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Cite Checker Handbook
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**Bluebook Rule numbers cited in this manual are referencing to the 19th Edition. However, we are including an appendix with updates to ensure that all Journal-published citations will conform to the 20th Edition standards, released in summer 2015. See Appendix H for more information.**
One: Intro to the Cite Check Process

Cite-checking is the primary responsibility of first-year staff members. This critical stage of the editorial process ensures accuracy and consistency within an article. Here’s an overview of the entire process:
The following guidelines should be followed for every cite check. The directions and screenshots found here will take you through the entire cite-checking process from the cite check drop to correctly submitting the cite check materials to your assigned Editor. While the Cite Check Process can (and will) seem tedious, it is important that every step is followed, as consistency is important for all subsequent stages of editing performed by the Editorial Board. The Manual should be your first stop when you have a question regarding your cite check. Article Editors should be contacted when you have consulted the Manual, and the Bluebook if applicable, and are still unsure what action to take.

Cite checks will be assigned by the Managing Editor. For every issue, each article will be assigned to an Article Editor. Each article is then further broken into sections, and those sections are assigned to cite checkers.

There are multiple components to each cite check. Some portions are completed electronically, and some require you to provide information in a hard copy format. For those tasks you complete electronically, you will need to set up a Dropbox account using your William & Mary email address prior to the commencement of the first cite check. If you have any issues setting up Dropbox, please contact Lindy Gunderson, Managing Editor at wmjowlcitecheck@gmail.com.

No later than 5:00 PM on the day a cite check begins, a Cite Check packet will be placed in your hanging file. Each Cite Check packet will include:
- Cover Sheet with the name of the Article Editor and the names of and page numbers assigned to each Cite Checker for the article
- A memorandum from the assigned Article Editor, introducing herself and informing the Cite Checkers about any difficulties particular to the assigned article
- A copy of the assigned portion of the article for which that Cite Checker is responsible
- A copy of the Cite Checker Checklist
- A Problem Sheet, for recording any issues you encounter during the cite check for the Article Editor

In addition, you will receive the following in your individual folder under the assigned article’s Dropbox folder:
- An electronic copy of the assigned article, in full
- A copy of the Source List

If any materials are missing by the time a Cite Check commences, please immediately contact the Managing Editor, Lindy Gunderson, at wmjowlcitecheck@gmail.com. Once Cite Checkers have all of the requisite materials, you are ready to begin the cite check, starting with the Source Pull.
Two: The Source Pull

The first 48 hours of each cite check are devoted to the Source Pull. The purpose of the source pull is to provide cite checkers and articles editors with an original copy of the source. This source will be checked for accuracy, plagiarism, and used to ensure that the footnote is correct. It is vitally important to get the source pull correct as it impacts all steps of editing down the line.

**STEP ONE: READ THE ARTICLE**

First, each Cite Checker should read the assigned article in full, to put the part of the article assigned in context. The entire article is located in the Author’s Folder on Dropbox. Reading the entire article can come in handy when you’re trying to find proper support for any add-cites in your section, later in the cite check process. It will also help you determine how long and/or difficult your portion of the cite check is going to be.

**STEP TWO: PULL SOURCES**

Next, you must pull each and every source for your section of the article, as outlined on the Source List in your Cite Check Packet.

- If the source is electronic, place a PDF version of the source in the appropriate Author Folder on Dropbox. If the file is not text-searchable, you must also run Adobe’s OCR Text Recognition feature on the PDF.
- If the source is a book or other hardcopy material, check out the material and place the hardcopy on the appropriate shelf in the Cite Check Room. Shelves in the Cite Check Room will be labeled with the article author’s name.

You will only pull the first instance of each source within the article, as indicated on the Source List in your Cite Check Packet. For example, if a source is cited in footnotes 15, 38, and 54, you only pull the source if footnote 15 is in your page range. Make sure to use the Source List to determine which sources you must pull – otherwise you’ll be wasting your own time by creating extra work!

If there are any sources in your section of the article NOT on the source list, please pull the source and notify your Article Editor.
Some specific rules you must follow when pulling sources (and please check out Appendix D for more information):

**Cases & Journal Articles**
- Each must be saved down as each appears in the original source since this is the only way to ensure page numbers are correct.
- If you’re having difficulty, check HeinOnline to obtain the original law review articles or cases. Unlike Lexis and Westlaw, pieces are saved in the original page format.
- Do not use the pdf from Lexis or Westlaw if it is not the same version of the article that is cited (for example, do not save down the image of “93 S.Ct. 705” if the citation specifies “410 U.S. 113” even though both reference the same case).
- HeinOnline can be found through the Wolf law library homepage as a link on the left-hand side.

**Books**
- Books owned by the Wolf law library should be checked out to the appropriate shelf in the Cite Check Room.
- Books owned by Swem library can be checked out using the JOWL library card.
- Books owned by the National Center for State Courts may be checked out using the JOWL library card.
- You can get JOWL’s library card from the Wolf law library circulation desk. There are only two copies of the card. Please bring the card back immediately once you’ve gotten your materials so others can complete their source pulls as well.
- Books not located at Wolf law library, Swem, or NCSC may be accessed via the Interlibrary Loan (ILL) process. See page 5 for more on ILL.

**Microfiche & Microfilm**
- Any source on microfiche or microfilm must be scanned into a pdf format. This may be a method you have to use for older newspaper articles.

**Newspaper Articles**
- Please take care that you choose the correct newspaper source - the web version and the hardcopy version are sometimes worded differently, have different publication dates, or have different page numbers included.

**Internet pages**
- Please make sure to archive each internet source in the appropriate author folder in JOWL’s perma account, and reference the archival in the citation (see Appendix F).
STEP TWO (A): THE INTERLIBRARY LOAN PROCEDURE

If a source is not available through a William & Mary library or the National Center for State Courts library, please follow the following procedure:

1. Log into Worldcat. Worldcat can be accessed through the Law Library website (http://law.wm.edu/library/home/index.php); it is on the front page on the left-hand side under Databases.

2. Search for the source in WorldCat. Once located, record the OCLC Accession Number located at the bottom of the Detailed Record page for the source.

3. Go to the Interlibrary Loan page on the Wolf law library website and select the Services link on the left-hand side. Then select Forms under the Interlibrary Loan section.

4. Select to Interlibrary Loan a book or an article, depending on the source needed.

5. Put in your WM username and password, and select Journal of Women and the Law from the drop-down menu.

6. Select the appropriate article and fill out the entire form. Ensure that the source has not been requested by another cite checker on the article. There is a list on the ILL website to inform Cite Checkers which sources have already been requested for each article. Sometimes you may only receive a portion of the source, so it is important to specify a page range in your request.

7. Submit the ILL form. Your request will be sent electronically to Becky Mazzarella, the ILL Librarian.

8. When the source arrives, you will receive an email, possibly with a PDF attached. Read the email to see if there is a hard copy of the source to be picked up. If so, pick it up from the shelves outside Becky’s office, which is on the right-hand side of the hall near the rare books room and next to the hideous fish painting.

9. If you receive a book, be sure to put the appropriate shelf marker slip in the book before you place it on the assigned shelf in the Cite Check Room.

**NOTE:** The source may not arrive in time for the Source Pull deadline.

- Mark on the Source List that it has been ordered via ILL.
- When the source arrives, place a PDF of the source in your Source Pull folder on Dropbox and the hardcopy materials on the Cite Check shelf.
- Let your Article Editor know via email the source has arrived, so she can send a message to the rest of the cite checkers, letting them know that the source is available in Dropbox.

- We appreciate your speed in taking care of materials that arrive after the Source Pull deadline, as subsequent cite checkers on the article may be waiting for the source to complete their Source Binders.

For ILL sources, it is particularly important that you scan or otherwise create a PDF all the necessary pages for the cite check before the book is returned, including the title page, the publisher information page, all pages referenced within the article, and, for compilations of chapters written by different articles, the first page of any chapters cited.

### STEP THREE: LABEL THE SOURCES

Next, all sources must be placed in Dropbox. After accessing the appropriate Author Folder in Dropbox, find your individual folder and place all the sources in the folder labeled Source Pull. **Article Editors will reject source pulls for anyone who turns in incorrectly labeled documents; your source pull will be considered incomplete until all labels comply with these specifications.**

It is crucial that each source be properly labeled. Cite Checkers for subsequent sections must be able to find the correct source later in the cite checking process when finding support for each footnote, and the Editorial Board relies on these labels later in the publication process as well.

- Every source pull pdf should be labeled **Fn. 01 LastName BeginningofTitle**
  
  For example: Fn. 16 Strasser Family Law Basics

- When a source doesn’t have an author, you can just use the title.

