

FAMILY LAW  
QUARTERLY

MEMBERSHIP MANUAL

VOLUMES 50-51, 2016-2017

FAMILY LAW QUARTERLY  
VOLUMES 50-51 SENIOR MEMBERSHIP

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# FAMILY LAW QUARTERLY

## VOLUMES 49-50

### OVERVIEW OF THE FAMILY LAW QUARTERLY

#### I. INTRODUCTION

##### A. PURPOSE

The purpose of the *Family Law Quarterly* (“FLQ”) is, first, to make a significant contribution to the legal community by publishing material of practical and theoretical importance, and, second, to give students an opportunity to work on important legal scholarship.

The FLQ is published by the American Bar Association and is currently edited by a team of students and their Professor, Linda Elrod, at Washburn University. The FLQ is transitioning to WVU College of Law and will be fully brought to WVU by fall semester 2016.

##### B. ORGANIZATION

###### 1. ADMINISTRATION

FLQ is owned and operated by the American Bar Association, a nonprofit organization that serves the legal community. The ABA has many sections for lawyers practicing various areas of law, including the Family Law Section. The FLQ is managed by a Board of Editors, which is comprised of professors, lawyers, and judges, who decide what articles to publish in each issue.

Kendra Huard Fershee is the Editor in Chief of the FLQ; she teaches family law and other courses at West Virginia University College of Law.

Lisa Comforty, Managing Editor, works at the American Bar Association and helps the FLQ EIC coordinate the numerous edits each article goes through to meet journal standards and deadlines. She also works closely with editors during their editing stages to fine-tune the article’s Bluebooking and grammar. Lisa is responsible for the final production process of the FLQ.

###### 2. EDITORS

The Board of Student Editors is responsible for editing and publishing FLQ. This responsibility includes checking substance, citation, grammar, and style for each article that is published in the FLQ.

##### C. FORMAT

FLQ is published four times annually; one issue is each season. Each issue may include several types of publication—articles, essays, comments, recent developments, and surveys of law and literature in the family law realm.

An “article” is an extensively researched piece, usually up to 11,000 words, written by law professors, practicing attorneys, judges, or other scholars in a particular field. In most issues, all of the articles section may be devoted to only one topic. For example, last year, FLQ

published a “symposium,” which is a bundle of articles all written and presented for a conference on a specific topic, about Assisted Reproductive Technology and Family Law. The FLQ’s articles are generally shorter and more lightly footnoted than an article in a traditional law review.

An “essay” is a lightly footnoted, shorter piece, usually between 5,000 and 8,000 words. Essays are written by law professors, practicing attorneys, or judges, sometimes as a response or commentary on a particular article or in a particular field.

A “comment” is a student-written piece. Comments are written primarily to provide a practical, informative, and detailed study of a particular legal topic or recent trend. Comments in the FLQ are student works that are published because they won one of the top three slots in the Schwab Essay Contest, which is a FLQ-sponsored writing competition for students who write about Family Law issues.

“Book reviews” are written by leading authorities on the subject matter of a recent book.

The FLQ publishes a few pieces that are somewhat unusual in legal scholarship. First is the “Law in Fifty,” which is a narrative description of the changes to family law that have happened in each state over the prior year, and an accompanying chart to show, at a glance, where legal changes have happened. The “Law in Fifty” tracks legislative and common law developments in every state. Second is the “Periodical Literature Review,” which is a short description of the major articles that have been published in the prior year that focus on family law issues.

FLQ does not publish student works written by non-members.

Note that although “article” refers to a particular type of written legal scholarship, FLQ members will likely use the term “article” during the editing process to generally refer to the pieces being published, regardless of their formal designation.

## II. EDITORIAL STAFF

### A. THE BOARD OF EDITORS

The Board of Editors consists of law professors, judges, and lawyers who specialize in family law. The Board of Editors is responsible for soliciting choosing topics for publication and finding authors to write articles on those topics. The Editor in Chief serves as the Chair of the Board of Editors.

### B. STUDENT MEMBERS

Second and third years students are eligible to be members of the FLQ. New members to the FLQ will be considered Junior Members (JM); members who have spent one year as a Junior Member will be considered Senior Members (SM). There will be one position available to an SM to become the student Editor in Chief, and there will be one or two positions available to an SM to become an Executive Research Editor. The student Editor in Chief and the student Executive Research Editor(s) may be eligible for scholarship money that is awarded by the ABA each year.

#### 1. STUDENT EDITOR IN CHIEF (SEIC) [receives 2 credits for the year]

The EIC is the student editorial and executive officer of the Family Law Quarterly. He or she is the liaison between the EIC and Chairperson of the FLQ Board and the Faculty Advisor.

Essentially, the EIC is involved with all student publication aspects of the Family Law Quarterly. In addition, all student suggestions, questions, or complaints regarding the operation of the FLQ should be directed to the EIC.

## 2. STUDENT SENIOR MANAGING EDITOR (SME) [2 credits/year]

The Student Senior Managing Editor is responsible for helping set the production schedule, staffing, and supervising the compilation of the Law in Fifty. The most important aspect of the Student SME's job is overseeing substance and citation checks ("sub & cites") done by the junior members.

## 3. STUDENT SENIOR TECHNOLOGY EDITOR (STE) [2 credits/year]

The Student Senior Technology Editor is responsible for overseeing the Law in Fifty process, including preparing accurate charts of the law in each of the fifty states, tracking case and statutory law changes to keep the charts and digests updated, and working with the Editor in Chief to utilize technology to aid the production process.

## 4. SENIOR MEMBERS (SM) [1 credit]

The SMs are organized into two teams. Senior Members are either Managing Editors or Technology Editors. The Managing Editors supervise teams of Junior Members in the sub and cite process. They are responsible for making sure the edits are timely and correct. In the alternative, Senior Members can be Technology Editors. They work with the Senior Technology Editor and Junior Members to track changes in the law throughout the year in each of the fifty states. Essentially, the Technology Editors are responsible for producing the Law in Fifty (Winter) Issue, which takes a year to compile, correct, and produce.

## 5. JUNIOR MEMBERS (JM) [1 credit]

The JMs are responsible for checking the substance and citation of articles and surveys published by the FLQ and for tracking legislation and case law in every state for the Law in Fifty (Winter) Issue.

### III. MEMBERSHIP BENEFITS

#### A. ACADEMIC CREDIT

Each JM and SM will receive one (1) hour of credit in the spring semester of each year the student member participates in the FLQ and upon the satisfactory completion of the requirements set forth in this Manual. A grade of "F" will be recorded if these requirements are not satisfactorily completed. A student with managerial responsibility (EIC, SME) will receive one (1) credit hour for fall semester and one (1) credit hour for spring semester in the year that he or she serves in the managerial role.

All credit for FLQ participation is reflected on the student's official transcript as a Pass or Fail. The Faculty Advisor exercises final authority as to whether a student receives a Pass or Fail grade.

#### B. ABA SCHOLARSHIP

The Student Editor in Chief will receive a \$1500 scholarship per semester during the year he or she serves as EIC, and the Student Senior Managing Editor and Student Senior Technology Editors will receive a \$750 scholarship per semester during the year they serve in their roles.

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## STUDENT EDITING PROCESS – ANNUAL SURVEY OF PERIODICAL LITERATURE AND THE LAW IN FIFTY

### I. THE ANNUAL SURVEY OF PERIODICAL LITERATURE

The Annual Survey of Periodical Literature is what it sounds like; it's a list of reviews of scholarly family law literature that has been published from September 1 of last year to September 1 of this year. It is intended to help people who are looking for secondary authority find Articles on a particular family law issue. It is organized into topics, making it easily searchable. So, if someone is writing a legal brief or memo about adoption and he or she would like to find an article that details the recent changes in adoption law, he or she may look at the Periodical Literature Review, flip to the Adoption section, and read the short synopses of the articles on that list to decide if any of them may be helpful.

