

# CITE 5.0

## Standards

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# STYLES

Use these paragraph and character styles to format briefs. **Do not use direct formatting** (except in strategy notes).

## Headings

1. **Title:** the title of a brief.  
Not interchangeable with “Book Title” or “Book Chapter”.
2. **Section:** use for major sections of a brief (e.g. Topicality, Solvency, Disadvantage 1, etc.)  
Not interchangeable with “Heading 1”.
3. **Subsection:** use for minor sections (e.g. Links, Brinks, Impacts, Answer to, etc.).  
Not interchangeable with “Heading 2”.
4. ~~**Further Subsection (TBD):** Strongly discouraged. Use for subsections of subsections.~~  
~~Documents should not go deeper than three levels for the sake of clarity. Section → Subsection → Further Subsection → Tagline is four levels deep.~~

## Common

5. **Tagline:** (a) a concise label (3-7 words) or (b) a summary of the quote’s supporting reasons (warrants).
6. **Subtag:** an (optional) summary of the quote’s supporting reasons or warrants.  
Only use in conjunction with #5.A.
7. **Citation:** publication and tracking information  
For the purpose of giving proper credit, establishing credibility, and finding the original source material if the evidence is challenged
8. **Quote:** an excerpt from another author’s work.  
**WARNING:** Always use “Quote” in tandem with “Quote – Read This”.
9. **Quote - Read This:** emphasize parts of the quote to be read aloud in a speech.  
This method, sometimes called “underlining”, allows speakers to shorten lengthy quotes without removing valuable context in case the evidence is challenged.
10. **Citation - Read This:** emphasizes parts of the citation to be read aloud in a speech.  
**WARNING:** This style is NOT interchangeable with “Quote - Read This” even if it looks the same. The two styles have a different meaning and you should use them appropriately.

## Special cases

11. **Quote - Read All:** If an entire quote should be read, use the “Quote - Read All” paragraph style instead of applying “Quote - Read This” to the entire paragraph.  
**WARNING:** Never mix “Quote - Read All” and “Quote - Read This” in the same paragraph because the meaning of those styles are logically contradictory.
12. **Quote - Keep With Next:** use this style to prevent the computer from splitting multi-paragraph quotes across multiple pages. Apply this style to all but the last paragraph in the quote. Apply the “Quote” style to the last paragraph.  
**WARNING:** Do not use “Quote - Read All” for a multi-paragraph quote, otherwise the quote might get split between multiple pages.

## Sourcebook

13. **Book Title:** the title of a multi-brief document. Only use it once.
14. **Book Subtitle:** the subtitle of a multi-brief document. Only use it once.
15. **Book Chapter:** the title of a chapter in a multi-brief document. It is one level above “Title”, which is for brief titles.

## Miscellaneous

16. ~~**Note Section, Note Subsection, Note Further Subsection (TBD):** use for headings in the strategy notes at the beginning of a brief. These headings mirror the styles of Section, Subsection, and Further Subsection, but shall appear in tables of contents.~~
17. **Note:** strategy notes between quotes or for added brackets within quotes.
18. **Keep With Next:** strategy notes that should stay on the same page as the following paragraph.
19. **TOC Heading:** use for the heading above a table of contents. It will not show up in the table of contents.
20. **TOC1, TOC2, TOC3, etc.:** automatically generated by a table of contents.

# KEYBOARD SHORTCUTS

## Abbreviations:

ctrl = Control

cmd = Command

opt = Option

| Type      | Style Name             | Windows         | Mac OS          |
|-----------|------------------------|-----------------|-----------------|
| Paragraph | Tagline                | alt + shift + T | cmd + shift + T |
|           | Subtag                 | S               | B               |
|           | Citation               | C               | C               |
|           | Quote                  | Q               | E               |
|           | Quote – Read All       | A               | A               |
|           | Quote – Keep With Next | K               | K               |
|           | Title                  | 1               | 1               |
|           | Section                | 2               | 2               |
|           | Subsection             | 3               | 3               |
|           | Further Subsection     | 4               | 4               |
| Character | Quote – Read This      | ctrl + alt + Q  | cmd + opt + E   |
|           | Citation – Read This   | C               | C               |
|           | Note                   | N               | N               |

**These styles do not have keyboard shortcuts:** Keep With Next, Book Title, Book Subtitle, Book Chapter, TOC1, TOC2, TOC3