  For example: Fn. 124 17 U.S.C. 342

- If a footnote has multiple sources included, label it with parts, to keep the sources in order. Format is **Fn. 01, pt 01 LastName BeginningofTitle**

  For example: Fn. 24, pt. 01 Brown v. Board of Education
  Fn. 24, pt. 02 Aolain Gendered Underenforcement
  Fn. 24, pt. 03 Beijing Conference
NOTE: It is very important that you put spaces and periods where indicated. If you do not, sources will not appear in the correct order in Dropbox, which makes it more difficult for subsequent Cite Checkers and others to find the source.

STEP FOUR: INITIAL THE SOURCE LIST

In Dropbox, there is an Excel spreadsheet of the Source List in each Author Folder. Re-save this list into your individual Dropbox folder in the Author Folder as: SourceList_YourLastName.

Initial each source on your Source List that you pulled. Doing so indicates that that source has been placed in Dropbox or on the correct shelf in the Cite Check Room.

On the Source List, there is a comment area to indicate if any sources are not in the Dropbox folder or on the shelf in the Cite Check Room, or if there are any other issues unique to a source. For example, Cite Checkers should indicate if a source ordered via ILL has yet to arrive. Another example may be that a professor has the Law Library copy of a source and that you’ve requested it, but it hasn’t been returned yet. Cite Checkers should also note if they are not able to access something in the original PDF format.

The initialed individual Source List is due at the same time as the Source Pull. Your Article Editor will be reviewing this within 24 hours of the end of the Source Pull period to ensure that all sources are available for each article, so everyone will be able to finish the substantive cite check.

STEP FIVE: TELL YOUR EDITOR YOU COMPLETED THE SOURCE PULL!

Last step. Email your Article or Note Editor, and cc: wmjowlcitecheck@gmail.com, notifying the Editor that your Source Pull is completed. Let the Editor know if there are any issues outstanding, like ILL books you’re still waiting on or sources that you haven’t been able to track down. Please attach your individual, initialed Source List to this email.
Three: The Substantive Cite Check

After the Source Pull is complete, the substantive portion of cite checking begins. The Cite Check is split into three tasks: (1) finding support for text within the sources, (2) ensuring footnotes are in proper Bluebook format, and (3) editing the article for clarity.

GENERAL REMINDERS

- **Cite Checkers must edit in pencil only.** Please make marks legible and with care. If your Article Editor cannot read your editing marks, she will return the cite check to you, and it will not be considered completed until you correct your mistakes. Please completely erase all editing errors you may make while cite checking.

- **You must use the editing symbols provided in Appendix A.** Never use your own, such as “awk.” or “?” or the like. If something is incorrect, attempt to fix it.

- **Save your files frequently.** Consider backing up your work, and save the file to Dropbox as you go. This could save you from having to redo work if something should happen to your computer.

- **Every file must be text-searchable.** If a PDF file is not text-searchable, you must run Adobe’s OCR Text Recognition feature on the file.

STEP ONE: FIND SUPPORT FOR THE TEXT

Now that sources have been pulled for each footnote, it is time to make sure that each proposition made by the author is supported by the source(s) that the author cites. You will check every footnote to ensure support is referenced in the sources cited. Cite checkers must also find support for add-cites marked for inclusion by your Articles Editor.

1. **Read the sentence.**

2. **Find the source(s) indicated in the footnote for that sentence.**
   - If the source is electronic, open the document and save a new copy of it. Use the “Save As” option in the File menu to update the file name to reflect the appropriate source number and part. **It is important to always use “Save As” so the marking you use references the proper cite.**
   - If the source is a book or other hardcopy material, you must create a PDF of the source. Take photos or scan the title page, table of contents, each page of the source cited, and create a PDF. Once you have created a PDF, save the file using the appropriate naming convention of **“Fn. # LastName BeginningofTitle”** Ensure that you run Adobe’s OCR Text Recognition feature on the file so it can be text-searchable.
3. **Read the source to find support for the proposition being made in the article or note.**

   - If there is a pincite, go to the proper place in the article and see if the page says what the footnote asserts. If the page content does not support the sentence for which the source is cited, the source must be updated. If the support is elsewhere in the source, correct the page number.

   - If there is no pincite, read the article and find where the support for the proposition exists within the source. *JOWL’s policy is to pincite where possible so unless the entire source supports the proposition, write down a pincite on your copy of the article.*

   - If the proposition is not supported in the article, you must try to find support in another source. The best place to start looking is at sources in the surrounding footnotes.

   - If you cannot find any source that supports the proposition, let your Article Editor know. You may have to research on your own to find support, and your Article Editor can help track something down if necessary.

4. **Mark support in the footnote.** Once you find support within the cited source, you must use Adobe to mark it on the PDF.

   - **If the article includes a direct quote, you must take additional steps to mark support as noted in step 6 of this list.**

   - **If the article includes add-cites, you must find support for those as outlined in step 7 of this list.**

   - Place a blue text box at the top of the first page of the source indicating which footnote the source belongs to. For example, if you are recording support for footnote 18, type “Fn. 18” in the box. See Appendix G for how to insert text boxes.

   - Place a blue box around the portion of the source that supports the author’s proposition.

   - Place a blue text box in the margin, indicating the footnote number as “Fn. 18.” Please make sure to use this format, because later in the process your Article Editor will create a source binder that will be searched using these terms.
5. **Check parenthetical information, and confirm signals are appropriately used.**

While checking parentheticals and signals is technically part of ensuring citations are in proper Bluebook format, this is the most convenient time to check since you are reading parts of the article.

- If the author uses a parenthetical, make sure it is accurate.
- If the author does not use a parenthetical, but should, indicate so on the hard copy of the article. Check Bluebook Rules 1.2 and 1.5 for guidelines as to when it is appropriate to use parentheticals. It is the Journal’s convention that parentheticals are required wherever the Bluebook says they are suggested.
- If new parentheticals need to be added and cannot be done so neatly on the hard copy due to limited page space, please type the edits in Word and place a printed copy behind the age needing the addition when submitting the cite check. Please include the typed version in your add-cite edit insert page (outlined in step 8 of this list) to be submitted electronically at the completion of your cite check.
- If a signal is used, make sure the signal is appropriate for the proposition made. Check Bluebook Rule 1.2 for information on signal use. If the signal “see generally” is used, it must be changed to the most appropriate alternate signal.

6. **Save the source.** After you mark where support for the proposition appears, and put the footnote number in the text box, you must save the source on Dropbox.

- In the source binder, only the first instance of the source should be saved in its entirety after being marked. For subsequent uses of a given source, you only need to save the first page of the source (giving the title, author, first page number) and the page on which the support appears.
  - **Books:** Include the title page and page on which support appears.
  - **Compilations with book chapters written by different authors:** Include the title page, first page of the chapter from which the author is citing, and page on which support appears.
  - **Articles:** Include the table of contents, first page of the article, and page on which the support appears.
  - **Internet pages:** Include the first page of the source’s PDF and the page on which support appears.
- **Microfilm and other “odd” sources:** Refer to Article and Internet Page instructions. Generally use your best judgment to provide the Article Editors with the information they will need.

- To remove a page from a source, you may reprint the file to PDF as a selection of pages, leaving out the page you’d like to remove. On a Mac in Preview you can click the “View Menu” in the upper right hand corner, select “Thumbnails,” select the page(s) you want to delete, and press “delete” on the keyboard. If you need to select more than one page, you can “Shift-Select.”

- Save the source in your individual cite checker Source Binder folder. As with the source pull, it is crucial that each source be saved using the “Save As” function and that it be saved using the appropriate file naming convention of “**Fn. 01 LastName BeginningofTitle**” of as otherwise noted in Step Three of the Source Pull section.

7. **For quotes, highlight the quoted text within the source and certify that the quote matches the article language.**

   - The easiest way to find quotes within the source is to use the “find” function (PC: ctrl+f; Apple: ⌘+f) and put in a few words from the quote. This is another reason why it is important to ensure each source is text-searchable (otherwise known as “OCR”).

   - Highlight the quoted text within the source using the Adobe highlighting tool. See Appendix G for directions on how to use Adobe and the highlighting tool.

   - Create a blue text box in the margin next to the quote. Put the footnote number in the textbox using the format “**Fn. 01.”**

   - Read the quotation in the article and the quote within the source word-by-word, to ensure that the quote is exactly as it appears in the source. Irregularities in the quote source count. For example, if the source capitalizes words mid-sentence, make sure those are copied to the article exactly as they appear in the source.

   - **Note:** Authors are allowed to alter quotations but only in the ways specified in the Bluebook (Rules 15.2 and 15.3.) If the author added emphasis, such as underlining or italics, the citation must reflect that fact in compliance with Bluebook Rule 5.2.

   - Type the number of words that appear in the article’s version of the quote, and the number of words in the source’s version of the quote, in the text box next to the
quote. If there is variation, indicate what the variation is. For example, you might note that “the article version incorrectly includes an extra “and” as the 24th word.” Type your initials next to the quotation to indicate it has been checked.