#### A. CREATING THE ANNUAL SURVEY OF PERIODICAL LITERATURE

FLQ members compile the list of Articles to be included in the Review, enter them into a spreadsheet to organize them, write original synopses of each article, and format them into the final product. The work can be shared because the spreadsheet for the Articles is stored in Google Drive, which every FLQ member will be able to access.

The first step in creating the Annual Survey is creating the list of Articles that will go into the Survey. Prof. Fershee is on several listservs that distribute synopses of scholarly articles on family law topics, so she will forward an equal number those emails to each member. You should review each email you receive and choose Articles that meet the following criteria:

- Articles on topics that are already in the Google Docs spreadsheet
- Articles on topics that are family law-related, but not on the Google Docs spreadsheet
- Articles that have been published (with a citation to an actual source, not those that are slated for publication but haven't been released yet)

Next, enter the Articles you choose into the appropriate topic category on the Google Docs spreadsheet. If you think an Article should be included that is on a topic that is not on the spreadsheet, add the topic to the spreadsheet. Please keep the list sorted alphabetically by topic by adding rows as needed (not just adding the topic to the end of the spreadsheet). Note – we do not cover Juvenile Justice Articles in the Annual Survey.

Enter the author's name, the title of the Article, the citation, and a two or three sentence synopsis of the Article. You should write the synopsis after reading the Article abstract and scanning the Article to determine the thesis and main arguments in the piece. You must use your own language to describe the Article. You cannot take language directly from the abstract or Article itself. That would be plagiarism. The point of the synopses is to summarize in your own words what the Article is about, not to quote the author.

## 1. CITATION FORMAT

The Article citation should be in proper Bluebook format and should be complete. The citation field of the Excel spreadsheet will be added to the synopsis field to create the final product. Here's how proper Excel spreadsheet entries look:

Date of Publication	Topic	Author	Title	Citation	Summary
2014	Adoption	Kaiponanea T. Matsumura	Binding Future Selves	Kaiponanea T. Matsumura, <i>Binding Future Selves</i> , 75 LA. L. REV. 1 (2014).	Revealing the increasing adoption by courts of the different selves rationale, and exposing the ungrounded assumptions on which the rationale rests.
2015	Adoption	Dov Fox	Race Sorting in Family Formation	Dov Fox, <i>Race Sorting in Family Formation</i> , 49 FAM. L.Q. 55 (2015).	Examining four ways that race is utilized in family formation and arguing a race-sensitive approach should be utilized by adoption agencies and sperm banks.

Article citation format is detailed in section 16.1 of the Bluebook. The types of Articles we will be citing are those that can be found in consecutively paginated journals. Here's the breakdown:

**Part 1** – Author's name (BB Rule 15.1): first name first and last name last. For example: John T. Smith, . . . .

Two authors are separated by an ampersand: John T. Smith & Josie Jones, . . . .

More than two authors gives you two options. One is the first author's name and "et al." For example: John T. Smith et al., . . . . The other is to list all of the authors, separated by commas and an ampersand: John T. Smith, Josie Jones & Ellen Davis, . . . .

**Part 2** – Title of the article, in italics.

**Part 3** – Volume number of the publication, publication name (in small caps font) (abbreviated according to table T.13), and first page on which Article appears.

**Part 4** – year in which the Article was published.

## 2. SUMMARY STYLE

The summaries should be in present tense and start with a gerund (a word ending in "ing"). That style should carry throughout the summary so that all verbs are active verbs and in present tense. The summary should be in your words, not taken directly from the Article or the abstract to the Article.

## II. THE LAW IN FIFTY

The Law in Fifty in the FLQ is probably one of the most frequently cited journal pieces in all of family law. It is an incredibly comprehensive piece reflecting the current status of family law in every state in the country. Included with the Article are complete charts that show every important family law statute or legal opinion in the country. Updating the charts each year to accurately show which laws have changed requires meticulous attention to detail, which is appreciated by attorneys, judges, and law professors around the country, who know that they can rely on the FLQ to provide accurate and comprehensive information about the changing laws in each state every year.

There are three main components to the Law in Fifty. First is an Article with a narrative description of all of the major family law (federal and state) cases decided over the past year. Those cases are organized by topic and Professors Elrod and Spector write an article explaining the changes in those areas of the law with citations to the relevant case law.

The second component is the charts that show what family law statutory provisions exist in each state. The charts track the major components to family law statutes and indicate which states have what statutory requirements. For example, there is one chart showing “Grounds for Divorce and Residency Requirements.” That chart breaks down divorce laws into common categories and then indicates on the chart which state has which provisions. So, the West Virginia entry has cites to the current versions of the divorce statutes in West Virginia, and ticks in each applicable box indicating the different categories of divorce law available in WV. Members will be responsible for updating the charts by checking the statutes in assigned states to make sure that the charts accurately reflect the current status of the law. The charts are saved on the Google Drive, under “Law in Fifty.”

The third component is the case digests from each of the fifty states. These are organized by topic and state, and indicate, with a citation and short case description, what cases have been decided in each state on the highlighted topic.

### A. THE LAW IN FIFTY CHARTS

Updating the Law in Fifty charts is primarily the responsibility of FLQ members. You will be assigned a few states (depending on the number of members we have), and you will be responsible for tracking legislation in those states to be sure that the charts accurately reflect the status of the law in those states. You can use the current version of the charts to guide you. The statutes are cited in the charts; you will need to make sure that those statutes have not been amended, and reflect in the chart the changes to the law if they have been updated. You will also need to make sure to include new laws that have been passed on each topic are reflected in the chart. The topics that are on last year’s charts are the only topics you need to track; other family law topics will be covered in other parts of the Law in Fifty survey.

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STUDENT EDITING PROCESS - ARTICLES

I. INTRODUCTION: THE PRODUCTION PROCESS

FLQ refers to preparing author manuscripts for publication as the “production” or “editing” process. FLQ, rather than the author, is solely responsible for ensuring that every published page is facially error-free and substantively sound. This means that the citations must conform to the Bluebook, the content must be free of typos and grammatical mistakes, and the authors must accurately represent the content of the sources they cite.

**The junior member’s role in production is broken down into five consecutive steps: (1) Source Gathering, (2) Sub & Cite + RCON, (3) Input Check, (4) Answer Queries, and (5) Page Read/Index.** Be aware that the time required to complete each step varies; while an Input Check may take roughly an hour, Sub & Cite + RCON often consumes a week’s worth of work, if not more. As a general rule, if the following instructions fail to resolve a question or issue, please ask for help, if necessary.

A. BEFORE YOU BEGIN: HELPFUL HINTS AND REMINDERS

**Editing Format.** During the production process, the Article will be in a strange format—Courier New, 12-point font, triple spaced. This formatting makes it easier to carefully read the piece, and it leaves room for editing and changes. Because of the special editing formatting, you can usually ignore what may appear to be unusual or incorrect formatting. For example, block quotes will not be single-spaced during the editing process because the entire article is triple spaced at this stage. Also, rather than italicizing citations according to the Bluebook, these portions of a citation should be underlined. Where the Bluebook calls for using LARGE AND SMALL CAPS, use a double underline instead.

**Personal Emergencies.** If for some unseen reason you cannot do a thorough edit, tell Prof. Fershee immediately. It’s better you take an extra day on one of the editing steps to do a good job than to hastily rush through editing and miss something. A junior member’s editing responsibilities are extremely important, and it is imperative that you dedicate the full amount of time and effort into conducting a quality edit of the article.

**Know Your Deadlines and Plan Ahead.** Excluding emergencies, which may include an article taking much longer than originally expected, there is no reason why a junior member team (JM team) should not be able to finish its edits by the due dates provided in the Production Schedule. The Production Schedules are made well in advance of the junior member edits, so if you see a schedule conflict, please contact the EIC or Prof. Fershee immediately. The sooner they know about a scheduling problem, the better they will be able to work around it and accommodate your conflict. Missing a deadline will impede other aspects of the production process. There are other people who depend on you to timely complete your edit.

