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 Dropbox.
- 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.
Effective 8/2018

I do hereby affirm.                                Estimated number of hours

Signature: ____________________________________  ____________________________________

Effective 8/2018