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## **I. Introduction**

Welcome to the *Chicago-Kent Law Review*! Law reviews are *the* way that legal academic research is published and citechecking is an essential part of the process. Everyone in the law review works on the articles for publication to get them into the best possible condition. We run our law review in a Symposium style and therefore all articles in an edition are centered on the same topic. The articles are submitted by professors and academics. The Editor-in-Chief (EIC) does a preliminary review of the articles, then the Executive Articles Editors (EAEs) and their team of citecheckers (that's you!) get the articles and start citechecking to make sure that the article conforms to Bluebook and that all citations are accurate. Text editing must also be done to catch any typographical or grammatical errors. The article is then given back to the EIC for a final review and then given to the author to approve the edits we have made. After that, the article is published in the *Chicago-Kent Law Review*!

The citechecking process involves two major steps:

- (1) The three-day deadline
- (2) The three-week deadline

Before the three-day deadline, your EAE will give you a copy of the article and tell you what citations you will be responsible for working on. During the three-day deadline, you will locate PDF copies of all the sources that the author cited—either pulled offline or scanned from a hard copy. You will also submit an order for any sources that you cannot find either online or in the Chicago-Kent library. During the three-week deadline, you will verify that all the citations and quotations are accurate and that all statements that need citations have them. You will also check that all citations conform to Bluebook and edit the article text.

### *Working with your EAE, Asking Questions, and the Law Review Office*

Remember, as a law review member, you are part of a team of people that is undertaking a major task. Your role as a citechecker is a very important part of the editing process. This manual should help answer questions about the overall process. And, if you're confused, your EAE, the Managing Editor (ME), and the EIC are there to help. Please ask them any questions you may have.

On a related note, the law review office is for everyone's use. We want to encourage interaction between law review staff members, so please feel free to come in to hang out, to ask questions, or to work! You will feel more involved with what is going on, and you will get to know the 3Ls and your fellow 2Ls on law review more closely if you work in the office. In addition, you will learn how the *Chicago-Kent Law Review* operates and which positions you may be interested in for next year (elections will be held in the spring).

The law review office is located in room C80. The office is on the concourse level in the southeast corner (walk past the elevators towards the water fountain, then turn right). If you do not already have it, e-mail your EAE or the EIC for the door code to get in.

### *Receiving the Assignment*

The first step in the process will be receiving your citechecking assignment from your EAE. The e-mail you receive should include the following things:

- (1) A copy of the article ("Author's Last Name—Draft 03");
- (2) A copy of this citechecking manual;
- (3) A copy of the source location spreadsheet;
- (4) A copy of the citechecking coversheet spreadsheet;
- (5) Assignment of the footnotes you are responsible for; and
- (6) The dates of the three-day and three-week deadlines.

### *Naming Conventions*

Upon receiving the assignment e-mail, create a folder on your computer for your citechecking assignment and download all of the files attached to the e-mail, and rename each file as follows:

- (1) Article:
  - (a) “[Citechecker’s Initials] Citecheck [Author’s Last Name]”
  - (b) E.g., “GG Citecheck Brody”
- (2) Source Location Spreadsheet:
  - (a) “[Citechecker’s Initials] Source Location Spreadsheet [Author’s Last Name]”
  - (b) E.g., “GG Source Location Spreadsheet Brody”
- (3) Citechecking Coversheet Spreadsheet:
  - (a) “[Citechecker’s Initials] Coversheet Spreadsheet [Author’s Last Name]”
  - (b) E.g., “GG Coversheet Spreadsheet Brody”

As you complete the three-day and three-week deadlines, you will also be collecting PDF copies of all your sources on your computer. You must have two PDF files saved for each and every footnote. One file will be a clean, unedited copy of the source, and the second file will be the copy of the source in which you will highlight supporting material (do not worry about highlighting until you get to the three-week deadline). Name the sources using the following format:

- (1) Clean Copy of a Source: “000[letter, if applicable] – [short name] – Original”
  - (a) E.g., 005 – Fourth Amendment – Original
  - (b) E.g., 062 – Marbury v. Madison – Original
  - (c) E.g., 132b – IRC 61 – Original
- (2) Highlighted Copy of a Source: “000[letter, if applicable] – [short name] – Edited”
  - (a) E.g., 005 – Fourth Amendment – Edited
  - (b) E.g., 062 – Marbury v. Madison – Edited
  - (c) E.g., 132b – IRC 61 – Edited

Remember, you should have two files for each and every footnote, regardless of how many times the author cites the source throughout the article. So, if footnote 53c cites to *Marbury v. Madison*, and footnote 58a also cites to it, you will have four files saved on your computer—an “original” and an “edited” version of *Marbury v. Madison* for footnote 53c and an “original” and an “edited” version of *Marbury v. Madison* for footnote 58a. Although it may seem redundant to save each source several times, this makes the EAEs’ job much easier.

## II. The Three-Day Deadline

When your EAE e-mails you your citechecking assignment, he or she will indicate a three-day deadline. Your responsibilities under the three-day deadline include two things: (a) locating and gathering sources, and (b) filling out the source location spreadsheet. At the end of your three-day deadline, you will e-mail the source location spreadsheet to your EAE and to the ME. The ME will then order any outstanding sources through interlibrary loan and notify you when they arrive. At the end of the three-day deadline, however, you should have most of the sources located and saved to your computer.

### (A) Locating and Gathering Sources

For every source that you are responsible for, you must locate the following:

- (1) The title page or cover page
- (2) The copyright page
- (3) The table of contents
- (4) The first page of the article, and
- (5) The pinpoint material.

There are many databases available to you for locating sources. The list below is not comprehensive, but it represents the most common places for locating sources. During this step, if you can locate PDF images of the original hard copy source online, you should download the PDF to your computer. An online copy of the source that is not an image of the hard copy original is not sufficient. If a source is not available online, you will have to scan the hard copy source and save it as a PDF (for instructions on how to use the law review scanners, see part A of the three-week deadline). Make sure to fill in the source location spreadsheet as you locate the sources (see instructions below).

