

The 2009-2010 Cite Checking Procedure

Welcome to Law Review! You are now a citechecker. Pretty much everything you need to know is in this packet, so please read it and use it as your guide to the citechecking process.

Introduction

A citechecker has three jobs:

1. Source Locating and Gathering
2. Bluebooking
3. Text Editing

All subsequent edits and checks of the article rely on the work you have performed as a cite-checker during these stages. Therefore, it is essential that you 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 Executive Articles Editor (“EAE”), the other cite-checkers on your article, the Managing Editor (“ME”), and the Editor-in-Chief (EIC) are available whenever you need assistance.

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JOB #1: SOURCE LOCATING AND GATHERING

Overview of the Source Location Process

I. **Deadlines**

- a. There are two deadlines for every cite checking assignment:
 - i. **Three days** from the date the article is assigned to fill out the required spreadsheets
 - ii. **Three weeks** from the date the article is assigned to gather all sources for verification of assigned footnotes and to text edit the entire article
- b. Often, some of your requested sources will not arrive before your three week deadline. If this occurs, you should hand in all sources that have arrived and notify your EAE that there are sources outstanding, specifying the footnote numbers and name of the sources.
 - i. **Important Note:** Even though an assignment's due date has passed, you are responsible for the assignment until all sources have been collected and handed into the Managing Editor and the EAE. This may sometimes extend the process beyond the three week deadline.

II. **Spreadsheets**

- a. Every cite checker must completely fill out both the *All Sources* spreadsheet and the *Library Request* spreadsheet by their three day deadline.
- b. Cite checkers must fill in the yellow highlighted columns on both spreadsheets.

III. **Ordering Sources**

- a. When a footnote cites to a source not available at Kent, this source must be ordered from another library by the ME. You will provide the ME with all necessary information to order these sources.
- b. When ordered sources arrive, they will be placed in the library, in a locked cabinet in Computer Lab 900 in the library. We have keys to the cabinet available by the front door. Be sure to complete the sign out procedure for both the key and a copycard before you remove them.

IV. **Gathering Sources and Uploading**

- a. Law Review is now an entirely paperless procedure. As such, all sources are saved as PDFs and uploaded onto the Law Review server. More information on how exactly this works is provided later in the packet.
- b. For every footnote that you are responsible to gather, you must include:
 - i. The title page and/or cover
 - ii. The copyright page
 - iii. The table of contents
 - iv. The first page of the article (if applicable), AND
 - v. The pinpoint material.

- c. When you find pdf articles 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.*
 - i. Sometimes that info appears at the bottom of the first page of the article (as in many sources in Business Source Premier).
 - ii. 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).
 - iii. Note whatever you used to verify this information in the Citechecker Coversheet Spreadsheet in the Comments section of that source.
- d. On your “Citechecker Coversheet Spreadsheet” (provided separately), mark down that you have collected the aforementioned materials. If you were unable to obtain that something (i.e., the cover page) do not mark down that you found it.
- e. On your “Citechecker Coversheet Spreadsheet” indicate that you verified that volume number, year, etc. and highlight it in your materials. You **also need to indicate which database you got the article from** so the EAE and EIC can go back and find it if necessary.

V. **Paying for Copies and Printing**

- a. Now that Law Review has gone paperless, there really is no need to print or make paper copies. That said, situations may arise where you need to print or copy something.
- b. Paying for copies: The law review has copy cards for your use if you need to make a copy of a source. More information about this is provided in the Copycard and Cabinet Key section found later in this packet.
- c. Printing: If you need to print sources from the computer (such as pdf’s or law review articles from Hein Online), please feel free to use the law review printer so you do not waste your own student printing account. You may either work on one of the computers in the law review office, or you can add the law review printer to your computer so you can send print jobs from the library. (Just remember, only law review-related printing should be done.)

Step 1: Receiving the Assignment

- I. **You will be notified of an upcoming assignment by the Managing Editor (“ME”).**
- II. **You will receive your assignment via e-mail from your EAE.** In this e-mail you will receive the following information:
 - a. The due dates for your spreadsheets and for your entire assignments;
 - b. The specific footnotes that you are assigned to;
 - c. The following attached documents:
 - i. A formatted version of the entire article;
 - ii. This Citechercker Materials Guide
 - iii. The Citechecker Source Gathering and Ordering Spreadsheets
 - iv. The Citechecker Coversheet Spreadsheet
- III. **Contact with your EAE.**

- a. Remember, your EAE is there to help you and to answer your questions. Never hesitate to contact either your EAE or the Managing Editor with any questions you may have. It is better to ask too many questions than to have your assignment sent back to you because it was done incorrectly!

Step 2: The Three-Day Deadline

- I. **Locating Sources.** Part of your job as a cite checker is to verify the accuracy of each assigned footnote. To do this, the law review collects hard copies of all referenced sources.
 - a. **Step 1: Obtaining Journal Articles and Cases**
 - i. Check HEIN Online, JSTOR, and Kent's A-Z Journal list for Journal articles. When you get journal articles in pdf form from these sources, simply save them according to the Paperless procedure. You don't need to order it or photocopy it. Hein and JSTOR are available by typing their names in the Kent Library's E-Resources search page. You can access the A-Z List on the E-Resources page (also at the links below). It will tell you if one of Kent's databases other than HEIN or JSTOR have the journal's full text. The A-Z Journal List is here: <http://library.kentlaw.edu/eresources/index.htm> or <http://sfx.carli.illinois.edu/sfxiitd/a-z/default>
 - ii. Remember that you need to verify the volume and year of the journal
 - 1. Sometimes it appears at the bottom of the first page of the article (as in many sources in Business Source Premier); others will show it on the search results page that has the details of the article and the link to the pdf (as in Index to Legal Periodicals)
 - 2. If so, you should indicate which database you used to verify this information on the the Citechecker Coversheet Spreadsheet in the "Comments" tab for that source.
 - iii. When the journal article is not available online in PDF, you will have to scan the actual source and save it as a PDF in accordance with the Paperless procedure.
 - iv. Before ordering or scanning a case, check to see if Westlaw has a "Reporter Image" available.



Mizuho Corp. Bank (USA) v. Cory & Associates, Inc.