**Bluebooking.** Look everything up in the Bluebook no matter how well you think you know something. Do not go by what you may have learned in the past or in Legal Research and Writing. Citation for legal scholarship, as opposed to legal brief writing, etc., is unique and must adhere to different rules outlined in the Bluebook. Note that at the end of each section of the Bluebook, there

will be a section for short citation of that particular source. Article authors often do not use Bluebook format, so it is the junior member's responsibility to ensure the citations are accurate.

**General Questions.** Finally, if you have questions or concerns about the editing process, including Bluebooking, or the article you're working on (and it is not answered in this Manual), contact the EIC or Prof. Fershee, if necessary. The more questions you ask, the more you streamline the process and expedite accuracy.

## B. HARD COPY EDITING

While it may seem as though track changes would expedite the editing process, this is not feasible for first round of FLQ edits for a number of reasons.

First, articles are carefully formatted prior to ever being dispersed to the junior members. Track changes only go so far when it comes to inserting and deleting text, applying formatting, etc. With track changes on, you can't always tell if you're inserting extra spaces or deleting necessary spaces, or if you're extending the underlining incorrectly or not extending it where necessary.

Second, there are "fields" in the electronic version of the document—content such as supra note numbers, tables of contents, page numbers, etc. that is permanently cross-referenced with, and based on, an original source within the document. These fields should update automatically during the production process as the article goes through several rounds of edits. If, for example, someone were to delete these fields or cross-reference them incorrectly while trying to edit the document with track changes, this would require the FLQ Staff to go back through the entire document again, which is simply impossible with the number of articles in each journal and the number of journals our staff is responsible for. Note that any member working on a particular article should always have the e-copy to utilize searchability, so if you don't have it, please ask for it.

Third, writing edits by hand makes you slow down and think and helps you learn the necessary rules. You must look up everything in the Bluebook, Gregg's Reference Manual, and Merriam-Webster's Collegiate Dictionary online before you start writing down any corrections. If you do make a change, please note the Bluebook Rule or Gregg's rule in the left-hand margin of the document. Also put one checkmark in dark red ink in the right-hand margin of any line in which you have edits. Note that at all times, an author's style should be preserved; textual edits should be limited to substantive issues, citation issues, grammar, clarity, and correctness.

Fourth, FLQ is accountable to every author for every edit we make; thus, we must know what edits are made and who made them. Because our edits have the potential to lead to litigation, every edit must be carefully tracked and processed. Writing your edits on a hard copy, which will ultimately be scanned and stored chronologically, is critical to our legal obligation to each author and to the Law School. Students working on e-copies on different computers, in different versions of Word, and moving from Mac to PC and from user to user would make this accountability extremely complicated and risky, if not impossible.

## SOURCE GATHERING

FLQ members cannot edit an article without direct access to the sources it cites. Thus, for every source in an article, FLQ must have electronic copies of either the entire source or, in many cases, selections from the source. Because there may be over one hundred sources in an article and thousands in any given volume, FLQ must gather and catalog sources according to a highly standardized process.

Source Gathering consists of four broad steps: (1) creating a list of all sources in your article, (2) locating the preferred form of these sources, (3) uploading these sources to the source folder in Google Drive, and (4) creating Bluebook Essentials and quote folders. Throughout the source gathering process keep these key points in mind:

- 1) Using Google Chrome may be particularly convenient because it is more user-friendly regarding saving a Web site as a PDF. However, if you know how to save a site as a PDF on some other browser, feel free to use whatever you are comfortable with.
- 2) **Components of source gathering require Adobe Acrobat.**
- 3) When gathering sources, be mindful you have located the **preferred form** of the sources. If you gather the incorrect form of the source the first time, **you will be required to go back and gather the preferred form.**
- 4) **Label the sources correctly.**
- 5) Watch out for **quotes within quotes.**
- 6) Never email an author on your own! If you believe you need to contact an author to obtain a source, please ask Prof. Fershee to do so, but this is only a last resort; you should exhaust all efforts to obtain the source on your own.

### STEP 1: MAKE THE SOURCE AND QUOTE LISTS

The source list is a numbered, organized record of all sources that are used in an article. A complete source list also includes a quote list, comprised of every quote of five or more words that appears in the article. Making the source list is the first step in the sub & cite process, but the source list will be used by people other than the sub & citers. Because the page readers will all eventually use the source list—although they didn't make the source list or update it along the way—it needs to be in great condition when it gets to them so that there is no confusion.

Only one JM can make the original, basic source list. The other JM partner(s) can edit it later on Google Drive, but two people cannot make the source list.

Some tips:

- 1) Use the source list template in your article's folder on the drive.
- 2) **Don't forget the quote list.**
- 3) Indicate all footnotes in which the source appears.
- 4) For the individual JM who is tasked with making the source list, **track your hours** so that you can join your partner(s) in source gathering when they have put in a similar amount of time.

- 5) **Update, update, update!** If you accidentally miss a source, find a new source, add pincites, or change any source-related information in your article, you must update the source list.
- 6) **Color** the source list to help yourself and others as they gather sources.

Use the following steps to create your article’s Source List:

- 1) Access your article’s folder on Google Drive, and open the source list template, which will appear as an Excel spreadsheet.
- 2) Download the electronic version of your article.
- 3) Locate the article’s endnotes, and copy and paste the basic citation of each individual source (note that there may be more than one source in each footnote) into the source list, numbering them in the order in which they appear in the endnotes. Because we only need the basic citation, you do not have to copy parenthetical information. Ideally, the citations should be in Bluebook form, but as long as the citation is clear and allows the source gatherer to find the particular source, this will suffice.
  - a. Number the sources in the first column of the source list, labeled “Source Number.” A source should only be given one number for the first time it appears in the article. If the author cites the same source in multiple footnotes, note this in the footnote column of the source list. Beware of authors who use a single source more than once but cite it in completely different formats—a single source should only be listed once on your source list.
 

Note: All sources contained within a particular footnote, such as a string cite, must be given independent source numbers.
  - b. Indicate footnotes by listing each footnote in which the source appears throughout the article in the column labeled “Footnotes.” Adjust the cell size so all footnotes appear.
  - c. Indicate pincites by listing in pincite that the author provides for a single source in the third column, labeled “Pin Cite(s).”
  - d. Use fill effects to color the source number column. – The chart below lists the colors you should use. If you are unsure which type of medium a particular source is (a book, an article, etc.), try Googling it, or ask for help.

Red	sources you can't find, ILLs (after you find it, change this color fill to white = no color)
orange	books you need a hard copy of (i.e., they're not available in PDF on Googlebooks), and one of the local libraries has it
yellow	everything else (besides books) not available in PDF (like some statutes, laws, cases, or articles)
light green	use for cases with a PDF on westlaw, or elsewhere (such as U.S. reporter cases on Hein)
green	use for journal articles in PDF on HeinOnline
blue	use for anything else available in PDF online (like some newspaper articles, books, or statutes)
purple	use for websites

- e. Indicate where the source can be located and its available format in the column labeled “Location.” For example, PDFs of most cases are available on Westlaw, while a PDF of a U.S. reporter case is only available on HeinOnline. If you can’t

find a particular source, note it in the Location column, but you should be able to find most sources on your own.

- f. In the last “Notes” column, note any additional information that will be helpful to your JM partners who are source gathering, such as a call number for particular book. You should also remove comments from this column if the issue has been resolved or the information, such as the call number, is no longer necessary because the book has been located.

**Important Note:** If you need to add a source because you overlooked a source in a complex footnote, realized the author gives a quote within a quote, etc., insert a new row in the Source List where the new source belongs and number this source as “#a” of the source directly listed above. For example, if you add a source between sources 26 and 27, the new source becomes “26a.”

**Note:** When a particular footnote says [**cite needed**], the Source List creator is not responsible for searching for the necessary source at this point. If you ultimately need to add a new source, you will complete the above steps at a later stage in the production process.

Use the following steps to create your article’s Quote List:

The quote list is a list of every quote of five or more words within the article. List all of the quotes in the text first, followed by all of the quotes in the footnotes. The quote list should be located on the second tab at the bottom of the source list template Excel spreadsheet provided to you.

