herzegovina Convertible Marka	BAM
Barbados Dollar	BBD
Bangladesh Taka	BDT
Bulgaria Lev	BGN
Bahrain Dinar	BHD
Burundi Franc	BIF
Bermuda Dollar	BMD
Brunei Darussalam Dollar	BND
Bolivia Bolíviano	BOB
Brazil Real	BRL
Bahamas Dollar	BSD
Bhutan Ngultrum	BTN
Botswana Pula	BWP
Belarus Ruble	BYN
Belize Dollar	BZD
Canada Dollar	CAD
Congo/Kinshasa Franc	CDF
Switzerland Franc	CHF
Chile Peso	CLP
China Yuan Renminbi	CNY
Colombia Peso	COP
Costa Rica Colon	CRC
Cuba Convertible Peso	CUC
Cuba Peso	CUP
Cape Verde Escudo	CVE

ANNEX: CURRENCIES

Czech Republic Koruna	CZK
Djibouti Franc	DJF
Denmark Krone	DKK
Dominican Republic Peso	DOP
Algeria Dinar	DZD
Egypt Pound	EGP
Eritrea Nakfa	ERN
Ethiopia Birr	ETB
Euro Member Countries	EUR
Fiji Dollar	FJD
Falkland Islands (Malvinas) Pound	FKP
United Kingdom Pound	GBP
Georgia Lari	GEL
Guernsey Pound	GGP
Ghana Cedi	GHS
Gibraltar Pound	GIP
Gambia Dalasi	GMD
Guinea Franc	GNF
Guatemala Quetzal	GTQ
Guyana Dollar	GYD
Hong Kong Dollar	HKD
Honduras Lempira	HNL
Croatia Kuna	HRK
Haiti Gourde	HTG
Hungary Forint	HUF
Indonesia Rupiah	IDR
Israel Shekel	ILS
Isle of Man Pound	IMP
India Rupee	INR
Iraq Dinar	IQD

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Iran Rial	IRR
Iceland Krona	ISK
Jersey Pound	JEP
Jamaica Dollar	JMD
Jordan Dinar	JOD
Japan Yen	JPY
Kenya Shilling	KES
Kyrgyzstan Som	KGS
Cambodia Riel	KHR
Comorian Franc	KMF
Korea (North) Won	KPW
Korea (South) Won	KRW
Kuwait Dinar	KWD
Cayman Islands Dollar	KYD
Kazakhstan Tenge	KZT
Laos Kip	LAK
Lebanon Pound	LBP
Sri Lanka Rupee	LKR
Liberia Dollar	LRD
Lesotho Loti	LSL
Libya Dinar	LYD
Morocco Dirham	MAD
Moldova Leu	MDL
Madagascar Ariary	MGA
Macedonia Denar	MKD
Myanmar (Burma) Kyat	MMK
Mongolia Tughrik	MNT
Macau Pataca	MOP
Mauritania Ouguiya	MRU
Mauritius Rupee	MUR

ANNEX: CURRENCIES

Maldives (Maldives) Rufiyaa	MVR
Malawi Kwacha	MWK
Mexico Peso	MXN
Malaysia Ringgit	MYR
Mozambique Metical	MZN
Namibia Dollar	NAD
Nigeria Naira	NGN
Nicaragua Cordoba	NIO
Norway Krone	NOK
Nepal Rupee	NPR
New Zealand Dollar	NZD
Oman Rial	OMR
Panama Balboa	PAB
Peru Sol	PEN
Papua New Guinea Kina	PGK
Philippines Peso	PHP
Pakistan Rupee	PKR
Poland Zloty	PLN
Paraguay Guarani	PYG
Qatar Riyal	QAR
Romania Leu	RON
Serbia Dinar	RSD
Russia Ruble	RUB
Rwanda Franc	RWF
Saudi Arabia Riyal	SAR
Solomon Islands Dollar	SBD
Seychelles Rupee	SCR
Sudan Pound	SDG
Sweden Krona	SEK
Singapore Dollar	SGD

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Saint Helena Pound	SHP
Sierra Leone Leone	SLL
Somalia Shilling	SOS
Seborga Luigino	SPL
Suriname Dollar	SRD
São Tomé and Príncipe Dobra	STN
El Salvador Colon	SVC
Syria Pound	SYP
Eswatini Lilangeni	SZL
Thailand Baht	THB
Tajikistan Somoni	TJS
Turkmenistan Manat	TMT
Tunisia Dinar	TND
Tonga Pa'anga	TOP
Turkey Lira	TRY
Mozambique Metical	MZN
Trinidad and Tobago Dollar	TTD
Tuvalu Dollar	TVD
Taiwan New Dollar	TWD
Tanzania Shilling	TZS
Ukraine Hryvnia	UAH
Uganda Shilling	UGX
United States Dollar	USD
Uruguay Peso	UYU
Uzbekistan Som	UZS
Venezuela Bolívar	VEF
Vietnam Dong	VND
Vanuatu Vatu	VUV
Samoa Tala	WST

ANNEX: MEASUREMENTS

Communauté Financière Africaine (BEAC) CFA Franc BEAC	XAF
East Caribbean Dollar	XCD
Communauté Financière Africaine (BCEAO)	XOF
Comptoirs Français du Pacifique (CFP) Franc	XPF
Yemen Rial	YER
South Africa Rand	ZAR
Zambia Kwacha	ZMW
Zimbabwe Dollar	ZWL

J. *Measurements*J.1. *Basic abbreviations and prefixes*

Giga	G (1,000,000,000)
Mega	M (1,000,000)
Kilo	k (1,000)
Hecto	H (100)
Deka/deca	da (10)
Deci	d (1/10)
Centi	c (1/100)
Milli	m (1/1,000)
Micro	μ (1/1,000,000)
Nano	n (1/1,000,000,000)

J.2. *Length*

Kilometer	km
Square kilometer	km ²
Hectometer	hm
Decameter or dekameter	dam
Meter	m
Decimeter	dm

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Cubic decimeter	dm ³
Centimeter	cm
Cubic centimeter	cm ³
Millimeter	mm

J.3. *Weight*

Kilogram	kg
Hectogram	hg
Decagram or dekagram	dag
Gram	g
Decigram	dg
Centigram	cg
Milligram	mg

J.4. *Temperature*

Kelvin	K
Celsius	°C

J.5. *Data*

Bit	b
Byte	B
Kilobyte	KB (1,000 bytes)
Megabyte	MB (1,000 KB)
Gigabyte	GB (1,000 MB)
Terabyte	TB (1,000 GB)
Petabyte	PB (1,000 TB)
Exabyte	EB (1,000 PB)

J.6. *Power metric unit*

Watt	W
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ANNEX: CODES

Kilowatt	kW
Kilowatt-hour	kWh
Gigawatt	GW
Ampere	A
Milliamp	mA
Milliamp-hour	mAh
Volt	V

K. *Codes*

Agricultural Land Reform Code, as amended by the Code of Agrarian Reforms	AGRARIAN CODE
Child and Youth Welfare Code	CHILD & YOUTH WELFARE CODE
Civil Code	CIVIL CODE
Coconut Industry Code	COCONUT INDUS. CODE
Code of Commerce	COMMERCIAL CODE
Code of Conduct and Ethical Standards for Public Officials and Employees	CODE OF CONDUCT OF PUB. OFF.
Code of Judicial Conduct	CODE OF JUD. CONDUCT
Code of Professional Responsibility	CODE OF PROF. RESPONSIBILITY
Code of Professional Responsibility and Accountability	CODE OF PROF. RESPONSIBILITY & ACCOUNTABILITY
Cooperative Code	COOP. CODE
Corporation Code	CORP. CODE
Family Code	FAMILY CODE
Fire Code	FIRE CODE
Fisheries Code	FISHERIES CODE
Flag and Heraldic Code	FLAG & HER. CODE
Forestry Code	FORESTRY CODE

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Insurance Code	INS. CODE
Intellectual Property Code	INTELL. PROP. CODE
Labor Code	LAB. CODE
Land Transportation and Traffic Code	TRANSP. & TRAFFIC CODE
Local Government Code	LOCAL GOV'T. CODE
Meat Inspection Code	MEAT INSP. CODE
Muslim Code of Personal Laws	MUSLIM CODE
National Building Code	BLDG. CODE
National Code of Marketing of Breastmilk Substitutes and Supplements	MILK CODE
National Internal Revenue Code	TAX CODE
Omnibus Election Code	OMNIBUS ELECTION CODE
Omnibus Investments Code	OMN. INVESTMENTS CODE
Philippine Environment Code	ENVIRON. CODE
Pre-Need Code of the Philippines	PRE-NEED CODE
Real Property Tax Code	PROP. TAX CODE
Revised Administrative Code	REV. ADM. CODE
Revised National Plumbing Code	PLUMBING CODE
Revised Penal Code	REV. PEN. CODE
Sanitation Code	SANITATION CODE
Securities Regulation Code	SECURITIES CODE
State Auditing Code	AUDIT CODE
Tariff and Customs Code	TARIFF CODE
Water Code	WATER CODE

L. *Court rules*

Rule on Adoption	ADOPTION RULE
Rule on the Writ of Amparo	AMPARO WRIT RULE

ANNEX: COURT RULES

Automatic Conversion of Some Administrative Cases Against Justices of the Court of Appeals and the Sandiganbayan; Judges of Regular and Special Courts; and Court Officials Who are Lawyers as Disciplinary Proceedings Against Them Both as Such Officials and as Members of the Philippine Bar	AUTOMATIC CONVERSION OF ADM. CASES OF JUSTICES, JUDGES & COURT OFFICIALS
Guidelines for Decongesting Holding Jails by Enforcing the Rights of Accused Persons to Bail and to Speedy Trial	BAIL & SPEEDY TRIAL GUIDELINES
Reforms in the Bar Examinations	BAR EXAMS REFORMS
Internal Rules of the Court of Appeals	CA INT. RULES
Consolidated and Revised Guidelines to Implement the Expanded Coverage of Court- Annexed Mediation (CAM) and Judicial Dispute Resolution (JDR)	CAM & JDR RULE
Rules of Procedure of the Commission on Bar Discipline	CBD RULES
Rule on Examination of a Child Witness	CHILD WITNESS RULE
Rule on Children Charged Under Republic Act No. 9165 or the Comprehensive Dangerous Drugs Act of 2002	CHILDREN CHARGED UNDER R.A. NO. 9165 RULE
Rule on Commitment of Children	CHILDREN COMMITMENT RULE
Rules of Procedure in Cases on Civil Forfeiture, Asset Preservation, and Freezing of Monetary Instrument, Property, or Proceeds Representing, Involving, or Relating to an Unlawful Activity or Money Laundering Offense under Republic Act No. 9160, as amended	CIVIL FORFEITURE, ASSET PRESERVATION AND FREEZING OF MONETARY INSTRUMENT, PROPERTY, OR PROCEEDS RULE

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Rule of Community Legal Aid Service	CLAS RULE
Guidelines for Continuous Trial of Criminal Cases in Pilot Courts	CONTINUOUS TRIAL GUIDELINES
Rules of Procedure on Corporate Rehabilitation	CORP. REHAB. RULE
Guidelines on Corporate Surety Bonds	CORP. SURETY BONDS GUIDELINES
Special Court Rule on Alternative Dispute Resolution	S. COURT RULE ON ADR
Code of Conduct for Court Personnel	CT. PERSONNEL CODE OF CONDUCT
Revised Rules of the Court of Tax Appeals	CTA RULES
Rule on Custody of Minors and Writ of Habeas Corpus in Relation to Custody of Minors	CUSTODY OF MINORS RULE
Rule on Cybercrime Warrants	CYBERCRIME WARRANTS RULE
Guidelines in the Disposition and/or Destruction of Court Records, Papers, and Exhibits	DISPOSITION OF RECORDS GUIDELINES
Rule on DNA Evidence	DNA EVID. RULE
Efficient Use of Paper Rule	EFFICIENT PAPER USE RULE
Rules on Electronic Evidence	ELECTRONIC EVID. RULE
Rules of Procedure for Environmental Cases	ENVT'L. PROC. RULE
Rule on Court-Annexed Family Mediation and the Code of Ethical Standards for Mediators	FAMILY MEDIATION RULE
Financial Rehabilitation Rules of Procedure	FIN. REHAB. RULES OF PROC.
Rule on Guardianship of Minors	GUARDIANSHIP OF MINORS RULE

ANNEX: COURT RULES

Rule on the Writ of Habeas Data	HABEAS DATA WRIT RULE
Rules on the Use of Body-Worn Camera in Execution of Warrants	BODY-WORN CAMERA RULE
Rules of Procedure for Intellectual Property Rights Cases	INTELL. PROP. RTS. CASES PROC. RULE
Rule on Search and Seizure in Civil Actions for Infringement of Intellectual Property Rights	INTELL. PROP. SEARCH & SEIZURE RULE
Judiciary Development Fund	JDF GUIDELINES
Judicial Affidavit Rule	JUD. AFFIDAVIT RULE
Implementing Rules and Regulations – Justice on Wheels Project	JUSTICE ON WHEELS IMPL. RULES
Rule on Juveniles in Conflict with the Law	JUV. IN CONFLICT RULE
Guidelines on the Katarungang Pambarangay Conciliation Procedure to Prevent Circumvention of the Revised Katarungang Pambarangay Law	KATARUNGANG BRGY. GUIDELINES
Rule on Legal Separation	LEGAL SEPARATION RULE
Rule on Fixing the Lifetime of Bonds in Civil Actions	LIFETIME OF BONDS IN CIVIL ACTIONS RULE
Revised Rules on the Mandatory Continuing Legal Education for Members of the Integrated Bar of the Philippines	MCLE RULE
2010 Rules of Procedure in Election Contests Before the Courts involving Elective Municipal Officials	MUN. OFFICIALS ELECT. CONTESTS RULE
Guidelines for the Proper Use of the Phrase “Without Eligibility for Parole” in Indivisible Penalties	NON-ELIGIBILITY FOR PAROLE GUIDELINES

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2004 Rules on Notarial Practice	NOTARIAL PRAC. RULE
2010 Rules of the Presidential Electoral Tribunal	PET RULES
Rule on Guidelines to be Observed by Trial Court Judges and Clerks of Court in the Conduct of Pre-Trial and Use of Deposition-Discovery Measures	PRE-TRIAL AND DEPOSITION-DISCOVERY RULE
Rule on Precautionary Hold Departure Order	PRECAUTIONARY HDO RULE
Protocols and Procedures in the Promulgation, Publication, and Posting on the Websites of Decisions, Final Resolutions, and Final Orders Using Fictitious Names	PROTOCOLS ON POSTING IN THE SC WEBSITE
Proposed Rule on Provisional Orders	PROV'L ORDERS RULE
Procedure in Extrajudicial or Judicial Foreclosure of Real Estate Mortgages	REAL EST. FORECLOSURE PROC.
Revised Guidelines for Continuous Trial of Criminal Cases	REV. CONTINUOUS TRIAL GUIDELINES
Revision of Rule 140 on Discipline of Judges of Regular and Special Courts and Justices of the Court of Appeals and the Sandiganbayan	REV. RULES OF COURT, RULE 140
Revision of Rule 141 on Legal Fees as revised by A.M. No. 04-2-04-SC	REV. RULES OF COURT, RULE 141, SEC. 12
Revised Rules of Procedure for Small Claims Cases	REV. SMALL CLAIMS RULE
Revised Rule on Summary Procedure for Metropolitan Trial Courts, Municipal Trial Courts in Cities, Municipal Trial Courts and Municipal Circuit Trial Courts	REV. SUMMARY PROC. RULE
Rules of the Senate Electoral Tribunal	SET RULES

ANNEX: JOURNALS

2018 Revised Internal Rules of the Sandiganbayan	SBN INT. RULES
Internal Rules of the Supreme Court	SC INT. RULES
Special Commercial Courts Cases	SPECIAL COMMERCIAL CTS. CASES
Rule on Violence Against Women and their Children	VAWC RULE
Rule on Declaration of Absolute Nullity of Void Marriages and Annulment of Voidable Marriages	VOID & VOIDABLE MARRIAGES RULE

M. *Journals*M.1. *Local journals*

Ateneo Law Journal	ATENEO L.J.
Baguio Colleges Foundation Law Journal	B.C.F.L.J.
Commission on Audit Journal	C.O.A.J.
Court System Journal	CT. SYSTEM J.
Criminal Justice Journal	CRIM. JUST. J.
Diplomats Review	DIPLOMATS REV.
Far Eastern Law Review	FAR EAST. L. REV
Filipino Lawyer	FILIPINO LAW.
Foreign Relations Journal	FOR. REL. J.
Foundation Law Review	FOUNDATION L. REV.
Francisco College Law Journal	FRANCISCO C.L.J.
Journal of the Constitutional Convention of the Philippines	J.C.C. PHIL.
Journal of the Integrated Bar of the Philippines	J. INTER. BAR PHIL.
Judges Journal	JUDGES J.
Jurisprudence	JUR.
Labor Review	LAB. REV.