341 F.3d 644
 C.A. 7 (Ill.), 2003.
 August 29, 2003 (Approx. 12 pages)

- v. This is a PDF of the *original* case reporter pages, and will suffice for verification of the source. Just download it and save it according to the Paperless Procedure.
 - 1. When there is no "reporter image" available, you will need to scan the case from an actual reporter and save it as a PDF in accordance with the Paperless procedure.

2. General Westlaw and Lexis downloads do not suffice, except as a temporary verification while you wait for the source to arrive.

b. Step 2: WorldCat Searching

- i. To find out what libraries have a source (such as a journal article, newspaper article, book, etc.), you will begin your search on WorldCat. This is an online database that lists every library where a source is located. WorldCat can be accessed either through the library's homepage or through the Chicago-Kent Law Review website.
 1. Note: If you are accessing WorldCat through Kent's network, you will be taken directly into the database. If you are accessing WorldCat from another location (from home), you will need to enter your username (e.g. dfreedman) and login (same as e-mail password).
- ii. Accessing WorldCat through the library:
 1. Go to the library webpage at <http://library.kentlaw.edu>.
 2. Select "For Students" in the top right corner of the Home Screen.
 3. Select *Electronic Resources* from the Services to Students Menu.
 - a. If you are at home, you will have to Select Off-Campus Login.
 - b. Once you have logged in, continue.
 4. Select *Webfeat* from Electronic Resources Menu.
 5. Scroll all the way down/select *WorldCat (Online Union Catalog)*.
- iii. Accessing WorldCat through the law review website:
 1. Go to the law review webpage at <http://lawreview.kentlaw.edu>.
 2. Select *Staff -> Cite Checking*
 3. Select the link for *Worldcat* (This takes you to the library's website of electronic resources.)
 4. You will see *First Search (OCLC Databases)* in the left-hand column. Scroll down in the second column to *Worldcat*.
- iv. Searching on WorldCat
 1. You can search by title, author, keyword, etc. You can also search in all media forms, or you can specify a particular form (e.g. books, periodicals, internet forms, etc.)
 2. WorldCat will bring up sources from libraries that have entered information on the system. Once you find the item you need, click on the title for a full record. A list of libraries owning the item will be available.
- v. Sources available at Kent
 1. Sometimes, WorldCat will have a .pdf version of an article available through "First Search." If so, just download it as you would a HeinOnline or JSTOR article
 2. If Kent has a source, it does not need to be ordered.
 3. Even though WorldCat says Kent owns a particular source does not mean it is actually in the library—you must verify.

4. Use Kent's online catalogue to get the call number for the source.
 5. Then, you must check the shelves to see that the book is there. If the book is not there, find out from the librarians if it is just checked out or if it is missing.¹
 6. If a Kent source is missing, make a note of this on your spreadsheet (discussed in more detail below)
 7. Do not wait for the Kent library to fill out a missing book request in hopes that it will turn up.
- vi. Sources NOT available at Kent:
1. If Kent does not own a source, you will need to have the ME order it directly through WorldCat (you must properly fill out your *Library Request Spreadsheet* for the ME to order your sources). DO NOT ORDER THE SOURCE YOURSELF!!!!
 2. 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 in 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 Managing Editor.
 3. You must list the OCLC number on your spreadsheet for all sources that you need the ME to order! 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.
 4. For periodicals, many of which have numerous OCLC numbers, make sure you provide the OCLC number that includes the particular volume / year you need! Not all libraries carry all volumes / years of every source.
- vii. **Step 3: Any sources still not found**
1. If you still cannot find a source, be sure that the source information is correct (title, author name, etc.).
 2. Verify the source by performing an internet search (e.g. Westlaw, Lexis, or Google).
 3. *Once the source is verified:*
 - a. If the source is available online, check with your EAE or the Managing Editor to find out if the online version is acceptable as an alternative.
 - b. If the source is not available online, the source will need to be ordered. Fill in as much information about the source as

¹ Many cite checkers find it efficient to scan/download/save all necessary pages of Kent materials when they check to verify the source actually is at Kent. While this is not required, it eliminates the step of re-searching for these items later on to photocopy. (It also eliminates the potential problem if a source is checked out before you are able to get your copies.)

possible on your spreadsheet and write an explanation of your search attempts in the *Note* column on the far right.

4. *If unable to verify a source:*
 - a. Contact your EAE and the Managing Editor immediately.
5. Miscellaneous
 - a. Websites as sources: If a source is a website, you must try to obtain a hard copy of the material (a pdf). If no hard copies are available, as a last resort you can save the website as a PDF.
 - b. Newspapers: Newspapers can be searched on WorldCat. If the article is particularly old, it may have to be ordered in the form of microfiche.

II. **Filling out the Spreadsheets.** There are two spreadsheets that must be completed and turned into your EAE and the Managing Editor by your three day deadline. The first is the *All Sources* spreadsheet, which lists every footnote and every source cited in the article. The second is the *Library Requested Sources* spreadsheet, which lists only those sources that need to be ordered from other libraries.

a. *All Sources* Spreadsheet²

i. Footnote Number:

1. In the footnote number column, list each footnote individually. If a footnote contains more than one source, you will list that footnote multiple times, so each source in the footnote has its own row on the spreadsheet (e.g. 1a, 1b, and 1c will each be in its own row).
2. If different footnotes consist of the same source, then list them in the same row separated by a semicolon. For example:

FTNOTE NO.	OCLC#	Type	Cast Citation
5; 10b; 16;			

- a. Exception for periodicals: Sometimes an author will cite to the same periodical, but for different volumes or articles. In this instance, you would list these sources on separate rows.
- ii. OCLC # or Library Call Number: For sources available at Kent, enter the Kent catalog number. For all sources that need to be ordered (by the ME) through WorldCat, list the OCLC number.
- iii. Type: This column lists the type of source being cited. Proper descriptions for types of sources are:
 1. Case
 2. Book
 3. Article in a Collection (Book)
 4. Serial
 5. Periodical (Law Review)

² There is a sample spreadsheet located on the law review's *Editing Guidelines* page.