- Correct the quote on the hard copy of the article to reflect what is in the source. Write the number of words in the quote in the right margin of the hard copy of the article you are submitting. Initial on the hard copy to confirm that it has been checked against the source.

- Here’s an example of what the source quote should look like when completed:

8. **Find support for add-cites indicated in the text.** Add-cites will be included on your copy of the article as a number followed by a letter, in red. For example, if there are two assertions of fact that require a citation but that the author has not provided support for between footnotes 15 and 16, your Article Editor would have marked “15a” and “15b” in the article, indicating you must find support for those points. A good place to start looking is the cited sources near the add-cite.

- **Create the source PDF:** Once you have discovered support for the proposition made by the author in need of an add-cite, create and mark the pdf of the source as described above, and save it using the naming format of “Fn. Add-cite#, LastName BeginningofTitle.”

- **Create an add-cite edit insert page:** Type the proper Bluebook citation on a new word document. Include the page number, the add-cite number, and the correct Bluebook citation. If there are notes you’d like to share you may include them here, or if you believe that for clarity your edits would be well-served by including a copy of the correct citation you may do so.
Here’s an example of what your add-cite edit insert page should look like:

<table>
<thead>
<tr>
<th>p. 89</th>
<th>Fn. 21a</th>
</tr>
</thead>
<tbody>
<tr>
<td>See, e.g., TAYLOR SWIFT, 22, on RED (Big Machine Records 2012).</td>
<td></td>
</tr>
</tbody>
</table>

- When you turn in your cite check, **place a printed copy of the add-cite insert behind the page which includes the add-cite**. You can put multiple add-cites on each page of the insert, as long as all add-cites are on the same page of the article to be edited. For instance, if you have four add-cites on one page of your article, all four may be typed on the same page to be inserted into the hardcopy package at turn-in.

- In addition, **place a copy of your add-cite edit inserts word document in your individual cite-checker Dropbox folder**, with the file name “AuthorLastName_YourLastName_Addcites”
**STEP TWO: BLUEBOOK THE FOOTNOTES**

Footnotes must be checked for compliance with the Rules set forth in the 20th Edition of the Bluebook. You should check each source against the Rules and examples set forth in the Bluebook. Do not assume that you know the proper format; always check the Bluebook!

Some Bluebooking points to keep in mind (and see Appendix E for examples of proper Bluebooking):

<table>
<thead>
<tr>
<th><strong>Id.</strong></th>
<th>Can only be used if the previous footnote has one source. If there are multiple sources, <em>id</em> cannot be used</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>Id</em> can only be used five times in a row. After the fifth, the full/short form of the citation must be used</td>
</tr>
<tr>
<td></td>
<td>The period following <em>id</em> must always be italicized</td>
</tr>
<tr>
<td></td>
<td><em>Id.</em> can be used as a short form citation for any type of authority except internal cross-references as described in Bluebook Rule 3.6</td>
</tr>
<tr>
<td></td>
<td>If the source is the same but the page number is different, that must be indicated. For example: <em>See id.</em> at 21.</td>
</tr>
<tr>
<td></td>
<td>Do not use “at” before a section or paragraph symbol. For example: <em>See id.</em> § 4.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Supra</strong></th>
<th>Most commonly used to refer to journal articles and books</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CANNOT be used to refer to cases, statutes, or constitutions. See Bluebook Rule 4.2.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Hereinafter</strong></th>
<th>Cannot be used for cases, statutes, or legislative materials other than hearings or similar materials</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Journal police is that hereinafter should be used only if the author is cited more than once in a footnote. It may be used in very limited circumstances if the short form of the citation is long and cumbersome, such as when a source has no author and the short form is a long title</td>
</tr>
<tr>
<td></td>
<td>Hereinafter is NOT italicized</td>
</tr>
<tr>
<td></td>
<td>The short form used should be in the same typeface as the original. See Bluebook Rule 4.2(b)</td>
</tr>
</tbody>
</table>
| **Short Forms** | - If a case has been cited in the previous five footnotes, the full form of the citation should be changed to the shortened form. Use the short form in three situations:
  - The full case has been used in the same general textual discussion to which the footnote is appended
  - The case name has been cited in full earlier in the same footnote
  - If the case has been cited, including as a short for or id., in the preceding five footnotes. See Bluebook Rule 10.9.
  - If the United States is a party to a cited case, do not use the “U.S.” abbreviation.
  - Short forms of a case are italicized in a citation and are in Roman type when part of a full form citation. |
| **Cases** | - Omit “the” as the first word of a party name.
  - Use geographical terms as guided by Bluebook Rule 10.2.1(f).
  - Always provide a pinpoint cite, unless you are citing to a case generally or citing the case after mentioning it for the first time in the text.
  - Always cite to the preferred reporter or service. Check Bluebook Rule 10.3.1 for details.
  - For **United States Supreme Court cases**, cite to the United States Reporter (U.S.) if available. If the official reporter has not yet been published, cite to the Supreme Court Report (S. Ct.), Lawyer’s Edition (L. Ed.), or the United States Law Weekly (U.S.L.W.) in that order of preference.
  - For **state cases**, cite to the regional reporter, not the official state reporter. Do not include a parallel citation, even if the author has specified both. After limiting the cite to the regional reporter, please remember to include the name of the state court in which the case was decided.
  - If a case is **cited to any reporter other than the primary regional or federal reporter**, check to see if it has been published in the primary regional or federal reporter. If it has, cite only to that reporter. If it has not, check Bluebook Rule 10.3.1(b) to determine the appropriate reporter.
  - For **cases only published on LEXIS or Westlaw**, consult Bluebook Rule 18.1. |
Parentheticals

- Used to explain the importance of sources, to give other relevant information, or to show changes in direct quotations. Refer to Bluebook Rule 1.5.
- Place a space before the open parentheticals.
- Start the parenthetical with an “-ing” word.
- Do not use the same “-ing” word for every parenthetical.
- Do not capitalize the first word of the parenthetical.
- Ensure there is no punctuation at the end of a parenthetical phrase. The only exception to this is where a sentence is quoted. See Bluebook Rule 1.5(a)(ii).
- If a case has a subsequent history, the subsequent history follows the parenthetical.
STEP THREE: EDIT THE TEXT

The Journal is a light-touch law journal. This means that we do little stylistic editing. If something is not “wrong” and is a stylistic choice of the author, you may make a suggestion on a separate, typed list, but do not make stylistic edits on the hard copy of the article.

We provide a few textual editing tips here.

- Case names are italicized when used in textual sentences. The first time a name is mentioned in the text the full name must be used and the case should be footnoted. Once cited in full in the textual discussion, the case may be referred to by one of the party’s names without further citation (for example, the Court stated in Brown that “separate is inherently unequal”). Additionally, always discuss cases in the past tense.

- Commas should be corrected only where they are incorrect, not when an editor disagrees with them stylistically; as a light touch journal, we defer to an author’s stylistic choices.

- Watch out for the incorrect use of “that” and “which”.
  - “That” is restrictive, meaning the clause following “that” is essential to the meaning of the sentence.
  - “Which” is nonrestrictive, meaning the clause following “which” is not essential to the meaning of the sentence and should be set off by commas.

- “While” and “since” should be used only to connote time. Instead, use “as”, “whereas,” or “because.”

- “Where” should be used only to connote location.

- “Feel” is a sensory term. One feels heat or emotion. Do not use “feel” to describe a mental process (ex. “The judge felt the law of South Carolina should be applied.”). Instead, use “believed,” “thought,” or “reasoned.”

- Omit “or not” after “whether.”

- The word “only” should directly precede the word it modifies. For example, say “The Court gave only three reasons”, NOT “The court only gave three reasons.”

- Avoid using parentheticals in the actual body of the article. Oftentimes, m-dashes (--) can be used in place of parentheticals.
- Sentences should not begin with conjunctions ("and" or "but") or with transition words ("nevertheless," “however,” or “thus”).
- Avoid rhetorical questions (text search for “?”).
- The Bluebook indicates that “state” should be capitalized “[o]nly if it part of the full title of the state, if the word it modifies is capitalized, or when referring to a state as a governmental actor.” See Bluebook Rule 8. Determining when a state is a governmental actor has proven difficult. To be consistent, capitalize it when it is part of an official title or when it is the object or subject of a sentence. If state is used, however, to delineate a place, do not capitalize it (e.g., “Most of the judges in the state were elected before the constitutional amendment.”).

In addition, the Journal has several formatting conventions.