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Integrated Bar of the Philippines Journal	IBP L.J.
Lawyers Review	LAW. REV.
Lyceum of the Philippines Law Review	LY. PHIL. L. REV.
M.L.Q. University Law Quarterly	MLQU L.J.
Mindanao Law Journal	MINDANAO L.J.
Monthly Business & Tax Bulletin	MON. BUS. & TAX BULL.
PHILCONSA Journal	PHILCONSA J.
Philippine Journal of Industrial Relations	PHIL. J. INDUS. REL.
Philippine Journals of Law Librarians	P.J.L. LIB.
Philippine Journal of Public Administration	PHIL. J. PUB. ADM.
Philippine Labor Relations Journal	PHIL. LAB. REL. J.
Philippine Law Gazette	PHIL. L. GAZ
Philippine Law Journal	PHIL. L.J.
Philippine Law Report	PHIL. L. REP.
Philippine Yearbook of International Law	PHIL. YRBK. INT'L L.
Philippine Judicial Weekly	PHIL. JUD. WEEK.
San Beda Law Journal	SAN BEDA L.J.
Securities and Exchange Commission Bulletin	S.E.C. BULL.
Siliman Law Journal	SILIMAN L.J.
Studies on Philippine Labor	STUD. PHIL. LAB.
Tala Industrial Relations Bulletin	TALA INDUS. REL. BULL.
Tax Monthly	TAX MON.
University of San Carlos Law Review	U.S.C.L. REV.
University of Santo Tomas Law Review	U.S.T.L. REV.
University of the East Law Journal	U.E.L.J.
University of Manila Law Gazette	U.M.L. GAZ.

ANNEX: JOURNALS

M.2. *International journals*

ABA Journal	A.B.A.J.
Adelaide Law Review	ADEL. L. REV.
Administrative Law Journal of the American University	ADMIN. L.J. AM. U.
Administrative law Review, Administrative Law Section, American Bar Association	ADMIN. L. REV.
African Yearbook of International Law	AFRICAN YRBK. INT'L. L.
Air & Space Lawyer	AIR & SPACE LAW.
Air Force JAG Law Review	A.F. JAG L. REV.
Air Force Law Review	A.F.L. REV.
Akron Law Review	AKRON L. REV.
Alabama Law Review	ALA. L. REV.
Alabama Lawyer	ALA. LAW.
Alaska Law Review	ALASKA L. REV.
Albany Law Review	ALB. L. REV.
Alberta Law Review	ALTA L. REV.
American Bankruptcy Law Journal	AM. BANKR. L.J.
American Bar Foundation Research Journal	AM B. FOUND. RES. J.
American Business Law Journal	AM. BUS. L.J.
American Criminal Law Review	AM. CRIM. L. REV.
American Journal of Family Law	AM. J. FAM. L.
American Indian Law Review	AM. INDIAN L. REV.
American Journal of Comparative Law	AM. J. COMP. L.
American Journal of Criminal Law	AM. J. CRIM. L.
American Journal of International Arbitration	AM. J. INT'L ARB.
American Journal of International Law	AM. J. INT'L L.
American Journal of Jurisprudence	AM. J. JURIS.

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American Journal of Law & Medicine	AM. L. & MED.
American Journal of Legal History	AM. J. LEGAL HIST.
American Journal of Trial Advocacy	AM. J. TRIAL ADVOC.
American Lawyer	AM. LAW.
American Review of International Arbitration	AM. REV. INT'L. L.
American Society of International Law Proceedings	AM. SOCY. INT'L.
American University Journal of Gender, Social Policy and the Law	AM. U.L. GENDER SOC. POL'Y & L.
America University Journal of International Law and Policy	AM. U.J. INT'L. L. & POL'Y
American University Law Review	AM. U.L. REV.
Anglo-American Law Review	ANGLO-AM. L. REV.
Annals of Air and Space Law	ANNALS AIR & SPACE L.
Annals of Health Law	ANNALS HEALTH L.
Annals of the American Academy of Political and Social Science	ANNALS AM. ACAD. POL. & SOC. SCI.
Annuaire de L'Université de Sofia Faculté de Droit	ANN. UNIV. SOFIA FAC. DROIT
Annuaire Francois de Droit International	ANN. FR. DROIT INT'L
Annual Survey of Australian Law	ANN. SURV. AUSTL. L.
Annual Survey of International and Comparative Law	ANN. SURV. INT'L & COMP. L.
Anuario de Derecho Civil	AN. DERECHO CIV.
Anuario Uruguayo de Derecho Internacional	AN. URUGUAYO DERECHO INT'L
Antitrust Law & Economics Review	ANTITRUST L.J.
Antitrust Law Journal	ANTITRUST LAW J.
Arizona Journal of International and Comparative Law	ARIZ. J. INT'L. & COMP. L.
Arizona State Law Journal	ARIZ. ST. L.J.

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Arkansas Law	ARK. L. REV.
Army Lawyer	ARMY LAW.
ASEAN Law Journal	ASEAN L.J.
Asia-Pacific Yearbook of International Humanitarian Law	ASIA-PAC. Y.B. INT'L HUMAN. L.
Asian American Law Journal	ASIAN AM. L.J.
Asian-Pacific American Law Journal	ASIAN-PAC. AM. L.J.
Asian-Pacific Law and Policy Journal	ASIAN-PAC. L. & POL'Y J.
Association of the Bar of the City of New York	ASSN. B. CITY N.Y.
Atomic Energy Law Journal	ATOMIC ENERGY L.J.
Ave Maria Law Review	AVE MARIA L. REV.
Auckland University Law Review	AUCKLAND U.L. REV
Australian B. Rev.	AUSTL. B. REV.
Australian Commercial Journal	AUSTL. COM. J.
Australian Business Law Review	AUSTL. BUS. L. REV.
Australian Journal of Corporate Law	AUSTL. J. CORP. L.
Australian Journal of Family Law	AUSTL. J. FAM. L.
Australian Journal of Law and Society	AUSTL. J.L. & SOC'Y.
Australian Journal of Forensic Sciences	AUSTL. J. FOR. SCI.
Australian Journal of Labour Law	AUSTL. J. LAB. L.
Australian Law Journal	AUSTL. L. J.
Australian Yearbook of International Law	AUSTL. Y.B. INT'L. L.
Banking Law Journal	BANKING L.J.
Bankruptcy Development Journal	BANKR. DEV. J.
Bar Examiner	B. EXAMR.
Baylor Law Review	BAYLOR L. REV.
Behavioral Sciences & the Law	BEHAV. SCI. & L.
Berkeley Journal of Employment and Labor Law	BERKELEY J. EMP. & LAB. L.
Berkeley Journal of International Law	BERKELEY J.

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Berkeley Journal of Gender Law & Justice	BERKELEY J. GENDER L. & JUST.
Boston College Environmental Affairs Law Review	B.C. ENVT'L. AFF. L. REV.
Boston College Industrial & Commercial Law Review	B.C. INDUS. & COM. L. REV.
Boston College Law Review	B.C.L. REV.
Boston College International & Comparative Law Review	B.C. INT'L & COMP. L. REV.
Boston College Third World Law Journal	B.C. THIRD WORLD L.J.
Boston University International Law Journal	B.U. INT'L L.J.
Boston University Journal of Science & Technology Law	B.U.J. SCI. & TECH. L.
Boston University Law Review	B.U.L. REV.
Bracton Law Journal	BRACTON L.J.
Brandeis Law Journal	BRANDEIS L.J.
Bridgeport Law Review	BRIDGEPORT L. REV.
Brigham Young University Law Review	BYU L. REV.
British Tax Review	BRIT. TAX. REV.
British Year Book of International Law	BRIT. Y.B. INT'L. L.
Brooklyn Journal of International Law	BROOK. J. INT'L L.
Brooklyn Law Review	BROOK L. REV.
Buffalo Environmental Law Journal	BUFF. ENVT'L. L. J.
Buffalo Journal of International Law	BUFF. J. INT'L L.
Buffalo Law Review	BUFF. L. REV.
Buffalo Women's Law Journal	BUFF. WOMEN'S L. J.
Bulletin for International Fiscal Documentation	BULL. INT'L FISCAL DOC.
Bulletin of Czechoslovakia Law	BULL. CZECH. L.
Business Law Journal	Bus. L.J.

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Business Lawyer Les Cashiers de Propriete Intellectuelle	BUS. LAW C. DE PROP. INTELL.
California Law Review	CAL. L. REV.
California Western International Law Journal	CAL. W. INT'L L.J.
California Western Law Review	CAL. W.L. REV.
Cambrian Law Review	CAMBRIAN L. REV.
Cambridge Law Journal	CAMBRIDGE L.J.
Campbell Law Review	CAMPBELL L. REV.
Canadian Business Law Journal	CAN. BUS. L.J.
Canadian Bar Review	CAN. B. REV.
Canadian Insurance Law Review	CAN. INS. L. REV.
Canadian Intellectual Property Review	CAN. INTELL. PROP. L. REV.
Canadian Journal of Family Law	CAN. J. FAM. L. REV.
Canadian Journal of Law and Jurisprudence	CAN. J. LAW & JUR.
Canadian Journal of Law and Society	CAN. J. L. & SOC'Y.
Canadian Journal of Women and the Law	CAN. J. WOMEN & L.
Canadian Labour and Employment Law Journal	CAN. LAB. & EMPL. L.J.
Canadian Tax Journal	CAN. TAX J.
Canadian-United States Law Journal	CAN-U.S. L.J.
Canadian Yearbook of International Law	CAN. Y.B. INT'L. L.
Canberra Law Review	CANBERRA L. REV.
Capital University Law Review	CAP. U. L. REV.
Cardozo Journal of International and Comparative Law	CARDOZO J. INT'L. & COMP. L.
Cardozo Law Review	CARDOZO L. REV.
Cardozo Women's Law Journal	CARDOZO WOMEN'S L.J.
Case and Comment	CASE & COMMENT

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Case Western Reserve Journal of International Law	CASE W. RES. J. INT'L. L.
Case Western Reserve Law Review	CASE WEST. RESERVE LAW REV.
Catholic University Law Review	CATH. U. L. REV.
Chicago Bar Record	CHI. B. REC.
Chicago Journal of International Law	CHI. J. INT'L. L.
Chicago-Kent Law Review	CHI.-KENT L. REV.
Children's Legal Rights Journal	CHILD. LEGAL RTS. J.
Chinese Yearbook of International Law former Chinese Annual of International Law	CHINESE Y.B. INT'L L.
Clearinghouse Review	CLEARINGHOUSE REV.
Cleveland-Marshall Law Review	CLEV.-MARSHALL L. REV.
Cleveland State Law Review	CLEV. ST. L. REV.
Clinical Law Review	CLINICAL L. REV.
Colombo Law Review	COL. L. REV.
Colorado Journal of International Environmental Law and Policy	COLO. J. INT'L. ENVT'L. L. & POL'Y.
Colorado Lawyer	COLO. LAW
Columbia Business Law Review	COLUM. BUS. L. REV.
Columbia Human Rights Law Review	COLUM. HUM. RTS. L. REV.
Columbia Journal of Environmental Law	COLUM. J. ENVT'L. L.
Columbia Journal of Asian Law	COLUM. J. ASIAN L.
Columbia Journal of East European Law	COLUM. J. E. EUR. L.
Columbia Journal of Gender and Law	COLUM. J. GENDER & L.
Columbia Journal of Law & Social Problems	COLUM. J. L. & SOC. PROBS.
Columbia Journal of Transnational Law	COLUM. J. TRANSNAT'L L.
Columbia Law Review	COLUM. L. REV.

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Columbia Science and Technology Review	COLUM. SCI. & TECH. L. REV.
Commercial Law Journal	COM. L. J.
Common Market Law Review	COMMON MKT. L. REV.
Communications and the Law	COMM. & L.
Comparative Labor Law & Policy Journal	COMP. LAB. L. & POL'Y J.
Comparative Juridical Review	COMP. JURIDICAL REV.
Computer Law Journal	COMPUTER L.J.
Computer Lawyer	COMPUTER LAW.
Connecticut Bar Journal	CONN. B. J.
Connecticut Journal of International Law	CONN. J. INT'L. L.
Connecticut Law Review	CONN. L. REV.
Constitutional Commentary	CONST. COMMENTARY
Contemporary Drug Problems	CONTEMP. DRUG PROBS.
Conveyancer & Property Lawyer	CONVEY & PROP. LAW. (N.s.)
Copyright Law Symposium (ASCAP)	COPYRIGHT L. SYMP. (ASCAP)
Cornell International Law Journal	CORNELL INT'L L.J.
Cornell Journal of Law and Public Policy	CORNELL J.L. & PUB. POL'Y
Corporate & Business Law Review	CORP. & BUS. L. REV.
Creighton Law Review	CREIGHTON L. REV.
Criminal Justice	CRIM. JUST.
Criminal Law Bulletin	CRIM. L. BULL.
Criminal Law Forum	CRIM. L. F.
Criminal Law Review (English)	CRIM. L. REV.
Criminology	CRIMINOLOGY
Cumberland Law Review	CUMB. L. REV.
Dalhousie Journal of Legal Studies	DALHOUSIE J. LEGAL STUD.

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Dalhousie Law Journal	DALHOUSIE L.L.
Deakin Law Review	DEAKIN L. REV.
Defense Counsel Journal	DEF. COUNS. J.
Delaware Journal of Corporate Law	DEL. J. CORP. L.
Denver Journal of International Law and Policy	DENV. J. IN'TL L. & POLY.
Denver University Law Review	DENV. U.L. REV.
DePaul Law Review	DEPAUL L. REV.
Dickinson Journal of Law & Policy	DICK. J.L. & POL'Y
Dickinson Law Review	DICK. L. REV.
Dispute Resolution Journal	DIS. RES. J.
Dublin University Law Review	DUBLIN U.L. REV.
Duke Environmental Law & Policy Forum	DUKE ENVT'L L. & POL'Y. F.
Duke Journal of Comparative & International Law	DUKE J. COMP. & INT'L. L.
Duke Journal of Gender Law & Policy	DUKE J. GENDER L. & POL'Y.
Duke Law Journal	DUKE L.J.
Duquesne Law Review	DUQ. L. REV.
East African Law Journal	E. AFRICAN L.J.
Eastern African Law Review	EAST. AFRICAN L. REV.
East European Constitutional Review	E. EUR. CONST. REV.
Ecology Law Quarterly	ECOLOGY L. Q.
Elder Law Journal	ELDER L.J.
Emory international Law Review	EMORY INT'L L. REV.
Emory Law Journal	EMORY L.J.
Employee Relations Law Journal	EMPLOYEE REL. L.J.
Energy Law Journal	ENERGY L.J.
Entertainment and Sports Lawyer	ENT. & SPORTS LAW.
Environmental Affairs	ENVT'L. AFFAIRS

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Environmental and Planning Law Journal	ENVT'L. & PLAN. L.J.
Environmental Law	ENVT'L. LAW.
European Competition Law Journal	EUR. COMPET. L.J.
European Intellectual Property Review	EUR. INTELL. PROP. REV.
European Law Review	EUR. L. REV.
European Taxation	EUR. TAX'N.
European Transport Law	EUR. TRANS. L.
Faculty of Law Review (Toronto)	FAC. L. REV. (TORONTO)
Family and Conciliation Courts Review	FAM. & CONCILIATION CTS. REV.
Family Court Review	FAM. CT. REV.
Family Law Quarterly	FAM. L. Q.
Federal Bar News & Journal	FED. B. NEWS & J.
Federal Circuit Bar Journal	FED. CIR. B. J.
Federal Communications Law Journal	FED. COMM. L.J.
Federal Law Review	FED. L. REV.
Federal Lawyer	FED. LAW.
Federal Probation	FED. PROBATION
Florida Bar Journal	FLA. B. J.
Florida Journal of International Law	FLA. J. INT'L L.
Florida State Journal of Transnational Law & Policy	FLA. ST. J. TRANSNAT'L L. & POL'Y
Florida State University Law Review	FLA. ST. U. L. REV.
Florida Tax Review	FLA. TAX REV.
Food and Drug Law Journal	FOOD & DRUG L.J.
Fordham Environmental Law Review	FORDHAM ENVT'L. L. REV.
Fordham Intellectual Property, Media and Entertainment Law Journal	FORDHAM INTELL. PROP. MEDIA & ENT. L.J.
Fordham International Law Journal	FORDHAM INT'L L.J.
Fordham Law Review	FORDHAM L. REV.