6. Statutes (Book)

7. Periodical

- iv. Case Citation/Title of Book/Periodical Name & Volume: Self-explanatory. But note, it is very important to list the volume if the source is a periodical.
 - v. Case Name/Article Title: Self-explanatory.
 - vi. Author: Self-explanatory.
 - vii. Pages Requested: It is always better to be over-inclusive on page numbers and it is best to obtain the entire article, even if the citation is only to one particular page. An example of an entry in this column would be, "entire article beginning on page 150." (Remember, you need to make photocopies of the title page, copyright page, table of contents, first page of the article, and pinpoint materials.)
 - viii. Year of Decision/Date of Publication: It is extremely important that you use the correct publication date.
 - ix. Edition: Self-explanatory.
 - x. Requester: This is you, the cite checker.
 - xi. Article (Author Name): Self-explanatory.
 - xii. EAE: Self-explanatory.
 - xiii. Notes: Do not forget about the Notes column! This is a great place to communicate any difficulties you had with a source. Also, 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, tell us and provide the URL to it in this tab.
- b. *Library Requested Materials* Spreadsheet
- i. This spreadsheet should list all non-Kent sources that need to be ordered from other libraries by the ME. You can generally simply cut and paste these sources from your *All Sources* spreadsheet.
 - ii. Important Note: Do not repeat sources! If you have multiple footnotes that reference one source (e.g. *Id.*'s), only list this source once on the *Library Requested Materials* spreadsheet. Then, in the Footnote Number column, list all footnotes in the article that cite the source.
 - 1. Exception for periodicals: Sometimes an author will cite to the same periodical, but for different volumes or articles. In this instance, you would list these sources on separate rows of the *Library Requests* spreadsheet. (You will have the same OCLC number listed multiple times, but in the Periodical Name & Volume column you will list different volumes of that periodical.)
 - iii. E-mail both your of your spreadsheets to your EAE and the Managing Editor by your three-day deadline, and then wait for your sources to arrive!

Step 3: The Three Week Deadline

- I. **Collecting Sources and Copying Materials**
 - a. After you turn in your spreadsheets, the Managing Editor will keep track of the sources as they come in and notify you via e-mail.
 - b. All physical sources (sometimes we get pdf documents which are emailed directly to you) will be kept in the locked cabinet on the back left-hand corner of Computer Lab 900 in the library. Make sure you sign out the key. You will then scan these sources in accordance with the Paperless procedure.
 - c. You must scan the following materials for every source:
 - i. Title page;
 - ii. Copyright page;
 - iii. Table of contents;
 - iv. First page of the article; and
 - v. Pinpoint material.
 - d. You only need to scan materials once, even if cited by multiple footnotes.
 - e. You will save your sources and materials to the Law Review Network Drive in accordance with the Paperless Procedure (discussed later in this packet.)
- II. **Organizing Materials and Filling out the *Citechecker Coversheet Spreadsheet***
 - a. For every footnote, you need to fill out the *Citechecker Coversheet Spreadsheet*. A copy of the cover sheet should be e-mailed to you with every cite-checking assignment. You can also locate a blank spread sheet on the law review website.
 - b. Every footnote, regardless of whether it cites the same source as another footnote, gets its own line in the *Citechecker Coversheet Spreadsheet*.
- III. **Editing the Footnotes and the Article**
 - a. Before the end of the 3 week deadline, you are also responsible for checking the form of all the footnotes you are assigned, for checking the Blue Book accuracy of these footnotes, and for text editing the entire article.
 - b. Bluebooking and Text Editing is done concurrently with source gathering. For details on this part of the process, see the *Cite Checker Text Editing Procedure* section found later in this packet.

Turning in the Assignment and Receiving Feedback

- I. **Upload all of your sources and the *Citechecker Coversheet Spreadsheet* to the appropriate folder at the end of the three week deadline.**
 - a. Note: It is common that all of your requested materials will not have arrived by your assignment's due date. If this occurs, hand in as much of the assignment as you have completed, and notify the Managing Editor and your EAE that you are still waiting on sources. Indicate which sources and footnotes you have not received materials for yet.
 - b. You are responsible for finishing the assignment, even if your due date has passed. Not until all sources have come in, and you have made the appropriate copies and handed them into the Managing Editor and your EAE, are you finished with the assignment.

- II. **Send your bluebooked and text edited copy of the article to your EAE at the end of the end of the three week deadline.**
- III. **Receiving Feedback**
 - a. At the completion of each cite checking assignment, your EAE will fill out an evaluation sheet of your work to let you know everything you did well with the assignment and also if there were any problems.
 - b. If there are significant problems, after meeting with your EAE you will have to fix your own assignment until it is to a level where the EAE will accept it.
 - c. If you do not receive feedback from your EAE within a reasonable amount of time, contact the Managing Editor.

THE PAPERLESS PROCEDURE³

Introduction to Paperless:

The Law Review uses PDF Editing software to Organize, Highlight, Comment on and Save source material cited in an Article. Any software (i.e., Adobe Acrobat) that allows you to Organize, Highlight, Comment on and Save PDFs may be used by a Cite Checker. There are two programs available free to Law Review Members for these purposes: PaperPort (for PCs) and Skim (for Macs).

This guide provides information and instructions on:

1. How to access the Law Review Network Drive
 2. How to access the Law Review Network Drive through VPN
 3. How to install PaperPort on your PC
 4. How to install Skim on your Mac
 5. How to use the Law Review Scanners
 6. How to properly save your Cite Checking assignment
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1. Accessing the Law Review Network Drive
 - a. The Law Review Network Drive is a shared drive on the Kent Network. The drive holds folders for different volumes and issues of the Law Review. When a Cite Checker is done with an assignment, s/he must upload all of his/her work to the appropriate folder in the Law Review Network Drive.⁴
 - b. To access the Law Review Drive, your computer must be connected to the Kent Network, either wirelessly or using an Ethernet cord. Even if your computer is not set up for wireless use, you can access the drive using an Ethernet cord.
 - c. To add the drive, right-click on "My Computer" and Select "Map Network Drive." A window will pop up asking you which Drive and which Folder. In the "Drive" box, select "T:" and in the folder box, type [\\kentnet2\lawrev-work](#) and select finish.
 - i. Note, if your computer is not set up for the Kent Network, then you will be prompted to login using your full Kent Webmail Login and Password (i.e., jsmith@kentlaw.edu; judgme1).
 - ii. If you are using a Mac, you cannot connect to the Law Review Network drive. You can either upload files using Law Review Office or Library computers (recommended) or through the VPN.