- Only three typefaces are used in citations: ordinary Roman, *italics*, and **LARGE AND SMALL CAPS**. The Bluebook uses these conventions and strict adherence to these conventions is essential. See Bluebook Rule 2.1.
- Periods ending a sentence should be followed by only one space (try searching for “. ” [a period followed by two spaces]).
- Spell out numbers up to ninety-nine in the text, and up to nine in footnotes. See Bluebook Rule 6.2 for exceptions.
**Four: Turning in the Cite Check**

After you have marked support in each source, checked the footnotes for accurate Bluebooking, and edited article text, you are nearly done. To complete the Cite Check, you must:

- Double-check to make sure that each source for footnotes in your section is in the Source Binder folder on Dropbox and is properly labeled.
- Fill out the Cite Checker Problem Sheet with any problems you encountered during the Cite Check process and how you dealt with each problem or if the problem remains outstanding.
- Run through the points on the Cite Checker Checklist, making sure each task has been completed, and sign it. Remember to fill out the section about how many hours were spent on the Cite Check.
- Email your Article Editor and cc: wmjowlcitecheck@gmail.com, noting that your cite check has been completed. If there are issues that remain, please highlight what remains to be done that you have included on your Cite Checker Problem Sheet. Attach your Add-cite edit word document to the email.

**Once each of these is complete, please drop off the hard copy of your Cite Check at the JOWL office by 5:00pm on the date of the deadline.** The JOWL office is in the basement of the library. When you walk down the stairs turn left and follow the hall nearly to the end. It’s the door directly in front of you when you get to the kitchen on the right-hand side of the hall. JOWL’s Volume 22 masthead is posted on the door. The following items must be turned in to the Editorial Board member there:

1. The **hard copy of the article section to which the Cite Checker was assigned, with your corrections in pencil.**

2. The Cite Checker Problem Sheet. Even if it is blank, turn it in so that the Article Editor does not think it was forgotten and knows there are no remaining issues.

3. The **Add-cite Edit word document, including footnotes for add-cites and cumbersome corrections.** This should be included with your hard copy article, with each page inserted behind the article page where the correction appears in the text.

4. The **signed Cite Checker Checklist.**
Five: After the Cite Check

After the Cite Check, your responsibilities are generally over until the next Cite Check. Your Article Editor will contact you if you did not follow the Cite Check directions. The Article Editor may contact you if there are issues that still need to be addressed after the Cite Check deadline has passed, such as those included on your Cite Check Problem sheet. In such cases, Article Editors will provide you with a deadline by which time all corrections must be made.

After you turn in your Cite Check, each Article Editor reviews her assigned article selections, a process that takes two or three weeks. After the Article Editors have completed the Article Editor review portion of the publication process, you will be contacted by your Article Editor to schedule a performance evaluation meeting.

At this meeting, which must take place in person, your Article Editor will provide feedback on what you did well and what improvements should be made on subsequent Cite Checks. You will be given a written performance evaluation to sign and return to your Article Editor, either at the meeting or to her hanging file, no later than one week from the date of the meeting. Cite Checkers should keep in mind that showing improvement on Cite Checks over the course of the year is a factor considered in determining the next Editorial Board.
# Appendices

## A. Editing Symbols

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Function</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Delete</td>
<td>Take it out.</td>
</tr>
<tr>
<td></td>
<td>Insert at this point</td>
<td>Forgotten letters, words.</td>
</tr>
<tr>
<td></td>
<td>Put in space</td>
<td># # Words went together.</td>
</tr>
<tr>
<td></td>
<td>Close up; no space</td>
<td>Correct skips</td>
</tr>
<tr>
<td></td>
<td>Move word or words to point</td>
<td>This here word belongs.</td>
</tr>
<tr>
<td></td>
<td>indicated</td>
<td>Fast typists mistakes make</td>
</tr>
<tr>
<td></td>
<td>Transpose letters or words</td>
<td>Fast typists mistakes make</td>
</tr>
<tr>
<td></td>
<td>Run two paragraphs together</td>
<td>This is not easy to illustrate. BUT it can be done.</td>
</tr>
<tr>
<td></td>
<td>Carry line of type to left margin</td>
<td>Mistaken indentation corrected in the manner shown here</td>
</tr>
<tr>
<td></td>
<td>or right margin.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Start a new paragraph</td>
<td>Paragraphs should rarely be longer than six sentences.</td>
</tr>
<tr>
<td></td>
<td>Indent</td>
<td>We indent quotations of fifty or more words.</td>
</tr>
<tr>
<td></td>
<td>Lower case; upper case</td>
<td>For example, we only capitalize &quot;court&quot; when referring to the United States Supreme Court.</td>
</tr>
<tr>
<td></td>
<td>Large and small capitals</td>
<td>Familiar to all of you is Prosser, The Law of Torts.</td>
</tr>
<tr>
<td>Symbol</td>
<td>Function</td>
<td>Example</td>
</tr>
<tr>
<td>--------</td>
<td>----------</td>
<td>---------</td>
</tr>
<tr>
<td></td>
<td>Italic type</td>
<td>Words with a single underline</td>
</tr>
<tr>
<td>Rom</td>
<td>Roman type</td>
<td>When a word has been italicized or put in large and small caps incorrectly.</td>
</tr>
<tr>
<td>:</td>
<td>Insert colon, and semi-colon</td>
<td>The court stated thus, the lawyer who cannot punctuate might not be understood.</td>
</tr>
<tr>
<td>:</td>
<td>Insert hyphen and dash</td>
<td>This act of dormancy Professor Smith disagrees with me--is not part of normal drug use testing.</td>
</tr>
<tr>
<td>:</td>
<td>Insert apostrophe or single quotation marks</td>
<td>Brennan's dissent.</td>
</tr>
<tr>
<td>[   ]</td>
<td>Brackets</td>
<td>Used to supply necessary words in a quotation: “The [defendant] pleaded contributory negligence.”</td>
</tr>
<tr>
<td>:</td>
<td>Insert footnote</td>
<td>The court did not find him insolvent.</td>
</tr>
<tr>
<td>1a</td>
<td>Reorder Citations</td>
<td>See, e.g., Anderson v. Anderson, 126 N.E.2d 726 (Ill. App. Ct. 1955); Williams v. Williams, 9 So.2d 798 (Fla. 1942).</td>
</tr>
<tr>
<td>Reorder</td>
<td>(written in margin)</td>
<td></td>
</tr>
</tbody>
</table>
B. Cite Checker Checklist

JOURNAL OF WOMEN AND THE LAW

Cite Checker Checklist

I hereby verify, pursuant to the honor code, that I have (check box below):

SOURCE BINDER:

☐ Checked that a source’s first appearance in the Source Pull Folder on Dropbox consists of the entire source, and the source’s subsequent appearances in the source binder consist of the first page and the pin cited pages.
☐ Ensured that I placed a PDF of the original of each source in the Source Pull Folder on Dropbox. Checked that the only non-PDF electronic sources placed in the source binder are websites the author specifically cited, OR which are not available in any other form and I have discussed this with my Article Editor.
☐ Retrieved any books on the source list and placed them in the Cite Check room.
☐ Initialed each source in the Source List on Dropbox, confirming that they have been put in the Source Pull Folder on Dropbox or placed in the Cite Check room; indicated that sources not pulled have been ILL'ed on the Source List on Drop Box.
☐ Labeled all sources as Fn._X_Author Last Name_Title.

CHECKING SOURCES:

☐ Identified what footnote a source goes to by labeling the first page of the source with the correct footnote number in a blue text box. [Fn. #]
☐ Checked that cited material properly supports the point asserted; checked that unquoted material adequately paraphrased the original source(s); checked that the proper signal is being used (see Bluebook rule 1.2: Introductory Signals, p. 54-55).
☐ For pinpoint cites that are not direct quotations, indicated the section of the source that supports the proposition by putting a blue text box around that section and labeling it with the footnote number in a blue text box in the margin.
☐ Found pinpoint citations for all footnotes.
☐ Checked negative subsequent history of cases and statutes, using either Shepard’s or KeyCite, and attached a copy of my results in the citecheck packet behind the page with the associated case/statute.
☐ Saved all completed sources in the Completed FN Folder on Dropbox.

QUOTES:

☐ Highlighted the quotation within the source; in the blue text box in the margin, along with the footnote number, wrote my initials and the number of words in the quote; placed all quotations of 50 words or more in block quotes.
☐ Checked that quotations were copied verbatim from the original source, both in spelling and punctuation; inserted a “[sic]” after any clear errors that occurred in the original; ensured that any emphasis added by the author has been noted in the footnote; ensured that if any alterations were made from the original, that information has been noted in the footnote.
ADD CITES:

- Added additional footnotes whenever there was a factual statement that did not have a footnote.
- Found sources for any add-cites that my AE included on my copy of the article and included them in the source binder labeled correctly; put a typed version of any new footnotes in my folder on Dropbox and also printed it out and attached it to my cite-checker packet to be handed in.