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Fordham Urban Law Journal	FORDHAM URB. L.J.
Forensic Science International	FORENSIC SCI. INT'L
Free Speech Yearbook	FREE SPEECH Y.B.
George Mason Law Review	GEO. MASON L. REV.
George Washington Law Review	GEO. WASH. L. REV.
George Washington Journal of International Law & Economics	GEO. WASH. J. INT'L & ECON.
Georgetown Immigration Law Journal	GEO IMMIGR. L.J.
Georgetown Journal of International & Comparative Law	GEO. J. INT'L & COMP. L.
Georgetown Journal of Legal Ethics	GEO. J. LEGAL ETHICS
Georgetown Law Journal	GEO. L.J.
Georgia Journal of International & Comparative Law	GA. J. INT'L & COMP. L.
Georgia Bar Journal	GA. B.J.
Georgia Law Review	GA. L. REV.
Georgia State University Law Review	GA. ST. U.L. REV.
Georgia Law Review	GA. L. REV.
Georgia State University Law Review	GA. ST. U.L. REV.
Glendale Law Review	GLENDALE L. REV.
Golden Gate University Law Review	GOLDEN GATE U.L. REV.
Gonzaga Law Review	GONZ. L. REV.
Guild Practitioner	GUILD PRAC.
Hague, Academie de Droit International Recueil des Cours	RECUEIL DES COURS
Hamline Journal of Public Law and Policy	HAMLINE J. PUB. L. & POL'Y
Hamline Law Review	HAMLINE L. REV.
Harvard Civil Rights-Civil Liberties Law Review	HARV. C.R.-C.L. L. REV.
Harvard Environmental Law Review	HARV. ENVT'L. L. REV.

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Harvard Human Rights Journal	HARV. HUM. RTS. J.
Harvard International Law Journal	HARV. INT'L L.J.
Harvard Journal of Law and Gender	HARV. J.L. & GENDER
Harvard Journal of Law and Public Policy	HARV. J.L. & PUB. POL'Y
Harvard Journal of Law and Technology	HARV. J.L. & TECH.
Harvard Journal on Legislation	HARV. J. ON LEGIS.
Harvard Law & Policy Review	HARV. L. & POL'Y REV.
Harvard Law Review	HARV. L. REV.
Harvard Negotiation Law Review	HARV. NEGOT. L. REV.
Harvard Women's Law Journal	HARV. WOMEN'S L.J.
Hastings Communications and Entertainment Law Journal	HASTINGS COMM. & ENT. L.J.
Hastings Constitutional Law Quarterly	HASTINGS CONST. L.Q.
Hastings International and Comparative Law Review	HASTINGS INT'L & COMP. L. REV.
Hastings Law Journal	HASTINGS L.J.
Hasting Women's Law Journal	HASTINGS WOMEN'S L.J.
Hawaii Bar Journal	HAWAII B.J.
High Technology Law Journal	HIGH TECH. L.J.
Hofstra Labor & Employment Law Journal	HOFSTRA LAB. & EMP. L.J.
Hofstra Law Review	HOFSTRA L. REV.
Hofstra Property Law Journal	HOFSTRA PROP. L.J.
Hong Kong Law Journal	HONG KONG L.J.
Houston Journal of International Law	Hous. J. INT'L. L.
Houston Law Review	Hous. L. REV.
Howard Law Journal	How. L.J.
Human Rights Law Review	HUM. RTS. L. REV.
Human Rights Quarterly	HUM. RTS. Q.
Hungarian Law Review	HUNG. L. REV.
I.C.C. Practitioner's Journal	I.C.C. PRAC. J.

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ICSID Review-Foreign Investment Law Journal	ICSID REV.
Idaho Law Review	IDAHO L. REV.
IDEA: The Journal of Law and Technology	IDEA
Illinois Bar Journal	ILL. B.J.
ILSA Journal of International and Comparative Law	ILSA J. INT'L & COMP. L.
Immigration Journal	IMMGR. J.
Indian Law Review	INDIAN L. REV.
Indian Journal of International Law	INDIAN. J. INT'L L.
Indiana International & Comparative Law Review	IND. INT'L & COMP. L. REV.
Indiana Journal Of Global Legal Studies	IND. J. GLOBAL LEGAL STUD.
Indiana Law Journal	IND. L.J.
Indiana Law Review	IND. L. REV.
Industrial and Labor Relations Review	INDUS. & LAB. REL. REV.
Institute on Federal Taxation	INST. ON FED. TAX'N.
Institute on Securities Regulation	INST. ON SEC. REG.
Intellectual Property & Technology Law Journal	INTELL. PROP. & TECH. L.J.
International Affairs	INT'L AFFAIRS
International Affairs (Moscow)	INT'L AFFAIRS (MOSCOW)
International & Comparative Law Quarterly	INT'L & COMP. L.Q.
International Company and Commercial Law Review	INT'L COMPANY & COM. L. REV.
International Construction Law Review	INT'L CONSTR. L. REV.
International Fiscal Association Cashiers de Droit International	CASHIERS DE DROIT FISCAL INT'L

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International Journal of Law and The Family	INT'L J.L. & FAM.
International Journal of Law & Information Technology	INT'L J.L. & INFOR. TECH.
International Journal of Law and Psychiatry	INT'L J.L. & PSYCHIATRY
International Journal of Law, Policy and the Family	INT'L J.L. POL'Y & FAM.
International Journal of Legal Information	INT'L J. LEGAL INFO.
International Labor Review	INT'L LAB. REVIEW
The International Lawyer	INT'L LAW.
International Organization	INT'L ORG.
International Journal of Legal Information	INT'L J. LEG. INFO.
International Journal of Marine and Coastal Law	INT'L J. MARINE & COASTAL L.
International Review of Administrative Science	INT'L REV. ADM. SC.
International Review of Criminal Policy	INT'L REV. CRIM. POL'Y
International Review of Industrial Property and Copyright Law	INT'L REV. INDUS. PROP. & COPYRIGHT L.
International Review of Law and Economics	INT'L REV. L. & ECON.
International Review of Law Computers & Technology	INT'L REV. L., COMPUTERS & TECH.
International Tax and Business Lawyer	INT'L TAX & BUS. L.J.
International Trade and Business Lawyer	INT'L TRADE & BUS LAW.
International Trade and Business Law Journal	INT'L TRADE & BUS L.J.
Iowa Law Review	IOWA L. REV.
The Irish Jurist	IR. JURIST
Israel Law Review	ISRAEL L. REV.
Israel Yearbook on Human Rights	ISRAEL Y.B. HUM. RTS.

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Issues in Law & Medicine	ISSUES L. & MED.
Italian Yearbook of International Law	ITAL. Y.B. INT'L L.
JAG Journal	JAG J.
Jaipur Law Journal	JAIPUR L.J.
James Cook University Law Review	JAMES COOK UNIV. L. REV.
Japanese Annual of International Law	JAPAN. ANN. INT'L L.
John Marshall Journal of Computer and Information Law	J. MARSHALL J. COMPUTER & INFO. L.
John Marshall Law Review	J. MARSHALL L. REV.
Journal of African Law	J. AFRICAN L.
Journal of Air Law & Commerce	J. AIR L. & COM.
Journal of Bankruptcy Law and Practice	J. BANKR. L. & PRAC.
Journal of Business Law	J. BUS. L.
Journal of Catholic Legal Studies	J. CATH. LEG. STUD.
Journal of Church and State	J. CHURCH & ST.
Journal of College and University Law	J. C. & U. L.
Journal of Contemporary Health Law and Policy	J. CATH. LEG. STUD.
Journal of Contemporary Law	J. CONTEMP. HEALTH L. & POL'Y
Journal of Contemporary Legal Issues	J. CONTEMP. LEGAL ISSUES
Journal of Corporate Taxation	J. CORP. TAX'N
Journal of Corporation Law	J. CORP. L.
Journal of Criminal Law and Criminology	J. CRIM. L. & CRIMINOLOGY
Journal of Dispute Resolution	J. DISP. RESOL.
Journal of Energy & Natural Resources Law	J. ENERGY & NAT. RESOURCES L.

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Journal of Energy, Natural Resources and Environmental Law	J. ENERGY NAT. RESOURCES & ENVT'L. L.
Journal of Environmental Law and Litigation	J. ENVT'L. L. & LITIG.
Journal of Ethiopian Law	J. ETHIOPIAN L.
Journal of Family Law	J. FAM. L.
Journal Health and Hospital Law	J. HEALTH & HOSP. L.
Journal of High Technology Law	J. HIGH TECH. L.
Journal of Intellectual Property Law	J. INTELL. PROP. L.
Journal of International Arbitration	J. INT'L ARB.
Journal of Land Use and Environmental Law	J. LAND USE & ENVT'L. L.
Journal of Law & Commerce	J.L. & COM.
Journal of Law & Economics	J.L. & ECON.
Journal of Law & Educ	J.L. & EDUC.
Journal of Law and Family Studies	J.L. & FAM. STUD.
Journal of Law & Health	J.L. & HEALTH
Journal of Law & Policy	J.L. & POL'Y
Journal of Law & Politics	J.L. & POL.
Journal of Law and Religion	J.L. & RELIGION
Journal of Law & Social Policy	J.L. & SOC. POL'Y
Journal of Law, Medicine & Ethics	J.L. & MED. & ETHICS
Journal of Legal Education	J. LEG. EDUC.
Journal of Legal History	J. LEG. HIST.
Journal of Legal Medicine	J. LEG. MED.
Journal of Legal Studies	J. LEG. STUD.
Journal of Legislation	J. LEGIS.
Journal of Malaysian and Comparative Law	J. MALAY & COMP. L.
Journal of Maritime Law & Commerce	J. MAR. L. & COM.
Journal of Psychiatry and Law	J. PSYCH. & L.

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Journal of Public Law	J. PUB. L.
Journal of Real Estate Taxation	J. REAL EST. TAXN.
Journal of Space Law	J. SPACE L.
Journal of Taxation	J. TAXN.
Journal of Taxation of Investments	J. TAXN. INV.
Journal of the Association of Legal Writing Directors	J. ALWD
Journal of the Copyright Society of the U.S.A.	J. COPYRIGHT SOC'Y U.S.A.
Journal of the Indian Law Institute	J. INDIAN L. INST.
Journal of the International Commission of Jurists	J. INT'L COMMIS. JURISTS
Journal of the Legal Profession	J. LEG. PROF.
Journal of the Missouri Bar	J. MO. B.
Journal of the Patent and Trademark Office Society	J. PAT. & TRADEMARK OFF. SOC'Y
Journal of the Society of Public Teachers of Law	J. SOC. PUB. T.L.
Journal of Transnational Law and Policy	J. TRANSNAT'L L. & POL'Y
Journal of World Trade	J. WORLD TRADE
Judges Journal	JUDGES. J.
Judicature	JUDICATURE
Juridical Review	JURID. REV.
Jurimetrics Journal; The Journal of Law, Science and Technology	JURIMETRICS J.
Jurist	JURIST
Justice System Journal	JUST. Sys. J.
Kansas Journal of Law & Public Policy	KAN. J.L. & PUB. POL'Y
Karachi Law Journal	KARACHI L.J.
Kentucky law Journal	KY. L.J.
Kobe University Law Review	KOBE UNIV. L. REV.

ANNEX: JOURNALS

Korean Journal of International Law	KOREAN J. INT'L L.
Kwansei Gakuin Law Review	KWANSEI GAKUIN L. REV.
Labor Arbitration Yearbook	LAB. ARB. Y.B.
Labor Law Journal	LAB. L.J.
Labor Lawyer	LAB. LAW.
Law and Contemporary Problems	LAW & CONTEMP. PROBS.
Law and History Review	LAW & HIST. REV.
Law and Human Behavior	LAW & HUM. BEHAV.
Law and Inequality	LAW & INEQUAL.
Law and Philosophy	LAW & PHIL.
Law and Policy in International Business	LAW & POL'Y INT'L BUS.
Law and Psychology Review	LAW & PSYCHOL. REV.
Law & Sexuality	LAW & SEXUALITY
Law and Social Inquiry, Journal of the American Bar Foundation	LAW & SOC. INQUIRY
Law and Society Review	LAW & SOC'Y REV.
Law and State	LAW & STATE
Law and the Social Order	LAW & SOC. ORDER
Law in Eastern Europe	LAW EAST. EUROPE
Law in Japan; an annual law journal	LAW JAP.
Law Institute Journal	L. INST. J.
Law Librarian	LAW LIBR.
Law Library Journal	LAW LIBR. J.
Law Quarterly Review	L. Q. REV.
Lawasia; Journal of the Law of Association for Asia And the Western Pacific	LAWASIA
Lawyer of the Americas	LAW. AM.
Legal Education Review	LEGAL EDUC. REV.
Legal Reference Services Quarterly	LEGAL REFERENCE SERVICES Q.

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Legal Studies Forum	LEG. STUD. FORUM
Legal Theory	LEG. THEORY
Lewis & Clark Law Review	LEWIS & CLARK L. REV.
Liberian Law Journal	LIBERIAN L.J.
Litigation	LITIGA.
Liverpool Law Review	LIVERPOOL L. REV.
Lloyd's Maritime and Commercial Law Quarterly	LLOYD'S MAR. & COM. L.Q.
Louisiana Bar Journal	LA. B.J.
Loyola Consumer Law Review	LOY. CONSUMER L. REV.
Loyola Intellectual Property & High Technology Law Quarterly	LOY. INTELL. PROP. & HIGH TECH. L.Q.
Loyola Law Review	LOY. L. REV.
Loyola of Los Angeles Entertainment Law Review	LOY. L.A. ENT. L. REV.
Loyola of Los Angeles International and Comparative Law Review	LOY. L.A. INT'L & COMP. L. REV.
Loyola of Los Angeles Law Review	LOY. L.A.L. REV.
Loyola University of Chicago Law Journal	LOY. U. CHI. L.J.
McGeorge Law Review	MCGEORGE L. REV.
McGill Law Journal	McGILL L.J.
Madras Law Journal	MADRAS L.J.
Maine Law Review	ME. L. REV.
Major Tax Planning	MAJOR TAX. PLAN.
Malaya Law Review	MALAYA L. REV.
Manitoba Bar News	MAN. B. NEWS
Manitoba Law Journal	MAN. L.J.
Maritime Lawyer	MAR. LAW.
Marquette Law Review	MARQ. L. REV.
Maryland Bar Journal	MD. B.J.

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Maryland Journal of Contemporary Legal Issues	MD. J. CONTEMP. LEGAL ISSUES
Maryland Journal of International Law & Trade	MD. J. INT'L L. & TRADE
Maryland Law Review	MD. L. REV.
Massachusetts Law Review	MASS. L. REV.
Medical Law International	MED. L. INT'L
Medical Law Review	MED. L. REV.
Medicine Science and the Law	MED. SCI. & L.
Medical Trial Technique Quarterly	MED. TRIAL TECH. Q.
Melanesian Law Journal (Papua & New Guinea)	MALENEZIAN L.J.
Melbourne University Law Review	MELB. U.L. REV.
Memphis State University	MEM. ST. U.L. REV.
Mercer Law Review	MERCER L. REV.
Michigan Bar Journal	MICH. B.J.
Michigan Journal of Gender & Law	MICH. J. GENDER & L.
Michigan Journal of International Law	MICH. J. INT'L L.
Michigan Law & Policy Review	MICH. L. & POL'Y REV.
Michigan Law Review	MICH. L. REV.
Michigan Yearbook of International Studies	MICH. Y.B. INT'L LEGAL STUD.
Military Law Review	MIL. L. REV
Minnesota Journal of Global Trade	MINN. J. GLOBAL TRADE
Minnesota Journal of International Law	MINN. J. INT'L L.
Minnesota Journal of Law, Science & Technology	MIN. J.L. SCI. & TECH.
Minnesota Law Review	MINN. L. REV.
Mississippi College Law Review	MISS. C.L. REV.
Mississippi Law Journal	MISS. L.J.

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Missouri Environmental Law and Policy Review	MO. ENVT'L. L. & POL'Y REV.
Missouri Law Review	MO. L. REV.
Modern Law Review	MOD. L. REV.
Monash University Law Review	MONASH U. L. REV.
Montana Law Review	MONT. L. REV.
National Black Law Journal	NATL. BLACK L.J.
National Tax Journal	NATL. TAX J.
Natural Gas Lawyer's Journal	NAT. GAS LAW J.
Natural Resources and Environment	NAT. RES. & ENV.
Natural Resources Journal	NAT. RESOURCES J.
Natural Resources Lawyer	NATURAL RES. LAW.
Naval Law Review	NAVAL L. REV.
Nebraska Law Review	NEB. L. REV.
Netherlands Yearbook of International Law	NETHER. Y.B. INT'L L.
Nevada Law Journal	NEV. L.J.
New England International and Comparative Law Annual	NEW ENG. INT'L & COMP. L. ANN.
Newcastle Law Review	NEWCASTLE L. REV.
New England Journal on Criminal Law and Civil Confinement	NEW ENG. J. ON CRIM. L. & CIV. CONFINEMENT
New England Law Review	NEW ENG. L. REV.
New Europe Law Review	NEW EUR. L. REV.
New Hampshire Bar Journal	NEW H. B.J.
New Jersey Lawyer	N. J. LAW
New Law Journal	NEW L. J.
New Mexico Law Review	N.M. L. REV.
New York International Law Review	N.Y. INT'L L. REV.
New York Law School Journal of Human Rights	N.Y.L. SCH. J. HUM. RTS.