³ **IMPORTANT NOTE:** This is the default paperless procedure. **Your EAE may modify the procedure (i.e., change how s/he wants you to turn in your files).** In that case, follow his/her instructions. Never be afraid to ask your EAE how s/he wants this done.

⁴ In certain instances, EAEs may request that their team members hand in their assignments on a flash drive. Always follow an EAEs instructions.

2. Accessing the Law Review Network Drive through VPN
 - a. The Law Review Network Drive can be accessed from anywhere (i.e., home) using your web browser. To do so, you must login through the VPN.
 - b. <https://65.79.57.68> Click on “continue—not recommended”
 - c. Sign in using your Kent Login and Password

3. Installing PaperPort on a PC
 - a. PaperPort for XP Users: XP Users should install PaperPort using the DocuPen CD in the Paperless Cabinet. This will also install the PaperPort Printer Driver.
 - b. PaperPort for Vista Users: Vista Users must install PaperPort and the PaperPort Printer Driver separately using the Law Review Network Drive.
 - i. Installing PaperPort:
 1. In the Law Review Network Drive, open the “Scanner Software” folder.
 2. Open the “Vista Users” folder.
 3. Open the “PaperPort” folder.
 4. Open 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!
 - ii. Installing the PaperPort Printer Driver.
 1. Check to see if you are running the 32 bit or 64 bit version of Vista. To find this out, open the computer’s Welcome Center by typing “Welcome Center” into the start menu search bar. Click “Show More Details.” Look under “System” to see the type of “System type” your computer is using.
 2. In the Law Review Network Drive, open the “Scanner Software” folder.
 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; open the “system64” folder if you are using Vista 64.
 7. Open the “Setup” Application and continue to install the PaperPort Printer Driver.
 - c. What is the Printer Driver for?
 - i. Most, PDFs you download can be imported directly into PaperPort. However, some PDFs will not import directly into PaperPort (i.e., PDFs downloaded from HeineOnline).
 - ii. The Printer Driver is for PDFs that won’t import directly into PaperPort. In such cases, you have to open the PDF with another program (i.e., Adobe Reader) and “Print” it as a PaperPort PDF. This will allow you to import the PDF into

PaperPort. Remember to select “PaperPort Image Printer” in the Printer Dropdown menu before you print it.

4. Installing Skim on your Mac
 - a. Mac Users do not need to use PaperPort (which is a good thing.) Instead you can use Skim.
 - b. To install Skim on your Computer, download the appropriate version for your computer from the Skim website: <http://skim-app.sourceforge.net/> and install it.
 - c. Note, merely saving a PDF in Skim will not allow you to use another PDF reader to view the annotations. You need to export the file using the “PDF with Embedded Notes” file format.
 - d. Also note, Mac users should not use Pages (Apple’s word processing software) to the text editing because Pages does not read all of the Macros and Styles that we use.

5. How to Use the Law Review Scanners
 - a. The Law Review has two scanners. One is attached to the Law Review’s Library Computer and one is attached to the Law Review’s Office Computer. You can use scanner to scan in cases, articles, etc. that are not available to download online as PDFs.
 - b. The Law Review Office Computer is like any public computer in the school; all you have to do is sign in using your personal Kent Login and Password to use it. To use the Law Review Library Computer (located in the copy room), you need to use the following Login information:
 - i. Login: lawrevscan
 - ii. Pass: paperless09
 - iii. Logonto: kentlaw (not lawreviewPC)
 - c. To scan in a source:
 - i. Make sure the scanner is ON and connected to the computer
 - ii. Open PaperPort.
 - iii. Click File. Click Scan or Get Photo. Select your profile (i.e., B&W Document). Click Scan.

6. How to Properly Save Your Cite Checking Assignment
 - a. Whether you are saving to the Law Review Network Drive or to a Flash (Thumb) Drive, sources, spreadsheets, and edits must conform to specific naming conventions. The conventions are listed below; cite checkers who do not conform to these conventions will be asked to Rename all files that are mislabeled.
 - b. Naming Conventions
 - i. Cite Checker Source Location Spreadsheet: “[Cite Checker’s Initials] Source Location Spreadsheet [Author’s Last Name]”
 1. Example: JS Source Location Spreadsheet Streib
 - ii. Cite Checker Spreadsheet Coversheet: “[Cite Checker’s Initials] Coversheet Spreadsheet [Author’s Last Name]”

1. Example: JS Coversheet Spreadsheet Streib
- iii. Clean Copy of a Source: **“000[letter, if applicable] - [Short Name] - Original”**
 1. Examples:
 - a. 005 - Fourth Amendment - Original
 - b. 062 - Marbury v. Madison - Original
 - c. 132b - IRC 61 - Original
- iv. Highlighted Copy of a Source: **“000[letter, if applicable] - [Short Name] - Edited”**
 1. Examples:
 - a. 005 - Fourth Amendment - Edited
 - b. 062 - Marbury v. Madison - Edited
 - c. 132b - IRC 61 – Edited

Copy Card and Cabinet Key Information

There are five copy cards available to the Law Review Staff. The cards are programmed to afford unlimited printing and copying access for law review materials. If you are not printing or copying for law review purposes, DO NOT use these copy cards. It is surprisingly easy to find out what was printed on the card so don't take any chances. **Please note, because cite checking is now paperless, please only use the copy cards when absolutely necessary.**

There is a cabinet in the library in the 9th floor computer lab. This cabinet is marked "law review" and will always remain locked. It will contain all the books and materials ordered on inter-library loan for law review purposes. The books will be in the Kent library for about a month for you to make copies. After that month is up the books will be returned to the library and unavailable to you. You will receive email notification some time in advance of the return of the books.

Any time you have something to copy or print for law review, you will come to the law review office (Room C80) to pick up a copy card. The copy cards will be on a hook on the wall above the light switch. These cards are numbered 1-5. Hanging with the copy cards are five keys. These keys open the cabinet in the 9th floor library computer lab. If you need to use the books in that cabinet, you will need to check out a key to open the cabinet.

