William & Mary
Journal of
Women & the Law

Cite Checker Handbook
Volume 24 | 2017–2018
**Table of Contents**

One: Intro to the Cite Check Process ................................................................. 1

Two: The Source Pull .......................................................................................... 3
   STEP ONE: READ THE ARTICLE ........................................................................ 3
   STEP TWO: PULL SOURCES .............................................................................. 3
   STEP THREE: LABEL THE SOURCES .............................................................. 5
   STEP FOUR: INITIAL THE SOURCE LIST ................................................... 5
   STEP FIVE: TELL YOUR EDITOR YOU COMPLETED THE SOURCE PULL! ....... 6
   THE INTERLIBRARY LOAN PROCEDURE ....................................................... 6

Three: The Substantive Cite Check ................................................................. 8
   GENERAL REMINDERS ................................................................................. 8
   STEP ONE: CREATE SOURCE BINDER ....................................................... 8
   STEP TWO: BLUEBOOK THE FOOTNOTES ............................................... 13
   STEP THREE: EDIT THE TEXT ...................................................................... 16

Four: Turning in the Cite Check ...................................................................... 18

Five: After the Cite Check .............................................................................. 19

Appendices ........................................................................................................ 20
   A. Editing Symbols .......................................................................................... 20
   B. Common Sources (and where to find ‘em) ............................................... 22
   C. Common Bluebooking Errors (and how to fix ‘em) .................................. 23
   D. Perma User Instructions .......................................................................... 25
   E. Adobe Pro Basics ...................................................................................... 29

**Bluebook Rule numbers cited in this manual are referencing the 20th Edition.**
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 Emily Messer, 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, Emily Messer, 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 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. For the source pull, you need to pull the entire source.

- 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 hard copy 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 B for more information):

<table>
<thead>
<tr>
<th>Cases &amp; Journal Articles</th>
<th>Each must be saved down as each appears in the <strong>original</strong> source since this is the only way to ensure page numbers are correct.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Use HeinOnline to obtain the original law review articles or cases. Unlike Lexis and Westlaw, pieces are saved in the original page format.</td>
</tr>
<tr>
<td></td>
<td>HeinOnline can be found through the Wolf law library homepage as a link on the left-hand side.</td>
</tr>
<tr>
<td></td>
<td>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)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Books</th>
<th>Books owned by the Wolf law library should be checked out to the appropriate shelf in the Cite Check Room.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Books owned by Swem Library can be checked out using the JOWL library card.</td>
</tr>
<tr>
<td></td>
<td>Books owned by the National Center for State Courts may be checked out using the JOWL library card.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

| 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 D). |
STEP THREE: LABEL THE SOURCES

Next, all sources must be placed in Dropbox. After accessing the appropriate Author Folder in Dropbox, 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# LastName Beginning of Title**
  
  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 1.1 LastName Beginning of Title**
  
  For example: Fn 24.1 Brown v. Board of Education
  Fn 24.2 Aolain Gendered Underenforcement
  Fn 24.3 Beijing Conference

**NOTE:** It is very important that you follow this format. 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. Resave 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 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.

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 and put it on the JOWL shelf like you would any other book.

9. 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.
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) create a source binder by 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. 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: CREATE SOURCE BINDER

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 and find support for the proposition being made in the article/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 the source is electronic, open the document and save a new copy of it with only the title page (that identifies the source) and the pages that are cited. 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 the
citation references, and create a text searchable PDF. Save the file using the appropriate naming convention of “Fn# LastName Beginning of Title”

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

- Place a red 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 E for how to insert text boxes.

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

- Place a red 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.

  - 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.

4. 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.

5. 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(s) 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# LastName BeginningofTitle” as otherwise noted in Step Three of the Source Pull section.

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

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

   - Create a 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:

January 2004, inaugurating Afghanistan’s sixth constitution since King Amanullah Khan promulgated the first in 1923. Delegates hoped that this relatively liberal Islamic constitution would provide a framework for the long task of consolidating basic state structures, as the country struggled to emerge from decades of anti-Soviet jihad, interfaith and interethnic civil war, and wars of conquest and resistance by and against the radical Islamists of the Taliban movement. In his speech to the closing session of the Loya Jirga, President Karzai explained why he thought that the new constitution—which mandated a presidential system with a bicameral parliament, a highly centralized administration

67. Check negative subsequent history of cases and statutes, using either Shepard’s or KeyCite. Print and attach a copy of the results in the cite check packet behind the page with the associated case/statute. Keep in mind that Lexis provides free printing to their printers.

