

## **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 these instructions to create a Perma link for your source.

Perma's website is [perma.cc](http://perma.cc)

### **Log in using RGSJ's account:**

**User:** [wmjowlcitecheck@gmail.com](mailto:wmjowlcitecheck@gmail.com)

**Password:** RGSJvol25

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.

## Create a new Perma Link

Enter any URL to preserve it forever.

Paste your URL here. Create Perma Link

This Perma Link will be affiliated with  ▾

### Step One: Create a temporary Perma link.

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

## Create a new Perma Link

Enter any URL to preserve it forever.

Create Perma Link

This Perma Link will be affiliated with  ▾

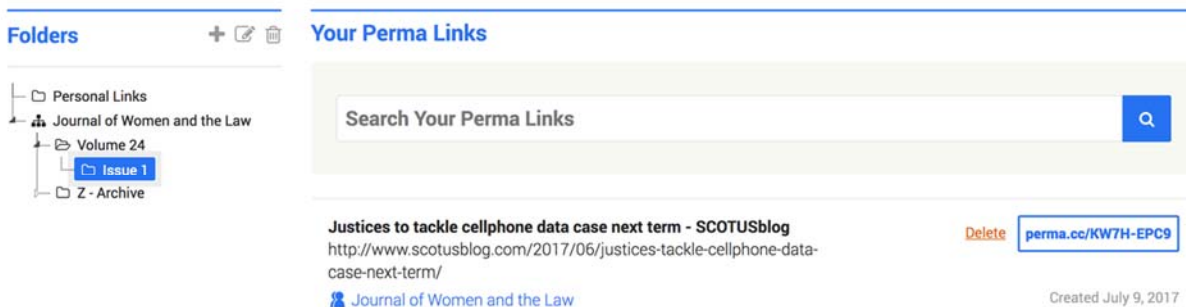
This tells Perma to create an archived copy of the URL. Once the URL is processed, Perma will display a thumbnail of the archived web page. Click on that link to go to the archived Perma cite to make sure that it contains the content you are citing.

The screenshot shows a Perma.cc record for a webpage. At the top, a blue banner contains the text "This is a Perma.cc record" and "Captured July 9, 2017 8:24 am". Below this, a success message states: "Success! Your new Perma Link is https://perma.cc/KW7H-EPC9". The main content is a thumbnail of the SCOTUSblog website. The SCOTUSblog header includes the title "SCOTUSblog" and "SUPREME COURT OF THE UNITED STATES BLOG". A navigation menu below the header lists categories: HOME, MERITS CASES, PETITIONS, STATISTICS, SPECIAL FEATURES, PLAIN ENGLISH, VIDEOS, RESOURCES, and ADMINISTRATION. The featured article is by Amy Howe, titled "Justices to tackle cellphone data case next term". The article text begins: "The Supreme Court added an important new case on the use of cellphone data by law enforcement to its docket for its next term. The justices announced this morning that they would review the case of Timothy Carpenter, who was accused of being the mastermind behind a series of armed robberies (ironically, stealing new smartphones) in Ohio and Michigan. Relying on the Stored Communications Act, which allows phone companies to disclose records when the government provides 'specific and articulable facts showing that there are reasonable grounds to believe' that records at issue 'are relevant and material to an ongoing criminal investigation,' the government got an order to obtain phone records for 16 phone numbers, including Carpenter's cellphone. Law enforcement officials..." To the right of the article, there is a "FEATURED POSTS" section with three items: "Dispute over travel ban could return to Supreme Court (UPDATED) - Amy Howe", "Summer reading for court watchers - Ronald Collins", and "Death-penalty symposium: A court increasingly uncomfortable with the death penalty - Stephen McAllister". At the bottom of the thumbnail, there is a link for "MERITS CASE PAGES AND ARCHIVES".

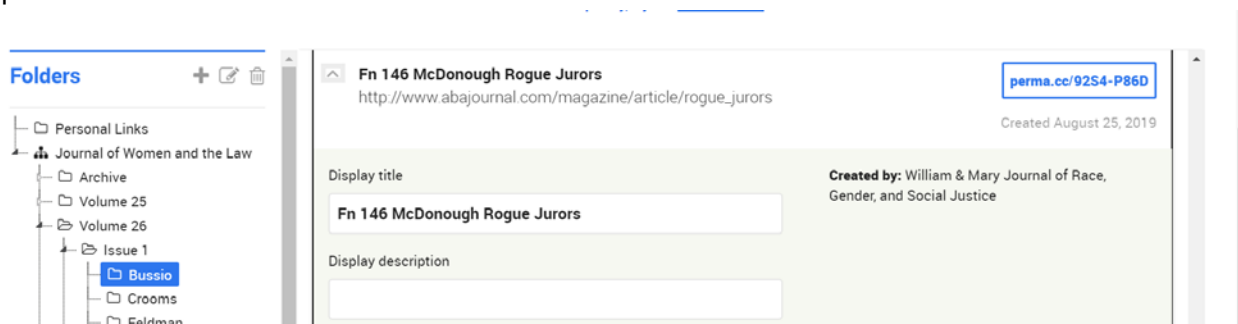
If the webpage has any error, you can use the upload option (“Archive not as expected? Upload your own”) above the thumbnail image to upload your own screenshots or PDF documents of the web page. Pages that commonly have errors at the link processing stage are pages that contain videos, PDFs, and pages 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:

Nicholas P. Terry, *Big Data Proxies and Health Privacy Exceptionalism 19–21* (Ind. Univ. Robert H. McKinney Sch. Of Law Research Paper, Paper No. 2013-36, 2013), [http://papers.ssrn.com/sol3/papers.cfm?abstract\\_id=2320088](http://papers.ssrn.com/sol3/papers.cfm?abstract_id=2320088) [<http://perma.cc/7LZT-CF2P>].

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, your assigned Article Editor, or the Managing Editor, Dolly Canevari, at [jrgsj@email.wm.edu](mailto:jrgsj@email.wm.edu).