Note that when you locate PDFs of your sources using online databases, there might not be a title or copyright page that you can download. *We still need to verify the volume number and year of the journal, however.* Sometimes this information appears at the bottom of the first page of the article (as in sources in HEINOnline). Sometimes it appears on the search results page that has the details of the article and the link to the PDF (as in Index to Legal Periodicals). Note whatever you used to verify this information in the notes column of your source location spreadsheet.

### List of Databases to Locate Sources

#### (1) Westlaw:

- (a) Westlaw has the original reporter image in PDF form for most cases.

FOR EDUCATIONAL USE ONLY  
[West Reporter Image \(PDF\)](#)

410 U.S. 959, 93 S.Ct. 1409, 35 L.Ed.2d 694

[Briefs and Other Related Documents](#)

Supreme Court of the United States  
Jane ROE et al., appellants,  
v.  
Henry WADE.  
No. 70-18.  
February 26, 1973.

- (b) If Westlaw does not have the original reporter image, you will need to scan the case from a hard copy reporter.
- (c) General Westlaw and Lexis downloads do not suffice, except as a temporary verification while you wait for a hard copy of the source to arrive.
- (d) Generally, you will only use Westlaw to locate the original reporter image of cases. Westlaw does not contain the original images of other types of sources.

(2) HEINOnline

- (a) HEINOnline provides coverage of more than 1,400 law and law-related periodicals, the Congressional Record Bound volumes in entirety, complete coverage of the U.S. Reports back to 1754, the Federal Register from inception in 1936, the Code of Federal Regulations (CFR) from inception in 1938, all United States Treaties, and much more. Visit the website for a complete list of its subscribed libraries.
- (b) HEINOnline provides the exact page images of documents in PDF format just as they appear in the original print copy.
- (c) Go to Kent's Library webpage at <http://library.kentlaw.edu/>. Under "Favorite Research Tools," click on "Hein Online." If you are not connected to the Kent network, you will have to login using your Kent username and password.

(3) JSTOR

- (a) JSTOR includes archives of over one thousand leading academic journals across the humanities, social sciences, and sciences, as well as select monographs and other materials valuable for academic work.
- (b) JSTOR provides digital replicas of print materials.
- (c) Go to Kent's Library webpage at <http://library.kentlaw.edu/>. Under "Favorite Research Tools," click on "JSTOR." If you are not connected to the Kent network, you will have to login using your Kent username and password.

(4) Chicago-Kent's Online Database List

- (a) Links to 140 online databases.
- (b) You can access the database list at <http://library.kentlaw.edu/eresources/index.htm>.

(5) Chicago-Kent's Library Catalog

- (a) If you cannot locate a source from an online database, check Chicago-Kent's library catalog to see if the source is located at the Chicago-Kent library.
- (b) You can search Chicago-Kent's Library Catalog at <http://library.kentlaw.edu/>.
- (c) *Important:* Please note that just because the library catalog says that Chicago-Kent owns a particular source does not mean that it is actually in the library—you must verify. Get the call number for the source and check the shelves to see if it is there. If the source is not there, ask the librarians if it is just checked out of or if it is missing. If a source is missing, make a note of this on your source location spreadsheet. Do not wait for the Chicago-Kent library to fill out a missing book request in hopes that it will turn up. Instead, you will need to order the source through WorldCat.

(6) WorldCat

- (a) If Chicago-Kent's library does not have a source, you will need to have the ME order the source directly through WorldCat. WorldCat is an online database that lists every library where a source is located.
- (b) Go to <http://library.kentlaw.edu/eresources/index.htm>, and select the "WorldCat (FirstSearch)" database. If you are not connected to the Kent network, you will have to login using your Kent username and password.

- (c) Once you search and locate the source you need, click on the title for a full record. A list of libraries owning the item will be available.
- (d) Sometimes, WorldCat will have a PDF version of an article available. If so, download the PDF as you would a HeinOnline or JSTOR article.
- (e) If not, you must properly fill out your source location spreadsheet for the ME to order your source. **DO NOT ORDER THE SOURCE YOURSELF.**
  - (i) Publication Date: Be sure the publication date you specify the ME to order matches the publication date specified by the author. All available publication dates should be listed on WorldCat. You may need to scroll down the list to find the one you are looking for. If you cannot find a match, contact your EAE or the ME.
  - (ii) OCLC Number: When you click on a source, scroll down to the bottom of the page and you will see the OCLC number. This number is the reference code for each source ordered, so it is imperative that you list the OCLC number for every source you need ordered.
    - 1. Important: For periodicals, many of which have numerous OCLC numbers, make sure you provide the OCLC number that includes the particular volume/year that you need. Not all libraries carry all volumes/years of every source.

(7) Sources still not found

- (a) If you still cannot find a source, be sure that the source information is correct (title, author, etc.)
- (b) Verify the source by performing an Internet search (e.g., Westlaw, Lexis, or Google).
- (c) Once the source is verified:
  - (i) If the source is available online, check with your EAE or the ME to find out if the online version is acceptable as an alternative.
  - (ii) If the source is not available online, the source will need to be ordered. Fill in as much information about the source as possible on your source location spreadsheet and write an explanation of your search attempts in the notes column.
- (d) If you are unable to verify a source, contact your EAE and the ME immediately.

(8) Miscellaneous

- (a) Websites as Sources: If a source is a website, you must try to obtain a hard copy of the material (in PDF format). If no hard copy is available, as a last resort you can save the website in PDF format.
- (b) Newspapers: You can search for newspapers on WorldCat. If the article is particularly old, it may have to be ordered in the form of microfiche.

**(B) Filling out the Source Location Spreadsheet**

You must complete the source location spreadsheet and turn it in to your EAE and the ME by your three-day deadline. Your EAE should have attached the source location spreadsheet to the assignment e-mail. If not, a blank source location spreadsheet, as well as a sample source location spreadsheet, is located on the law review's website ([www.cklawreview.com](http://www.cklawreview.com)). Select "Cite Checking" from the dropdown menu under "Staff."