There is a binder marked "Copy Cards and Cabinet Key Information" on my desk just below the hooks with the copy cards and keys. You will open the binder and fill out the necessary information before you take the copy card or key. If you take a copy card, check the box that says "copy card" and fill in the copy card number in the following box. If you take a key, check the box that says "key". Be sure to fill in the rest of the information including a phone number. The phone number you write down should be a number where we can reach you during the day. If you forget to return the something, I will contact you at that number

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. However, they will NOT have a spare copy card to use.

When you go to the cabinet to retrieve a book on interlibrary loan, you will have to sign the book out while you use it. On the inside of the cabinet is a sheet of paper. You will have to write your name, the book(s) you are removing from the cabinet, the time and date you remove the books and the time you return the books. You will also have to include your phone number so I can track you down if the book comes up missing. If you do not find the book that you need in the cabinet, look at the sign out sheet to see who checked it out. Email the person using the book and find out if you can use it together or when they will be finished with the material. If the sheet says that the book is not checked out and you do not find it in the cabinet, INFORM ME IMMEDIATELY. This could mean the book is lost.

Remember, if you checked out a key and opened the cabinet, you must re-lock the cabinet whenever you are not near it and before you leave the library. When you are finished with the copy cards and the keys IMMEDIATELY RETURN THEM TO THE OFFICE. Please do not keep them out any

longer than you need to in case someone is waiting to use them. When you return the cards and/or the keys, mark the time on the "Time In" box in the binder. If you do not check the card/keys back in, I will assume you did not return them.

I know this process sounds like a pain, but we have to ensure that the library materials, keys, and copy cards are managed to ensure that nothing is lost. You really need to follow these rules. Please email or call if you have any questions at all.

Thank you,

Alex Magalli,

Law Review Publication Assistant

JOBS #2 and #3: BLUEBOOKING AND TEXT EDITING

In addition to gathering his/her sources and uploading them to the Kent Servier, each citechecker is responsible for Bluebooking the footnotes assigned to him/her and text editing the entire article during the three week deadline.

Getting Started

To start, you will receive a formatted copy of your article from your EAE in the email with the assignments. That copy will be titled "Author's Last Name – Draft 03". For example, if the article were authored by George Washington, the copy you would get would be called "Washington – Draft 03".

Create a file folder for all correspondence and files related to this article on your personal computer. Save your original copy of the article in the folder as "Author's Last Name – Draft 03". Open the file in Word and immediately save it as "[Your Initials] cite check [Author's Last Name].docx". For example, if Ilana Bamberger were citechecking an article by George Washington, the file would be "IB cite check Washinton.docx" *This is your working copy*. You will do all bluebooking and text editing on this copy and will send it to your EAE when you are finished.

Deadlines

You have a firm deadline of three weeks, but if there are problems with the article, we may be forced to work beyond that. Until you are notified otherwise, obtaining your outstanding sources continues to be your responsibility. You should do all that you are able to do within the first three weeks, i.e. scanning or downloading, Blue-Booking those sources, and text editing, but if you have lagging sources it is expected that you will continue to assist your EAE in a reasonable manner by checking for the sources in the library or even traveling to local libraries to make photocopies or scan with the Docupen. Law review is a year-round process; some points of the year are busier than others.

Working with your EAE, asking questions, and the law review office

As with an employer at work, please ask your EAE, Ilana Bamberger, or David Freedman any questions that you might have. On that 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, ask questions, and 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 down there. In addition, you'll learn how the law review operates and which positions you might like for next year.

CiteChecker Bluebooking and Editing: The 5 Step Process

1. First step: open and set up your working copy of the document
 - a. Turn on ¶ function.
 - b. Turn on track changes.
2. Second step: Bluebooking
 - a. 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'll 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 a integrated search that will save you tons of time. (And it fits with our overall paperless theme!)

- b. Make sure all footnotes are indented properly, with tabs like this: between footnote number and text (no spaces inserted). If you can't see the arrow in the previous line, toggle the show hide function on your computer now. ***You must have this function on to see these details!!***
- c. Make sure all footnote styles and fonts are correct.
 - i. ***What are styles?***
 1. Styles are a method of making document sizes smaller. Typically, if a writer wants to double-space a paragraph she highlights the paragraph and then clicks the double space button on her toolbar. The problem is 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 it talks to the entire paragraph and uses much less memory than otherwise.
 - ii. ***To check the "style"***
 1. You can check a style by inserting your cursor into the text you are examining; the "style" will pop up in the drop down styles menu, which should be located in your toolbar. The style for footnotes in our macro 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**. Wondering how to add a footnote to a macro'ed document? See next
 - iii. ***Adding a footnote to an article that has been macro'ed. Try it once on an old article and you'll understand styles much better...***
 1. Insert the footnote by <Insert>, <Footnote...>, then make sure that Footnote and Autonumber are checked, and hit OK.
 2. After the newly inserted footnote number, type the text you want to appear in the footnote.
 3. Next, position the cursor to the left of the footnote number. Using either the styles drop down menu or by choosing <Format> <Style...>, choose "_FootNote."
 4. Highlight the footnote number. In the styles drop down menu, choose "_NoterefInNote."
 5. Position the cursor to the right of the footnote number and insert a period.
 6. 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).
 7. Now go to the reference number that was inserted in the text. Highlight it, and using the styles drop down menu, choose "_NoterefInText."
- d. Verify/Bluebook the footnotes (use Bluebook Checklist)