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New York Law School Journal of International and Comparative Law	N.Y.L. SCH. J. INT'L & COMP. L.
New York Law School Law Review	N.Y.L. SCH. L. REV.
New York State Bar Journal	N.Y.L. ST. B.J.
New York Annual Survey of American Law	N.Y. U. ANNUAL SURVEY AM. L.
New York University Institute of Federal Taxation	N.Y.U. INST. FED. TAXN.
New York University Environmental Law Journal	N.Y.U. ENVT'L. L.J.
New York University Journal of International Law & Politics	N.Y.U. J. INT'L L. & POL.
New York University Law Review	N.Y.U. L. REV.
New York University Review of Law & Soc. Change	N.Y.U. REV. L. & SOC. CHANGE
New Yugoslav Law	NEW YUGOS. L.
New Zealand Law Journal	N.Z.L.J.
New Zealand Recent Law Review	N.Z. RECENT L. REV.
New Zealand Universities Law Review	N.Z.U. L. REV.
Nexus: A Journal of Opinion	NEXUS
North Carolina Central Law Journal	N.C. CENT. L.J.
North Carolina Journal of International Law and Commercial Regulation	N.C.J. INT'L L. & COM. REG.
North Carolina Law Review	N.C.L. REV.
North Dakota Law Review	N.D.L. REV.
Northern Illinois University Law Review	N. ILL. U.L. REV.
Northern Ireland Legal Quarterly	N. IR. L. Q.
Northern Kentucky Law Review	N. KY. L. REV.
Northwestern Journal of International Law and Business	NW. J. INT'L L. & BUS.
Northwestern University Law Review	NW. U. L. REV.

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Notre Dame Journal of Law, Ethics & Public Policy	NOTRE DAME J.L. ETHICS & PUB. POL'Y
Notre Dame Law Review	NOTRE DAME L. REV.
Nova Law Review	NOVA L. REV.
Ocean & Coastal Law Journal	OCEAN & COASTAL L.J.
Ocean Development and International Law	OCEAN DEV. & INT'L L.
Ohio Northern University Law Review	OHIO N.U. L. REV.
Ohio State Journal on Dispute Resolution	OHIO ST. J. ON DISP. RESOL.
Ohio State Law Journal	OHIO ST. L.J.
Oil & Gas Tax Quarterly	OIL & GAS TAX. Q.
Oklahoma City University Law Review	OKLA. CITY U.L. REV.
Oklahoma Law Review	OKLA. L. REV.
Oregon Law Review	OR. L. REV.
Osgoode Hall Law Journal	OSGOODE HALL L.J.
Otago Law Review	OTAGO L. REV.
Ottawa Law Review	OTTAWA L. REV.
Oxford Journal of Legal Studies	OXFORD J. LEG. STUD.
Pace Environmental Law Review	PACE ENVT'L. L. REV.
Pace of International Law Review	PACE INT'L L. REV.
Pace Law Review	PACE L. REV.
Pacific Law Journal	PAC. L.J.
Pacific Rim Law & Policy Journal	PAC. RIM L. & POL'Y J.
Parker School Journal of East European Law	PARKER SCH. J.E. EU. L.
Patent Law Annual	PAT. L. ANN.
Penn State Environmental Law Review	PENN ST. ENTL. L. REV.
Penn State International Law Review	PENN ST. INT'L L. REV.
Penn State Law Review	PENN ST. L. REV.
Pennsylvania Bar Association Quarterly	PA. B. ASSN. Q.

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Pepperdine Law Review	PEPP. L. REV.
Polish Yearbook of International Law	POL. Y.B. INT'L L.
Practical Real Estate Lawyer	PRAC. REAL EST. LAW.
Practical Lawyer	PRAC. LAW.
Practical Tax Lawyer	PRAC. TAX LAW.
Probate Law Journal	PROB. L.J.
Public Contract Law Journal	PUB. CONT. L.J.
Public Land and Resources Law Review	PUB. LAND & RESOURCES L. REV.
Public Law	PUB. L.
Queen's Law Journal	QUEEN'S L.J.
Queensland University of Technology Law Journal	QUEENS U. TECH. L.J.
Real Estate Law Journal	REAL EST. L.J.
Real Property, Probate & Trust Journal	REAL PROP. PROB. & TR. J.
Regent University Law Review	REGENT U. L. REV.
Res. Gestae	RES GESTAE
Restitution Law Review	RESTITUTION L. REV.
Review Juridica dela Universidad de Puerto Rico	REV. JURIDICA U.P.R.
Review of Contemporary Law	REV. CONTEMPT. L.
Review of European Community and International Environmental Law	REV. EUR. COMMUNITY & INT'L ENVT'L L.
Review of Ghana Law	REV. GHANA L.
Review of Litigation	REV. LITIG.
Review of Securities & Commodities Regulation	REV. SECS. & COMMODITIES REC.
Revista de Derecho Administrativo y Fiscal	REV. D. ADM. FIS.
Revista de Derecho Puertorriqueno	REV. DE D.P.

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Revista de la Facultad de Derecho, Universidad Central de Venezuela	REV. FAC. D.U.C. VEN.
Revista del Instituto de Derecho Comparado	REV. INST. D. COMP.
Revista del Colegio de Abogados de Puerto Rico	REV. COL. AB. P.R.
Revista Española de Derecho Internacional	REV. ESPAN. D. INT'L
Revista Jurídica de la Universidad de Puerto Rico	REV. JURÍDICA U.P.R.
Revista Jurídica de la Universidad Interamericana de Puerto Rico	REV. JURÍDICA U. INTER. P.R.
Revue Administrative (France)	REV. ADM. (FRANCE)
Revue Belge de Droit International	REV. BELGE DROIT INT'L
Revue de Droit Université de Sherbrooke	REV. DROIT U. S.
Revue Egyptienne de Droit International	REV. EGYPT. DROIT INT'L
Revue Hellénique de Droit Internationale	REV. HELLEN. DROIT INT'L
La Revue Juridique Themis	THEMIS REV. JUR
Revue Québécoise de Droit International	REV. QUEBEC. DROIT INT'L
Richmond Journal of Global Law and Business	RICH. J. GLOBAL L. & BUS.
Richmond Journal of Law & Technology	RICH. J. L. & TECH.
RISK: Health, Safety & Environment	RISK
Rutgers Computer and Technology Law Journal	RUTGERS COMPUTER & TECH. L. J.
Rutgers Law Journal	RUTGERS L. J.
Rutgers Law Review	RUTGERS L. REV.
St. John's Journal of Legal Commentary	ST. JOHN'S J. LEGAL COMMENT.
St. John's Law Review	ST. JOHN'S L. REV.

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Saint Louis University Law Journal	ST. LOUIS. U.L.J.
Saint Louis University Public Law Review	ST. LOUIS U. PUB. L. REV.
St. Mary's Law Journal	ST. MARY'S L. J.
St. Thomas Law Review	ST. THOMAS L. REV.
San Diego Justice Journal	SAN DIEGO JUST. J.
San Diego Law Review	SAN DIEGO L. REV.
San Fernando Valley Law Review	SAN FERN. V. L. REV.
San Francisco Law Review	S.F.L. REV.
Santa Clara Computer and High Technology Law Journal	SANTA CLARA COMPUTER & HIGH TECH. L. J.
Santa Clara Journal of International Law	SANTA CLARA J. INT'L L.
Santa Clara Law Review	SANTA CLARA L. REV.
Saskatchewan Law Review	SASK. L. REV.
Scribes Journal of Legal Writing	SCRIBES J. LEG. WRITING
Seattle University Law Review	SEATTLE U.L. REV.
Securities Law Review	SECS. L. REV.
Securities Regulation Law Journal	SECS. REG. L.J.
Seton Hall Journal of Sports and Entertainment Law	SETON HALL J. SPORTS & ENTER. L.
Seton Hall Law Review	SETON HALL L. REV.
Seton Hall Legislative Journal	SETON HALL LEGIS. J.
Solicitor's Journal	SOLIC. J.
South African Law Journal	S. AFRICAN L. J.
South Carolina Law Review	S.C.L. REV.
South Dakota Law Review	S.D.K. REV.
South Texas Law Journal	S. TEX. L. J.
Southern California Interdisciplinary Law Journal	S. CAL. INTERDISC. L.J.
Southern California Law Review	S. CAL. L. REV.
Southern California Review of Law and Social Justice	S. CAL. REV. L. & SOC. JUST.

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Southern Illinois University Law Journal	S. ILL. U.L.J.
Southern Methodist University Law Review	SMU L. REV.
Southern University Law Review	S.U. L. REV.
Southwestern Journal of International Law	SW. J. INT'L L.
Southwestern Journal of Law and Trade in the Americas	SW. J. L. & TRADE AM.
Southwestern Law Journal	SW. L. J.
Southwestern University Law Review	SW. U. L. REV.
Soviet Law and Government	SOV. L. & GOVT.
Soviet Yearbook of International Law	SOV. Y.B. INT'L L.
Sports Lawyer Journal	SPORTS L. J.
Stanford Environmental Law Journal	STAN. J. ENVT'L. L. J.
Stanford Journal of International Law	STAN. J. INT'L L.
Stanford Law and Policy Review	STAN. L. & POL'Y REV.
Texas Tech Law Review	TEX. TECH. L. REV.
Third World Legal Studies	THIRD WORLD LEGAL STUD.
Thomas Jefferson Law Review	THOMAS JEFFERSON L. REV.
Thomas M. Cooley Journal of Practical and Clinical Law	T.M. COOLEY J. PRAC. & CLINICAL L.
Thomas M. Cooley Law Review	T.M. COOLEY L. REV.
Thurgood Marshall Law Review	T. MARSHALL L. REV.
Toledo Journal of Great Lakes' Law Science and Policy	TOL. J. GREAT LAKES' L. SCI. & POL'Y
Tort Trial and Insurance Practice Law Journal	TORT TR. & INS. PRAC. L.J.
Touro Journal of Transnational Law	TOURO J. TRANSNAT'L. L.
Touro Law Review	TOURO L. REV.

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Transnational Law & Contemporary Problems	TRANSNAT'L L. & CONTEMP. PROBS.
Transnational Lawyer	TRANSNAT'L LAW.
Transportation Law Journal	TRANSP. L. J.
Trial Lawyer's Guide	TRIAL LAW. GUIDE
Trial Lawyer's Quarterly	TRIAL LAW. Q.
Trusts & Estates	TRUSTS & ESTS.
Tulane Environmental Law Journal	TUL. ENVT'L L.J.
Tulane European & Civil Law Forum	TUL EUR. & CIV. L. F.
Tulane Journal of International and Comparative Law	TUL. J. INT'L & COMP. L.
Tulane Law Review	TUL. L. REV.
Tulane Maritime Law Journal	TUL. MAR. L. J.
Tulsa Journal of Comparative & International law	TULSA J. COMP. & INT'L L.
Tulsa Law Journal	TULSA L. J.
Turkish Yearbook of International Relations	TURK. Y.B. INT'L REL.
U.S. Department of State Bulletin	DEPT. STATE BULL.
U.C. Davis Journal of International Law & Policy	U.C. DAVIS J. INT'L . & POL'Y
UCLA Bulletin of Law and Technology	UCLA BULL. L. & TECH.
UCLA Entertainment Law Review	UCLA ENT. L. REV.
UCLA Journal of Environmental Law and Policy	UCLA J. ENVT'L. L. & POL'Y
UCLA Journal of International Law and Foreign Affairs	UCLA J. INT'L L. & FOREIGN AFF.
UCLA Law Review	UCLA L. REV.
UCLA Pacific Basin Law Journal	UCLA PAC. BASIN L.J.
UCLA Women's Law Journal	UCLA WOMEN'S L. J.
Uniform Commercial Code Law Journal	UCC L. J.

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United States - Mexico Law Journal	U.S.-MEX L. J.
University of Arkansas at Little Rock Law Review	U. ARK. LITTLE ROCK L. REV.
University of Baltimore Intellectual Property Law Journal	U. BAL. INTELL. PROP. L. J.
University of Baltimore Journal of Environmental Law	U. BAL. J. ENVT'L. L.
University of Baltimore Law Forum	U. BAL. L.F.
University of Baltimore law Review	U. BAL. L. REV.
University of British Columbia Law Review	U.B.C.L. REV.
University of California at Davis Law Review	U.B. DAVIS L. REV.
University of Chicago Law Review	U. CHI. L. REV.
University of Chicago Legal Forum	U. CHI LEGAL F.
University of Cincinnati Law Review	U. CIN. L. REV.
University of Colorado Law Review	U. COLO. L. REV.
University of Dayton Law Review	U. DAYTON L. REV.
University of Denver Water Law Review	U. DENV. WATER L. REV.
University of Detroit Journal of Urban Law	U. DET. J. URB. L.
University of Detroit Mercy Law Review	U. DET. MERCY L. REV.
University of District of Columbia David Clarke School of Law Review	UDC/DCSL L. REV.
University of Florida Journal of Law and Public Policy	U. FLA. J.L. & PUB. POL'Y
University of Florida Law Review	U. FLA. L. REV.
University of Ghana Law Journal	U. GHANA L. J.
University of Hawaii Law Review	U. HAW, L. REV.
University of Illinois Journal of Law, Technology and Policy	U. ILL. J.L. TECH. & POL'Y
University of Illinois Law Review	U. ILL. L. REV.

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University of Kansas Law Review	U. KAN L. REV.
University of Louisville Journal of Family Law	U. LOUISVILLE J. FAM. L.
University of Memphis Law Review	U. MEM. L. REV.
University of Miami Business Law Review	U. MIAMI BUS. L. REV.
University of Miami Entertainment and Sports Law Review	U. MIAMI ENT. & SPORTS L. REV.
University of Miami Inter-American Law Review	U. MIAMI INTER-AM. L. REV.
University of Miami Law Review	U. MIAMI L. REV.
University of Miami Yearbook of International Law	U. MIAMI, Y.B. INT'L L.
University of Michigan Journal of Law Reform	U. MICH. J. L. REFORM
University of Missouri, Kansas City Law Review	U.M.K.C. L. REV.
University of New Brunswick Law Journal	U.N.B. L. J.
University of New South Wales Law Journal	U.N.S.W.L. J.
University of Pennsylvania Journal of Business Law	U. PA. J. INT'L BUS. L.
University of Pennsylvania Journal of Constitutional Law	U. PA. J. CONST. L.
University of Pennsylvania Journal of International Economic Law	U. PA. J. INT'L ECON. L.
University of Pennsylvania Journal of International Law	U. PA. J. INT'L. L.
University of Pennsylvania Journal of Labor and Employment Law	U. PA. J. LAB. & EMP. L.
University of Pennsylvania Journal of Social Change	U. PA. J. L. & SOC. CHANGE
University of Pennsylvania Law Review	U. PA. L. REV.

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University of Pittsburgh Law Review	U. PITT. L. REV.
University of Puget Sound Law Review	U. PUGET SOUND L. REV.
University of Queensland Law Journal	U. QUEENSL. L. J.
University of Richmond Law review	U. RICH. L. REV.
University of District of Columbia Law Review David Clarke School of Law. Law Review	U. DCSL L.REV.
University of Saint Thomas Law Journal	U. ST. THOMAS L. J.
University of San Francisco Law Review	U.S.F. L. REV.
University of San Francisco Maritime Law Review	U.S.F. MAR. L. J.
University of Tasmania Law Journal	U. TAS. L. J.
University of Toledo Law Review	U. TOL. L. REV.
University of Toronto Faculty of Law Review	U. TORONTO FAC. L. REV.
University of Toronto Law Journal	U. TORONTO L. J.
University of Western Australia Law Review	U. W. AUSTL. L. REV.
University of West Los Angeles Law Review	UWLA L. REV.
University of Western Ontario Law Review	U. WEST. ONT. L. REV.
University of Windsor Law Review	U. WINDSOR L. REV.
Utah Bar Journal	UTAH B. J.
Utah Law Review	UTAH L. REV.
Valparaiso University Law Review	VAL. U. L. REV.
Vanderbilt Journal of Transnational Law	VAND. J. TRANSNAT'L. L.
Vanderbilt Law Review	VAND. L. REV.
Vermont of Environmental Law	VT. ENVT'L. L.
Vermont Law Review	VT. L. REV.

