

## JRGSJ STAFF CITE CHECKER EVALUATION

Cite Checker: \_\_\_\_\_

Article Editor: \_\_\_\_\_

Article: \_\_\_\_\_

Pages Assigned: \_\_\_\_\_

*Article Editors:* For each of the following categories, please circle the appropriate rank for the staff member and add any relevant comments. Go over this evaluation with the cite checker, email the cite checker a copy, and turn in the signed and completed form to the Managing Editor.

### I. BLUEBOOKING

	1-Poor	2-Average	3-Good	4-Excellent
A. Short Forms	X	X	X	X
B. Signals	X	X	X	X
C. Parentheticals	X	X	X	X
D. Correct Typeface	X	X	X	X
E. Order of Authority	X	X	X	X
F. Case Names	X	X	X	X
G. <i>Supras</i> and <i>Infras</i>	X	X	X	X
H. Subsequent History	X	X	X	X
I. Basic Citation Forms	X	X	X	X
J. Abbreviations	X	X	X	X

**Comments:**

### II. QUOTES

	1-Poor	2-Average	3-Good	4-Excellent
A. Accuracy	X	X	X	X
B. Alterations	X	X	X	X
C. Block Quotes	X	X	X	X

**Comments:**

### III. Editing

	1-Poor	2-Average	3-Good	4-Excellent
A. Adding Support	X	X	X	X
B. Misspellings	X	X	X	X
C. Over-editing	X	X	X	X
D. Grammatical errors	X	X	X	X

**Comments:**

### IV. Procedures

	1-Poor	2-Average	3-Good	4-Excellent
A. Communication	X	X	X	X
B. Deadlines	X	X	X	X
C. Checking Out Books / ILL	X	X	X	X
D. Problem Sheets	X	X	X	X
E. Dropbox Source Labeling	X	X	X	X
F. Marking Support	X	X	X	X
G. Initialing / Highlighting Quotes	X	X	X	X
H. Neatness	X	X	X	X
I. Use of Editing Symbols	X	X	X	X

**Comments:**

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I have reviewed this evaluation with my Article Editor:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I have reviewed this evaluation with the Cite Checker:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date