- i. There is a rule for almost every type of citation in the bluebook. Even if you are sure you know it, please look it up—we all got our heads turned around with ALWD. The quick reference table on the inside cover means there is no reason not to get at least the formatting part right.
 - ii. Not only are there rules for every type of cite, there are rules within the rules for every component of the cite. For instance, with books, whether you include publisher information is governed by a rule.
 - iii. Checklist for Bluebooking footnotes (also included later in this guide)
 - 1. Spelling of author's name
 - 2. Spelling/wording/formatting/capitalization of title
 - a. For cases in *footnotes*
 - i. If the case is cited in full, e.g. Smith v. Jones, then the case name is not italicized.
 - ii. If the case is short cited, e.g. *Smith*, F.3d then *Smith* is italicized.
 - iii. Check all words in case names against Table 6 in the BB for abbreviation rules
 - 3. Pinpoint page numbers, starting page number
 - 4. Journal or publication name
 - a. Check against Table 14 for abbreviation rules.
 - 5. Publication date
 - 6. Checked *supra* or *infra* references
 - a. Make sure that the footnote or section referenced is correct.
 - 7. Accuracy of direct quotations
 - a. Make sure the language, punctuation, and everything else in the quote is exact
 - 8. Material generally supports author's assertions
 - 9. Citation sentence signals italicized, authorities in proper order, etc.
 - a. See BB Rules 1.2, 1.3, and 1.4
3. Third Step: Edit the text *and* the footnote text
- a. This should be done after the content of the text and 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. Then...
 - b. Check footnotes for:
 - i. A period after each footnote *number* (except for author's biographical info asterisk). These periods should not be italicized. Double check because these periods are often inadvertently been italicized from italicizing part of the footnote.
 - ii. A period at the *end* of each footnote.
 - iii. Check short forms of all types 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.
 - c. A checklist for text editing: (Use Text Editing Checklist)
 - i. Search for periods.
 - 1. No periods except those following *id* are italicized.
 - 2. There is only one space after the period and between sentences.

3. 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.
- ii. Search for double spaces
 1. You can do this by opening the search function and then hitting your spacebar twice.
- iii. Search for hyphens
 1. Make sure all words are properly hyphenated
 2. Rules:
 - a. The hyphen is used to separate characters, as in a phone number.
 - i. E.g.: (312) 906-5190
 - b. 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, and can be inserted in MS Word by “Insert” “Symbol” then “special characters” Note that there are no spaces on either side of the en dash.
 - i. E.g. The Supreme Court split 5–4.
 - c. 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. Insert by the same method. Note that there are no spaces on either side of the em dash.
 - i. E.g.: The chancellor—he had been awake half the night—came down in an angry mood.
- iv. Search for colons
 1. There is only one space after each colon.
- v. Search for “ ”
 1. Make sure they are smart quotes and not straight quotes.
 2. Check for single v. double quotes
 3. Check that each open quote has a close quote
- vi. Search for commonly misspelled words relevant to the article.
 1. E.g. “Eight Circuit” v. “Eighth Circuit”
- vii. Search for words that vary in capitalization relevant to your article
 1. “state” v. “State”
 2. “court” v. “Court”
- viii. Search for ellipses
 1. Make sure ellipses conform to CMS rules 11.51–11.65
 2. Make sure all ellipses have hard spaces like this: . . . You must have your show/hide function on to see hard spaces
 3. Insert a hard space by pressing “Control” + “shift” + “space bar”
- ix. Search for commas
 1. Make sure use of every comma is appropriate
- x. Search for apostrophes
 1. Make sure use of every apostrophe is appropriate
- xi. Search for square brackets
 1. Make sure all alterations of quotes conform to CMS rules 11.66–11.71
 2. Make sure that there is an open and close bracket for each.
- xii. Search for question marks
 1. There is only one space after each question mark.

- xiii. Search for semicolons
 - 1. There is only one space after each semicolon.
 - 2. Make sure the use of each semicolon is appropriate.
 - xiv. Search for parentheses
 - 1. Makes sure each open parenthesis has a closing one
 - xv. Check for hard spaces
 - 1. You can check for hard spaces by opening the search function and hitting “control” + “Shift” + “space bar.”
 - 2. There should be hard spaces in ellipses and in between the section symbol and a statute number, like this: § 56.
 - 3. We need hard spaces for proper formatting as it prevents a symbol from appearing on a different line than a number, like this→ § 56
 - xvi. Search for *supra* and *infra* to make sure all instances are italicized
 - xvii. Search for all *id.*
 - 1. Make sure the use of *id.* is correct.
 - 2. Make sure each *id.* is italicized.
 - 3. Make sure the period after each *id.* is italicized.
 - xviii. Check that all quotes of fifty words or more are block quoted. Use style “_1stQuoteTXT” for quotes in the text and “_1stQuoteFN” for quotes of fifty words or more in the footnotes.
 - xix. Make sure all paragraphs are indented with a tab, not by using the space bar. Again, you can see this with the show/hide function on.
 - xx. Check all abbreviations against the Webster’s dictionary
 - 1. Ensure that all abbreviations are defined first (e.g. “in the World Trade Organization (WTO), they often...”)
 - 2. Ensure that the abbreviation is not set off with quotations
 - a. (WTO) *not* (“WTO”)
 - xxi. Check that all numbers between zero and ninety-nine are spelled out
4. Fourth Step: Edit Headings
- a. Title should be in all caps
 - i. Example: MEDICATING TO EXECUTE: *SINGLETON V. NORRIS*
 - b. Author’s name should be in small caps, asterisk for biographical information
 - i. Example: MATHEW DUDEK*
 - ii. Cautions
 - 1. “By” should not be in front of the author’s name, By: Jessica K. Fender is wrong.
 - 2. Make sure the asterisk is the right size, i.e. not too small. It should be formatted as “NoterefInText”
 - c. Introduction is in small caps, no number
 - i. Example: INTRODUCTION
 - d. Section numbering
 - i. Make sure there are no missing sections and that the numbering scheme is correct.
 - e. Appropriate subheading formats
 - i. Note: it is likely that these will be correct as there are styles for these inserted by the publication assistant, but you should check them anyway!
 - ii. I. MAJOR HEADING: ROMAN NUMERAL, SMALL CAPS, AND CENTERED
 - iii. A. *Sub-Heading: Alphabetical, Italicized, and Centered*

- iv. 1. Sub-Sub-Heading: Arabic, Numerals, and Centered
- v. CONCLUSION
- vi. Additional rules
 - 1. If full sentences are used as sub-sub-headings, do not use title capitalization and use proper punctuation.
 - 2. Conform to proper outline structure, i.e. must have a (B) to first use an (A)
 - 3. There is only one space after a colon used in the headline
 - 4. There should be a tab between the outline level indicator and the headline.
 - 5. Capitalize the initial word, the word immediately following the colon, and all other words except articles, conjunctions of four or fewer letters, and prepositions of four or fewer letters (BB Rule 8)
- 5. Fifth step: turn the article and sources in to your EAE.
- 6. At some point:
 - a. Your EAE is required to give you feedback. If they have not within a reasonable time, please e-mail or come see the Managing Editor, Ilana Bamberger.
- 7. *HELPFUL HINTS*
 - a. Keep editing notes for each article. Because the above process will take several weeks, you may forget that you have already searched for all parentheses for example. So start a blank document and note: "parentheses checked."
 - b. Control+Shift+K is the shortcut for small caps. Very useful!