The source location spreadsheet contains two worksheets—the “All Sources” worksheet and the “Library Requested Materials” worksheet. The “All Sources” worksheet lists every footnote and every source cited in the article, while the “Library Requested Materials” worksheet lists only those sources that need to be ordered from other libraries.

*Instructions for Completing the Source Location Spreadsheet*

(1) All Sources Sheet

(a) Footnote Number

- (i) List each footnote separately. If a footnote contains more than one source, list that footnote multiple times so that each source in the footnote has its own row on the spreadsheet. For example:

Footnote Number	OCLC # or Call #	Source Type	Case Citation
1a			
1b			
1c			

- (ii) If different footnotes consist of the same source, then list them in the same row separated by a semicolon. For example:

Footnote Number	OCLC # or Call #	Source Type	Case Citation
5; 10b; 16			

(b) OCLC # (WorldCat) or Call # (Library Catalogues)

- (i) For sources available through an online resource, leave blank.  
 (ii) For sources available at Kent, list the Kent catalog number.  
 (iii) For sources that need to be ordered through WorldCat, list the OCLC #.

(c) Source Type

- (i) E.g., case, book, article in a book, periodical, newspaper article, statute, etc.

(d) Case Citation/Title of Book/Periodical Name & Volume

- (i) Be sure to list the volume if the source is a periodical.

(e) Case Name/Title Article

(f) Author

(g) Pages Requested

- (i) It is best to request the entire article or book. Remember, you must locate the title page, copyright page, table of contents, first page of the article, and any pinpoint pages. It is better to be over-inclusive than under.

(h) Year of Decision/Date of Publication

- (i) It is extremely important that you list the correct publication date.

(i) Edition

- (i) Important to list the correct edition.

(j) Source Location

- (i) You must indicate the database where you located the source (e.g., Westlaw, HeinOnline, Kent library, WorldCat, etc.) so that your EAE and the EIC can go back and find it if necessary.

(k) Requester

(i) This is you, the Citechecker.

(l) Article (Author Name)

(m) EAE

(n) Notes

(i) This is a great place to communicate any difficulties you have locating a source. For example, always note here when WorldCat says that Kent has a source, but the source is not actually in the library. Finally, if the PDF is available online, provide the URL to it in this tab.

(2) Library Requested Materials Sheet

(a) This spreadsheet should list all non-Chicago-Kent sources that the ME needs to order from other libraries.

(b) Simply cut and paste the relevant rows from the All Sources sheet.

(c) Be sure not to repeat sources. As discussed above, if you have multiple footnotes that reference one source, only list the source once on the Library Requested Materials sheet.

(i) *Exception for Periodicals*—Sometimes an author will cite to the same periodical but for different volumes or articles. In this case, you would list each source on separate rows. You will have the same OCLC number listed multiple times, but you will list different volumes of that periodical.

Once you have filled out your source location spreadsheet, e-mail your completed source location spreadsheet to your EAE and the ME.

### **III. The Three-Week Deadline**

When your EAE e-mails you your citechecking assignment, he or she will indicate a three-week deadline. Your responsibilities under the three-week deadline include six things: (a) collect any remaining sources; (b) fill out the coversheet spreadsheet; (c) verify sources and highlight supporting material; (d) edit citations according to Bluebook; (e) edit the text of the article according to *Chicago-Kent Law Review* format and the Chicago Manual of Style; and (f) upload your edited and unedited sources, your edited version of the article, and your completed coversheet spreadsheet to the *Chicago-Kent Law Review* network drive (the T: drive). In addition, e-mail your edited version of the article and your coversheet spreadsheet to your EAE.

Please note that your three-week deadline is firm. If there are problems with the article, however, you may be forced to work beyond three weeks. Complete as much as you can during the three-week deadline. If you have outstanding sources at the end of the three-week deadline, notify your EAE of them, specifying the footnote numbers and name of the sources. Until your EAE notifies you otherwise, obtaining outstanding sources remains your responsibility. You are expected to continue assisting your EAE in a reasonable manner by checking for the sources in the library or even travelling to local libraries to make photocopies.

All subsequent steps rely on the work you have performed as a citechecker during these stages. Therefore, it is essential that you do your very best work. If we cannot use your work to proceed to the next stage of editing, you will be asked to re-edit the article. Please remember that your EAE, the ME, and the EIC are available whenever you need assistance.

Lastly, because completing your responsibilities under the three-week deadline will take several weeks, and you may forget which Bluebooking and text editing steps you have completed, we recommend that you keep editing notes for each article.

#### *Track Changes and Show/Hide Functions*

Before you make any edits to the article, you must turn on the show/hide function (¶) and the track changes function. To turn on the show/hide function in Word 2007, go to the “Home” tab and click on the “¶” button in the “Paragraph” section. To turn on the track changes function in Word 2007, go to the “Review” tab and click on the “Track Changes” button in the “Tracking” section.

#### **(A) Collect Any Remaining Sources**

The steps for locating sources are discussed above in the three-day deadline section. At this point, you should continue collecting your sources and saving them to your computer in PDF form. The ME will contact you as the sources you requested through interlibrary loan arrive, and you will need to retrieve the sources from the law review cabinet on the 9th floor of the library and scan them onto your computer (see instructions below). Please keep in touch with your EAE regarding any sources you are having difficulty locating.

Remember, you should have two files for each and every footnote, regardless of how many times

the author cites the source throughout the article. One file will be a clean, unedited copy of the source, named using the following format: “000[letter, if applicable] – [short name] – Original.” The second file will be the copy of the source in which you will highlight supporting material, which will be named using the following format: “000[letter, if applicable] – [short name] – Edited.”

### Law Review Scanners

The law review has two scanners. One is attached to the law review’s library computer, which is located in the copy room on the 9th floor of the library, and one is attached to the law review’s office computer. You can use the law review scanners to scan in sources that are not available online to download as PDFs.

The law review computers are like any public computers in the school. You can sign in to the computers using your personal Chicago-Kent login and password. Alternatively, you can sign in to the law review library computer using the following login information:

- (1) Username: lawrevscan
- (2) Password: paperless09
- (3) Logon to: kentlaw (not lawreviewPC)

Once you are signed in to the computer, make sure that the scanner is on and connected to the computer. Then follow these steps:

- (1) Open PaperPort.
- (2) Click “File.”
- (3) Click “Scan or Get Photo.”
- (4) Select your profile (typically, use “B&W Document”).
- (5) Click “Scan.”