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:

```
p. 89
Fn. 21a
See, e.g., TAYLOR SWIFT, 22, on RED (Big Machine Records 2012).
```

- When you turn in your cite check, **place a printed copy of the add-cite insert behind the page that 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 C for examples of proper Bluebooking):

| **Id.** | - Can only be used if the previous footnote has one source. If there are multiple sources, *id cannot* be used.  
- *Id* can only be used five times in a row. After the fifth, the full/short form of the citation must be used.  
- The period following *id* must always be italicized.  
- *Id.* can be used as a short-form citation for any type of authority except internal cross-references, as described in Bluebook Rule 3.6.  
- If the source is the same but the page number is different, that must be indicated. For example: *See id.* at 21.  
- Do not use “at” before a section or paragraph symbol. For example: *See id.* § 4. |
| **Supra** | - Most commonly used to refer to journal articles and books.  
- CANNOT be used to refer to cases, statutes, or constitutions. See Bluebook Rule 4.2. |
| **Hereinafter** | - Cannot be used for cases, statutes, or legislative materials other than hearings or similar materials.  
- Journal policy 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.  
- Hereinafter is NOT italicized.  
- The short form used should be in the same typeface as the original. See Bluebook Rule 4.2(b). |
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 form 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, em-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 is 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 24 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 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 indicated</td>
<td>This here word belongs</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.</td>
</tr>
<tr>
<td></td>
<td>Carry line of type to left margin or right margin</td>
<td>Mistaken indentation corrected in the manner shown here</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 “court” 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>❍</td>
<td>Roman type</td>
<td>When a word has been italicized improperly or put in large and small caps incorrectly.</td>
</tr>
<tr>
<td>❍</td>
<td>Insert period, comma</td>
<td>Jones v. Smith, 102 US 94 (1962)</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 thus, the lawyer who cannot punctuate might not be understood.</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>Parentheses</td>
<td>388 U.S. 175 (1967).</td>
</tr>
<tr>
<td>❍</td>
<td>Insert footnote</td>
<td>The court did not find him insolvent.</td>
</tr>
<tr>
<td>❍</td>
<td>Reorder Citations (written in margin)</td>
<td>Reorder</td>
</tr>
</tbody>
</table>

### B. Common Sources (and where to find 'em)

<table>
<thead>
<tr>
<th>Source</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CASES</strong></td>
<td>Pull cases from Hein Online. 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). For cases only available on Lexis or Westlaw, pull the case as it appears on those websites in PDF format.</td>
</tr>
<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 screenshot 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 screenshot 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>
## C. 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>✅ Patterson, 357 U.S. at 464.</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>✅ Patterson, 357 U.S. at 464.</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.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✖ See id at 570.</td>
<td></td>
</tr>
<tr>
<td>Correct</td>
<td>Incorrect</td>
</tr>
<tr>
<td>---------</td>
<td>-----------</td>
</tr>
<tr>
<td>✔️ See Chalfin, 233 A.2d at 570.</td>
<td>✗ Wm. &amp; Mary L. Rev.</td>
</tr>
<tr>
<td>✔️ Wm. &amp; Mary L. Rev.</td>
<td>✗ Journal names are in large and small caps (Table 13)</td>
</tr>
<tr>
<td>✗ Supra is not used to refer to cases, statutes, or other specified materials. (R. 4.2)</td>
<td>✔️ Previous Footnote: 18. Youngstown, 343 U.S. at 585.</td>
</tr>
<tr>
<td>✗ 23. Youngstown, supra note 18, at 599.</td>
<td>✔️ 23. Youngstown, 343 U.S. at 599.</td>
</tr>
</tbody>
</table>
D. 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 web page. 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: Organize the Perma links to mirror the footnote naming conventions

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

Once there, click on the link. 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:


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, Emily Messer, at wmjowlcitecheck@gmail.com.
E. Adobe Pro Basics

You can use Adobe Reader to accomplish much of what is necessary for saving down sources for both the Source Pull and the Source Binder. Tasks include (1) creating text boxes to mark footnote numbers and support in the source, (2) highlighting text for quotations, and (3) adding or deleting pages as necessary. You will need to use school computers to make a PDF’s text searchable if you only have Adobe Reader.

Text Recognition (OCR)

Click on “Text Recognition” (if it is not on the side, check under “Tools”) 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.

One (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.
**One (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.

![Text Box Example]

**Two: 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.*

![Highlight Text Example]

**Three: Add or delete pages.**

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

1. 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!
2. Or, you may use “ctrl+shift+i” to insert pages from within the thumbnail pane.

**To delete pages (there are 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.