



William Taylor Muse Law Library  
University of Richmond School of Law

*Research Guide : Research, Drafting and Editing Resources*

**Introduction**

This guide is a list of selected resources available within the library's collection that address legal research, drafting and editing. Use the library's online catalog to locate additional resources on any topic. The majority of the library's collection of resources on legal research, drafting and editing are located on the second floor in and around the KF240 call numbers. Call numbers for the resources detailed below are provided in brackets following the title of each resource.

Please contact the reference librarians for additional help.

**Legal Research**

Morris L. Cohen et al., *How to Find the Law* (9th ed. 1989). [Ref: KF240 .C5382 1989]

*Comprehensive resource on legal research and reference materials*

J. Myron Jacobstein et al., *Fundamentals of Legal Research* (8th ed. 2002). [KF240 .J32 2002]

*General overview of legal materials, analysis techniques, and legal research strategies*

David S. Romantz & Kathleen Elliott Vinson, *Legal Analysis: The Fundamental Skill* (1998). [KF240 .R63 1998].

*Authority, case analysis, statutory analysis, synthesis and preparing a legal argument*

**Drafting Judicial Opinions**

Ruggero J. Aldisert, *Opinion Writing* (1990). [KF250 .A35 1990]

*Crafting judicial opinions (trial and appellate)*

American Bar Association, *Judicial Opinion Writing Manual* (1991). [KF250 .J83 1991]

*Crafting opinions, the format of an appellate opinion, citation format and writing style*

Joyce J. George, *Judicial Opinion Writing Handbook* (4th ed. 2000). [KF250 .G46 2000]

*Writing judicial opinions, trial and appellate, ethics, process, writing technique, word usage, the role of the law clerk, criticism of judges and their opinions*

Norman J. Singer, *Statutes and Statutory Construction* (6th ed. 2000). [KF425 .S25 2000]

*Excellent resource for issues of statutory construction*

### **Legal Drafting (General)**

Bryan A. Garner, *Legal Writing in Plain English* (2001). [KF250 .G373 2001]

*Word choice, framing your thoughts, phrasing, editing, typeface, constructive criticism*

Thomas R. Haggard, *Legal Drafting* (2d ed. 2003). [KF250 .H343 2003]

*General work on drafting with specific emphasis on contracts rather than briefs*

Richard K. Neumann, Jr., *Legal Reasoning and Legal Writing: Structure, Strategy and Style* (4th ed. 2001). [KF250 .N48 2001]

*Comprehensive work on legal writing*

Nancy L. Schultz & Louis J. Sirico, Jr., *Legal Writing and Other Lawyering Skills* (3d ed. 1998). [KF250 .P6 1998]

*How to brief a case, legal authority, legal analysis, research strategies, the memo, advising the client, negotiation, persuasive writing, briefs and argument.*

### **Grammar**

Veda R. Charrow et al., *Clear & Effective Legal Writing* (3d ed. 2001). [KF250 .C45 2001]

*Grammar review and exercises located in appendix*

Bryan A. Garner, *The Elements of Legal Style* (2d ed. 2002). [KF250 .G37 2002]

*Patterned after Strunk and White's Elements of Style, punctuation, word choice, grammar syntax and matters of form*

Bryan A. Garner, *The Redbook: A Manual on Legal Style* (2002). [KF250 .G375 2002]

*Commas, semicolons, other punctuation marks, capitalization, type face, citation format, memos, motions, briefs*

Laurel Currie Oates et al., *The Legal Writing Handbook: Analysis, Research and Writing* (3d ed. 2002). [KF250 .O28 2002]

*Detailed resource on writing memoranda and briefs with chapters on grammar*

William Strunk, Jr. & E. B. White, *The Elements of Style* (1979). [Ref: PE1408 .S772 1979]

*Old standby; excellent resources on grammar and usage*

### **Corporate Drafting**

Kenneth A. Adams, *Legal Usage in Drafting Corporate Agreements* (2001). [KF250 .A32 2001]

*Process and conventions employed in the drafting of contracts*

### **Form Books**

A variety of form books useful in drafting legal documents are located in KF170 call number range on the second floor of the library. The form books located there address a wide variety of legal topics from corporate and business forms, real property, commercial issues and bankruptcy. The following all offer a comprehensive selection of forms.

*American Jurisprudence Legal Forms* (2d ed. 1974-). [KF170 .A542]

Clark Asahel Nichols, *Cyclopedia of Legal Forms Annotated* (1936-). [KF170 .N5]

Jacob Rabkin & Mark H. Johnson, *Current Legal Forms with Tax Analysis* (1948-). [KF170. R3-]

*West's Legal Forms* (2d ed. 2004-) [KF170 .B4]

W. Clyde Gouldman & Amy Morris Hess, *Virginia Forms* (1978-) [KFV2468 .G68]

### **Legal Citation**

*The Bluebook: A Uniform System of Citation* (Columbia Law Review Ass'n et al., eds. 17th ed. 2000). [KF245 .U5 2000].

*Generally accepted reference work for legal citation*

Darby Dickerson, *ALWD Citation Manual: A Professional System of Citation* (2000).  
[KF245 .A45 2003]

*Alternative to the Bluebook created by the Association of Legal Writing Directors*

Mary Miles Prince, *Bieber's Dictionary of Legal Citations* (6th ed. 2001). [KF246 .D54 1997]

*Additional citation formats for common materials*

Mary Miles Prince, *Bieber's Dictionary of Legal Abbreviations* (5th ed. 2001). [KF246 .B46 2001]

*Expansive listing of abbreviation for legal resources*