After you finish scanning a source, make sure that the document is readable. You may need to re-scan the source at a higher resolution. Also, be sure to save the document using the correct naming conventions (see instructions above).

### Law Review Cabinet

The law review cabinet is located on the 9th floor of the library. When you walk in the library, take an immediate left and walk to the end of the hall (towards the south wall—the computer lab will be along your left). It is a tan cabinet with two doors, and it will always be locked. The cabinet contains all of the books ordered through interlibrary loan. The books will be there for about a month for you to scan. After that time, the books will be returned to the library and will be unavailable to you.

Any time you need to access the cabinet, you will need to obtain a key from the law review office. There are five keys on the wall above the light switch next to the office door. Beneath the keys, there is a binder on the publication assistant’s desk marked “Copy Cards and Cabinet Keys.” If you take a key, fill in your information in the binder, including your phone number. If you forget to return the key, the publication assistant, Alex Magalli, will call you to remind you

to return it. If you need a key to the cabinet but there are no keys available in the law review office, the library staff will have a key at the front desk you can use (but always check the office first).

When you go to the cabinet to retrieve a book, you will have to sign out the book while you use it. On the inside of the cabinet is a clipboard with a sign-out sheet. Write your name, the book you are removing, the time and date you remove the book, and the time you return the book. You must also include your phone number so we can track you down if the book goes missing. If the book is missing, check to see if someone else has signed out the book. If the book is missing and no one else has signed it out, contact Alex or the ME immediately, as the book may be lost.

Remember to always lock the cabinet whenever you are not near it and before you leave the library. Also, immediately return the key to the law review office.

### Copy Card

Because citechecking is a paperless procedure, you should never have to use this section. Nevertheless, if you ever have to photocopy sources, there are five copy cards located in the law review office. Use the same sign-out procedure as you use for the keys (see instructions above). If you are not printing or copying for law review purposes, DO NOT use these copy cards—it is surprisingly easy to see what has been printed using the cards.

### **(B) Fill Out the Coversheet Spreadsheet**

You must fill out the coversheet spreadsheet as you complete the next two steps—verifying sources and highlighting supporting material, and editing citations according to Bluebook. Your EAE should have attached the coversheet spreadsheet to the assignment e-mail. If not, a blank coversheet spreadsheet, as well as a sample coversheet spreadsheet, is located on the law review's website ([www.cklawreview.com](http://www.cklawreview.com)). Select “Cite Checking” from the dropdown menu under “Staff.”

In the coversheet spreadsheet (as opposed to the source location spreadsheet) you must create a row for each and every footnote that you have been assigned, whether or not the author repeatedly cites the same source throughout the article. So, if footnote 43a cites a case, and footnotes 43b and 43c are both “*Id.*” you must have a row for 43a, a row for 43b, and a row for 43c.

The coversheet spreadsheet contains four worksheets—the “Copies Checklist A” worksheet, the “Copies Checklist B” worksheet, the “Bluebook Checklist A” worksheet, and the “Bluebook Checklist B” worksheet. As you complete step (c), verifying sources and highlighting supporting material, you will fill out the “Copies Checklist A” worksheet, which is for books and journals, and the “Copies Checklist B” worksheet, which is for cases and statutes. Put a check in each row as you complete the steps. If you are unable to obtain something (e.g., the cover page), do not mark down that you have found it. If you have any questions or concerns about a source, make note of them in the “Comments” column.

As you complete step (d), editing citations according to Bluebook, you will fill out the “Bluebook Checklist A” worksheet, which is for books and journals, and the “Bluebook Checklist B” worksheet, which is for cases and statutes. Put a check in each row as you complete the steps. You must also record the specific Bluebook rules you use within the spreadsheet so that your EAE can verify that all citations conform to Bluebook. If you have any questions or concerns about a source, make note of them in the “Comments” column.

### **(C) Verify Sources and Highlight Supporting Material**

The next step is to verify that each source supports the proposition for which it is cited. As you do this, open the “edited” copy of each source and highlight the material that supports the footnoted assertion. Next to each portion of text that you highlight, you must type the number of the corresponding footnote. PC users should use PaperPort to do this step, while Mac users should use Skim (see instructions below on how to install and use each program).

#### *Checklist for Verifying and Highlighting Sources*

Below is a list of the things you must verify for each footnote. You will only highlight (1) supporting material and (2) direct quotations. You merely need to confirm the things listed under (3). Remember, you must check off that you have verified each of these items in your coversheet spreadsheet. Also, remember to turn on the show/hide function (¶) and the track changes function before making any changes to the article.

- (1) *Material Generally Supports Assertion*—Verify that the source material generally supports the assertion for which the author cites the source and highlight it;
- (2) *Accuracy of Direct Quotations*—Verify that direct quotations are exactly accurate and highlight them;
- (3) Also verify the accuracy of the following:
  - (a) *Journal or Publication Name*;
  - (b) *Publication Date*;
  - (c) *Spelling of Author’s Name*;
  - (d) *Spelling and Wording of Title*; and
  - (e) *Starting Page Number and Pinpoint Page Number*.

#### *Installing and Using PaperPort on a PC*

PC users should use PaperPort to do the highlighting process. Most PDFs you download can be directly imported into PaperPort (e.g., PDFs from HEINOnline). You will be able to highlight these PDFs in PaperPort with no additional steps. Some PDFs, however, cannot be directly imported into PaperPort. The PaperPort Printer Driver will allow you to import these files into PaperPort. For these files, you must open the PDF in another program (e.g., Adobe Reader) and “print” the file as a PaperPort PDF. Remember to select “PaperPort Image Printer” in the printer dropdown menu before printing.

*PaperPort for XP Users*: Users of Windows XP must install PaperPort from the DocuPen CD located in the law review office. This will also install the PaperPort Printer Driver.