BLUEBOOKING:

- Checked that authors’ names are spelled correctly, that they have been cited exactly as they are in the original source, and that multiple authors are listed in the same order as in the original source.
- Checked to see whether articles have been written by professionals or students and cited accordingly.
- Checked whether periodicals were consecutively or nonconsecutively paginated and BlueBooked accordingly (BlueBook R. 16.4 and 16.5).
- Checked that all cited page numbers are accurate.
- Checked that citations were in the proper order, per BlueBook Rule 1.4: Order of Authorities, p. 56-59.
- Checked that abbreviations are correct in case names (Rule 10.2.2 and T.6/T.10), periodical names (T.14), months (T.13), statutes (T.1), and institutional authors (Rule 15.1(c)-(d), T.6/T.10).
- Checked that all internal cross-references (ids, supras, infras, hereinafters) are corrected per BlueBook Rules 3.5 and 4; checked to make sure that all pinpoint citations are included.
- Checked that signals were properly used; ensured there was a parenthetical when needed (Rule 1.2, Cite-Checking Primer); checked that signals were in the proper order per BlueBook Rule 1.3 and 1.4; checked that like signals were separated by semi-colons and contradictory signals were separated by periods; checked that signals were not italicized when used as a verb.
- Ensured that a short form was used for cases and statutes only when they had been cited in the previous five footnotes, either in long or short form.
- Checked that any explanatory phrases and weight of authority for cases found during the Shepard’s or Key Cite (reversed, overruled, en banc, etc.) is properly cited, per BlueBook R. 10.7.1.

EDITING:

- Check in the text and footnotes that spacing is correct (one after each sentence, one after each footnote, one after each colon, within ellipses (BlueBook R 5.3, p. 78-79).
- Corrected all misspellings and egregious grammatical errors in text and footnotes.

NOTIFICATION:

- Contacted my AE as issues arose during the cite-checking process.
- Noted these problems and the steps taken to solve the problems on my problem sheet.
- Contacted my AE about any unsolved problems.

GUIDELINES:

- Followed the guidelines for cite-checking outlined in the Cite Checking Primer and any emails received from the Exec. Board.

I do hereby affirm.

Sign/Date: ____________________________ Estimated number of hours spent on this cite check: __________
### Journal of Women and the Law

**Problem Sheet**

<table>
<thead>
<tr>
<th>pg</th>
<th>ln</th>
<th>Problem</th>
<th>Action Taken by Cite Checker</th>
<th>Article Editor Response</th>
<th>Executive Board Response</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
### D. Common Sources (and where to find ‘em)

<table>
<thead>
<tr>
<th><strong>CASES</strong></th>
<th>Cases must appear in the source binder in the original format in which they were published (i.e., as they appeared in the West case reporter). A PDF of cases in the original case reporter can be found on westlaw.com. For cases only available on Lexis or Westlaw, pull the case as it appears on those websites in PDF format.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STATUTES</strong></td>
<td>Statutes can be found on Lexis and Westlaw. Download and save the PDF of the statute as it appears on those websites.</td>
</tr>
<tr>
<td><strong>JOURNAL AND LAW REVIEW ARTICLES</strong></td>
<td>Most journal or law review articles can be found at Hein Online. Hein can be accessed from the Wolf Law Library home page. Once you access Hein, it is usually easiest to search for the name of the journal in which the article is published, then locate the article itself. If you are pulling the first instance in the source binder of the journal article, you will also need to pull both the article and the table of contents for the journal. If the table of contents is not available, please take a screen shot of the list of articles on the Hein page.</td>
</tr>
<tr>
<td><strong>NEWSPAPERS</strong></td>
<td>Most newspaper articles that authors will cite to can be located in the Swem database. Go to <a href="https://swem.wm.edu/databases">https://swem.wm.edu/databases</a>, search for the name of the newspaper, and locate the article by year and page number. Then save the article in PDF format. Please take care not to use the web version of a newspaper article (for example, a New York Times article republished on nytimes.com) unless the author cites to that one specifically. If the newspaper article cannot be located in the Swem database, you will need to find the microfiche/microfilm of the article and scan it into PDF format.</td>
</tr>
<tr>
<td><strong>WEBSITES AND BLOGS</strong></td>
<td>If an author cites to a blog or website, you will need to take a screen shot of the site and save it to PDF format. If there is an easy print option on the website, you may also click print and save to PDF from there.</td>
</tr>
<tr>
<td><strong>ANYTHING ELSE</strong></td>
<td>Check in with the reference librarians if you cannot find a source before you let your editor know you’re having difficulty. They are here to help, and are generally awesome at assisting you to track down tricky items.</td>
</tr>
</tbody>
</table>
### E. Common Bluebooking Errors (and how to fix ‘em)

| --- | --- |

<table>
<thead>
<tr>
<th>Full cite case names are in Roman type, not italics (R. 10.2)</th>
<th>✗ NAACP v. Alabama ex rel. Patterson, 357 U.S. 449, 464 (1958).</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Short cite case names are one party if possible and are italicized (R 10.9)</th>
<th>Long form: NAACP v. Alabama ex rel. Patterson, 357 U.S. 449, 464 (1958).</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ Patterson, 357 U.S. at 464.</td>
<td></td>
</tr>
<tr>
<td>✔ Patterson, 357 U.S. at 464.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Short cites should not use parties that litigate often, such as a state or an organization like the ACLU (R. 10.9)</th>
<th>Long form: NAACP v. Alabama ex rel. Patterson, 357 U.S. 449, 464 (1958).</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ Alabama, 357 U.S. at 464.</td>
<td></td>
</tr>
<tr>
<td>✔ Patterson, 357 U.S. at 464.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Id. may only be used five times in a row, before the citation must be repeated (R. 4.1)</th>
<th>✗ 7. Id. 8. Id. 9. Id. 10. Id. 11. Id. 12. Id. 13. Id. 14. Id. 15. Id.</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ 7. Id. 8. Id. 9. Id. 10. Id. 11. Id. 12. 42 U.S.C. § 1983 (1994).</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>✔️</th>
<th>See id at 570.</th>
</tr>
</thead>
<tbody>
<tr>
<td>✗</td>
<td>See Chalfin, 233 A.2d at 570.</td>
</tr>
</tbody>
</table>

| ✗ | Wm. & Mary L. Rev. |
| ✔️ | WM. & MARY L. REV. |


| ✗ | Supra is not used to refer to cases, statutes, or other specified materials. (R. 4.2) |
| ✔️ | Previous Footnote: 18. Youngstown, 343 U.S. at 585. |
| ✗ | 23. Youngstown, supra note 18, at 599. |
| ✔️ | 23. Youngstown, 343 U.S. at 599. |
F. Perma User Instructions

Perma is a website that creates a permanent, archived version of a website and then allocates a permanent URL to that archived version.

Perma should be used when citing a source found on the internet. Cite checkers must use Perma during the Source Pull process. During the Source Pull you will find all original sources and save them to Dropbox. If the source is a webpage you must create a Perma link for the webpage after you save the PDF to Dropbox. Follow the instructions on page 2 of this handout to create a Perma link for your source.

Perma’s website is perma.cc

Log in using JOWL’s account:

Username: wmjowlcitecheck@gmail.com
Password: JOWL22

Because we are only using one login for the entire journal, it is imperative that you follow the instructions and do not delete any folders. Treat perma the same way you treat Dropbox!

Perma Dashboard
Your Perma home page is called the Dashboard. You can also access the Dashboard at any time by clicking “Dashboard” in the top right corner of the webpage.

Your dashboard allows you to create new perma links, view your existing perma links and archives, and access your account settings.
Step One: Create a temporary Perma link.

Enter the URL of the webpage into the entry box. Then, click on the blue infinity button.

This tells Perma to create an archived copy of the URL. Once the URL is processed, Perma will display a thumbnail of the archived web page. Click on that link to go to the archived Perma cite to make sure that it contains the content you are citing.

If the webpage has any error, you can use the upload option (“Archive not as expected? Upload your own”) above the thumbnail image to upload your own screenshots or PDF documents of the webpage. Pages that commonly have errors at the link processing stage are pages that contain videos, PDFs, and pages with the SSRN full text of an article. If your source has any of those, save the source as a PDF and upload the PDF through the manual upload option.
Step Two: Vest the archived Perma link

So you should see something like this:

Create a Perma archive

http://notoriousrbg.tumblr.com/

Success!
You’re halfway there. To make this archive permanent, review and vest it.

http://perma.cc/5WQ7-MDHB

Click on the “Vest site” button in the top right-hand corner.

This will vest the link, making the link permanent. You should be asked where to put the link once vested. Please choose the appropriate folder. The file system is: “Journal of Women and the Law” and then “Volume 22” and then “Issue 1” and then the appropriate author’s name.
The next screen will be the same, but include “Dashboard” in the upper right corner, which you should click to get to the home screen.

Once there, view your Perma links. Go to the toolbar on the left and click “Vested Links.” This will show all the Perma links you have created.