- 1) Number each quote in the first column of the quote list, labeled “Type.” For text quotes, the number is “T” followed by the footnote number that the quote belongs to, so a quote in the text associated with footnote 4 is “T4.” Footnote quotes are numbered “F” followed by the footnote in which they are located; thus, a quote within footnote 4 is “F4.”
- 2) Note the source number that corresponds to the source in which the quote is found in the second column, labeled “Source Number.” The “Source” column should then auto-fill, but in the event it does not, copy and paste the source citation from your source list.
- 3) Indicate the pincite by listing the page number on which the quote appears in the fourth column of the quote list, labeled “Pin Cite.” If the author did not provide a page number, leave this section blank, but do not forget to fill it in with accurate information when you locate the quote during the source gathering phase.
- 4) Once you’ve listed and numbered all of the sources and quotes, email your JM partner(s) so that they can begin source gathering. Note the amount of hours you worked to create the source and quote lists, and join your JM partner(s) in source gathering when they too have conducted a similar amount of work.

\*Don’t forget to update the source list any time you add sources, pincites, or any other necessary information. Either JM partner can and should do this when updates are necessary. Keep all of this information on the source list spreadsheet in Google Drive.

## STEP 2: LOCATING SOURCES IN THEIR PREFERRED FORM

For every type of source, there is a preferred form. Usually, finding an electronic source and saving it as a PDF is the easiest way to obtain a preferred form, but this will not always be the case. Note that this section only outlines *where* you can find the preferred form of each source; the next step, “Uploading Sources on Drive,” explains what to do once you’ve found it.

You should first familiarize yourself with HeinOnline, which is the premier source for official copies of legal materials and is available through the WVU Library (which you can always access remotely). To access HeinOnline, go to the WVU Library Web site, and click on the link under the “Quick Links to Popular Sources” list on the library screen. Once on HeinOnline, you should see a menu of links on the left half of the screen with the heading “Browse Collections.” This is your starting point for HeinOnline.

If you are accessing HeinOnline while off campus you will need to access the WVU library website through the proxy server. You may access the HienOnline by signing in using your login credentials first.

- A. CASES. The preferred reporter for any case decided by a particular court can be located in Bluebook Table 1 (T1) on p. 215.

United States Supreme Court Cases. The preferred form for U.S. Supreme Court cases is a PDF of the U.S. Reporter (“U.S.”). The U.S. Reporter is not available on Westlaw; Westlaw only provides PDFs of the Supreme Court Reporter (“S. Ct.”). To obtain the U.S. Reporter, **you must use HeinOnline.** From the Browse Collections menu, select “U.S. Supreme Court Library.” From there, a new screen should appear; click “U.S. Reports.” Based on the U.S. reporter citation, select the appropriate reporter volume from the list. Then locate the appropriate page number or case name from the drop down list.

Note: If the author does not provide the U.S. Reporter citation, search whatever citation is provided in WestlawNext to determine whether there is a parallel U.S. Reporter citation. Though WestlawNext does not provide PDFs of this reporter, somewhere on the screen, it should at least provide you with the U.S. Reporter citation.

If the U.S. Reporter has yet to publish the case, the preferred form is a PDF from the S. Ct. Reporter, which should be available on Westlaw. To find the case PDF on Westlaw, search the case on WestlawNext. When you have found the correct case, check the top left corner of the screen to see whether there is a red link that says

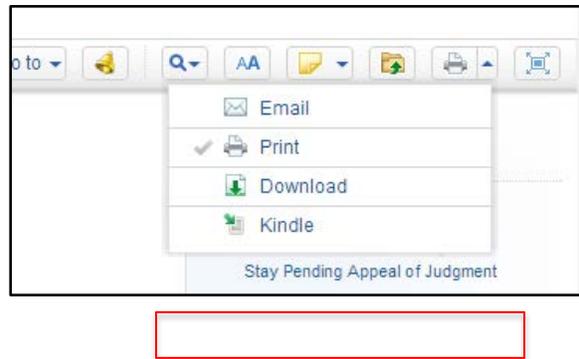
“Original Image of” followed by the case citation. Click that link and follow the instructions to download the case as a PDF. If the case is too recent for the S. Ct. Reporter, locate the slip opinion, which should be available through Hein’s U.S. Supreme Court Library.



Non-U.S. Supreme Court Cases, Reported. PDFs of these reported cases should be available on WestlawNext. Locate these preferred reporter PDFs in the same manner in which you located S. Ct.

Reporter PDFs. If the preferred reporter PDF is unavailable on WestlawNext, check the WVU Law Library for the hard copy version of the reporter and scan the case.

Unreported Cases. These cases are only available on Westlaw or Lexis. Download the unreported case in PDF format directly from the Westlaw or Lexis case screen. For WestlawNext, select the download option from the upper right toolbar.



Special Note on Case History: Part of checking accuracy of a citation to a case is making sure that the subsequent history of the case is included in the citation where appropriate under BB Rule 10.7. Whoever gathers the source is responsible for doing this. If BB Rule 10.7 calls for a citation to a subsequent opinion, you'll need to locate the preferred form of that subsequent case as well and include it as the next entry in the Source List.

To check case history on WestlawNext, click the "History" and the "Negative Treatment" tab. If there is anything important in either of these tabs, copy and paste that into a blank work document, convert it to a PDF, and upload it to your sources folder as "[Source #] + identifying name case history"

## B. JOURNAL ARTICLES

Most of these are available on HeinOnline. If the article is not available on HeinOnline, you must obtain a hard copy of the journal from the Law School library or another nearby library or a PDF from the journal's Web site, if available. To access the articles on HeinOnline, begin on the "Browse Collections" screen. Select "Law Journal Library" at the top of the listing of collections, and a new screen should appear. From here, you can either input the article's Bluebook citation (in perfect Bluebook format according to BB Table 13 (T13) on p. 445 of the Bluebook) into the "Citation Navigator" or you can search through the journal database alphabetically. If you locate the journal alphabetically, you'll then have to select the appropriate volume and page number from the drop down lists.

## C. FEDERAL OR STATE STATUTES

Federal Statutes in the U.S. Code. The preferred source for U.S. Statutes is the U.S. Code (not annotated). We only cite to the U.S.C.A. (annotated) when the Code has been updated so recently that the new version is not available in the supplements to the Code. Note that the United States Code is only updated every six years, so, if you are citing to a statute in a 2014 or 2015 issue of FLQ, the most recent version of the U.S.C. is from 2012, plus any supplements made available. You can obtain the U.S. Code from HeinOnline (United States Code database) or from the Government Printing Office (GPO) Web site via

<http://www.gpo.gov/fdsys/browse/collectionUSCode.action?collectionCode=USCODE>. You can also obtain Public Laws, the Code of Federal Regulations, and U.S. Statutes at Large (so you can search for statutes by their title) on HeinOnline or the GPO.

State Statutes. Most state statutes are available on that state’s legislative Web site. As long as the publishing year is indicated clearly on the Web site, you can download a PDF if it is available or take screen shots of the statute that you need. But you *must* include the publishing year for the BBEs. There should be a state statute spreadsheet on the Google Drive; this should help you locate reputable Web sites. Do not forget to double-check the accuracy of the dates and currentness of the Web site.

If a state’s Web site does not have a useable version of its statutes (for example, the Web site explicitly says that the online version is not official), you must use the statute’s preferred form listed in BB Table 1. This means you have to locate the relevant state, find within that state’s table the “Statutory Compilations” section, which will list the preferred publisher of the state statutes. Then, go to the library and make copies of the statute from that publisher’s hard copy compilations. Do not forget to check the pocket parts and supplements of the hard copy compilations to make sure you have the most recent version of the relevant statute. If you do not check, you will be required to go back and do it again.

If the library does not have the preferred publisher, check the last part of BB Rule 12.5 to determine how to cite unofficial online versions of state statutes, as well as the Internet sources portion of this Manual and the Bluebook.

#### D. MISCELLANEOUS FEDERAL SOURCES

The Federal Register, Code of Federal Regulations, U.S. Statutes at Large, and U.S. Session Laws are all available through HeinOnline in the appropriate Hein Collection.