*PaperPort for Vista Users:* Users of Windows Vista must install PaperPort and the PaperPort Printer Driver separately from the law review network drive (see step “(F)” below for instructions on accessing the network drive). To install PaperPort, follow these steps:

- (1) On the law review network drive (the T: drive), open the “Scanner Software” folder.
- (2) Open the “Vista Users” folder.
- (3) Open the “PaperPort” folder.
- (4) Click on the “Setup” application and continue to install PaperPort.
- (5) Once installed, open PaperPort on your computer. Skip registration. A browser window may open telling you to upgrade to the new version of PaperPort. Skip this and close the window. PaperPort is now ready for use on your computer.

To install the PaperPort Printer Driver, follow these steps:

- (1) Check to see if you are running the 32 bit or the 64 bit version of Vista. To find this out, open the computer’s Welcome Center by typing “Welcome Center” in the start menu search bar. Click “Show More Details.” Look under “System” to see the system type your computer is using.
- (2) On the law review network drive (the T: drive), open the “Scanner Software” folder. See the step “F” for instructions on how to access the T: drive.
- (3) Open the “Vista Users” folder.
- (4) Open the “PaperPort” folder.
- (5) Open the “Printer Driver” folder.
- (6) Open the “system32” folder if you are using Vista 32 bit. Open the “system64” folder if you are using Vista 64 bit.
- (7) Click on the “Setup” application and continue to install the PaperPort Printer Driver.

#### *Installing and Using Skim on a Mac*

Mac users do not need to use PaperPort, which is a good thing! Instead, you can use Skim. You can download the current version of Skim from <http://skim-app.sourceforge.net/>. To highlight in Skim, you will draw a green box (<Notes>, <New Box>) around the text, rather than actually highlighting it. You will still need to type the corresponding footnote number next to each green box, which you can do by selecting <Notes>, <New Text Note>, then typing in the correct footnote number. Please note that merely saving a PDF in Skim will not allow you to use another PDF reader to view the annotations. In order to save your edited version of a source, select <File>, <Export...>, and under "File Format:" select “PDF with Embedded Notes.”

Mac users may also find it useful to use Automator (located in your applications folder), which allows you to manipulate PDFs in various ways. Perhaps most useful is that it permits you to combine PDF pages. So, if you have to download various PDFs from HEINOnline for a single source, you can combine the various PDFs into a single PDF.

## (D) Edit Citations According to Bluebook

The next step is to edit the citations according to Bluebook. Bluebook contains a rule for almost every type of citation, as well as rules within the rules for every component of the citation. Even if you are sure you know the rule, please look it up—we all got our heads turned around with ALWD.

On a related note, you should purchase your own personal copy of the Bluebook. While there are copies available for use inside the law review office, these copies may not be removed. The Bluebook is something you will need as a lawyer, so you might as well pick it up now. That said, we strongly recommend purchasing the online version of the Bluebook in addition to or instead of the hard copy. It has an integrated search that will save you time. You can purchase the online version at [www.legalbluebook.com/default.aspx](http://www.legalbluebook.com/default.aspx).

As you complete the Bluebooking step, be sure to complete the relevant sections of your coversheet spreadsheet. Record the specific Bluebook rules you use within the spreadsheet so that your EAE can verify that all citations conform to Bluebook. Also, keep any notes or questions you have about confusing citations or difficult sources in the “Comments” column of your spreadsheet. Finally, be sure to ask your EAE if you have any Bluebook questions. It is better to address any concerns you have up front than to repeat mistakes throughout the article.

Note that the following checklist should not serve as a substitute for actually looking up the rules yourself. Instead, it will give you a starting place of where to look in the Bluebook. Note that, in some cases, merely conforming to the rules as stated in this checklist will result in an incorrect citation. The rules mentioned here are not provided in their entirety. If you do not look up the rule yourself, you may miss a crucial part of the citation.

### Checklist for Bluebooking

\*\*Remember to turn on the show/hide function (¶) and the track changes function.

#### (1) Typeface for Title and Author

##### (a) Cases

- (i) If the case is cited in full, e.g. *Smith v. Jones*, then the case name is not italicized. BB Rule 2.1(a).
- (ii) If the case is short cited, e.g. *Smith*, 123 F.3d at 123, then *Smith* is italicized. BB Rule 2.1(a).
  1. Note that a short form for a case may be used if it clearly identifies a case that is cited (in either full or short form, including “*id.*”) in *one of the preceding five footnotes*. Otherwise a full citation is required. BB Rule 10.9(a).
- (iii) Use “*id.*” only when the preceding footnote contains only one authority. BB Rule 4.1.
- (iv) The period at the end of “*id.*” is always italicized. BB Rule 4.1.
- (v) The abbreviation for a case name depends on whether it is used in a textual sentence or appears as a citation in a footnote. Fewer words are abbreviated in

a textual sentence. Case names that appear as a citation in a footnote must be abbreviated according to Tables 6 & 10. BB Rule 10.2.2.

(b) Books

- (i) Both the title of a book and the author's name are in SMALL CAPS. BB Rules 2.1(b), 15.1 & 15.3.

1. The shortcut for SMALL CAPS is Control+Shift+K.

(c) Law Reviews and Other Periodicals

- (i) The author's name is in regular type, the article title is in *italics*, and the journal name is in SMALL CAPS. BB Rules 2.1(c), 16.2, 16.3, 16.4 & 16.5.
- (ii) Journals must be spelled and abbreviated correctly according to Table 13. If the journal does not appear in Table 13, abbreviate any word in the periodical name following Tables 10 and 13. BB Rules 16.4 & 16.5.

(2) Court and Jurisdiction

- (a) The name of the court and its geographical jurisdiction must comply with BB Rule 10.4 and Tables 1, 2, 7 & 10.
- (b) Adjacent single capitals do not have a space between them; e.g., S.D.N.Y.
- (c) A single capital followed by a longer abbreviation has a space between the letter and the abbreviation; e.g., S. Ct. or F. Supp. 2d. BB Rule 6.1.