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Victoria University of Wellington Law Review	VICT. U. WELL. L. REV.
Villanova Environmental Law Journal	VILL. ENVT'L. L. J.
Villanova Journal of Law and Investment Management	VILL. J.L. & INV. MGT.
Villanova Law Review	VILL. L. REV.
Villanova Sports & Entertainment Law	VILL. SPORTS & ENT. L. J.
Virgin Islands Bar Journal	V.I.B.J.
Virginia Environmental Law Journal	VA. ENVT'L. L. J.
Virginia Journal of International Law	VA. J. INT'L. L.
Virginia Journal of Law & Technology	VA. J.L. & TECH.
Virginia Journal of Social Policy and the Law	VA. J. SOC. POL'Y & L.
Virginia Law Review	VA. L. REV.
Virginia Sports & Entertainment Law Journal	VA. SPORTS & ENTER. L.J.
Virginia Tax Review	VA. TAX REV.
Waikato Law Review	WAIKATO L. REV.
Wake Forest Law Review	WAKE FOREST L. REV.
Washburn Law Journal	WASHBURN L.J.
Washington and Lee Journal of Civil Rights and Social Justice	WASH. & LEE J. CIV. RIGHTS & SOC. JUST.
Washington & Lee Law Review	WASH. & LEE L. REV.
Washington Law Review	WASH. L. REV.
Washington Lawyer	WASH. LAW.
Washington University Global Studies Law Review	WASH. U. GLOBAL STUD. L. REV.
Washington University Journal of Law and Policy	WASH. U.J.L. & POL'Y
Washington University Journal of Urban and Contemporary Law	WASH. U.J. URB. & CONTEMP. L.

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Washington University Law Quarterly	WASH. U. L.Q.
Wayne Law Review	WAYNE L. REV.
West Indian Law Review	W. INDIAN L. REV.
West Virginia Law Review	W. VA. L. REV
Western Legal History	W. LEGAL HIST.
Western New England Law Review	W. NEW ENG. L. REV.
Western Ontario Law Review	W. ONT. L. REV.
Western State University Law Review	W. ST. U.L. REV.
Whittier Journal of Child and Family Advocacy	WHITTIER J. CHILD FAM. ADVOC.
Whittier Law Review	WHITTIER L. REV.
Widener Journal of Public Law	WIDENER J. PUB. L.
Widener Law Review	WIDENER L. REV.
Willamette Law Journal	WILLAMETTE L.J.
William and Mary Bill of Rights Journal	WM. & MARY BILL RTS. J.
William and Mary Environmental Law and Policy Review	WM. & MARY ENVT'L. L. & POL'Y REV.
William & Mary Journal of Women and the Law	WM. & MARY J. WOMEN & L.
William & Mary Law Review	WM. & MARY L. REV.
William Mitchell Law Review	WM. MITCHELL L. REV.
Windsor Yearbook of Access to Justice	WINDSOR Y.B. ACCESS JUST.
Wisconsin Environmental Law Journal	WIS. ENVT'L. L.J.
Wisconsin International Law Journal	WIS. INT'L L.J.
Wisconsin Law Review	WIS. L. REV.
Wisconsin Lawyer	WIS. LAW.
Wisconsin Women's Law Journal	WIS. WOMEN'S L.J.
Women's Rights Law Reporter	WOMEN'S RTS. L. REP.
Wyoming Law Review	WYO. L. REV.

ANNEX: NEWSPAPERS

Yale Human Rights & Development Law Journal	YALE HUM. RTS. & DEV. L.J.
Yale Journal of International Law	YALE J. INT'L L.
Yale Journal of Law and Feminism	YALE J.L. & FEMINISM
Yale Journal of Law and the Humanities	YALE J.L. & HUMAN.
Yale Journal of Law & Technology	YALE J.L. & TECH.
Yale Journal of World Public Order	YALE J. WORLD PUB. ORD.
Yale Journal on Regulation	YALE J. ON REG.
Yale Law and Policy Review	YALE L. & POL'Y REV.
Yale Law Journal	YALE L.J.
Yearbook of Air & Space Law (Can.)	Y.B. AIR & SPACE L.
Yearbook on Socialist Legal System	Y.B. SOCIALIST L. SYSTEM
Yearbook of World Affairs	Y.B. WORLD AFF.
Zambian Law Journal	ZAMBIAN L.J.

N. *Newspapers*

Philippine Daily Inquirer	PHIL. DAILY INQ.
Manila Bulletin	MANILA BULL.
The Philippine Star	PHIL. STAR
The Manila Times	MANILA TIMES
SunStar	SUNSTAR
BusinessWorld	BUSINESSWORLD
Business Mirror	BUSINESSMIRROR
The New York Times	NEW YORK TIMES
The Washington Post	WASHINGTON POST

SUPREME COURT STYLEBOOKO. *Military officer ranks*O.1. *Philippine Army*

General	GEN
Lieutenant General	LTG or LT GEN
Major General	MG or MGEN
Brigadier General	BG or BRIG GEN
Colonel	COL
Lieutenant Colonel	L/C or LT COL
Major	MAJ
Captain	CAPT
First Lieutenant	1LT
Second Lieutenant	2LT

O.2. *Philippine Navy*

Admiral	ADM
Vice Admiral	VADM
Rear Admiral	RADM
Commodore	COMMO
Captain	CAPT
Commander	CDR
Lieutenant Commander	LCDR
Lieutenant Senior Grade	LT
Lieutenant Junior Grade	LTJG
Ensign	ENS

O.3. *Philippine Air Force*

General	GEN
Lieutenant General	LTG or LT GEN
Major General	MG or MGEN
Brigadier General	BG or BRIG GEN

ANNEX: POLICE OFFICER RANKS

Colonel	COL
Lieutenant Colonel	L/C or LT COL
Major	MAJ
Captain	CAPT
First Lieutenant	1LT
Second Lieutenant	2LT

P. *Police officer ranks*P.1. *Philippine National Police old rank classification*

Police Director General	PDG
Police Deputy General	PDDG
Police Director	PDIR
Police Chief Superintendent	PCSUPT
Police Senior Superintendent	PSSUPT
Police Superintendent	PSUPT
Police Chief Inspector	PCINSP
Police Senior Inspector	PSINSP
Police Inspector	PINSP
Senior Police Officer IV	SPO4
Senior Police Officer III	SPO3
Senior Police Officer II	SPO2
Senior Police Officer I	SPO1
Police Officer III	PO3
Police Officer II	PO2
Police Officer I	PO1

P.2. *Philippine National Police new rank classification*

Police General	PGEN
Police Lieutenant General	PLTGEN
Police Major General	PMGEN

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Police Brigadier General	PBGEN
Police Colonel	PCOL
Police Lieutenant Colonel	PLTCOL
Police Major	PMAJ
Police Captain	PCPT
Police Lieutenant	PLT
Police Executive Master Sergeant	PEMS
Police Chief Master Sergeant	PCMS
Police Senior Master Sergeant	PSMS
Police Master Sergeant	PMSg
Police Staff Sergeant	PSSg
Police Corporal	PCpl
Patrolman/Patrolwoman	Pat

ANNEX: ADMINISTRATIVE CIRCULAR No. 83-2015

Q. *Administrative Circular No. 83-2015*

**AMENDED ADMINISTRATIVE CIRCULAR NO. 83-2015
PROTOCOLS AND PROCEDURES IN THE
PROMULGATION, PUBLICATION, AND POSTING ON
THE WEBSITES OF DECISIONS, FINAL RESOLUTIONS,
AND FINAL ORDERS USING FICTITIOUS NAMES/
PERSONAL CIRCUMSTANCES**

WHEREAS, the Court issued Guidelines for the purpose of protecting the privacy and dignity of victims, including their relatives, in cases where the confidentiality of court proceedings and the identities of parties is mandated by law.

Thus, for the guidance of all courts, their respective clerks of court, and other court personnel, we issue the present amended Administrative Circular (Protocol) reiterating and supplementing our Guidelines in A.M. No. 12-7-15-SC by further detailing the procedures in the promulgation, publication, and posting **of decisions, resolutions, and final and interlocutory orders** in the cases covered by this Protocol.

I. COVERED CASES

1. This Protocol shall govern the procedure in the promulgation, publication and posting of decisions, resolutions, and final and interlocutory orders of the courts **in cases where the confidentiality of the identities of the parties, records; and court proceedings is mandated by law and/or by the rules.**

2. Confidentiality of the identities of the parties, records, and court proceedings is mandated by the following laws: Republic Act (R.A.) No. 7610 in cases of child abuse, exploitation, and discrimination; Article 266-A of the Revised Penal Code; R.A. No. 8353 in cases of rape and other forms of sexual abuse or assault; RA. No. 9208 in cases of human trafficking; RA. No. 9262 in cases of violence against women and their children; and R.A. No. 9344

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as amended by Republic Act 10630, in cases involving children at risk and those in conflict with the law; Republic Act No. 9775 in cases of child pornography; Republic Act No. 10175 and; Republic Act No. 10364, an act to institute Policies to Eliminate Trafficking in Persons especially Women and Children, etc.

3. This Protocol shall also apply to cases where the confidentiality of the identities of the parties, records, and court proceedings is mandated by laws or rules not expressly mentioned herein and by similar laws or rules to be enacted in the future.

II. PROSPECTIVE AND LIMITED RETROACTIVE APPLICATION

1. The decisions, resolutions, and orders issued or promulgated or to be issued or promulgated by the courts in cases covered by this Protocol shall be modified in accordance with the provisions of this Amended Administrative Circular.

2. The modification of previously issued and promulgated decisions, resolutions, and orders shall extend only to those published on the Official Website of the Supreme Court (*SC Website*) beginning 1996, the earliest year when decisions of the Court were uploaded and made publicly accessible.

3. Henceforth, application systems, database management systems, and all other software systems which store, retrieve, display, print, and process confidential data in any digitized form using any type of electronic device must be designed, developed, and implemented to enforce confidentiality in accordance with this Amended Circular using appropriate techniques such as, but not limited to, encryption, data masking, data replacement, and user access rights restriction.

III. MODIFICATION REQUIREMENTS FOR COVERED CASES

1. The cases covered by this Protocol shall be modified in the following manner:

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a. By replacing, with **Fictitious Initials**, the **complete names** of the women and children victims in the decisions, resolutions, and orders of the court in cases covered by this Protocol. For example, *AAA* should be written in place of the name of the woman victim in the crime of rape.

The courts may, in the exercise of their discretion, use different combinations of letters as long as the fictitious initials used shall not identify, directly or indirectly, the individual whose real name is replaced by the fictitious initials.

b. The **personal circumstances** or other information which tend to establish or compromise, directly or indirectly, the identities of the women and children victims, such as, but not limited to, their date of birth, complete address, complete names of parents, relatives, or other household members, shall be blotted out from the decision, resolution, and order of the courts in covered cases.

The complete names and personal circumstances of the victim's family members or relatives, who may be mentioned in the court's decision or resolution, shall likewise be similarly treated.

c. At the victim's instance or, if the victim is a minor, that of his or her guardian, the complete name of the accused may be replaced by fictitious initials and his or her personal circumstances blotted out from the decision, resolution, or order if the name and personal circumstances of the accused may tend to establish or compromise the victims' identities. The victims or their guardians should manifest to the trial court at the earliest opportunity, i.e., after the filing of the complaint, information, or original petition, their desire to have the name of the accused be replaced with fictitious initials and his personal circumstances be blotted out from the decision, resolution, and order of the court.

If the accused is a minor, the complete name of the

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accused shall be replaced with fictitious initials and his or her personal circumstances, except for the fact of minority, shall be blotted out from the decision, resolution or order.

d. As to **geographical location**, the decisions, resolutions, and orders in covered cases should refer only to the province where the incident occurred or where the crime was committed. References to the specific *barangay* or town should be blotted out from the body of the decision, resolution, or order if its identification could lead to the disclosure of the identities of the women or children victims.

2. The Court shall determine the use of fictitious initials in place of the victims' complete names at the earliest opportunity, *i.e.*, after the filing of the complaint, information, **or original petition and shall then issue an Order or Resolution to this effect.**

3. The fictitious initials determined by the Court to replace the real names of the victims in covered cases should be used consistently in the body and dispositive portion of the decision, resolution, or order and in all subsequent court issuances. The court may, however, use the real names of the victims in its issuance of interlocutory orders, where the identification of the victims is necessary to avoid mistake or confusion in the enforcement of these orders.

4. The use of fictitious initials, however, may be waived by the victims in accordance with Title IV of this Protocol.

5. The order or resolution issued by the Court under Title III, Paragraph 2 of this Amended Protocol shall be effective in all subsequent proceedings in the case, even under Rules 38 of the Rules of Court and on appeal to the higher courts under Rules 41, 42, 45 or 47 of the Rules of Court.

6. The court's order or resolution shall also apply to petitions for certiorari, prohibition or mandamus, under Rule 65 of the Rules of Court, filed by either the accused-appellant or the minor, children victims or women victims, as petitioner/petitioners,

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assailing the proceedings, orders, or judgment by a lower court in covered cases.

7. In cases where the victims or their guardians have manifested their desire to replace the complete name of the accused with fictitious initials, the caption or title of the case should be written as follows:

- a. The fictitious initials in the caption or title of the case shall be followed by the case number or government record (G.R.) number, assigned to the case written in parenthesis. For example, in the lower courts, '*People of the Philippines v. AAA* (Case No. _____).'
- b. If the case is appealed to the higher courts, the fictitious initials shall be followed by the case number assigned by the appellate court with proper notation of the original case number of the case before the trial court written in parenthesis. For example, '*BBB v. People* (current appellate court case number [formerly lower court case number]).'
- c. If the case filed is a separate and independent **petition for certiorari, prohibition or mandamus under Rule 65 of the Rules of Court**, the fictitious initials shall be followed by the case number assigned by the higher court. Examples are: '*BBB v. Public/Private Respondents* (Case No.),' and '*People of the Philippines and BBB v. Public/Private Respondents* (Case No. _____).'

8. The rules, under this Protocol, shall also be observed in modifying the decisions, resolutions, and orders to be uploaded and already uploaded on the SC Website or the SC E-Library.

IV. WAIVER BY THE VICTIMS

1. The women and children victims, in covered cases, may, at any time, consent to the disclosure of their real names and personal circumstances in the decisions, resolutions, and orders of the court. In such case, the victims giving the consent must personally,

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or with the assistance of counsel, execute a written waiver in the presence of the handling Court or before a notary public.

2. In cases where the victim giving the consent is a minor, the waiver must be executed by the minor's parent or guardian. In the absence of a parent or guardian, the court shall designate a person who shall execute the waiver on the minor's behalf. The person so designated by the court must fully explain the consequences of the waiver to the minor. The waiver may be executed in the presence of the handling Court or before a notary public, and must be approved by the handling Court.

3. For good and meritorious cause shown to the handling Court, the waiver, under this Protocol, may be revoked by those who gave their consent to the disclosure of their real names and personal circumstances in the decisions, resolutions, and orders of the court.

4. The revocation of the waiver must be in writing and executed in the presence of the handling Court or before a notary public. In the latter case, the revocation shall be effective upon the approval thereof by the handling Court.

5. In cases where the waiver was executed on behalf of a minor, the revocation of such waiver may be executed by either the minor's parent, guardian or person duly designated by the handling Court for the said purpose. The handling Court to which the revocation is submitted shall give its approval if, in the exercise of its discretion, the revocation will serve the greater good of the women or children victims. The handling Court shall set the terms for the modification of decisions, resolutions, or orders between the time a waiver is made and its revocation.

6. The women or children victims waiving the confidentiality of their identities or revoking such waiver must present the waiver or revocation of the waiver, duly executed under the provisions of Title IV of this Protocol, to the handling Judge or the Court, office or officer responsible for the modification of the decisions, resolutions, and orders in cases covered by this Protocol.

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V. PROMULGATION OF DECISION, FINAL RESOLUTION OR FINAL ORDER

FIRST LEVEL AND
SECOND LEVEL COURTS

1. In the promulgation of decisions (original, amended or new), final resolutions, and final orders, in covered cases, in the First Level and Second Level Courts, the handling Court shall prepare two (2) copies of its decision, final resolution or order. The **first copy** shall be the unmodified version of the decision, final resolution or order, where the real names of the victim/victims are used and their personal circumstances are disclosed. The **second (modified) copy** shall be the version of the decision, resolution or order, where the fictitious name/names and personal circumstances of the victim/victims are used in accordance with this Amended Protocol.

2. The **first copy** or unmodified version of the decision, final resolution or order of the handling Court is confidential and shall be placed, after the promulgation thereof, by the Branch Clerk of Court, in a **blue-colored envelope**, duly signed, dated, the docket number of the case in the Court written thereon by the Branch Clerk of Court and sealed. If the handling Court renders an amended decision, final resolution or order, the Judge of the handling Court shall prepare two (2) copies of the amended decision, final resolution or order; the first copy containing the genuine name/names and personal circumstances of the victim/victims; and a **second (modified) copy** containing the fictitious name/names and personal circumstances of said victim/victims and accused if warranted. The Branch Clerk of Court thereof shall, after the promulgation of the amended decision, final resolution or order of the Court, open the **blue-colored envelope**, upon written authority of the Judge of the handling Court, and place the **first copy** of the amended decision, final resolution or order in the same **blue-colored envelope**, duly resealed, re-authenticated, and

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redated, and the docket number of the case in the Court written thereon by the Branch Clerk of Court.