For Public Laws, go to <http://thomas.loc.gov/home/LegislativeData.php?n=PublicLaws> to download a PDF. Public laws may be statutes that have been passed, but have not yet been incorporated into the United States code. Public laws also include other information such as legislative history.

For Federal Judiciary Rules, including pending and proposed amendments, go to <http://www.uscourts.gov/RulesAndPolicies/rules.aspx> to download a PDF.

For Congressional Research Service reports, go to the Federation of American Scientists Web site at <http://www.fas.org/sgp/crs/index.html>.

#### E. TREATIES AND INTERNATIONAL SOURCES

Treaties are available on HeinOnline through the “Treaties and Agreements Library.”

For European Court of Human Rights decisions, go to <http://www.echr.coe.int/Pages/home.aspx?p=home&c=> and click on “Recent Judgments” to download a PDF.

For case law and legislative materials from EU countries, go to <http://eur-lex.europa.eu/en/index.htm>.

For UK cases, go to the British and Irish Legal Information Institute's Web site at <http://www.bailii.org> to download a PDF. Although these PDFs look very unofficial, they are in fact the preferred form if available.

## F. BOOKS

First, determine whether the book is available in hard copy at any of the local university libraries. This includes not only the WVU Law Library, but also the WVU undergraduate library. If you've located the book in a local library, you should check out the book and use it during the editing process.

If the book is not readily available in hard copy, try to find the book through Google Books or Amazon Books. These sites allow users to preview selected pages. If the viewable pages match the pages you need, i.e., the information necessary for a Bluebook citation and pincite pages, then you've found an acceptable version of the book. These sites, however, will not allow you to print or save directly; instead you'll have to take screen shots of the necessary pages and save them on your computer to be converted to PDF.

To capture a screen shot on a PC, go to the selected part of the book that you need to print/save. If necessary, adjust the zoom (bottom right corner of your screen when the Internet is open) on your view of the screen to include all necessary information. Press "Shift + Print Screen" at the same time. Open a blank Word document, click the cursor somewhere, and push "Ctrl + v" to paste the screen capture into the word document. Go to "Save As" and choose "PDF or XPS." When the PDF opens, click "File" then "Save as" and name the source accordingly (if source number 3 is a book by Jim Reverie, save it as "003 Reverie"). Then follow the regular Google Drive uploading instructions to upload the PDF to your article's Google Drive folder.

To capture a screen shot on a Mac, press "Command + Shift +3" and select the area you want to capture. It will save to your desktop, and then you can select Print and save it as a PDF in Drive (you're not actually printing anything here).

Note: In Google or Amazon Books, you can usually locate a quote or pincite using the search function. As long as you have found the quoted excerpt and the site shows you the page number (although it may now show you the whole page of information), this is sufficient. Screen shot this information and save it in Google Drive.

## G. NEWSPAPER ARTICLES

First, ascertain whether the author is citing a print copy of a newspaper article or an online copy of the article. The distinction will be evident if the author includes a hard copy page cite, such as "A4," or the article appears before paper began publishing online. Where these clues are absent, however, FLQ's preference is to assume that the author intended to cite the online version, *as long as* the content of the online article substantively supports the cited proposition in the FLQ article. If so, cite according to BB Rule 18.2.2.

If the author is citing a print copy of the newspaper article, you'll need to find an electronic copy of the print version through WVU's library system. Important Note: If an article is only available "online" on Westlaw or Lexis, this source should not be treated as an online source described above. You should instead treat the article as a print source and attempt to find electronic records of the print source at the Law Library. If copies of the print article are unavailable locally, see the instructions for "Other Sources Available Online" below.

#### H. OTHER SOURCES AVAILABLE ONLINE

In recent years, FLQ has preferred to obtain as many sources as possible from the Internet. This is particularly true if a source is only available through Interlibrary Loan ("ILL"). If we can get these sources from an authoritative Web site, use that instead. See Appendices E-F for a comprehensive document explaining what to do when sources are available online. Briefly, though:

Statutes and Ordinances. If a state or municipality only publishes its official statutes or ordinances online, you can directly cite as a statute the online source (i.e., the citation need not note that the source FLQ used was a Web site). If the material is published in hard copy but it's not in any WVU library, use the online version even though it may be unofficial, but cite to it like an unofficial online source. See Appendices E-F for clarification.

Legislative Materials. If you can't get a print or official electronic version, use the unofficial online source and add the URL to the citation.

Books, Reports, Periodic Materials, and Nonperiodic Materials. Access these materials online if they would otherwise only be available through ILL, but the citation may require additional information to note that it was obtained from a Web site.

Unpublished and Forthcoming Sources. Most of the time, unless the author has the unpublished work in his possession, you have to find these sources on the Internet.

Other Sources Only Available Online. You must indicate to the reader that the information is derived from a Web site if you are not confident the online source is an authoritative copy of a print source or whether a print source even exists.

### **Interlibrary Loans (ILLs) for Books/Law Journals/Other Print Sources:**

If the book or other print source is not accessible through a local library or online, you'll need to make use of the Interlibrary Loan (ILL) system, which allows the WVU Law Library, and thus FLQ, to obtain books from other libraries for a limited period of time. Note that although the ILL should be your last resort, you must determine whether you need an ILL as soon as reasonably possible because it can take weeks for a source to be sent to FLQ.

Before requesting any ILL, please do the following:

- Search all WVU Library logs
- Check all WVU electronic databases for a PDF copy (including resources available at other campus libraries)
- Check other local libraries.
- Search the internet
- Ask for help at the reference desk (law library lobby).

To request an ILL, please gather the necessary citation information for the source as described below. **Please note that for ILLs, all citations must be complete and abbreviations should never be used. Do not rely on the author's citation.** Please check the internet, library catalogs, etc. to obtain the most accurate information.

- 1) For **articles**, the citation should contain: volume number, name of journal (newspaper, magazine, etc.), article title, article author, beginning page number, and date. [Some items, like newspapers, will only have a complete date and not a volume number]
- 2) For **cases**, the citation should contain: name of case, name of reporter (where case is known to be printed), volume number, beginning page number, and date. [If the case has not been published then you should not request it through this service. You must either try to find a citation to a printed source, or obtain the case in another manner.]
- 3) For **statutes/codes**, the citation should contain: name of publication (*i.e.*, United States Code), title number (if applicable), section or article number (or chapter, etc.), and date (*i.e.*, 28 United States Code 15 (2006)). Pay attention to Bluebook rules and dates! Make sure you understand what exactly you are requesting and give this information to the person making the ILL request on your behalf. [If you do not have a citation to a printed law then you should not request it through the interlibrary loan service. Try to find it in print, or obtain it in another manner.]
- 4) For **books**, the citation should contain: title of book, author(s) (or editor(s)), edition needed (if more than one edition has been published), and date of the edition (make sure you have the correct date if multiple editions have been printed).