(3) Pinpoints

- (a) Make sure pinpoint citations to pages, footnotes, sections, or paragraphs comply with BB Rules 3.2 and 3.3.
- (b) Note that to cite a footnote, give the page on which the footnote appears, "n.," and the footnote number, with no space between "n." and the footnote number. For example, "*Id.* at 1525 n.80." BB Rule 3.2(b).

(4) Direct Quotations

- (a) Make sure the formatting of quotation complies with BB Rule 5.1.
- (b) Make sure that any omissions or alterations comply with BB Rule 5.2.

(5) Introductory Signals

- (a) Check that introductory signals are italicized. BB Rule 1.2.
- (i) Note that in the signal "*E.g.*," the comma is not italicized. BB Rule 1.2(a).
- (ii) In the signal "*See, e.g.*," the first comma is italicized and the second comma is not italicized. BB Rule 1.2(a).
- (b) Check the order of introductory signals. BB Rule 1.3.
- (i) Sources that are of the same basic type are separated by a semicolon while sources that are of a different basic type are placed in separate sentences.
- (c) Check the order of authorities within each introductory signal. BB Rule 1.4.

(6) Supra and Infra References

- (a) *Supra* is used to refer the reader to the footnote where the full citation appears. Never use *supra* for cases or statutes. BB Rule 4.2.
- (b) Make sure that the *supra* and *infra* citations are formatted correctly. For example, "Reich, *supra* note 16, at 6." BB Rules 3.5 & 4.2.
- (c) Make sure that footnotes are cross-referenced. Do this in Word 2007 by going to the "Insert" tab and clicking the "Cross-reference" button in the "Links" section.

Under "Reference type" select "Footnote," and under "Insert reference to:" select "Footnote number." Then under "For which footnote:" select the correct footnote. Make sure that the box next to "Insert as hyperlink" is checked

(7) Periods

- (a) All footnotes must end in a period.
- (b) The only italicized periods are those that follow *Id.*

**(E) Edit the Text According to *Chicago-Kent Law Review* Conventions and the Chicago Manual of Style**

The next step is to edit the text of the entire article. You must edit both the body text and the footnote text. Generally, you should do this after the content of the text and the footnotes are set. Therefore, read the article for substance again. Make sure all sentences make sense and that the article makes sense as a whole. Next, make sure that the “style” for each section of text is correct.

Guide to “Styles”

(1) *What are styles?*

- (a) Styles are a method of making document sizes smaller. Typically, if a writer wants to double-space a paragraph, he or she highlights the paragraph then clicks the double space button on her toolbar. The problem is that this uses a lot of memory. With styles, if you highlight the paragraph and select a style that encompasses double spacing, such as “Body Text 2,” your computer remembers the format of the paragraph as a whole, rather than remembering the format for each bit of text in a piecemeal way.
- (b) Our publisher has created a template full of styles for our law review articles, and we need to use them to ensure that the format of our articles remains the same throughout the publishing process.

(2) *To check the “style”*

- (a) In Word 2007, you can check the style by going to the “Home” tab and clicking on the small arrow in the bottom right-hand corner of the “Styles” menu. This opens the “Styles Window,” which contains all of the styles used by the *Chicago-Kent Law Review*. Select an area of text and the corresponding style will be selected in the “Styles Window.”
- (b) For example, the style for footnotes in our documents is called “\_FootNote”. If you add a footnote, but do not format it using the appropriate style, you will see a large formatting difference. Additionally, each footnote number has its own style, so if the number is not formatted it will look huge like this: 12.

(3) *Inserting a Footnote*

- (a) In Word 2007, insert the footnote by going to the “References” tab and clicking on the “Insert Footnote” button.
- (b) Type the text you want to appear in the footnote to the right of the footnote number. Highlight the text. In the styles window, choose “\_FootNote.”
- (c) Highlight the footnote number. In the styles window, choose “\_NoterefInNote.”
- (d) Position the cursor to the right of the footnote number and insert a period.
- (a) Position the cursor to the left of the footnote number and press Tab (you won’t see anything change at this point), then position it to the right of the footnote number and press Tab again (this is when you’ll see the change). There should be a tab symbol →

on the left and right of the footnote number. Make sure you have the show/hide function (¶) on so you can see the arrow.

- (e) Now go to the reference number that was inserted in the text. Highlight it and choose “\_NoterefInText” in the styles window.

(4) *Quotations of Fifty Words or More*

- (a) Quotations of fifty words or more are indented left and right and single-spaced. Use style “\_1stQuoteTXT” for quotes in the text and “\_1stQuoteFN” for quotes in the footnotes.

Now that you know how styles work, you are ready to edit the text. Use the checklist below, which consists of a combination of *Chicago-Kent Law Review* conventions and rules from the Chicago Manual of Style. As with the Bluebook checklist, this is not a comprehensive list. If you are unsure about the placement of a comma or whether a word should be hyphenated, please consult the Chicago Manual of Style.

*Checklist for Text Editing*

\*\*Remember to turn on the show/hide function (¶) and the track changes function.

(1) *Headings*

- (a) Title of article should be in all caps.  
(i) E.g., MEDICATING TO EXECUTE: *SINGLETON V. NORRIS*.
- (b) Author’s name should be in SMALL CAPS, with an asterisk for biographical information.  
(i) E.g., MATHEW DUDEK\*
- (c) Introduction is in SMALL CAPS, no number.  
(i) E.g., INTRODUCTION
- (d) Make sure there are no missing sections and that the numbering scheme is correct. Conform to proper outline structure (e.g., an “A.” must have a “B.”).
- (e) Use this format for headings and subheadings:

- I. MAJOR HEADING: ROMAN NUMERAL, SMALL CAPS, AND CENTERED  
A. Subheading: *Alphabetical, Italicized, and Centered*  
1. Sub-Subheading: Arabic numerals and Centered

- (f) If full sentences are used as sub-subheadings, do not use title capitalization and use proper punctuation.
- (g) There is only one space after a colon used in a heading.
- (h) There should be a tab between the outline level indicator and the headline.
- (i) Capitalization: In headings and titles, capitalize the initial word, the word immediately following a colon, and all other words except articles, conjunctions of four or fewer letters, and prepositions of four or fewer letters. BB Rule 8.