**Step Three: Organize the Perma links to mirror the footnote naming conventions**

Click on the appropriate folder in the right-hand side to find where your vested links have been saved.

Once there, click on the ”More” button. Next, click into the ”Display title” section in the middle of the screen, and type the proper footnote name as the PDF is named in the source pull.
You’re done! Now the rest of the Cite Checkers can find the appropriate source and cite to
the proper perma link during the cite check process.

**Citing Perma Links**

For all internet sources archived in Perma, the footnote will need to be updated with the
proper Perma cite. The Bluebook standard for citing Perma links can be found in Rule
18.2.1(d) and is as follows:

**Original cite for internet source with original link** [http://perma.cc/XXXX-XXXX].

Some examples:

Nicholas P. Terry, *Big Data Proxies and Health Privacy Exceptionalism* 19-21 (Ind. Univ.

Chris Gehrig, *Louisville football schedule preview: October*, CardChronicle.com (Aug. 21,
2014), http://www.cardchronicle.com/2014/8/21/6052037/louisville-football-schedule-
preview-october [http://perma.cc/9X9T-R2FT].

Still have questions?? Please consult the User Guide on the Perma website to try to figure
out the answer to your question. Otherwise consult your assigned Article Editor, or the
Managing Editor, Lindy Gunderson, at lgunderson@email.wm.edu or on
wmjowlcitecheck@gmail.com.
G. Adobe Pro Basics

You can use Adobe Pro to accomplish much of what is necessary for saving down sources for both the Source Pull and the Source Binder amassed during the Cite Check. Tasks include (1) scanning pages to recognize text, (2) creating text boxes to mark footnote numbers and support in the source, (3) highlighting text for quotations, and (4) adding or deleting pages as necessary.

First: Include the proper tool bars

1. Customize your tool bar by selecting “View” “Tool Sets” and “Create New Tool Set”

2. Add the following tools from the left side to the right by clicking the tool on the left and selecting the “+” symbol. You will need the following tools: “Content Editing” “Pages” “Text Recognition” “Save & Export” “Annotations” & “Drawing Markups.” Then click Save.
3. Name your tool bar. The final result should look something like this:

One: Text Recognition (OCR)

Click on “Text Recognition” on your JoWL tool bar, and select “Recognize Text in This File” on the right-hand side. In the pop-up window, make sure to select “All Text” before clicking OK.
Two (A): Create Boxes to Outline Support

Click the tool labeled “Drawing Markups” and choose “Rectangle.” Click the cursor where you want the box to go and drag to the appropriate size. Boom.

Two (B): Create text boxes to insert footnote numbers and quote counts.

Click the tool labeled “Drawing Markups” and choose “Text Box.” Click the cursor where you want the box to go and drag to the appropriate size. This time, start typing. Boom.

Three: Highlight Text for Quotes

Select the tool “Annotations” and then “Highlight Text.” Use your cursor to drag along the text you would like highlighted. You must run OCR Text Recognition on the document in order for this to work.
Four: Add or delete pages.

To add pages (if you’d like to merge pages from two PDFs):

1. Click on the “Pages” icon on the upper left-hand corner of the document pane. This should expand the thumbnail view on the left-hand side of the document pane. Right-click anywhere, and choose “Insert Pages” and then “From File”.
2. Or, select “Pages” from your JoWL tool bar on the right-hand side and then choose “Insert from file.” The same file box will open and you may select the PDF you’d like to insert.
3. Or, you may use “ctrl+shift+i” to insert pages from within the thumbnail pane.
4. Or, open both documents. Open both thumbnail panes. Choose the pages you want to include, and drag and drop them into the other document’s thumbnail pane. Pages added!

To delete pages, four ways:

1. Click on the “Pages” icon on the upper left-hand corner of the document pane. This should expand the thumbnail view on the left-hand side of the document pane. Select the pages you want to delete and hit the delete key. Adobe may ask if you’re certain you want to delete the pages, and you click yes. Pages gone!
2. Alternatively you can use “ctrl+shift+d” to remove pages from the document within the thumbnail pane.
3. Or, right-click in the thumbnail pane on the left-hand side and select “Delete Pages”.
4. Or, choose “Pages” from the JoWL tool bar on the right-hand side, and then “Delete”.

In each of these instances, a window will pop up that allows you to either delete the selection of pages, or to delete a range of pages. Choose your range, click OK, and they should disappear.

Sometimes documents are secured, which means that you may not be able to add or delete pages from the PDF. There are ways around this, if you are on a Windows computer—Google is your friend.

As always—let your AE know if you have any questions.
H. Bluebook 20th Edition Update

1. Preface to the 20th Edition of the Bluebook

Rule 1:

Rule 1.4(e) clarifies the order of authorities when federal and state legislative materials are cited together.

In rule 1.5(b), the order of parentheticals has been changed to reflect the removal of the “internal quotation marks omitted” and available at” parentheticals.

Rule 3:

Rule 3.2(b) provides additional guidance for citing a range of pages and a single footnote within the range in the same citation.

Rule 3.5 provides guidance on the naming conventions for subdivisions that are numbered or otherwise designated in a piece.

Rule 5:

Rule 5.2(d)(i) no longer requires indicting the omission of internal quotation marks.

Rule 5.2(f) provides guidance on the use of internal quotation marks.

Rule 10:

Rule 10.2.1(f) requires the omission of all geographical terms that follow a comma.

Rule 10.2.2 clarifies the words in a case name that would be abbreviated according to table T6 should not be abbreviated if the words are part of a state country, or other geographical unit that is the entire name of a party.

Rule 10.9(a)(iii) provides additional guidance on the formation of slip opinion short forms.
Rule 11:
Rule 11 now provides guidance on the citation of multiple amendments, sections within the same article, and clauses within the same section.

Rule 12:
Rule 12.9.4 combines former rules 12.9.4 and 12.9.5, provided guidance on citing principles, and revises the citation format of model codes, restatements, standards, and guidelines.

Rule 13:
Rule 13.5 clarifies what year should be cited when a debate occurs in a different year from publication in the Congressional Record.

Rule 14:
Rule 14.2(b) has been expanded to include detailed information on citing to agencies.
Examples of citing guidances and manuals have been included in rule 14.2(d) as well as detailed information on citing opinion letters.
Rule 14.4 provides detailed information on citing administrative sources found on commercial electronic databases.

Rule 15:
The citation formats for BALLENTINE’S LAW DICTIONARY AND BLACK’S LAW DICTIONARY have been updated in rule 15.8(a).
Rule 15.9 removes language that requires the use of “available at” in parallel citations.
New rule 15.9(c) introduces a citation format for ebooks, stipulating that the print versions of books are authoritative, but that ebooks may be cited if they are the sole media through which the book is available.
Rule 16:

Rule 16.6(a) requires that opinion pieces in newspapers be cited as “Opinion” rather than “Op-Ed.”

Rule 16.6(f) clarifies that online newspapers may be used in place of print newspapers.

Rule 18:

Rule 18 has been updated in a number of areas to account for the increasing use and varied forms of Internet sources. The rule no longer separately categorized Internet citations as either direct or parallel; all citations are treated as direct.

Rule 18.2.1(b)(ii) provides for the direct citation of Internet sources that share the characteristics of a print source such that they can be fully cited according to another rule, whether or not the source is in print.

Rule 18.2.1(d) provides guidance on how to cite Internet sources using archival tools.

Rule 18.2.2(a) provides guidance on citing author information on social media platforms.

Rules 18.2.2(b)(iii) and 18.2.2(b)(v) detail how to cite titles for blogs contained within a larger website and titles for social media posts, respectively.

Rule 18.3 now catalogs where within The Bluebook guidance is provide for citing various sources found on commercial electronic databases.

Rule 21:

Rule 21 has been expanded to include new rules for citing materials from the International Monetary Fund and the International Criminal Court and has adopted simpler ways of citing United Nations documents.

Tables:

The tables have been updated and expanded.

Table T1 has been revised to reflect the most current titles for the various statutory compilations, session laws, and administrative compilations and registers.
The abbreviations following the states and District of Columbia in table T1.3 have been revised to follow the abbreviation convention for jurisdiction names in the date parenthetical of cases. The citation formats for these sources have been updated to reflect as accurately as possible the unique breakdown of information within each.

Table T2 has been updated to reflect changes in local law and legal citation.

The format of table T13 has been changed from an inclusive list of periodicals to a more general guide to abbreviating periodicals.

Table T13.1 contains the abbreviations of common institutional names and table T13.2 lists common words in periodical titles. The table also prescribes abbreviating geographical terms according to table T10.

If a word in a periodical title is not included in any of the previously listed tables, revamped table 13 prescribes including the full word.