And that's it!

BLUEBOOK CHECKLIST*

Refer to the Cite Checker Text Editing Procedure Handout for a detailed explanation—this checklist is only meant to help you keep track of your progress, not as an explanatory guide.

- _____ Author's name is spelled correctly
- _____ If a case is cited in a footnote, case name is not italicized; if it is short cited, it is
- _____ All words in case name are correctly abbreviated
- _____ The starting page number and pinpoint cite page are included
- _____ The journal or publication name is spelled and abbreviated correctly (Table 14)
- _____ The publication date is correct
- _____ *Supra* and *infra* are used only where appropriate; the FN referenced is correct
- _____ *Id.* is used only where appropriate; the period is italicized
- _____ Direct quotations are completely accurate (language, punctuation, ellipses)
- _____ The material generally supports the author's assertions
- _____ Citation sentence signals (*see, e.g., etc.*) are italicized
- _____ If multiple authorities are included in one FN, the authorities in proper order
- _____ Short cites are used only where appropriate (e.g. if case, w/in 5 FN of full cite)
- _____ All footnotes are indented properly, with tabs like this: between footnote number and text (no spaces inserted).

* * Refer to the Cite Checker Text Editing Procedure Handout for a detailed explanation—this checklist is only meant to help you keep track of your progress, and is not intended as an explanatory guide.

TEXT-EDITING CHECKLIST*

After Bluebooking the FNs and checking that the cited materials provide appropriate support for the text, print out a “clean copy” of the paper without comments.

_____ Read through and mark up the clean copy once to catch obvious grammatical errors, Bluebooking errors, etc.

After entering those changes into the Working Copy, begin Text Edit Checklist. Refer to the Cite Checker Text Editing Procedure Handout for a detailed explanation—this checklist is only meant to help you keep track of your progress, not as an explanatory guide.

_____ Styles are consistent

_____ There are periods after each FN number

_____ There are periods at the end of each FN

_____ No periods except those after *id.* or as part of a short-cited abbreviation (e.g. *Festo Corp. v. U.S.*) are italicized

_____ Search for two spaces – there should not be any. There are no extra spaces between the end of a paragraph and the ¶ symbol

_____ Search for hyphens, en dashes, and em dashes (no spaces before/after dash)

_____ All *page* number ranges include an en dash, and the last two digits of the number (e.g. 1032–33, not 1032–3). For other ranges (e.g. §§ 301–302) see BB R.3

_____ Search for colons and make sure they’re used appropriately

_____ Search for semicolons and make sure they’re used appropriately

_____ Search for complete sets of quotation marks. They should be smart quotes (“these”) and when text that itself is quoted quotes other text, check for single quotes (“the Supreme Court said ‘No Way!’ and I agree.”)

_____ Check that all quotes of fifty words or more are block quoted (in FN too, unless the quote is contained within parenthesis following a citation)

_____ Search for apostrophes and make sure they’re used appropriately (no “it’s” when possessive)

* Refer to the Cite Checker Text Editing Procedure Handout for a detailed explanation—this checklist is only meant to help you keep track of your progress, and is not intended as an explanatory guide.

- _____ Check for commonly misspelled words that are relevant to the article (Eight Circuit vs. Eighth Circuit)
 - _____ Check for proper and consistent capitalization (e.g. “that court refused to follow precedent, but this Court should not be swayed.”)
 - _____ Search for commas and make sure they are used appropriately
 - _____ Search for open and closed square brackets and make sure they conform to CMS rules 11.66–11.71
 - _____ Search for open parentheses and make sure each has a closed parenthesis
 - _____ Search for hard spaces. There should be hard spaces in ellipses that conform with CMS rules 11.51–11.65 and in between the section symbol and a statute number, like this: § 56
 - _____ Search for *supra* and *infra* to make sure all instances are italicized
 - _____ Search for all *id.* making sure both *id* and its period are italicized
 - _____ All paragraphs are indented with a tab, not by using the space bar.
 - _____ All abbreviations match those provided in the Webster’s dictionary or BB, are defined in full the first time they are used (e.g. “The World Trade Organization (WTO) adopted the resolution...”), and are not set off using quotation marks (e.g. (WTO) *not* (“WTO”)).
 - _____ All numbers between zero and ninety-nine are spelled out
 - _____ Article title is in all caps
 - _____ Author’s name should be in small caps, asterisk for biographical information is formatted as “NoterefInText”
 - _____ Introduction is in small caps, no number
 - _____ There are no missing sections and the numbering scheme is correct.
- Appropriate subheading formats:
- I. MAJOR HEADING: ROMAN NUMERAL, SMALL CAPS, AND CENTERED;
 - A. *Sub-Heading: Alphabetical, Italicized, and Centered;*
 - 1. Sub-Sub-Heading: Arabic, Numerals, and Centered;
- CONCLUSION

There is a tab between the outline level indicator and the headline

Headings and titles have proper capitalization. Capitalize the initial word, the word immediately following the colon, and all other words except articles, conjunctions of four or fewer letters, and prepositions of four or fewer letters (BB Rule 8). If full sentences are used as sub-sub-headings, do not use title capitalization and use proper punctuation

SPECIAL CONSIDERATIONS:

List anything that struck you while you were going over the paper as needing particular attention.

X

Keep note of thing that needs to be double-checked here

INTRODUCTION TO THE BLUEBOOK

This introduction 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 Blue Book. Note that, in some cases, merely conforming with the rules as stated in this introduction will result in an incorrect use of the Blue Book rules. 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.

1.2: Introductory signals; 1.3: Order of Signals

Introductory signals (such as *see, see generally, but see*) are in italics. For the introductory signal “*E.g.*,” the comma is not italicized. *Our law review’s policy is to italicize the period after the id., despite that the Bluebook indicates the opposite.*

If more than one source is cited in a footnote, those sources that are of the same basic type are separated by a semicolon. Sources that are of a different basic type are placed in separate sentences.