3. Only the authenticated hard copies of the **second (modified) copy** of the promulgated decision and amended or new decision, final resolution or order of the handling Court shall be released to and served on the parties in accordance with the Rules of Court.

4. The **blue-colored envelope** containing the **first copy** of the original and/or amended or new decisions, final resolutions or orders of the Court shall be attached to and form part of the record of the case. The **second (modified) copy** of the original and/or amended or new decision, final resolution or order shall be attached to and form part of the open records of the case.

5. The **blue-colored envelope** cannot be opened or reopened without the written authority of the Judge of the handling Court; or in the absence of the Judge of the handling Court, by the pairing Judge of the handling Court; or in the absence of the pairing Judge of the handling Court, by the Executive Judge of the handling Court.

6. The **blue-colored envelope** may also be reopened upon written order of the Appellate Court or by the Supreme Court.

COURT OF APPEALS AND SANDIGANBAYAN

1. The member of the Court of Appeals chosen by a Division (Regular or Special) to be the *ponente* shall submit to the Court two (2) copies of the decision, final resolution or order of the Court. The first copy contains the genuine name/names, personal circumstances and other information of the victim/victims. The **second (modified) copy** contains the fictitious name and personal circumstances of such victim/victims and accused if warranted. Any member of the Court who opts to file a concurring, dissenting or separate opinion shall likewise submit to the Court a **first copy** which contains the genuine name/names of the victim/victims, and a **second (modified) copy** which contains the fictitious name/names and personal circumstances of the victim/victims of such

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opinion. The fictitious name/names and personal circumstances of the victim/victims and accused if warranted contained in the **second (modified) copy** of the dissenting, concurring or separate opinions of the other Justice/Justices of the Court shall be the same as those contained in the second (modified) copy of the decision, final resolution or final order of the *ponente*.

2. After the promulgation of the final copy and **second (modified) copy** of the decision, final resolution or order of the Court, in accordance with the Internal Rules of the Court of Appeals and the Rules of Court, the Division Clerk of Court shall place the **first copy** of the decision, final resolution or order as well as any concurring, dissenting or separate opinions of the other member/members of the division, in a **blue-colored envelope**, seal the envelope, write thereon the date and the docket number of the case in the Court of Appeals, authenticate the envelope, and cause the delivery thereof to the Reporter of the Court of Appeals for safekeeping.

3. If the original decision is amended or reversed, after the promulgation of the original decision, the *ponente* shall prepare and submit to the Court two (2) copies thereof, the **first copy** of the amended decision, final resolution or order containing the genuine name/names and personal circumstances of the victim/victims, and a **second (modified) copy** containing the fictitious name/names and personal circumstances of said victim/victims and accused if warranted. The **first copy** of the amended or new decision, final resolution or order as well as any concurring, dissenting or separate opinion of other member/members of the Division shall be promulgated by the Division Clerk of Court, who shall thereafter retrieve the **blue-colored envelope** containing the original copy of the **first copy** of the original decision, final resolution or order of the Court from the Reporter of the Court, open the envelope and place the amended or new decision/resolution in the same **blue-colored envelope**, redate, re-authenticate and reseal the same and return the said envelope containing the original and amended or new decisions, resolutions, and any concurring, dissenting or separate opinion to the Reporter of Court of Appeals for safekeeping.

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4. The sealed **blue-colored envelope** containing the original copy of the first copy of the original and amended or new decisions, final resolutions and orders of the Court cannot be opened or reopened except by the Division Clerk of Court as provided herein, or as directed by the Supreme Court, or unless with the written authority of the *ponente*, or by the Chairperson of the Division if the *ponente* has died or retired, resealed and re-authenticated and the docket number of the case written thereon.

5. After the promulgation of the original amended or new decision, final resolution or order of the Court, the Division Clerk of Court shall furnish the *ponente*, the parties, the Solicitor General, the Director of Prisons if the accused is detained, and the Information and the Statistical Data Division and Judicial Records Division with hard copies of the **second (modified) copy** of the original, amended or new decision, final resolution or order, and attach the **second (modified) copy** thereof to the *rollo* of the case.

6. Only a hard copy of the second (modified) copy of the original and amended or new decision, final resolution or order of the Court may be published in the Official Gazette or in the Philippine Reports or Supreme Court Website if authorized by the Supreme Court.

7. The foregoing rules shall apply in the Sandiganbayan except that, after the promulgation of the original and/or amended or new decision, final resolution or order of the Sandiganbayan, the Division Clerk of Court shall place the **first copy** thereof in a **blue-colored envelope**, duly dated, authenticated and sealed, and the docket number of the case in the Sandiganbayan written thereon, and caused to be delivered to the Executive Director of the Legal and Technical Staff of the Sandiganbayan for safekeeping.

SUPREME COURT

1. The member of the Supreme Court, who is assigned by the Court (Division or En Banc) to write the decision, final resolution or order of the Court, shall prepare and submit to the members of the Court, a **first copy** thereof where the real or genuine name/names or

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identities and personal circumstances of the victim/victims are used, and a second (modified) copy, which contains the fictitious name/names and personal circumstances of the victim/victims and accused if warranted, as modified in accordance with the Title III, Paragraph 2 of the Amended Protocol. Any other member or members of the Court opting to dissent from or concur with the majority opinion or to write a separate opinion shall also submit to the Chief Justice or Division Clerk of Court a first copy and a second (modified) copy of such dissenting, concurring or separate opinion containing the same fictitious names or identities and personal circumstances of the victim/parties contained in the *ponencia*.

2. The Judicial Staff Head of the *ponente* shall submit the first copy and the second (modified) copy of the decision, final resolution or order, together with any other opinion, for authentication, by the Chairperson of the Division and certification by the Chief Justice and for promulgation by the Clerk of Court, as official Court action in the case. The Judicial Staff Head of the member/members of the Court shall likewise submit a first copy and a second (modified) copy of the concurring, dissenting or separate opinion of such member/members.

3. In addition, the Judicial Staff Head of the *ponente* shall submit the electronic copies of the second (modified) copy of the decision, final resolution or order, accompanied by the certification, in writing, of said Judicial Staff Head of the *ponente*, of the authenticity of said copies, placed in a brown-colored envelope, separately marked, dated and authenticated.

4. After the promulgation of the decision, final resolution, or order of the Court, the Clerk of Court (Division or En Banc) shall place the original hard copy of the first copy of the decision, final resolution or order of the Court and of any concurring/dissenting or separate opinion, if any, in a red-colored envelope duly sealed, initialled and dated by the Clerk of Court who shall indicate, on the envelope, the docket number of the case in the Supreme Court and cause the delivery of the envelope and its contents to the Office of the Reporter for safekeeping.

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The Clerk of Court (En Banc or Division) shall place the original hard copy of the **second (modified) copy** of the decision, final resolution or order of the Court as well as any concurring, separate or dissenting opinion of the other Justice or Justices inside a **yellow-colored envelope**, dated and authenticated by the Clerk of Court, and the docket number of the case in the Supreme Court written thereon and deliver the envelope and its contents to the Office of the Reporter for safekeeping.

5. Authenticated hard copies of the original of the **second (modified) copy** of the decision, final resolution or order, dissenting, concurring or separate opinion, together with the **brown-colored envelope** containing the electronic copies thereof shall be delivered to the Clerk of Court of the Court (*Division or En Banc*) who shall cause the delivery of the **brown-colored envelope** and its contents to the Management Information Systems Office (MISO) and shall cause the service of the authenticated hard copies of the **second (modified) copy** upon the parties, in accordance with the provisions of the Rules of Court, and provide hard copies of the same to the Management Information Systems Office (MISO), Public Information Office (PIO), Office of the Court Administrator (OCA), Office of the Chief Attorney (OCAT), the Supreme Court Library and the Philippine Judicial Academy (PHILJA).

6. As soon as authenticated hard copies of the **second (modified) copy** of the decision, final resolution or order of the Court shall have been served on the parties and disseminated in accordance with the Rules of Court, the Clerk of Court or the Division Clerk of Court shall deliver to the Office of the Reporter a reproduction of a hard copy of the **second (modified) copy** of the decision, final resolution or order of the Court and of any other opinion of the other member/members of the Court for the preparation of the concise synopsis and syllabus of such decision, final resolution or order duly approved by the writer of the decision or by the Chief Justice, if the writer has retired or is no longer in the judicial service, prior to publication in the Philippine Reports.

7. If the original decision, final resolution or order is

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amended or a new decision is rendered, after the promulgation of the original decision, the *ponente* shall submit to the Court a **first copy** of the amended decision, final resolution or order containing the genuine name and personal circumstances of the victim/victims and a **second (modified) copy** containing the fictitious name/names and personal circumstances of the victim/victims and accused if warranted. The first copy and the **second (modified) copy** of the amended or new decision as well as any concurring, dissenting or separate opinion, shall be transmitted to the Clerk of Court (Division or En Banc) for promulgation after which the Clerk of Court (Division or En Banc) shall retrieve from the Office of the Reporter, the **red-colored envelope** containing the **first copy** of the original decision, final resolution or order as well as the **yellow-colored envelope** containing the **second (modified) copy** of the original or amended or new decision of the Court and place the first copy of the amended or new decision, final resolution or order inside the **red-colored envelope** and re-authenticate, redate and reseal the same. The Clerk of Court shall place the **second (modified) copy** of the amended or new decision, final resolution or order and any concurring/dissenting or separate opinion, in the same **yellow-colored envelope**, redate the envelope, and authenticate the same and cause the return of the two (2) envelopes and the contents thereof to the Office of the Reporter for safekeeping.

8. The **red-colored envelope** containing the **first copy** of the original and/or amended or new decision, final resolution or order of the Court cannot be opened except by the Clerk of Court (En Banc or Division) as provided in the Amended Protocol, or, unless with the written authority of the *ponente* or by the Chairperson of the Division or by the Chief Justice of the Supreme Court in an En Banc case if the *ponente* has died, retired or on leave, then re-authenticated, resealed and the docket number of the case written thereon by the Clerk of Court.

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VI. RESPONSIBILITY FOR THE MODIFICATION OF PROMULGATED DECISIONS, FINAL RESOLUTIONS AND ORDERS

1. In the first and second level courts, only the Presiding Judge of the handling Court, or the Branch Clerk of Court designated by the Judge of the handling Court to modify the decision, final resolution or order of the Court shall be responsible for the modification of decisions (original or amended), final resolutions and orders in their respective courts conformably with Title III, Paragraphs 2 to 7 (a, b and c) of the Amended Protocol.

2. Only the *ponente* of the case in the Supreme Court, the Court of Appeals or Sandiganbayan or the Head of the Judicial Staff or any of the lawyers in the legal staff of the *ponente* who is designated by the latter to modify the original or amended decision, final resolution or order of the Court shall be responsible for the modification of said decision, final resolution or order of the Court conformably with Title III, Paragraphs 2 to 7 (a, b and c) of this Amended Protocol. Any member of the Supreme Court, Court of Appeals or Sandiganbayan opting to file any concurring, dissenting or separate opinion or any lawyer in the legal staff of said member and designated by the latter to modify any concurring, dissenting or separate opinion shall be responsible for the modification thereof.

3. The Head of the Public Information Office (PIO) of the Supreme Court shall be responsible for the modification of decisions, final resolutions or orders of the Supreme Court, in covered cases, published on the official website of the Supreme Court (SC Website) beginning 1996 up to July 26, 2015 when the Supreme Court issued its Administrative Circular No. 83-2015 which became effective on July 27, 2015.

VII. PUBLICATION AND POSTING OF DECISIONS AND FINAL RESOLUTIONS/ORDERS

1. Only the **HARD COPY** of the **second (modified) copy** of the decision (original, amended or new), final resolution or order of the Supreme Court and any separate, concurring or dissenting

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opinion, in covered cases, shall be published in the Philippine Reports, Supreme Court Reports Annotated or in Official Gazette, with the synopsis and syllabus prepared by the Office of the Reporter. Other decisions and signed resolutions not so published may also be published in the Philippine Reports in the form of memoranda prepared by the Office of the Reporter.

2. The Public Information Office (PIO) may choose and submit the decisions, final resolutions and orders of the Court in covered cases for publication in the Official Gazette and the Supreme Court Website.

3. Only the second (modified) copy of decisions, final resolutions final orders, and separate, concurring or dissenting opinion in covered cases promulgated by the Supreme Court shall be posted on the SC Website and the Supreme Court E-Library.

4. Likewise, only the second (modified) copy of decisions, final resolutions and orders promulgated by the Court of Appeals, Sandiganbayan and the lower courts in covered cases may also be posted in the SC Website, if so directed by the Supreme Court.

VIII. PROHIBITION AGAINST RELEASE TO THE PUBLIC AND THE MEDIA

1. Hard and soft copies of first copies of promulgated decisions, final resolutions and orders in covered cases, and the records, including copies thereof, certified and issued by the Clerk of Court of the First and Second Level Courts, Court of Appeals, Sandiganbayan or the Supreme Court, containing the real name/names and personal circumstances of the victim/victims and other parties mentioned in Title III, of the Amended protocol, above, shall not be released to the public and to the media, except with the written authority of the handling Court in First and Second Level Courts or by the Division in the Court of Appeals or Sandiganbayan which rendered said decision, final resolution or order; or by the Division of the Supreme Court, in Division cases; or by the Supreme Court En Banc, in En Banc cases, which rendered said decision, final resolution or order; or when the victim/parties have a written

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waiver in accordance with Title IV of this Amended Protocol.

2. Neither shall the records containing the real names and personal circumstances of the parties, mentioned in Title III, Paragraph 4 above, be released to the public and to the media, except with the authority of the Judges/Justices as hereinabove provided.

3. Any Court Official or employee having personal knowledge or verified information of any decision, final resolution or order of the Court, in covered cases, containing the genuine name/names and personal circumstances of the victim/victims and accused if warranted in the **hard and soft copy of the second (modified) copy** thereof is mandated to submit immediately a written report thereof to the Executive Judge of the handling Court concerned, in the First and Second Level Courts; or to the Chairperson of the concerned division of the Court of Appeals and Sandiganbayan or to the Presiding Justice thereof; or the Chairperson of the concerned Division in the Supreme Court or the Chief Justice of the Supreme Court as the case may be for appropriate action.

XI. LIABILITY

1. The court officials or staff members responsible for the modification of the decisions, final resolutions and orders by the courts, in covered cases, or tasked to handle the covered cases under the terms of this Amended Protocol, as well as the court employees designated to carry out tasks related to the implementation of this Amended Protocol, must strictly observe the provisions thereof.

2. The Court Administrator, in consultation and coordination with the Executive Judges of the First Level and Second Level Courts and the Clerks of Court thereof; the Presiding Justice, in consultation and coordination with the Associate Justices of the Court of Appeals and of the Reporter of the Court of Appeals, the Clerk of Court and Division Clerks of Court of the Court of Appeals; the Presiding Justice, in consultation and coordination with the Associate Justices of the Sandiganbayan as well as the Division Clerks of Courts and the Chief of the Legal and Technical Staff thereof, must adopt measures, rules and systems within their Courts or Offices, within three (3) months from the approval by the Supreme Court En Banc of the

ANNEX: ADMINISTRATIVE CIRCULAR No. 83-2015

Amended Protocol to fully implement the terms and purposes of this Amended Protocol via appropriate Circulars or amendments of their respective “Internal Rules” for said purpose.

3. The unauthorized release to the public or to the media of hard or soft copies of the first copy of the decisions (original, amended or new), final resolutions or orders of the courts) in covered cases, as well as true copies thereof, certified and issued by the Clerks of Court of the First and Second Level Courts, Appellate Courts and the Supreme Court as well as the unauthorized use and revelation of the genuine name/ names and personal circumstances of the victim/victims and accused if warranted, in covered cases, in the hard or soft copies of the second (modified) copy of said decisions, final resolutions or orders of the Court shall be considered grave offenses and shall be punishable with the penalties provided under the Civil Service Rules on Administrative Cases for grave offenses, without prejudice to the criminal or civil liabilities that the violators may incur under applicable laws.

4. Court officials and employees, by themselves and/or in connivance with private individuals, who violate and/or fail or refuse to comply with and/or abide by the terms and conditions of the Amended Protocol, may be held liable for indirect contempt, under Rule 71, Section 3 of the Rules of Court and for a grave offense, under the Civil Service Rules on administrative cases; and civilly and/or criminally liable, under the appropriate laws and rules.

5. Third parties who do not have any direct responsibility for the implementation of this Amended Protocol and who violate the confidentiality covered by this Amended Protocol, by themselves or with connivance with Court Officials and employees may be held liable under the appropriate laws or rules.

X. EFFECTIVITY

This Amended Protocol shall take effect on upon approval thereof by the Supreme Court and the publication thereof in a newspaper of general circulation.

Issued this 5th day of September, 2017.