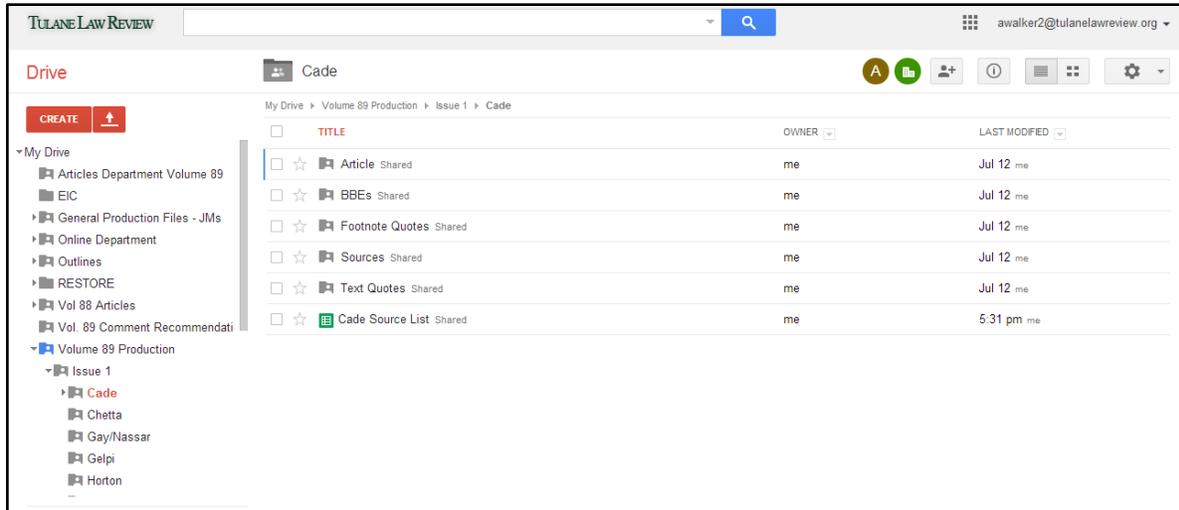
Once you have obtained the necessary citation information, email the SME the following:

- 1) All of the necessary citation information outlined above
- 2) The name of the article you are working on (*i.e.*, Saunders 89-3)
- 3) The start and end pages if necessary
- 4) The names of the JM team and email addresses

Please see a reference librarian if you need help completing any citation or have questions.

### STEP 3: UPLOADING SOURCES ON THE GOOGLE DRIVE

First, familiarize yourself with Google Drive and its parallel applications on your personal computer and smartphone. Start with Drive on your browser. Note that we have already created the skeleton for organizing sources under the folder “Volumes 49-50 Production.” You should find the Volumes 49-50 Production folder—the only folder in blue on Drive—under the label “Shared With Me” on the left column of your screen. From there, folders are organized into Issues and Authors. Below is a screenshot of the production folders for an article by Jason Cade set for publication in the Tulane Law Review (don’t worry about the other folders within Cade just yet):



Now look at your Drive program on your computer. Whether you’re on PC or Mac, the Drive appears on both systems as a folder. Open the folder and make sure that the folders inside mirror what you see on your browser (the image above). The utility of having the Drive on your machine in addition to accessing it through your browser is that you can save PDF sources from the Internet (most frequently cases) directly to the Drive folder on your computer, which will then automatically sync to the Drive on your browser. You will need to move your assigned article folder from the “Shared with Me” section to the “My Drive” section to access it on a desktop.

Finally, look at Drive on your smartphone. Drive on your smartphone serves two primary purposes. One, it’s very convenient to be able to access Drive—particularly your source list—when you’re looking for sources at the library. Two, having Drive on your phone allows you to save PDFs that you’ve captured through GeniusScan directly to Drive.

*GeniusScan.* Essentially, the GeniusScan app acts as a remote Xerox machine. When a source is available only in hard copy, and we only need copies of limited number of pictures, GeniusScan allows you to take a picture of the hard copy, convert it to a PDF, and save it on the Drive.

*Adobe Acrobat.* Acrobat allows you to edit PDFs and convert a variety of file types into PDF.

General Instructions for Source Gathering:

- 1) Once you've found the source in the preferred format, save it as a PDF on Google Drive.
  - a. If the source is already in PDF format, there are only two critical instructions:
    - i. Save the PDF in the Correct Place. Save the PDF in "Sources" folder within your article/author's subfiles on the Google Drive.
    - ii. Save the PDF under the Correct Name. There are two components to a source's name: (1) the source number and (2) identifying words. First, the source number must always be three digits (i.e., 001, 002, 048, 143, etc.), and this number corresponds with the source number you created in the source list. Second, the identifying word is the author's name, where applicable, or the short cite version of a case name or statute, where applicable. For example, if source 2 is an article by Mike Jones, save the PDF of that article as "002 Jones." If source 48 is the U.S. Supreme Court case Hobby Lobby Stores v. Sebelius, save the PDF as "048 Hobby Lobby." If source 143 is Louisiana Civil Code article 2320, save it as "143 La. CC art. 2320."
  - b. If the source is not immediately available on PDF, convert the document to a PDF and follow the steps above to save it on the Drive.
    - i. Web sites (not PDFs available through Web sites). Using Google Chrome, right click anywhere on the screen, select "Print," and a menu of options should appear on the left side of the screen. Under "Destination" select "Save as PDF" (NOT Google Drive). Then click the "Save" button above the destination option. This should prompt a new screen asking you where to save the PDF. Working through the Google Drive on your computer, save the PDF in the proper subfolder and under the proper name according section c(a) above.
    - ii. Books Available at a Local Library (Genius Scan). Because it is impractical to upload the entire book as a PDF on the Drive, you only need to scan and upload the pages necessary to track the source's "Bluebook Essentials" ("BBEs"). BBEs capture only the information in a source necessary to verify the Bluebook citation. Typically this information lies within the first few pages of a source, in addition to any relevant pincites. Thus, at a minimum, you will need to GeniusScan the pages containing the information necessary for a proper citation under BB Rule 15. If the author includes pincites, you'll need to GeniusScan those pages too.
      1. Open GeniusScan, then select the camera on the bottom-left corner of the screen.
      2. Frame the picture so includes the entire page (it helps if page is against a dark background) and snap a picture. You should now

have a picture with an adjustable orange box superimposed on the screen, which serves as a cropping function. You can either manually adjust the orange box by dragging the corners of the orange box or double-click the screen to automatically stretch the orange box over the entire picture. Once you're satisfied with what you'll crop, click "Use," and then select "Save"

3. Save it to a "New Document" when prompted. At the top of the screen, click the circle with the "i" within it. Name this document appropriately (001 Jones, etc.).
  4. You now have a PDF saved on your phone. From here you have two options:
    - a) If you need to add more pages to the source, click the "+" button in the bottom left of your screen. Note that when you save new pages, you'll want to select "Current Document" when GeniusScan prompts you to select where you want to save new pages.
    - b) If you're finished taking pictures and need to upload the doc on the Drive, select the Square/Arrow button in the bottom right of the screen. This This should prompt a screen asking you to select the destination for exporting the PDF. Select Google Drive. This will in turn prompt another screen. Select the "Collection" button to pick the right folder in Drive. Finally, click "send" in the upper right corner. Note that it may take a few minutes to upload the document depending on its size.
- iii. Books on Google/Amazon Books or Web sites Incompatible with the Chrome Print Option (screen shots). Take a screenshot(s) to capture all of the necessary BBE information and save the image as a PDF before uploading on Drive.
1. On a PC, first locate the "Snipping Tool" application that is standard on all windows machines. When you've opened the application have your browser on the content you want to capture, click the "New" button and drag your cursor over the area you want to capture. When you let go of the mouse button, a new image should appear. Right click that image and select "Copy." Open a new Word document. Right click the screen and select "Paste." Once you have copied and pasted all the screen shots in the Word document that you need, save the document as a PDF. Click "Save As," and under file type, select "PDF."

Name the file in the same manner you would name a PDF through Genius Scan (“001 Jones”).

2. On a Mac, press “Command + Shift + 3,” and then select the area you want to capture. It will save to your desktop, and then you can select Print and save it as a PDF to the Drive, as described above.

Note: Below is the BBE information you need to upload on the drive when scanning or screenshotting sources.

- **Cases:** The entire case.
- **Law Review Articles:** The entire article.
- **Books:** The title page, with title and author editor names; the copyright page; pincite pages. You may also need the table of contents or first page of a certain chapter if it is an anthology.
- **Magazine or Newspaper Articles:** The entire article, and for BBES, you need title, author, number of the first page of the article, date of publication, and name of publication.
- **Statutes** (if you use the hardbound version): First page of the volume, title page, copyright page, entire section of relevant code or statute.

#### STEP 4: CREATING BBE AND QUOTE FOLDERS ON GOOGLE DRIVE

You should now have all of your necessary sources except ILLs on the Sources subfolder in Google Drive. They should also all be in PDF format. Now it’s time to extract different critical material from those sources using Adobe Acrobat.