(2) *Footnotes*

- (b) Make sure all footnotes are indented properly, with tabs like this → before and after the footnote number (no spaces inserted). Make sure you have the show/hide function (¶) on so you can see the arrow.

- (c) Make sure that there is a period after each footnote *number* (except for the author's biographical info asterisk). These periods should not be italicized. Double-check this because these periods are often inadvertently italicized from italicizing part of the footnote.
- (d) Make sure that there is a period at the *end* of each footnote.
- (e) Check short forms of citations. You probably will do this throughout the editing process; it can't be helped. But doing it too early will probably be inefficient as will doing it too late. Use your best judgment as to when it will be most efficient to check short cites.

(3) *Text and Footnotes*

(a) *Check block quotes*

- (i) All quotes of fifty words or more are block-quoted and should use the correct style (“\_1stQuoteTXT” for quotes in the text and “\_1stQuoteFN” for quotes in the footnotes).

(b) *Check Punctuation*

- (i) CMS Rules 6.3–6.6: All punctuation should be in the same font as the main surrounding text, except for a title.
  1. E.g., Smith played the lead role in *Hamlet, Macbeth, and King Lear*.
  2. E.g., Are you saying that the wound was *self-inflicted*?
  3. E.g., We heard his cries of “*Help!*”
  4. E.g., The Asian long-horned beetle (*Anoplophora glabripennis*) attacks maples.
- (ii) Note that the commas, question mark, quotation marks, exclamation mark, and parentheses are NOT in italics.

(c) *Search for supra and infra*

- (i) Make sure all are italicized.

(d) *Search for all “id.”*

- (i) Make sure the use of “*id.*” is correct.
- (ii) Make sure each “*id.*”—including the period—is italicized.

(e) *Search for periods*

- (i) No periods except those following “*id.*” are italicized.
- (ii) There are no extra spaces between the end of a paragraph and the ¶ symbol, which you can see when the show/hide function is on.

(f) *Search for double spaces*

- (i) CMS Rule 6.11: There is only one space between sentences.
- (ii) Likewise, there is only one space after colons and semicolons.
- (iii) Open your “Find and Replace” function (Control+F). Under “Find what:” hit your space bar twice, and under “Replace with:” hit your space bar once. Then select “Replace All.”

(g) *Search for ellipses*

- (i) Make sure all ellipses have hard spaces like this: . . . You must have your show/hide function on to see hard spaces.
- (ii) Insert a hard space by Control+Shift+Space Bar.
- (iii) We need hard spaces for proper formatting, because they prevent a symbol from appearing on a different line than a number.

(h) *Search for section symbols*

- (i) Make sure there is a hard space between the section symbol and the statute number, like this: § 56. You must have your show/hide function on to see hard spaces.
- (ii) Insert a hard space by Control+Shift+Space Bar.
- (i) Search for hyphens
  - (i) Make sure all words are properly hyphenated.
  - (ii) The hyphen is used to separate characters, as in a phone number.
    - 1. E.g., (312) 906-5190.
  - (iii) The en dash is used in place of the word “to.” It is used to connect numbers or words. It is longer than a hyphen. It can be inserted by <Insert>, <Symbol...>, then select “Special Characters.” (We recommend creating a keyboard shortcut like “Control+N,” because you will be using this character frequently. Control+ Minus Sign is the shortcut if you have a full keyboard but does not work on laptops without a number pad) Note that there are no spaces on either side of the en dash.
    - 1. E.g., The Supreme Court split 5–4.
  - (iv) The em dash is used to set off an explanatory or amplifying element from the rest of the sentence. It is longer than an en dash. It can be inserted by <Insert>, <Symbol...>, then select “Special Characters.” (We recommend creating a keyboard shortcut like “Control+M,” because you will be using this character frequently. Alt+Control+Minus Sign is the shortcut if you have a full keyboard but does not work on laptops without a number pad) Note that there are no spaces on either side of the em dash.
    - 1. E.g., The chancellor—he had been awake half the night—came down in an angry mood.
- (j) Search for quotation marks
  - (i) Quotation marks should be smart quotes (“ ”), not straight quotes (" ").
  - (ii) Check for single vs. double quotes.
  - (iii) Check that each open quote has a closed quote.
  - (iv) CMS Rule 6.53: A quotation is usually introduced by a comma, unless the quotation is introduced by *that, whether*, etc.
    - 1. E.g., It was Emerson who wrote, “Blessed are those who have no talent!”
    - 2. E.g., Was it Stevenson who said that “the cruelest lies are often told in silence”?
  - (v) CMS Rules 6.8–6.9: Periods and commas go inside quotation marks. Colons, semicolons, question marks, and exclamation points go outside (unless they are part of the quote).
    - 1. E.g., I heard him say to her, “Elvis has left the building.”
    - 2. E.g., I was asked to state my “name and serial number”; I have no serial number.
    - 3. E.g., Which of Shakespeare’s characters said, “All the world’s a stage”?
- (k) Search for square brackets
  - (i) CMS Rule 6.104: Square brackets are used to enclose material added by someone other than the original author.