Terms have been added to tables T6, T8, T14, and T15 as appropriate.
THE INTERNET, ELECTRONIC MEDIA, AND OTHER NONPRINT RESOURCES

This rule covers citation of information found on the Internet (rule 18.2); widely used commercial databases such as Westlaw and LEXIS (rule 18.3); CD-ROMs (rule 18.4); microform (rule 18.5); films, broadcasts, and noncommercial video materials (rule 18.6); and audio recordings (rule 18.7).

18.1 Basic Citation Forms

(a) Internet Sources (rule 18.2)

<table>
<thead>
<tr>
<th>Type of Source</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authenticated or official documents</td>
<td>OFFICE OF MGMT. &amp; BUDGET, A NEW ERA OF OFFICIAL DOCUMENTS: RENEWING AMERICA’S PROMISE (2009).</td>
</tr>
<tr>
<td>Unaltered scanned copies of print sources</td>
<td>United States v. Grigg, 498 F.3d 1070, 1072-73 (9th Cir. 2007).</td>
</tr>
<tr>
<td>Documents for which print copy is practically unavailable</td>
<td>Conference Report, German Soc'y for Contemporary Theatre and Drama in English, Mediated Drama/Dramatized Media: From Boards to Screens to Cyberspace (June 17-20, 1999), <a href="http://www.philhist.uni-augsburg.de/cde/conf/1999">http://www.philhist.uni-augsburg.de/cde/conf/1999</a>.</td>
</tr>
<tr>
<td>Electronic version improving reader access to source also available in print</td>
<td>SANTA MONICA, CAL., MUN. CODE ch. 3.20 (1976), <a href="http://qcode.us/codes/santamonica/">http://qcode.us/codes/santamonica/</a>.</td>
</tr>
<tr>
<td>Online sources requiring form, query, or unwieldy URL</td>
<td>Driving Directions from N.Y.C. to New Haven, CT, GOOGLE MAPS, <a href="http://maps.google.com">http://maps.google.com</a> (follow “Directions” hyperlink; then search starting point field for “New York, NY” and search destination field for “New Haven, CT”).</td>
</tr>
<tr>
<td>Online sources that preserve original pagination, such as a PDF</td>
<td>Kenneth W. Simons, Retributivists Need Not and Should Not Endorse the Subjectivist Account of Punishment, 109 COLUM. L. REV. SIDE BAR 1, 3 (2009), <a href="http://columbialawreview.org/wp-content/uploads/2009/03/1_Simons.pdf">http://columbialawreview.org/wp-content/uploads/2009/03/1_Simons.pdf</a>.</td>
</tr>
</tbody>
</table>
Dynamic websites, such as blogs, within larger websites


Social media posts


Archived sources


(b) Non-Internet Electronic Sources (rules 18.5–7)

Commercial electronic databases


Electronic storage media


Microform collections

Petition for Writ of Certiorari for Defendant-Appellant, Cosman v. United States, 471 U.S. 1102 (1985) (No. 84-1585), microformed on U.S. Supreme Court Records and Briefs (Microform, Inc.).

Films and broadcasts


Commercial audio recordings

Beyoncé, DANGEROUSLY IN LOVE (Columbia Records 2003).

Non-commercial recordings


Podcasts

This American Life: Mistakes Were Made, CHICAGO PUBLIC RADIO (Apr. 13, 2009) (downloaded using iTunes).

The Internet

The Bluebook requires the use and citation of traditional printed sources when available, unless there is a digital copy of the source available that is authenticated, official, or an exact copy of the printed source, as described in rule 18.3.1.
The rules that follow offer guidance in formatting Internet citations. Rule 18.2.1 lays out general principles applicable to all Internet citations. Rule 18.2.2 sets out rules for direct citations to Internet sources. Emails should be treated as unpublished letters per Rule 17.4.4.

### 18.2.1 General Internet Citation Principles

(a) **Sources that can be cited as if to the original print source.** When an authenticated, official, or exact copy of a source is available online, citation can be made as if to the original print source (without any URL information appended). Many states have begun to discontinue printed official legal resources, instead relying on online versions as the official resources for administrative or legislative documents. The federal government is also moving toward increasing access to online versions of legal documents, though it continues to publish official print versions.

(i) **Authenticated documents.** When citing to such materials, *The Bluebook* encourages citation to “authenticated” sources: those that use an encryption-based authentication method, such as a digital signature or public key infrastructure, to ensure the accuracy of the online source. Generally, an authenticated document will have a certificate or logo indicating that a government entity verified that the document is complete and unaltered.

(ii) **Official versions.** Some states have designated, either by legislation or other official mechanism, that the online source is the “official” source for a particular legal document. Some online publishers similarly make a distinction as to whether the document has been approved by, contributed by, or harvested from an official source by the content originator, designating such a document “official.” Generally, *The Bluebook* prefers citation to an authenticated source, or, if none is available, to the “official” source.

(iii) **Exact copies.** An exact copy is one that is an unaltered copy of the printed source in a widely used format that preserves pagination and other attributes of the printed work (such as Adobe’s portable document format, or “PDF”).

(b) **Sources where the URL should be appended.**

(i) **Obscure sources.** If the cited information is available in a traditional source but such source is so obscure as to be practically unavailable, or if a parallel citation to an Internet source will substantially improve access to the source cited, citation should be made both to the traditional source and to the Internet source by appending the URL directly to the end of the citation.

(ii) **Online sources with print characteristics.** If an online source shares the characteristics of a print source such that it could be fully cited according to another rule in *The Bluebook*, the citation should be made as if to the print source and the URL appended directly to the end of the citation, even if it is unknown whether the cited information is available in print.

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To share the characteristics of a print source, an online source must be a version permanently divided into pages with permanent page numbers, as in a PDF, and have the elements that characterize a given print source, such as a volume number (for law review articles and the like) or publication date (for magazine articles and the like).

If an online source can be formatted in full compliance with another rule in *The Bluebook*, for purposes of citation style it does not matter whether that source has in fact been published in print. As noted above, traditional printed sources or authenticated digital copies are required as a matter of authority; this does not, however, affect the citation rules for print-like online sources.

(c) Order of authorities and parentheticals. A citation to an online source that shares the characteristics of a print source such that it could be fully cited according to another rule in *The Bluebook* does not affect the order of authorities under rule 14. The source is ordered in the same way that the traditional printed source would be:


When such a citation requires multiple parentheticals, place them in the order indicated in *Rule 14(c)*. Thus, the URL of a source cited in accordance with *Rule 14(c)* should follow format-related parenthetical information (such as “on file with author,” “unpublished manuscript,” or “emphasis added”) and related authority parentheticals (such as “citing” or “quoting”), but precede explanatory parentheticals:


(d) Archival. Archiving of Internet sources is encouraged, but only when a reliable archival tool is available. For citations to Internet sources, append the archive URL to the full citation in brackets:


10.2.2 Citations to Internet Sources

An Internet source that cannot be cited according to another rule in The Bluebook as stated in accordance with rule 18.2.1(v)(i), should be cited as if to the original print source in accordance with rule 18.2.1(v) or according to this rule. All efforts should be made to cite the most stable electronic location available. The Internet citation should include information designed to facilitate the clearest path of access to the cited reference, including the title, pagination, and publication date as they appear on the webpage. The Internet URL should be separated by a comma and appended to the end of the citation.

(a) Author. When available, provide author information in ordinary roman type. When no author is clearly announced, omit author information from the citation unless there is a clear institutional owner of the domain. Abbreviate the name of an institutional author according to rule 18.1(d):


If domain ownership is clear from the website's title, omit the name of the institutional author:


For postings and comments, cite using the username of the poster. Comments should include the author of the comment when available but need not include the author of the original post:


For social media feeds, provide the author's name if discernible and verified. If the author uses a username or handle on the social media platform, include the username or handle in parentheses after the name or, if the name is not discernible and verified, use only the username or handle. After author information, include the title of the post if applicable and the name of the social media platform:


@LegalRebels, TWITTER (Mar. 24, 2014, 10:36 AM), https://twitter.com/LegalRebels/status/448151433220262080.
(b) Titles. Titles should be used to indicate the location of the page being viewed in relation to the rest of the site. Titles should be taken either from the "title bar" at the top of the browser or from any clearly announced heading identifying the page as it appears in the browser. All efforts should be made to include a title that sufficiently identifies the page but that is not unwieldy, long, uninformative, or confusing. Do not italicize descriptive titles.


(i) Main page titles. The citation should always include the homepage or domain name of which the particular citation is a part, referred to here as a "main page title." The website's main page title should be cited using large and small caps. Capitalization should conform to the title as it appears on the site. Main page titles should be abbreviated in accordance with 8.


