— Brief-Writing Ninja —
LEGAL STYLE GUIDE

Formatting

- If rules allow, use Century Schoolbook, 14-point font. Align left or justify. Indent first line 0.5.
- If aligning left, reduce jagged edges using optional hyphens [Ctrl + -] so only part of the word creating the gap spills onto next line. If justifying, do the same to reduce gaps between words.
- Learn to use Styles. Modify Styles instead of modifying each heading or body text.
- If your court, local rules, and local custom allow, use true double-spacing [Paragraph + Line spacing + Exactly At: font size × 2]. If unsure, especially in a jurisdiction that uses page limits, research your judge, call the clerk's office, and consider dropping an explanatory footnote in your certificate.
- Use italics, not underlining or bold. Also emphasize with em dashes, colons, word placement.
- Use indented, MS Word single-spaced (true double-space between) numbers and bullets for lists.
- For headings, keep lines together and keep with next. Eliminate orphan headings.
- Use orphan/widow control. If possible, aim for clean page breaks, meaning a new paragraph starts at the top of each page and a full paragraph ends at the bottom of each page.
- Modify sentences to prevent "runts" or "short lines," meaning don't let a paragraph end with one or two short words that spill over onto the last line, creating too much white space.

Style and Tone

- Value brevity, clarity, and grace, over every other element of style.
- Be the voice of reason: no hyperbole, inflammatory rhetoric, or personal attacks.
- In the facts, don't argue or editorialize. Show, don't tell.
- Whether you're discussing the facts or the law, don't overpromise and underdeliver.
- Don't personally attack the lower-court judge or opposing counsel; do show why they're wrong.
- When your first draft is complete, run BriefCatch and consider all style suggestions.
- After making style changes, run BriefCatch stats. Aim for scores of 90 and above.

Structure

- Use shorter (ideally no more than two lines) headings for factual sections.
- Use one- to four-line complete-sentence headings for argument sections.
- Use ALL CAPS for section headings only (e.g., TABLE OF AUTHORITIES, ARGUMENT).
- Never use ALL CAPS or Initial Caps for point headings.
- Make argument point headings flow like a summary of the argument in the TOC.
- If rules allow, consider opening with a Bryan-Garner-style syllogistic deep-issue statement.
- In an Introduction, frame the issues, your best legal and equitable points, and the relief requested.
- In the facts, tell a chronological story, ideally from the client's point of view.
- Arrange legal arguments from strongest to weakest, then consider dropping the weakest.
- Make your affirmative case on each point first, then refute the other side's arguments.
- Don't throw away the conclusion. If rules and tradition allow, restate the best legal and equitable reasons why you should win and the specific relief you're requesting.

Legal Guide To Writing A Will Uk

R Sandford

Legal Guide To Writing A Will Uk:

   Where There's a Will : A Practical Guide to Taking Charge of Your Affairs Michael Kerrigan,2012-05-17 Kerrigan s tone is carefully balanced and the writing is compelling he urges us to seize the day before it seizes us Sarah Stone Dying Matters Coalition Death is inevitable yet most of us avoid thinking about it at all costs But is ignorance really bliss Perhaps if we prepare ourselves thoughtfully for death whether our own or a loved one s and take charge of our own affairs we will be able to reduce some of the suffering involved With new medical life support technologies generational family conflict complicated loans and pensions concerns for a greener planet and all our online activities Dying mourning and their aftermath can be a whole lot of grief Where There s a Will guides you through all the emotional financial legal and practical issues that you need to consider With a combination of constructive tips and thoughtful reflections on dying death and bereavement this book throws light on subjects that all too often remain taboo   **The Musician's Business and Legal Guide** Mark Halloran,2017-03-16 The Musician s Business and Legal Guide provides vital information to help demystify the music business and the complex body of law that shapes it This book answers such questions as how to protect name and copyright what is and is not legal about sampling what are the legal issues surrounding digital downloads and streaming what are the jobs of managers talent agents and publishers what are common contractual relationship between independent and major labels The new edition includes chapters not covered in depth by other books social media law TV talent shows YouTube and international copyright As in previous editions the book features clause by clause contract analyses for 360 record deals music publishing management and producer agreements   Cyber Security: Law and Guidance Helen Wong MBE,2018-09-28 Implementing appropriate security measures will be an advantage when protecting organisations from regulatory action and litigation in cyber security law can you provide a defensive shield Cyber Security Law and Guidance provides an overview of legal developments in cyber security and data protection in the European Union and the United Kingdom focusing on the key cyber security laws and related legal instruments including those for data protection and payment services Additional context is provided through insight into how the law is developed outside the regulatory frameworks referencing the Consensus of Professional Opinion on cyber security case law and the role of professional and industry standards for security With cyber security law destined to become heavily contentious upholding a robust security framework will become an advantage and organisations will require expert assistance to operationalise matters Practical in approach this comprehensive text will be invaluable for legal practitioners and organisations It covers both the law and its practical application helping to ensure that advisers and organisations have effective policies and procedures in place to deal with cyber security Topics include Threats and vulnerabilities Privacy and security in the workplace and built environment Importance of policy and guidance in digital communications Industry specialists in depth reports Social media and cyber security International law and interaction between states Data security and classification Protecting organisations Cyber

security cause and cure Cyber Security Law and Guidance is on the indicative reading list of the University of Kent s Cyber Law module This title is included in Bloomsbury Professional s Cyber Law and Intellectual Property and IT online service

The Legal Guide to Online Business Susan Singleton,2001 Going online opens up a world of legal issues that can t be ignored Domain names trade marks international jurisdictions credit card transactions partnerships alliances online contracts employee email and internet policies and cyber crimes are some of the issues discussed and explained by specialist solicitor Susan Singleton Template documents are included   *A Guide to Teaching, Parenting and Creating Family Friendly Schools* Emma Sheppard,2022-12-30 At The MTPT Project we know that teaching can be a sustainable career choice for parents and in this essential handbook we show you how Supported by case studies celebrating the best that the family friendly schools and happy teachers in our community have to offer this book is a lifeline for both educators aspiring to combine their passion for teaching with becoming a parent and the school leader who wants to empower them However you become a parent or choose to grow your family and your career this handbook will provide you with the guidance and cheerleading that you need to fulfil your personal and professional aspirations The book is divided into nine chapters guiding readers from the first considerations of family planning all the way through to the reality that some teachers and leaders may choose to leave classrooms for good Each chapter includes the latest research on working families legalities associated with different stages of working parenthood including discrimination and how to avoid it as an employer and address it as an employee case studies from our community suggestions for individuals and schools recommended further reading Each chapter will help you to navigate the journey from planning a family to stepping in and out of teaching to suit your parenting needs to creating family friendly working environments whatever your role in school With its mixture of research informed solutions hints and tips this text is perfect for colleagues embarking on their parenting journey and school leaders who want to take practical steps to retain and empower valued colleagues   The Textbook of Non-Medical Prescribing Dilyse Nuttall,Jane Rutt-Howard,2019-08-28 The Textbook of Non Medical Prescribing is an authoritative and accessible overview of the vital skills contemporary issues and essential knowledge relevant to both students and healthcare practitioners Written as a response to the growing emphasis placed on prescribing in the modern health service this text provides up to date information on safe and effective prescribing This wide ranging book helps students and trainees develop foundational knowledge of the key areas and prescribing competencies and provides healthcare professionals with a continued source of current information Now in its third edition this text has been fully updated and revised to reflect changes in legislation current practices and new guidelines New and updated topics include independent prescribing for therapeutic radiologists supplementary prescribing for dietitians paramedics working in advanced roles to independently prescribe and the Royal Pharmaceutical Society s Competency Framework for all Prescribers Provides up to date information essential to safe and effective prescribing in a clear easy to understand style Discusses current issues and practices in pharmacology prescribing