SUPREME COURT STYLEBOOK

R. *Administrative Matter No. 21-11-25-SC*

GUIDELINES ON THE USE OF GENDER-FAIR LANGUAGE IN THE JUDICIARY AND GENDER-FAIR COURTROOM ETIQUETTE

WHEREAS, Article II, Section 11 of the 1987 Constitution recognizes the policy of the State to value the dignity of every human person and guarantee full respect for human rights;

WHEREAS, Article II, Section 14 of the 1987 Constitution recognizes the role of women in nation-building, with the State mandate to ensure the fundamental equality of women and men before the law;

WHEREAS, to attain such equality, Congress enacted Republic Act No. 7192, otherwise known as “Women in Development and Nation Building Act,” requiring all government departments and agencies to review and revise all their regulations, circulars, issuances, and procedures to remove gender bias;

WHEREAS, under Section 13 of Republic Act No. 9710, or “The Magna Carta for Women,” gender-sensitive language shall be used at all times to further the avowed policy of abolishing the unequal structures and practices that perpetuate discrimination and inequality in society;

WHEREAS, the Supreme Court issued Administrative Circular No. 82- 2006 dated 19 September 2006 on the use of Gender-Fair Language in the Judiciary, adopting *in toto* Memorandum Circular No. 12, S. 2005 of the Civil Service Commission entitled “Use of Non-Sexist Language in All Official Documents, Communications and Issuances”;

WHEREAS, the said Administrative Circular was further reiterated by the Supreme Court through Memorandum Order No. 90-2021, on 24 September 2021;

ANNEX: ADMINISTRATIVE MATTER No. 21-11-25-SC

WHEREAS, in Republic Act No. 11313, the State recognized the dignity of every human person, and penalized various acts, including the use of words that ridicule on the basis of sex, gender or sexual orientation, identify and/or expression such as sexist, homophobic, and transphobic statements and slurs;

WHEREAS, the said Memorandum Circular must be expanded, reinforced, supplemented and contextualized for wider and more nuanced adaptation and application in the Judiciary's multi-faceted systems and processes;

NOW, THEREFORE, upon the recommendation of the Committee on Gender Responsiveness in the Judiciary, the Court *en banc* **RESOLVES TO ADOPT** the “GUIDELINES ON THE USE OF GENDER-FAIR LANGUAGE IN THE JUDICIARY AND GENDER-FAIR COURTROOM ETIQUETTE.”

GUIDELINES ON THE USE OF GENDER-FAIR LANGUAGE IN THE JUDICIARY

Language is the most widely used medium of communication, both written and oral. It articulates consciousness (thoughts, feelings, needs), reflects culture (encodes and transmits cultural meanings and values), and affects socialization (the absorption of cultural assumptions and biases affects the younger society members' behavior and beliefs).¹ Hence, the need to recognize the importance of transforming language from traditional usage to a more liberating one, that which is gender-sensitive.²

Sexist language “devalues members of one sex, almost invariably women, and thus fosters gender inequality.”³ Indeed, it has been pointed out that “[t]he use of gendered generics can

¹ THELMA B. KINTANAR, ed., GENDER-FAIR LANGUAGE: A PRIMER, University Center for Women's Studies, University of the Philippines (1998), at 5.

² Civil Service Comm'n Memorandum Circular No. 12, s. 2005, dated 19 September 2006.

³ KINTANAR, *supra* note 1, at 5.

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communicate subtle sexism, distract, and create ambiguity.”⁴

Our courts are courts of evidence, and its power to take judicial notice of matters is limited.⁵ Therefore, courts cannot and should not perpetuate gender stereotypes, which rest on unfounded generalizations regarding the characteristics and roles of binary and non-binary genders,⁶ but indisputably influence the perspectives of the judges and litigants alike. This is evident with respect to matters at issue before the courts, as well as in the language the courts employ in adjudication.

I. ELIMINATE language, written and spoken, that excludes or renders invisible persons of another gender and/or people with diverse sexual orientation, gender identity and expression, and sex characteristics (SOGIESC).⁷

1. The use of the generic masculine.

STOP using the generic term “man” and similar terms to subsume all of humanity.

START using gender-neutral mass nouns such as people, person(s), human(s), human being(s), humankind, humanity, the human race.

Examples:

Negligence is the omission to do something which a reasonable man would do.⁸

Negligence is the omission to do something which a reasonable person would do.

⁴ Leslie M. Rose, *The Supreme Court and Gender-Neutral Language: Setting the Standard or Lagging Behind?*, 17 DUKE J. GENDER LAW & POL. 81 (2010), at 94.

⁵ RULES OF COURT, rule 129, secs. 1 and 2.

⁶ See Bangkok General Guidance for Judges on Applying a Gender Perspective in Southeast Asia, Bangkok, Thailand, 25 June 2016.

⁷ See KINTANAR, *supra* note 1, at 5.

⁸ *BJDC Construction v. Lanuzo et al.*, G.R. No. 161151, 24 March 2014, *citing Layugan v. Intermediate Appellate Court*, G.R. No. L-73998, 14 November 1988.

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Piracy is a crime not against any particular state but against all mankind.⁹

Piracy is a crime not against any particular state but against all of humanity.

START including women in a general statement about the human condition.

Example:

Man is naturally endowed with the faculties of understanding and free will.¹⁰

Men and women are naturally endowed with the faculties of understanding and free will.

It was difficult to justify inequality in religious treatment by a new nation that severed its political bonds with the English crown which violated the self-evident truth that all men are created equal.¹¹

It was difficult to justify inequality in religious treatment by a new nation that severed its political bonds with the English crown which violated the self-evident truth that all men and women are created equal.

2. The unwarranted use of masculine pronouns.

STOP using singular masculine pronouns unless the antecedent is unequivocally male.

START using plural nouns to avoid using third person singular pronouns.

Examples:

A lawyer shall avoid testifying in behalf of his client.¹²

⁹ *People v. Lol-lo and Saraw*, G.R. No. 17958, 27 February 1922.

¹⁰ *People v. Madarang*, G.R. No. 132319, 12 May 2000.

¹¹ *Estrada v. Escritor*, A.M. No. P-02-1651, 4 August 2003, 455 Phil. 411.

¹² RULES OF COURT, rule 40, sec. 7(b).

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Lawyers shall avoid testifying in behalf of their clients.

In protecting his home, the poorest and most humble citizen or subject may bid defiance to all the powers of the State.¹³

In protecting their homes, the poorest and most humble citizens or subjects may bid defiance to all the powers of the State.

The judge, *motu proprio* or upon motion of the accused, is entitled to make his own assessment of the evidence on record to determine whether there is probable cause.¹⁴

Judges, *motu proprio* or upon motion of the accused, are entitled to make their own assessment of the evidence on record to determine whether there is probable cause.

START using articles (a, an, the) as substitute for pronouns.

Examples:

Within 15 days from receipt of the appellant's memorandum,¹⁵ the appellee may file his memorandum.

Within 15 days from receipt of the appellant's memorandum, the appellee may file a memorandum.

Merely testifying does not render the witness immune from prosecution notwithstanding his

¹³ *City Engineer of Baguio and Hon. Domogan v. Baniquid*, G.R. No. 150270, 26 November 2008, 592 Phil. 348.

¹⁴ *Reyes v. Ombudsman*, G.R. Nos. 212593-94, 15 Mach 2016, 783 Phil. 304.

¹⁵ CODE OF PROFESSIONAL RESPONSIBILITY, rule 12.08.

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invocation of the right against self-incrimination.¹⁶

Merely testifying does not render the witness immune from prosecution notwithstanding an invocation of the right against self-incrimination.

3. The use of masculine terms for professions, occupations and roles.

STOP using terms ending in “-man” to refer to functions that may be performed by individuals of either sex.

START using widely-used gender-neutral forms of professions, occupations and roles.

Examples:

Respondent is Chairman of the Philippine National Red Cross Board of Governors.¹⁷

Respondent is Chairperson of the Philippine National Red Cross Board of Governors.

The concept of piercing the veil of corporate fiction is a mystique to many people, especially the layman.¹⁸

The concept of piercing the veil of corporate fiction is a mystique to many people, especially the layperson.

Petitioners being of age and businessmen of experience, it must be presumed that they acted with due care.¹⁹

¹⁶ *Galman and Galman v. Hon. Pamaran et al.*, G.R. Nos. 71208-09, 30 August 1985, 222 Phil. 588.

¹⁷ *Liban et al. v. Gordon*, G.R. No. 175352, 18 January 2011.

¹⁸ *Philippine Veterans Investment Development Corp. v. Court of Appeals and Borres*, G.R. No. 85266, 30 January 1990, 260 Phil. 724.

¹⁹ *Spouses Rigor v. Consolidated Orix Leasing and Finance Corp.*, G.R. No. 136423, 20 August 2002.

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Petitioners being of age and business owners of experience, it must be presumed that they acted with due care.

CONTINUE using gender-neutral terms that the law employs.

Examples:

Complainant assumed office as Barangay Chairman in hold-over capacity by operation of law.²⁰

Complainant assumed office as Punong Barangay in hold-over capacity by operation of law.

The pork barrel process commenced with local government councils, civil groups, and individuals appealing to Congressmen or Senators for projects.²¹

The pork barrel process commenced with local government councils, civil groups, and individuals appealing to Members of the House of Representatives or Senators for projects.

Considering that Ester was only fourteen-years old and a newly employed housemaid, while Reylan Gimena a seventeen-year old houseboy, they were easily intimidated and cowed into submission by accused-appellant.²²

Considering that Ester was only fourteen-years old and a newly employed kasambahay, while Reylan Gimena a seventeen-year old kasambahay, they were easily intimidated and cowed into submission by accused-appellant.

²⁰ *Bogabong v. Hon. Balindong*, A.M. No. RTJ-18-2537, 14 August 2019.

²¹ *Belgica et al. v. Ochoa*, G.R. No. 208566, 19 November 2013, 721 Phil. 416.

²² *People v. Siao*, G.R. Nos. 126021, 3 March 2000.

ANNEX: ADMINISTRATIVE MATTER No. 21-11-25-SC**4. The use of sex-appropriated terms.**

STOP using terms as though they apply to adult males only, or are appropriated to a particular sex.

START using “spouses” for “wives,” “family” for “wife and child,” and similar terms.

Examples:

No judge or judicial officer shall sit in any case in which he, or his wife or child, is pecuniarily interested as heir, legatee, creditor or otherwise.²³

No judge or judicial officer shall sit in any case in which such judge, or his or her spouse or child, is pecuniarily interested as heir, legatee, creditor or otherwise.

It is not at all unnatural for a murderer, caught in the act of killing his wife and child, to fly into a passion and strike promiscuously at those who attempt to capture him.²⁴

It is not at all unnatural for a murderer, caught in the act of killing his or her family, to fly into a passion and strike promiscuously at those who attempt to capture him.

II. ELIMINATE language that trivializes or diminishes the stature of persons of another gender and/or people with diverse SOGIESC.²⁵

1. The use of diminutive feminine suffixes.

STOP using feminine suffixes such as *-ess*, *-ette*, *-trix*, or *-enne*, which make unnecessary reference to the person’s sex and suggest triviality,

²³ *Balleza v. Judge Astorga*, A.M. No. 202-MJ, 30 April 1976, 162 Phil. 575.

²⁴ *U.S. v. Vaquilar*, G.R. Nos. 9741 and 9742, 13 March 1914, 27 Phil. 88.

²⁵ See KINTANAR, *supra* note 1, at 10.

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unimportance, or inferiority of women occupying such a position.

START using gender-neutral terms.

Examples:

There, they saw Annie Ferrer, a popular movie starlet.²⁶

There, they saw Annie Ferrer, a popular movie actor.

Said items refer to certain expenses for transportation and subsistence incurred by the executrix.²⁷

Said items refer to certain expenses for transportation and subsistence incurred by the executor.

She would have dressed herself up as she was in a smart usherette uniform to avoid any suspicion that she was the victim of a forced copulation.²⁸

She would have dressed herself up as she was in a smart usher's uniform to avoid any suspicion that she was the victim of a forced copulation.

2. The use of sex-linked modifiers.

STOP using gratuitous and patronizing sex-linked adjectives and modifiers.

START using gender-neutral forms of occupations and/or common nouns.

²⁶ *Sison et al. v. People and Court of Appeals*, G.R. Nos. 108280-83, 16 November 1995.

²⁷ *In Re: Estate of Reyes v. Reyes de Ilano*, G.R. No. 42092, 28 October 1936, 63 Phil. 629.

²⁸ *People v. Talaro*, G.R. No. L-40436, 25 May 1984, 214 Phil. 371.

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Examples:

Appellant pleaded to the lady doctor to do all ²⁹ she can to save the child.

Appellant pleaded to the physician to do all she can to save the child.

The respondent female lawyer actually cohabited with, bore the children of, and contracted a foreign marriage with a man whose previous marriage was still subsisting.³⁰

The respondent lawyer actually cohabited with, bore the children of, and contracted a foreign marriage with a man whose previous marriage was still subsisting.

Accused-appellant told her male secretary to prepare and sign a receipt for them.³¹

Accused-appellant told her secretary to prepare and sign a receipt for them.

3. The use of gender-linked modifiers.

STOP using gender-linked adjectives and modifiers that carry disrespectful, if not pejorative, connotations.

START removing references to gender identity and/or expression when irrelevant.

Examples:

Complainant often traveled to and from Japan as a gay entertainer in said country.³²

²⁹ *People v. Tayag*, G.R. No. 134362, 27 February 2002.

³⁰ *Concerned Employee v. Mayor*, A.M. No. P-02-1564, 23 November 2004, 486 Phil. 51.

³¹ *People v. Coral*, G.R. Nos. 97849-54, 1 March 1994, 300 Phil. 527.

³² *Philippine National Bank v. Pike*, G.R. No. 157845, 20 September 2005, 507 Phil. 322.

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Complainant often traveled to and from Japan as an entertainer in said country.

His family watched the amateur singing contest and the gay beauty pageant at the fiesta in their barangay.³³

His family watched the amateur singing contest and the local beauty pageant at the fiesta in their barangay.

Appellant asserts that the hymenal laceration could have been caused by complainant's lesbian lover prior to the medical examination.³⁴

Appellant asserts that the hymenal laceration could have been caused by complainant's lover prior to the medical examination.

4. The use of outdated honorifics and forms of address.

STOP using honorifics that obscure women, trivialize their achievements, etc.

START using Ms. instead of Mrs. when the woman's marital status is irrelevant to the issues, or the woman's preferred form of address is unknown.

Example:

Mrs. dela Cruz Ms. Dela Cruz

START using a married woman's name instead of her husband's.

Example:

Mrs. Juan dela Cruz Ms. Maria Santos-dela Cruz

START using gender-neutral honorifics or terms.

³³ *People v. Gregorio and Osorio*, G.R. No. 153781, 24 September 2003, 458 Phil. 687.

³⁴ *People v. XXX*, G.R. No. 236562, 22 September 2020.

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Dra. Concepcion Reyes Dr. Concepcion Reyes

Dear Sir

Dear Editor, Dear Manager,
Dear Colleague

III. ELIMINATE language which disparages and marginalizes persons of another gender and/or persons of diverse SOGIESC.³⁵

1. The use of disparaging language.

STOP perpetuating unfounded generalizations.

Examples:

She belongs to the weaker sex and any effort on her part to help would amount to nothing but raw and reckless courage.³⁶

It is obvious the witness' curiosity and inquisitiveness as to what was happening, the Filipino "uisero"³⁷ trait, overcame the natural timidity of the woman.

Until the time comes when *Ladlad* is able to justify that having mixed sexual orientations and transgender identities is beneficial to the nation, its application for accreditation under the party-list system will remain just that.³⁸

STOP using antiquated terms.

START using non-oppressive, modern terms.

Examples:

Carmen, a spinster, a retired pharmacist, and former professor, was declared incompetent by judgment.³⁹

³⁵ KINTANAR, *supra* note 1, at 11.

³⁶ *People v. Danque*, G.R. No. 107978, 19 November 1993, 298-A Phil. 23.

³⁷ *People v. Acob et al.*, G.R. No. 114382, 20 July 1995.

³⁸ *Ang Ladlad LGBT Party v. COMELEC*, G.R. No. 190582, 8 April 2010, 632 Phil. 32, quoting Separate Op. of public respondent COMELEC.

³⁹ *Cañiza v. Court of Appeals et al.*, G.R. No. 110427, 24 February 1997, 335 Phil. 1107.

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Carmen, unmarried, a retired pharmacist, and former professor, was declared incompetent by judgment.

It attacked Fat's testimony as full of motherhood statements.⁴⁰

It attacked Fat's testimony as full of vague platitudes.

The negligence of petitioner's salesgirl⁴¹ is not excusable.

The negligence of petitioner's sales employee is not excusable.

START using the term "woman" instead of unnecessary metaphors.

Examples:

Nor does it prove that it was preceded by an unlawful aggression attributed to a person of the weaker sex.⁴²

Nor does it prove that it was preceded by an unlawful aggression by the woman.

2. Gender stereotypes.

STOP using terms with sexist assumptions that the occupant has a particular sex or are demonstrable only by a certain sex.