2.1: Typeface Conventions for Citations

Cases: Case names are in regular type when in a footnote, but are in italics when the case name appears in the text.

Books: Both the author’s name and the title are in small caps. (THIS IS SMALL CAPS.) Change to small caps by <Format>, <Font...>, then clicking the box next to “Small Caps.”

Law Reviews and other periodicals: The author’s name is in regular type, the title is in italics, and the journal name is in small caps.

4.1: Short citation forms: *Id.*

Use “*Id.*” only when the preceding footnote contains only one authority.

4.2: Supra

Supra is used to refer the reader to the footnote where the full citation appears. It is not used for cases or statutes. A “Supra” cite gives the author’s name, the supra reference, and the pinpoint cite.

5.1: Quotations

Quotations of fifty words or more are indented left and right and single spaced. Use style “_1stQuoteTXT” in the text.

6.1: Spacing

Adjacent single capitals do not have a space between them (such as S.D.N.Y.). A single capital followed by a longer abbreviation has a space between them (such as S. Ct. or F. Supp. 2d).

10.2: Case names

The abbreviation of a case name depends on whether it is used in a textual sentence or appears in a footnote. Fewer words are abbreviated in a textual sentence. However, in a footnote, any word that appears in Table T.6 or T.11 is abbreviated.

10.9: Short forms for cases

A short citation format (such as “*Prince*, 321 U.S. at 170.” for long form “*Prince v. Massachusetts*, 321 U.S. 158, 170 (1944).”) may be used only where the long form was used in the last five footnotes.

16: Periodical materials (includes law reviews)

The name of a periodical or law review is abbreviated as in Table T.14. If the periodical does not appear in Table T.14, abbreviate any word in the periodical name following Table T.11 and Table T.14.

INTRODUCTION TO THE CHICAGO MANUAL OF STYLE

5.202: Glossary of troublesome expressions

Chapter 6: Punctuation

6.3 to 6.6: All punctuation should be in the same font as the main surrounding text, except for a title.

Thus,

Ex: Smith played the lead role in *Hamlet*, *Macbeth*, and *King Lear*.

Ex: Are you saying that the wound was *self-inflicted*?

Ex: We heard his cries of "*Help!*"

Ex: The Asian long-horned beetle (*Anoplophora glabripennis*) attacks maples.

Note that the commas, question mark, quotation marks, exclamation mark, and parentheses are NOT in italics.

6.8 to 6.9: Periods and commas go inside quotation marks; colons, semicolons, question marks, and exclamation points go outside (unless they were part of the quote).

Ex: I heard him say to her, "Elvis has left the building."

Ex: I was asked to state my "name and serial number"; I have no serial number.

Ex: Which of Shakespeare's characters said, "All the world's a stage"?

6.11: *One space between sentences.*

6.18: Use of commas. "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."

Items in a series are each separated by a comma, including the last item (except where an ampersand is used to connect the items).

Ex: She took a photograph of her parents, the present, and the vice president.

Ex: She hopes to get an interview with Dewey, Cheetum & Howe.

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.

Ex: The ship sailed on October 6, 1999, for Southhampton.

Ex: In March 2003 she turned seventy.

6.53: A quotation is usually introduced by a comma, unless the quotation is introduced by *that*, *whether*, etc.

Ex: It was Emerson who wrote, “Blessed are those who have no talent!”

Ex: Was it Stevenson who said that “the cruelest lies are often told in silence”?

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.

Ex: The study involves three food types: cereals, fruits, and vegetables.

Ex: So the question becomes: Who can you trust?

6.68: It is improper to use a colon before a series introduced by a verb or a preposition.

Ex: A resume should include educational background, work experience, and class rank.

Ex: This review is concerned with (1) Bluebooking skills, (2) general grammar, and (3) matters of style.

In the above examples, do not include a colon after either *include* or *with*.

Hyphens/dashes:

The hyphen (the key between zero and the equal sign) is used to separate characters, such as a phone number.

Ex: Please ring me at (312) 906-5190.

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, and can be inserted in MS Word by <Insert>, <Symbol>, then clicking on “Special Characters.”

Ex: The London–Paris train leaves in two minutes.

Ex: The Supreme Court split 5–4.

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. Insert by the same method. Note that there are no spaces on either side of an em dash or an en dash.

Ex: The chancellor—he had been awake half the night—came down in an angry mood.

6.104: Square brackets are used to enclose material added by someone other than the original author.

Ex: 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.”

7.51: Italics are used for isolated foreign words and phrases that are unlikely to be familiar to readers.

Ex: The nation had been flirting with forms of *götterdämmerung*, with extremes of vocabulary and behavior and an appetite for violent resolution.

7.82 to 7.90: Compounds and hyphenation

One of the most common editing issues. Look first to the dictionary. Then look to the table beginning on p. 302 of the CMS.

PRINCIPLES OF INTERNET CITATION

Introductory phrases

“at”: Where the material is available only on the internet (such as internet journals)

“available at”: where the internet is given as a parallel citation to a source that could be located elsewhere

[none]: Where only the internet source is cited

Citation format for sources only available on Internet

Name of author/institutional author

Title of article, webpage, report, etc.

If the source is one that is content that is primarily or only distributed by the internet, it is treated similar to a periodical article, with the author’s name in Roman type and the article title italics. If it is a more permanent or official report or other work, the author’s name and title should be in small caps.

Website address

If the web address is the only location provided for accessing the article, the URL is preceded by “at.”

Date

The date is given after the URL, and is, in order of preference, (1) date given in source, (2) date webpage modified, or (3) date last visited. Putting the date after the URL is consistent with all other forms of citation, where the date comes as the last element of the citation.

Example

Author: Billy Bo Bob Jim

Title: Squeal Like a Pig

URL: www.rednecks.com/personal/bbbj/squel.htm

Date: Jan. 17, 2003

Billy Bo Bob Jim, *Squeal Like a Pig*, at www.rednecks.com/personal/bbbj/squel.htm (Jan. 17, 2003).

Citation format for sources available in another format, but Internet reference provided to help reader access source

Citation as to the physical source.

Website address is preceded by “available at.”