Note: For ILLs or other missing sources, please create a new Word document and type in clear, large font the source number and source name, along with an explanation of why you do not yet have that actual source. For example, one such source might say “005 Jones - ILL” or “005 Jones – papers on file with author.” Save this Word document as a PDF and label it with the correct name and source number. Then upload this PDF to the correct folder on the Drive. This helps the MEs, SME, and EIC understand that sources are not forgotten or missing, but that we are actively seeking this information through other means.

**The Bluebook Essentials (BBEs) Folder:** You need BBEs for *every* source, no matter the form. BBEs consist of the information necessary to check whether a Bluebook citation is correct; this requires you to first reference the Bluebook to learn the proper way to cite a source. See Appendix B for a list of common sources and where to find the BBEs in the Bluebook.

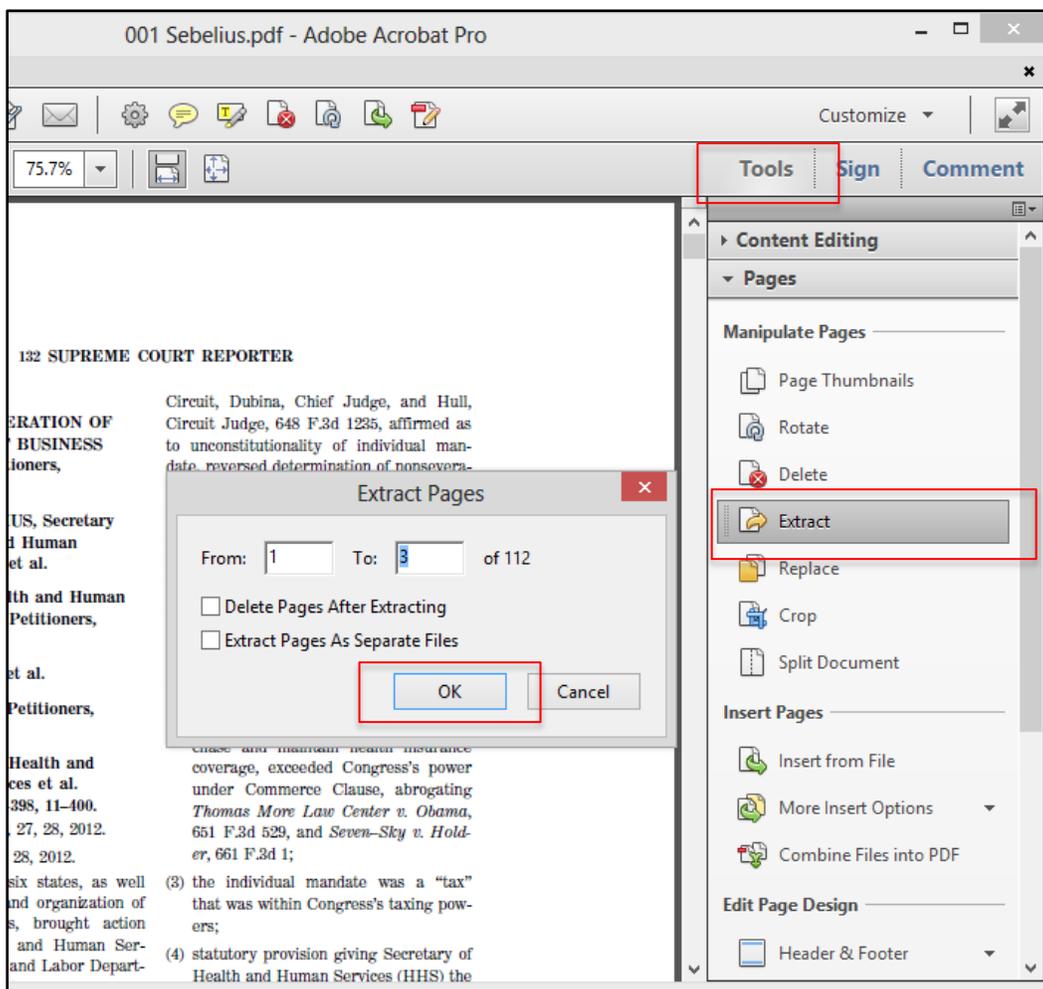
Note about HeinOnline: HeinOnline puts its own citation stamp on the first page of any PDF downloaded from the Web site, but this page should not be used for source BBEs. You need to locate and save the necessary information within the source itself, not within HeinOnline’s internal cover sheet.

#### Part 1: Creating Individual BBE PDFs

- 1) Go to the “Sources” subfolder in Google Drive on your computer (not on your browser).
- 2) Open the desired PDF in Adobe Acrobat.
- 3) Determine which pages from the source supply you with all the information necessary for BBEs of that source.

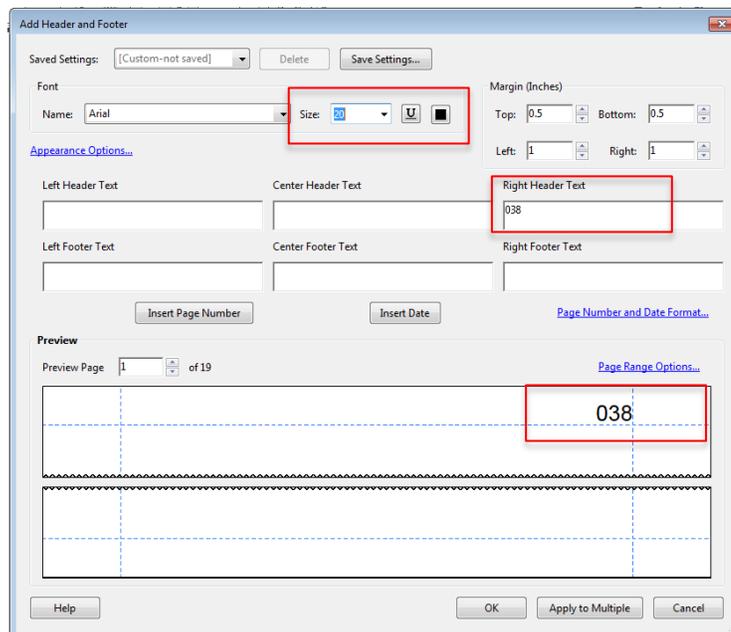
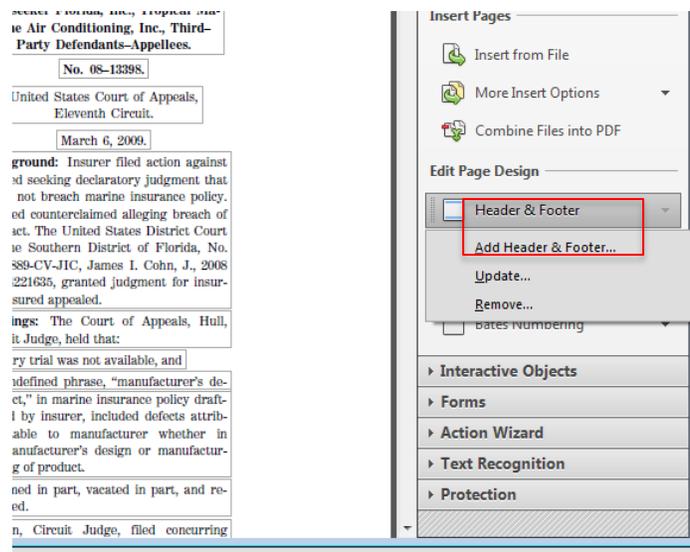
Tip: For journal articles, the BBEs are generally located within the first three pages of the article itself (not the HeinOnline cover page). For cases, the BBEs are generally located within the first one to two pages of the case—look for the reporter citation at the top of the page.

- 4) Create a separate PDF of those pages. Look toward the upper right of the screen and click the “Tools” button. From the new toolbar, select “Pages.” From the new set of options, select “Extract.” Input the pages you want in your new document and select “OK.” Do not check either other box on the screen. This should create a new PDF consisting only of the pages you selected.