1. E.g., The Third Circuit reasoned that “[i]n [the legislative and executive branches], the public has the right to know the details of the programs that candidates propose to enact into law and administer.”
  - (ii) Make sure each open bracket has a closed bracket.
- (l) Search for parentheses
  - (i) Make sure each open parenthesis has a closing parenthesis.
- (m) Search for commas
  - (i) Make sure use of every comma is appropriate.
  - (ii) CMS Rule 6.18: “The comma . . . indicates the slightest break in sentence structure. It denotes a slight pause. Effective use of the comma involves good judgment, with ease of reading the end in view.”
  - (iii) Items in a series are separated by a comma, including the last item (except where an ampersand is used to connect the items).
    1. E.g., She lives with her parents, her sister, and her brother.
    2. E.g., She wants to interview with Dewey, Cheetum & Howe.
  - (iv) CMS 6.46: Where a full date is given, a comma is used both before and after the year. Where only the month is given, no comma is used.
    1. E.g., The ship sailed on October 6, 1999, for Southampton.
    2. E.g., In March 2003 she turned seventy.
- (n) Search for colons
  - (i) Make sure use of every colon is appropriate.
  - (ii) CMS Rule 6.68: It is improper to use a colon before a series introduced by a verb or a preposition.
    1. E.g., A resume should include educational background, work experience, and class rank.
    2. E.g., This review is concerned with (1) Bluebooking skills, (2) general grammar, and (3) matters of style.
  - (iii) CMS Rule 6.64: When a colon is used within a single sentence, the first letter after the colon is lowercase. When a colon is used to introduce a related sentence, the first letter after the colon is uppercase.
    1. E.g., The study involves three food types: meat, fruits, and vegetables.
    2. E.g., So the question becomes: Who can you trust?
- (o) Search for semicolons
  - (i) Make sure use of every semicolon is appropriate.
- (p) Search for apostrophes
  - (i) Make sure use of every apostrophe is appropriate.
- (q) Make sure that all paragraphs are indented with a tab, not by using the space bar.
  - (i) Again, you can see this with the show/hide function on.
- (r) Check that all numbers between zero and ninety-nine are spelled out. BB Rule 6.2(a).
- (s) Search for commonly misspelled words relevant to the article
  - (i) E.g., “Eighth Circuit,” not “Eight Circuit.”
- (t) Search for words that vary in capitalization relevant to your article
  - (i) “State” vs. “state,” “Court” vs. “court.” BB Rule 8.
- (u) Search for foreign words
  - (i) Italics are used for isolated foreign words and phrases that are unlikely to be familiar to readers. CMS Rule 7.51 and BB Rule 7(b).

1. E.g., The nation has been flirting with forms of *götterdämmerung*, with extremes of vocabulary and behavior and an appetite for violent resolution.
- (v) Check all abbreviations against the Webster's dictionary
- (i) Make sure that all abbreviations are defined first (e.g., “in the World Trade Organization (WTO), they often...”).
  - (ii) Make sure that the abbreviation is not set off with quotations. For example, (WTO), not (“WTO”).

**(F) Upload Sources to the Law Review Network Drive (The T: Drive)**

The T: Drive is a shared drive on the Chicago-Kent Network. The drive holds folders for different volumes and issues of the *Chicago-Kent Law Review*. Once you have completed each of the above steps for the three-week deadline, upload your edited and unedited sources, your edited version of the article, and your completed coversheet spreadsheet to the T: drive in the appropriate folder. In addition, e-mail your edited version of the article and your coversheet spreadsheet to your EAE.

NOTE: These are the short instructions. If you have problems, there are longer, more in-depth instructions in separate documents on the law review website.

(1) Windows

- (a) Accessing the T: Drive from School: (Note- you cannot use the VPN from school- must use this route)
- (i) Go to “Computer” or “My Computer,” select “Tools,” then select “Map Network Drive.” If you have Vista or Windows 7 please right-click a white space within Computer and select “Add a Network Location.”
  - (ii) You can choose any available drive letter and type the following:  
\\KNFILES\lawrev\$. Make sure “Reconnect on Logon” is checked, then click “Finish.”
  - (iii) If you are logged in under your Chicago-Kent username, this drive will automatically map. Otherwise, you will need to enter your Chicago-Kent username and password to gain access to the drive.
  - (iv) To check and see if the drive has mapped:
    - i. Double-click on the drive icon that you’ve selected:
      - ✓ For Windows XP users, you will see *lawrev\$ on ‘knfiles’ (T)*... similar to the diagram below.
      - ✓ For Vista and Windows 7 users, the your view will be a bit different. You will see *lawrev\$ (\\knfiles) (T:)*
  - (v) Double-click on the *lawrev\$ on ‘knfiles’ (T)\** icon to view the contents \*(The T could be any drive-whatever you mapped it to)
- (b) Accessing the T: Drive from Home Through VPN
- (i) Type “<https://192.42.83.222/>” into your web browser.
  - (ii) Click on “Continue—not recommended.”
  - (iii) Sign in using your Chicago-Kent username and password.

- (iv) You should see a browser window with an address field at the top. In the Address field click on the pull down menu and select *cifs://*. In the URL field enter *knfiles.kentlaw.edu/lawrev\$* and click on the browse button.
  - (v) Upon doing so, you will see a second logon prompt. Please enter your Kent username and password once more. *This second initiates the security access feature to verify that the user has access rights to the content in lawrev directory.*
  - (vi) You should now have access to the law review drive files.
  - (vii) Should you receive any error messages then...we recommend allowing pop-ups from the Web VPN site and clicking the link to open the Floating Toolbar. The floating toolbar home icon will allow you to return to the Web VPN home if the web browser's main window closes or changes substantially. Clicking on the "?" provides a help menu.
- (2) *MacS* access for the law review network drive.
- (a) Click on <Go>, <Connect to Server...>
  - (b) Type **smb://knfiles.kentlaw.edu/lawrev\$** in the *Server Address* field.
    - a. Clicking the + button will add this new entry to your favorite servers list for easy access in the future.
  - (c) Click **Connect** to establish connectivity to knfiles.kentlaw.edu. The connection sequence will prompt you for your credentials. Also, check *Remember my password in my keychain.*
    - (i) Use your kentlaw username and password.
  - (d) You should now see the **lawrev\$** window

If you are unable to connect to the T: drive, please contact the Center for Law and Computers (CLC) in Room 540 for assistance.

### *What Happens After You Are Finished*

After you have finished your assignment, your EAE's work begins, which typically takes two weeks. The EAE will consolidate all of the citecheckers' edits, double-check all of the citecheckers' work, and do any additional editing that is necessary. The EAE will then e-mail the final edited version of the article to the EIC, who will consult with the author, who must approve all changes.

A few weeks after you turn in your assignment, your EAE should give you feedback on your work. If you do not receive feedback from your EAE within a reasonable amount of time, e-mail your EAE and let them know you are still waiting on feedback. Alternatively, you can e-mail the ME and let him or her know you have not received any feedback.