(ii) Titles for pages other than the main page. The title of the specific pages within the domain name and linked from the main page, for example postings or comments to postings, should also be included where relevant. Titles to subheadings should appear in italics. Follow standard rules for capitalizing the titles of sources in accordance with 8, even if the title bar uses nonstandard capitalization. Where appropriate, subheadings should include language indicating the page's relation to the page to which it responds:


(iii) Titles for blogs contained within a larger website. If the cited source is published under the name of a blog that has its own content and presence within a larger website, both the name of the site and the name of the blog should be included:


(iv) **Descriptive titles.** If the page’s headings are not sufficiently clear, a descriptive title can be used:


(v) **Titles for social media posts.** If the content is contained on a social media website, place titles, if applicable, between the author information and the platform identification. Only include a title if one is clearly intended and conveyed; otherwise omit:


(c) **Date and time.** The date should be provided as it appears on the Internet site. Use only dates that refer clearly to the material cited. The date should be indicated after the main page title and any pinpoint citation:


If there is no date associated with the specific subject matter of the citation, “last updated” or “last modified” dates should be supplied in a parenthetical after the URL. “Last updated” or “last modified” dates or copyright designations that refer to a site as a whole should not be used for dynamic sites that are updated regularly:


When material is otherwise undated, the date that the website was last visited should be placed in a parenthetical after the URL:


If an archival tool that indicates when a source was archived is utilized, it is not necessary to include a “last visited” parenthetical after the URL.

Blogs and other dynamic sites that are updated frequently should include a timestamp whenever possible. Especially when the citation is for a comment to a
posting or is otherwise easily identifiable by the time of its posting, the time­
stamp listed on the subheading should be included with the date:

Donn Zaretsky, Ruling Is a Setback for Sports Artist, ART L. BLOG

(d) The URL. A site's Internet address, or URL, should point readers directly

Alternatively, the root URL of the site from which information is accessed may
be used if (1) the URL is long, unwieldy, or full of nontextual characters (such
as question marks, percentage signs, or ampersands); or (2) the source may only
be obtained by submitting a form or query. If the root URL is used and the site's
format is not clear from the rest of the citation, a clarifying parenthetical should
be added to explain how to access the specific information to which the cita­

Note that some URLs are case sensitive, so cite URLs as they appear in the Inter­
net browser.

(e) Multiple URLs. Some popular sites are served by more than one URL. In
these cases, a proper citation should use the primary URL rather than a URL that
links to an alternate server:


(f) Document format. If a document is available both in HTML format and in
a widely used format that preserves pagination and other attributes of printed
work (such as Adobe's portable document format, or "PDF"), the latter should
alsoways be cited in lieu of an HTML document:

Elizabeth McNichol & Iris J. Lav, New Fiscal Year Brings No Relief
from Unprecedented State Budget Problems, CTR. ON BUDGET &
POL'Y PRIORITIES 1 (Sept. 3, 2009), http://www.cbpp.org/9-8-
o8sfp.pdf.

(g) **Pinpoint citations.** If the cited document is rendered in a format that preserves the pagination of a print version (such as a PDF file), pinpoint citations should be provided where appropriate. Page numbers should always refer to the numbers that appear on the document itself. Do not use "screen numbers" or other numbers that may appear in a software viewing window or scroll bar. When there is pagination information available, it should be included between the domain name and the date or URL, whichever comes first.

### 18.3 Commercial Electronic Databases

Because of the reliability and authoritativeness of LEXIS, Westlaw, Bloomberg Law, and other commercial electronic databases such as Dialog, cite such sources, if available, in preference to the other sources covered by rule 18.4. Citations to these electronic databases should be consistent with this present rule regardless of whether the databases are accessed through proprietary software or through a website such as http://www.westlaw.com or http://www.lexis.com. For guidance as to the specific use of commercial electronic databases, see the following rules:

<table>
<thead>
<tr>
<th>Case Sources</th>
<th>Statutes</th>
<th>Legislative Materials</th>
<th>Regulations</th>
<th>Books, Reports, and Other Nonperiodic Materials</th>
<th>Periodical Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cases</td>
<td>Constitutions</td>
<td>Statutes</td>
<td>Legislative Materials</td>
<td>Regulations</td>
<td>Books, Reports, and Other Nonperiodic Materials</td>
</tr>
</tbody>
</table>

### 18.4 CD-ROM and Other Electronic Storage Media

**(a) Print form preferred.** Information found on CD-ROM or other medium of electronic distribution (flash drive, etc.) is usually available in print form, and citation to the print form is preferred. If the information is accessed by electronic storage medium, however, it should be cited to that medium.

**(b) Citation format.** When citing CD-ROM or other similar media, include the title of the material, the publisher of the CD-ROM, the version searched, and the date of the material, if available, or the date of the version searched. The information may be provided in a source-date parenthetical or, if the information is voluminous, as related authority (rule 18.6):

7 LAWRENCE P. KING, COLLIER ON BANKRUPTCY ¶ 700.02 (Matthew Bender Authority Bankruptcy Law CD-ROM, rel. 13, Aug. 1999).

### 18.5 Microform

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reproduced, include that identifier to assist the reader in locating the document cited. Include the name of the publisher of the microform series in parentheses, abbreviated according to rule 15.1(d):


Microform Collections Containing Original Materials

When a microform collection contains materials original to that collection, identify the microform set and its publisher, and use the publisher's system for identifying individual forms within the set. Use rule 18.5.1 as a guide.

Films, Broadcasts, and Noncommercial Video Materials

Cite films in large and small capitals, and television or radio broadcasts in italics, by title, episode name (if available), and exact date (if available). Include the name of the company or network that produced the film or broadcast. If there is no information as to the producer of the broadcast, include the name of the company or network that aired the broadcast:

AIRPLANE! (Paramount Pictures 1980).

Law & Order: Tabula Rosa (NBC television broadcast Apr. 21, 1999).

Cite video materials containing images that have not been commercially displayed or broadcast by the medium of the material, the title of the video or DVD (if any), the name of the person or institution that produced the video, and the year of production. Timestamps may be used for designating pinpoint citations, but they are not required:


When a television broadcast is also available online, a citation to the online source is acceptable in accordance with rule 18.5.4.

If the video was originally broadcast online, cite per rule 18.2.2 for dynamic websites. Consistent with the general principles of this rule, all efforts should be made to cite to the distinct URL for the specific video. Use the creator of the video as the author if available; otherwise treat the person who posted the video as the author. When the site indicates that the video contains contents from another source, use an explanatory parenthetical to indicate that source:

Periodic videos, Chocolate and Roses (version 1) – Periodic Table of Videos, YouTube (Feb. 10, 2009), http://www.youtube.com/watch?v=3ALAZds08aq8&feature=dir.

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18.7 Audio Recordings

18.7.1 Commercial Recordings

Cite commercial recordings by artist and album title or record title, providing the name of the recording company and the date of release (if available):

MC HAMMER, PLEASE HAMMER DON'T HURT 'EM (Capitol Records 1990).


If a particular song or musical work is referred to, cite it by analogy to shorter works in a collection according to rule 18.5.1. Timestamps may be used for designating pinpoint citations, but they are not required:

EARTH, WIND & FIRE, September, on THE BEST OF EARTH, WIND & FIRE, VOL. 1 (Am. Recording Co. 1978).

18.7.2 Noncommercial Recordings

If the recording referred to is not commercially available, use ordinary roman type and indicate parenthetically where a copy may be obtained. Timestamps may be used for designating pinpoint citations, but they are not required:

Audio tape: Conference on Business Opportunities in Space, held by the Center for Space Policy, Inc., and the Commonwealth of Massachusetts (Mar. 3–5, 1986) (on file with author).

18.7.3 Podcasts and Recordings Available Online

If the audio recording was accessed online or is available only online, it should be cited using the principles of rule 18.2.2. If there is no stable URL available to facilitate access to the source, an explanatory parenthetical should be added explaining how the source should be accessed. Timestamps may be used for designating pinpoint citations, but they are not required:


18.8 Short Citation Forms

(a) Internet. When citing to a previously referenced Internet site, use a “supra” form with the last name of the author, if any, or the title or description of the document “Id.” may also be used in accordance with rule 4. If various subsections of a website with no author are cited or if more than one posting by a given author is cited, include the subsection title. A URL need not be repeated after a full citation:


3 Gantenbein, supra note 1; Pfizer, Inc., supra note 2.

(b) Commercial electronic databases. For materials available on an electronic database, use a unique database identifier, if one has been assigned, in constructing a short form:


   Chavez, 2004 U.S. Dist. LEXIS 11266, at *5 n.3.

(c) CD-ROM and microform. When citing a separately published document available on CD-ROM or microform, use the short form appropriate for the original document; it is not necessary to indicate the source once it has been given in the first full citation.

(d) Films, broadcasts, and audio recordings. When citing films, broadcasts, and audio recordings, “id.” and “supra” may be used according to rule 5:


   5 Id.

   6 See id.; Meat Loaf, For Crying Out Loud, on Bat Out of Hell (Epic Records 1977).

   7 Meat Loaf, supra note 6; see also Nightline: Microsoft Monopoly, supra note 4 (describing Microsoft’s response to the court ruling).