and therapeutics and medicine management Links to the Royal Pharmaceutical Society s Competency Framework for all Prescribers for non medical prescribers Presents learning objectives key theme summaries activities and numerous case studies Offers access to additional online resources including interactive exercises quizzes self assessment tests and web links The Textbook of Non Medical Prescribing is an essential resource for students nurses dieticians pharmacists and allied health practitioners pursuing a prescribing qualification or looking for an updated refresher on the subject **Critical Religious Education in Practice** Christina Easton,Angela Goodman,Andrew Wright,Angela Wright,2019-04-08 Critical Religious Education in Practice serves as an accessible handbook to help teachers put Critical Religious Education CRE into practice The book offers straightforward guidance unpicking some of the key difficulties that teachers encounter when implementing this high profile pedagogical approach In depth explanations of CRE pedagogy accompanied by detailed lesson plans and activities will give teachers the confidence they need to inspire debate in the classroom tackling issues as controversial as the authority of the Qur an and the relationship between science and religion The lesson plans and schemes of work exemplify CRE in practice and are aimed at empowering teachers to implement CRE pedagogy across their curriculum Additional chapters cover essential issues such as differentiation assessment the importance of subject knowledge and tips for tackling tricky topics The accompanying resources including PowerPoint presentations and worksheets are available via the book s companion website Key to developing a positive classroom culture and promoting constructive attitudes towards Religious Education this text is essential reading for all practising and future teachers of Religious Education in secondary schools *McGraw-Hill's Guide to UK Wiring Standards for Earthing & Bonding* David Stockin,2016-10-18 Publisher s Note Products purchased from Third Party sellers are not guaranteed by the publisher for quality authenticity or access to any online entitlements included with the product A complete guide to the earthing and bonding requirements of the latest United Kingdom wiring regulations This on the job reference offers complete coverage of all technical aspects of electrical earthing and bonding The book provides you with the commentary and guidance you need to interpret and apply the earthing and bonding requirements of the 17th Edition of the IET Wiring Regulations BS 7671 2008 incorporating Amendment No 3 2015 the electrical code used throughout the United Kingdom McGraw Hill s Guide to UK Wiring Standards for Earthing Bonding features in depth discussions of each of the code s standards section by section along with high quality illustrations and detailed examples The handbook also includes answers to frequently asked questions Coverage Includes Below Grade Earthing Scope and Principles Definitions General Characteristics Protection for Safety Selection and Erection of Equipment Inspection and Testing Electrode Calculations Economic and Legal Analysis Managing an Earthing Project If you are looking for clear expertly written coverage of electrical earthing as it relates to the latest IET codes McGraw Hill s Guide to UK Wiring Standards for Earthing Bonding belongs on your desk **Bowker's Law Books and Serials in Print** ,1998 *Forthcoming Books* Rose Arny,1998 Food Legislation of the UK D. J. Jukes,1984

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Reviewing **Legal Guide To Writing A Will Uk**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Legal Guide To Writing A Will Uk**," an enthralling opus penned by a highly acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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Table of Contents Legal Guide To Writing A Will Uk

1. Understanding the eBook Legal Guide To Writing A Will Uk
   - The Rise of Digital Reading Legal Guide To Writing A Will Uk
   - Advantages of eBooks Over Traditional Books
2. Identifying Legal Guide To Writing A Will Uk
   - Exploring Different Genres
   - Considering Fiction vs. Non-Fiction
   - Determining Your Reading Goals
3. Choosing the Right eBook Platform
   - Popular eBook Platforms
   - Features to Look for in an Legal Guide To Writing A Will Uk
   - User-Friendly Interface
4. Exploring eBook Recommendations from Legal Guide To Writing A Will Uk
   - Personalized Recommendations
   - Legal Guide To Writing A Will Uk User Reviews and Ratings
   - Legal Guide To Writing A Will Uk and Bestseller Lists

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