

WILLIAM & MARY JOURNAL OF RACE, GENDER & SOCIAL JUSTICE

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 Binder 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 the title page or table of contents is included in the PDF, as appropriate.
- 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.
- Archived and vested a Perma link, named using JRGSJ's Fn. XX naming convention, for each internet source during the Source Pull.
- 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 AuthorLastName BeginningofTitle.

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. 58-59).
- 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. Ensured no "see generally" citations are included.
- Checked negative subsequent history of cases and statutes, using either Shepard's or KeyCite, and attached a copy of my results in the cite check packet behind the page with the associated case/statute.
- Saved all completed sources in the Source Binder 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.

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- 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. 61-63.
- 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. 85-86).
- 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.
- Followed directions in turning in my completed cite check, per page 18 of the Cite Checker Handbook.

GUIDELINES:

- Followed the guidelines for cite checking outlined in the Cite Checker Handbook and any communications received from the Executive Board and my Editor.

I do hereby affirm.

Estimated number of hours
spent on this cite check

Signature: _____