START using gender-fair terms.

Examples:

The rules of sports do not consider exceptions;

⁴⁰ *Republic v. Ng*, G.R. No. 182449, 6 March 2013, 705 Phil. 556.

⁴¹ *Cruz v. Ernest Oppen, Inc. et al.*, G.R. No. L-23861, 17 February 1968, 130 Phil. 600.

⁴² *U.S. v. Idon*, G.R. No. 4519, 7 August 1908, 11 Phil. 64.

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it exacts obedience to the rules to promote and develop a keen sense of fairness in the field of competition and in the spirit of sportsmanship.⁴³

The rules of sports do not consider exceptions; it exacts obedience to the rules to promote and develop a keen sense of fairness in the field of competition and in the spirit of fair play.

The policeman did not see the appellant knock the priest down.⁴⁴

The police officer did not see the appellant knock the priest down.

Petitioner was employed as a flight stewardess of the respondent company since 1947.⁴⁵

Petitioner was employed as a flight attendant of the respondent company since 1947.

Soon after, male nurse Armando came to render assistance.⁴⁶ Soon after, nurse Armando came to render assistance.

Defendants have impliedly admitted the truth of plaintiff's allegations relative to the unwritten 'gentleman's agreement' which the former had failed to observe.⁴⁷

Defendants have impliedly admitted the truth of plaintiff's allegations relative to the unwritten agreement which the former had failed to observe.

⁴³ *Philippine Soap Box Derby, Inc. v. Court of Appeals et al.*, G.R. No. 108115, 27 October 1995.

⁴⁴ *U.S. v. Samonte*, G.R. No. 5649, 6 September 1910, 16 Phil. 516.

⁴⁵ *Northwest Airlines Employees Ass'n and Matue v. Northwest Airlines, Inc. and Court of Industrial Relations*, G.R. No. L-24592, 29 May 1970, 144 Phil. 243.

⁴⁶ *Spouses Ong v. Metropolitan Water District*, G.R. No. L-7664, 29 August 1958, 104 Phil. 397.

⁴⁷ *Arrieta v. Malayan Sawmill Co. et al.*, G.R. No. L-24140, 31 July 1968.

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STOP using imprecise terms to identify non-binary SOGIESC.

START conscientiously using language and terms⁴⁸ commonly used to describe specific SOGIESC.

Instead of discussing the problem (of not feeling any sexual excitement and attraction toward her) with him candidly, she accused him of being gay.⁴⁹

Instead of discussing the problem (of not feeling any sexual excitement and attraction toward her) with him candidly, she accused him of being a homosexual.

If immoral thoughts could be penalized, COMELEC would have its hands full of disqualification cases against both the “straights” and the “gays.”⁵⁰

If immoral thoughts could be penalized, COMELEC would have its hands full of disqualification cases against all sexual orientations.

IV. ELIMINATE language that fosters unequal gender relations.⁵¹

1. Words and phrases which lack parallelism.

STOP treating the sexes with lack of parallelism.

START adopting parallelism in word choices.

Examples:

They were married in the City of Manila and

⁴⁸ See United Nations International Organization for Migration, *SOGIESC Full Glossary of Terms (as of Nov 2020)*, at <https://www.iom.int/sites/g/files/tmzbd1486/files/documents/IOM-SOGIESC-Glossary-of-Terms.pdf>.

⁴⁹ *Lontoc-Cruz v. Cruz*, G.R. No. 201988, 11 October 2017, 820 Phil. 62.

⁵⁰ *Ang Ladlad LGBT Party v. Comm'n on Elections*, G.R. No. 190582, 8 April 2010, 632 Phil. 32.

⁵¹ KINTANAR, *supra* note 1, at 12.

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lived together as man and wife.⁵²

They were married in the City of Manila and lived together as husband and wife.

For this failure he had to withdraw from the dance, unable to endure his shame before the crowd of young men and girls.⁵³

For this failure he had to withdraw from the dance, unable to endure his shame before the crowd of young men and women.

2. Calling attention to a person's sex.

STOP using terms that call attention to a person's sex when not relevant for communication.

START using gender-neutral terms.

Example:

Appellant, aged 20, was employed as a delivery boy.⁵⁴

Appellant, aged 20, was employed as a deliverer.

It was done through her insistent request by reason of the fact that she was on her way to motherhood.⁵⁵

It was done through her insistent request by reason of the fact that she was on her way to parenthood.

Their high regard for their chastity and womanly virtues, would not permit complainant to accept the offer of love, much less allow it to be the cause of her defilement.⁵⁶

⁵² *Barreto Gonzalez v. Gonzalez*, G.R. No. 37048, 7 March 1933, 58 Phil. 67.

⁵³ *People v. Dedal et al.*, G.R. No. L-1687, 2 December 1948, 82 Phil. 203.

⁵⁴ *People v. Cando et al.*, G.R. No. 128114, 25 October 2000, 398 Phil. 225.

⁵⁵ *People v. Pineda et al.*, G.R. No. 35753, 26 March 1932, 56 Phil. 688.

⁵⁶ *People v. Beso, Jr.*, G.R. No. 44033, 30 September 1982, 202 Phil. 618.

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Their high regard for their chastity and virtues, would not permit complainant to accept the offer of love, much less allow it to be the cause of her defilement.

V. ELIMINATE sexist language in quoted material.⁵⁷

1. Sexist language in quoted material.

STOP quoting unfair conclusions about the sexes and retaining sexist language.

Example:

“We cannot but express the considered view of this Court that the fair sex is as much entitled to this grant of benefits not alone by reason of the frailty and fragility of their bodies and faculties but also, if not more, because in the fullness of their endowments and physical qualities which must be protected and preserved in fact and in law, they hold the survival of mankind and the continuity of all human endeavors and institutions.”⁵⁸

START paraphrasing the quote using non-sexist language.

Example:

“The law considers what would be reckless, blameworthy, or negligent in the man of ordinary intelligence and prudence and determines liability by that.”⁵⁹

In *Picart v. Smith, Jr.*, the Supreme Court ruled that liability for negligence is anchored on the standard of diligence observed by a person of

⁵⁷ KINTANAR, *supra* note 1, at 22.

⁵⁸ *Almaiz v. Workmen's Compensation Comm'n and Province of Negros Occidental*, G.R. No. L- 42794, 31 August 1978, 174 Phil. 394.

⁵⁹ *Picart v. Smith, Jr.*, G.R. No. L-12219, 15 March 1918.

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ordinary intelligence and prudence.

“Indeed, a man is king in his own house.”⁶⁰

Indeed, it has been said, that a person is the ruler of one’s own home. [*City Engineer of Baguio and Hon. Domogan v. Baniqued*, G.R. No. 150270, 26 November 2008, 592 Phil. 348.]

START adding *sic* in a direct quotation.

Example:

“Despite the egalitarian commitment in the Declaration of Independence that ‘all men are created equal,’ the framers of the original Constitution of the United States omitted any constitutional rule of equal protection.”⁶¹

“Despite the egalitarian commitment in the Declaration of Independence that ‘all men are created equal’ [*sic*], the framers of the original Constitution of the United States omitted any constitutional rule of equal protection.”

START partially quoting the material and rephrasing the sexist part.

Example:

“The law considers what would be reckless, blameworthy, or negligent in the man of ordinary intelligence and prudence and determines liability by that.” [*Picart v. Smith, Jr.*, G.R. No. L-12219, 15 March 1918]

“The law considers what would be reckless,

⁶⁰ *City Engineer of Baguio and Hon. Domogan v. Baniqued*, G.R. No. 150270, 26 November 2008, 592 Phil. 348.

⁶¹ *Central Bank Employees Ass’n. v. Bangko Sentral ng Pilipinas and Executive Secretary*, G.R. No. 148208, 15 December 2004.

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blameworthy, or negligent in the [person] of ordinary intelligence and prudence and determines liability by that.” [*Picart v. Smith, Jr.*, G.R.No. L-12219, 15 March 1918]

CONTINUE attributing the material to the original author or source.

2. Distracting, pointless and gratuitous language which perpetuate stereotypes and double-meanings.

STOP using gratuitous metaphors that distract, trivialize, and demean.

Example:

“In a manner of speaking, bombardment of the drawbridge is invasion enough even if the troops do not succeed in entering the castle.”⁶²

CONTINUE adhering to the abandonment of stereotypes in jurisprudence.

Example:

In *People v. Amarela and Racho*,⁶³ the Supreme Court noted:

“[T]oday, we simply cannot be stuck to the Maria Clara stereotype of a demure and reserved Filipino woman. We, should stay away from such mindset and accept the realities of a woman’s dynamic role in society today; she who has over the years transformed into a strong and confidently intelligent and beautiful person, willing to fight for her rights.

In this way, we can evaluate the testimony

⁶² *People v. Salinas*, G.R. No. 107204, 6 May 1994.

⁶³ G.R. No. 225642-43, 17 January 2018. (citation omitted)

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of a private complainant of rape without gender bias or cultural misconception. It is important to weed out these unnecessary notions because an accused may be convicted solely on the testimony of the victim, provided of course, that the testimony is credible, natural, convincing, and consistent with human nature and the normal course of things. Thus, in order for us to affirm a conviction for rape, we must believe beyond reasonable doubt the version of events narrated by the victim.”

In *Falcis III v. Civil Registrar General*,⁶⁴ the Supreme Court observed:

“In the realm of the social sciences, a great number of 20th-century psychoanalysts unfortunately viewed homosexuality as something pathological. This influenced the field of American psychiatry in the mid-20th century that when the American Psychological Association published the first edition of the Diagnostic and Statistical Manual in 1952, ‘it listed all the conditions psychiatrists then considered to be a mental disorder. DSM-I classified ‘homosexuality’ as a ‘sociopathic personality disturbance.’”

It was not until the research of biologist Alfred Kinsey and other scientists challenged the orthodoxy that homosexuality was delisted as a mental disorder in the next iteration of the Diagnostic and Statistical Manual x x x.

However, the official removal of homosexuality

⁶⁴ G.R. No. 217910, 3 September 2019.

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from the Diagnostic and Statistical Manual as a mental disorder was not the last word on the subject. Homosexuality was still considered a ‘disorder,’ and it was not until several years later that all traces of what was mistakenly thought to be a ‘disease’ would be completely removed from the manual x x x.

Homosexuality was officially removed from the Diagnostic and Statistical Manual in 1986. x x x.

The American Psychological Association’s revision marked the ‘beginning of the end of organized medicine’s official participation in the social stigmatization of homosexuality’ as similar movements also followed. In 1990, the World Health Organization removed homosexuality *per se* from the International Classification of Diseases.”

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LIST OF GENDER-FAIR TERMS⁶⁵

<i>Outdated terms</i>	<i>Gender-fair/Gender-neutral</i>	<i>Outdated terms</i>	<i>Gender-fair/Gender-neutral</i>
man	human being, human	anchorman	anchor
mankind, men	humanity, humankind, people, men and women	businessman, businesswoman	business executive, manager, business owner, retailer
forefather	ancestor	cameraman	camera operator, cinematographer
layman	layperson, non-professional	congressman, congresswoman	Representative, Member of the House of Representatives, legislator
manhood	adulthood, maturity	craftsman	artisan, craftpersons
manning	staffing, working, operating,	firemen	fire fighters
one-man show	one-person show, solo exhibition	fishermen	fisher, fisherfolk
founding fathers	founders	foremen	supervisors
manpower	human resources, staff, personnel, labor force	lineman	line installer, line repainer
statesmanship	diplomacy	pressmen	members of the press
man-made	handmade, manufactured, artificial, synthetic, of human construction, of human origin	policemen, policewomen	police officers
		repairmen	repairers

⁶⁵ Substantially culled from Thelma B. Kintanar, ed., *GENDER-FAIR LANGUAGE: A PRIMER*, University Center for Women's Studies, University of the Philippines (1998); United Nations Economic and Social Commission for Western Asia, *Gender-Sensitive Language Guidelines*, at https://www.unescwa.org/sites/default/files/services/doc/guidelines_gender-sensitive_language_e-a.pdf, last accessed on February 11, 2022.

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<i>Outdated terms</i>	<i>Gender-fair/Gender-neutral</i>	<i>Outdated terms</i>	<i>Gender-fair/Gender-neutral</i>
salesman, saleslady, salesgirl	salesperson, sales representative, sales employee	mailman, postman	mail carrier, letter carrier
spokesman, spokeswoman	spokesperson	fathers (religious)	priests
statesmen	diplomats, political leaders	cleaning woman,	cleaning lady cleaner
watchmen	guards	stewardess, steward	flight attendant, cabin attendant
weathermen	weather reporter, weather anchor, meteorologist	waiter, waitress	waitstaff
actress	actor	brotherhood	solidarity, human fellowship, human kinship
comedienne	comedian	fraternal twins	non-identical twins
executrix	executor	gentleman's agreement	honorable agreement, unwritten agreement
heroine	hero	landlord, landlady	owner, proprietor, lessor
hostess	host	to man	to staff, to operate, to run
proprietess	proprietor	manholes	utility holes, sewer holes
usherette	usher	manpower	workforce, employees, personnel human resources
career woman	professional	man-made disaster	human-induced disaster
house husband, housewife	homemaker	man-made climate change	anthropogenic climate crisis
maid	household helper, kasambahay	Mother Nature	nature
busboy	waiters' assistant	Mother Earth	earth, planet earth
chambermaids	hotel staff		
fatherhood, motherhood	parenthood		
cowboy, cowgirl	ranch hand		
bellman	bellboy		
clergyman	member of the clergy, minister, rabbi, priest, pastor, etc.		

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<i>Outdated terms</i>	<i>Gender-fair/Gender-neutral</i>	<i>Outdated terms</i>	<i>Gender-fair/Gender-neutral</i>
motherland, fatherland	country of origin, domicile	caveman	cave dweller
mother tongue	native language	prehistoric man	prehistoric human being
mothering	parenting, child-rearing, childcare	workmen's compensation	worker's compensation
noblemen	nobility, aristocrats	yes-man	supporter, avid follower
no-man's land	uninhabited land, <i>terra nullius</i> , neutral zone	young man, young woman	youth, adolescent, teenager

GENDER-FAIR COURTROOM ETIQUETTE

1. Address all lawyers neutrally as “counsel” or “attorney.”

Refrain from referring to female lawyers as “lady” or “female” counsel or male lawyers as “gentleman” or “male” counsel. Instead, use their surnames after the word “Atty.” (ex., Atty. Santos) or just use “Counsel.”

Refer to the Public Prosecutor and Public Attorney by name (ex., Prosecutor Paz, Public Attorney Ramos). Refrain from referring to the Public Prosecutor or Public Attorney as “Madam Fiscal” or “Mister Fiscal,” or “the Lady Public Attorney” or “the Gentleman Public Attorney.”

In making inquiries, use a question that applies to everyone, such as, “Will all attorneys please identify themselves to the court?”

2. Address all non-lawyer litigants, witnesses, and other court users as “Mister,” “Mrs.,” or “Miss,” “Sir” or “Ma’am” as appropriate.

Refrain from referring to litigants as “Madam Plaintiff”

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or “Mister Plaintiff,” but just “Plaintiff” or just refer to them by name (ex., Mr. Santos, Miss Dantes).

Refrain from referring to witnesses as “Mister Witness” or “Madam Witness.” Instead, use their name (ex., Mr. Cruz, Mrs. De Leon).

3. When addressing minors, refrain from using words like “little boy,” “little girl,” “*hijo/ihoh*,” “*hija/ihah*.” Instead, use their first names or nicknames, if known, to put them at ease and to avoid the diminutive references.
4. Refrain from any act or proceeding that will demean, embarrass, humiliate, or degrade any party by reason of gender.

For example, in conducting arraignment in criminal cases, if the Information contains allegations that would expose either the offended party or the accused to ridicule or debasement related to their gender, the public should be excluded and the reading of the Information should be done only in the presence of the parties and their respective counsel, unless the reading of the Information is waived.

Similarly, reception of testimonial evidence that might invite gender- revilement or gender-bias, or has a tendency of exposing any party to embarrassment or degradation by reason of gender, should be restricted to the parties and their counsel.

5. Refrain from perpetuating gender stereotypes.

For example, do not make one counsel go first with her cross-examination because she is female, saying “ladies first.” Or do not make a male court attendee stand up to give up his seat for a female court attendee by saying “*lalaki ka naman*.”

Comments, jokes, and remarks with sexual content, or jokes and remarks that insinuate gender stereotypes, should not be tolerated in the courtroom setting. For example,

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remarking that a lawyer appears to be more organized because she is a woman is unacceptable.

6. Avoid comments on or insinuations related to physical appearance that may draw unwanted attention to one's gender.

For example, calling attention to a lawyer's pregnancy while she is conducting business may affect how others perceive her.

7. Justices, judges, court personnel, and litigants are all responsible in observing gender-fair language and etiquette in the courts. Gender insensitive acts or omissions committed in one's presence should be courteously but discreetly corrected in the most respectful manner.