- 5) Insert a label at the top of these pages by clicking the “Tools” button. From the new toolbar, select “Pages.” From the new set of options, select “Header & Footer.” Then

click “Add Header & Footer,” and a new box should pop up. In this new box, change the font size to 20, and in the far right box labeled “Right Header Text Box,” type the source number and click “OK”



- 6) Properly name and save the new file. Save your file in the “Individual BBEs” subfolder, found in the “BBEs” folder on your article’s folder in Drive. Follow the general rules for naming the source, but you should add “BBE” to the end of the name. For example, if a source is “001 Sebelius,” the individual BBE becomes “001 Sebelius BBE.”

Part 2: Collate All Individual BBEs into a Unified PDF.

- 1) Open Adobe Acrobat, which should prompt a screen with two columns of options. From the right column, select “Combine Files in PDF.” A new window should appear.
- 2) In the top left corner of the new window, select “Add Files.”
- 3) From the new menu of options, click “Add Folders.”
- 4) Search through your computer’s folders until you find the “Individual BBEs” subfolder on Drive. Select the folder and click “OK.” Another new screen should appear
- 5) Select the “Combine Files” button in the lower right corner of the screen.
- 6) At this point, Acrobat should create a new file with all the BBEs joined together in a single document.
- 7) Properly save the document. First, after clicking “Save as,” select the general BBEs folder (not the “Individual BBEs” folder). Label the Document “[Article author] + BBEs.” Thus, if you’re gathering sources for a piece written by Mike Jones, you should title the compiled BBEs “Jones BBEs.”

**The Text Quotes Folder:** Text and Footnote Quotes Folders consist of copies of the pages of a source that contain a direct quote of five or more words. You will use these to check the language and punctuation of every quote.

Part 1: Locate the Quoted Material in Your Author’s Article. The most efficient way to locate this information is to reference the Quote List on the Source List Spreadsheet on the Google Drive

Note about a Quote within a Quote: If some or all of the words that the author is quoting are actually from another source, you will have to add an additional quote page denoted the original source of the quote, as well add a new source to your Source List, Sources Folder, etc. It’s very important to catch quotes within quotes before the sub & cite phase, so pay close attention to this by carefully checking each quoted source.

- a. Once you determine that the relevant quote is actually a quote within a quote, add the new source to the source list. You’ll have to insert a new row immediately behind the original source and label the quoted source as “###a” (or “b” or some other letter if you’ve already updated the source list in this area).
- b. Locate the new source, and upload it to the Sources folder on the Drive. You will then need to update the BBEs by saving the relevant BBE information for the quoted source in the “Individual BBEs” folder. You must also re-collate the Individual BBEs into a new comprehensive BBE PDF that reflects your additional sources.
- c. Create a PDF of the quote page according to the instructions below for the new source, label it accordingly (“T001a” or “F001a”), and add it to the Text or Footnote Quote folder on the Drive. Keep both the original source PDF, as well as the quoted source PDF, because you have to check both.
- d. When you’re sub & citing, use BB Rule 5.2(e) to cite a quote within a quote.

Part 2: Creating Individual Quote Pages for Each Quote

- 1) Identify the pages in the source that the author actually quotes. Note that the author’s pincites may potentially be wrong and the quote is actually located elsewhere in the article, or the author may be misquoting the source, which you’ll correct during the sub & cite phase of the editing process. If the author is misquoting the source, find the closest analog to what the author has quoted in his or her article.

- 2) Extract the page or pages for each quote in a separate file. Each quote needs its own separate file, even if there are multiple quotes located on a single page of a particular source. Utilizing the same process for extracting separate BBE documents, save new files for each quote in the following manner.
  - a. Individual quote pages should be saved to the subfolder titled “Individual Text Quotes.”
  - b. Name the document “T + [number of footnote that the quote belongs to] + [author/identifying words].” A quote from Sebelius v. National Federal of Independent Businesses found in the text of an article and cited by footnote 32 should be labeled “T032 Sebelius.” Another quote from the same case that is in the text of the article and cited by footnote 112 would be “T112 Sebelius.”
  - c. Highlight the quote in your new document using Adobe Acrobat. Go to the top middle toolbar in Acrobat and select the highlight button. Using the highlight tool, select the quote. Once you’ve highlighted the quote, save your changes.



- 3) Label the top of each quote page with “T032,” or whatever the corresponding footnote number is. Label the document according to the instructions above for creating a Header on the PDF.
- 4) Repeat the above steps for all text quotes.

Part 2: Collate All Individual Text Quote Pages into a Unified PDF. Follow the instructions you used to combine individual BBE files into a single PDF. Please label the collated document “[Article Author] Text Quotes” and save it in the “Text Quotes” folder on the Drive.

Part 3: Print the Unified Text Quotes Document. Along with Footnote Quotes, this is the only time you’ll be required to print hard copies of sources in the source gathering process. Once you’ve printed the text quotes, hold punch the printed paper, place it in a binder, and place the binder in your article bin.

Note: Be sure to update the Quote Binder, as well as the online BBE and Quote folders, as necessary.

**The Footnote Quotes Folder:** Follow the instructions listed above for text quotes, but instead of labeling documents with a “T,” label the footnote quotes with an “F.” Save the unified PDF to the “Footnote Quotes” folder on the Drive.

## SUB & CITE + RCON

### OVERVIEW

“Sub & cite” is a nickname for “substance & citation,” which refers to a JM’s responsibility to check the substance of the article and the correctness of its citations. This is the most time-consuming, yet important, part of the editing process, and it begins immediately after your JM team has finished gathering sources. There are three important aspects of sub & citing: 1) editing the text, 2) checking the citations, and 3) checking the substance. Each of these will be discussed in turn below, but first, the most basic rules that apply to all edits:

- 1) You are required to make all of your edits in dark red pen.
- 2) Make your edits using Christainsen’s Proofreading Markup Symbols, which can be found in Appendix A.
- 3) If you edit or change any part of a particular line of the article, you must put a red check mark in the margin to the right of the line where the change was made. You only need one check mark in the right margin, no matter how many edits you make to that particular line. If your changes are substantial (for example, you are changing many things in a citation sentence), you should type them up, print out the sheet and attach it to the article, and indicate in the margin that the changes are attached or emailed.
- 4) When you edit something according to a Bluebook rule, note which Bluebook rule you referred to in the margin to the left of the line where the change was made. The only time you don’t need to put the Bluebook rule in the margin is when the Bluebook rule is very obvious—for example, underlining the case name in a short cite. When you make a grammatical change, similarly indicate the Gregg’s Reference Manual rule that you used.
- 5) While you edit, keep a list of any problems you have that you want to discuss during RCON. When you RCON, do the same thing with your partners for questions that you have for your ME.

“RCON” is a nickname for “reconcile,” which refers to a JM responsibility to “reconcile” his individual article edits with that of his or her JM partner(s). Basic RCON rules:

- 1) Each JM must edit the entire article on his or her own before RCON-ing with his or her partner(s).
- 2) Keep your partners, your ME, and the SME up-to-date if you need editing deadlines adjusted.
- 3) **Junior members are the only people who check the substance, so make sure that it is absolutely correct.**
- 4) When editing an article, rely on the Bluebook, Gregg’s Reference Manual, and Merriam-Webster’s Collegiate Dictionary, not your own knowledge. Much of what you learn in LRW is not the way legal journals do things.
- 5) **Check quotes especially carefully.** The author’s quote must mirror exactly the quote from the source or indicate changes where necessary. There is no reason why a JM team cannot achieve 100% accuracy in editing quotes.

**Important Note:** Please note that at the bottom of your “Source List & Queries” document on the Google Drive, there is a tab labeled “Issues and Queries.” If you encounter problems during the sub

& cite + RCON process, explain as thoroughly as possible these issues in the “Issues and Queries” portion of the spreadsheet so that the ME, SME, and EIC who later review your article can understand what and why you made a particular edit or change to the article. This spreadsheet is most helpful when you seek citation help for a difficult source that doesn’t neatly fit into Bluebook rules from your ME, SME, Student EIC, or Prof. Fershee. If you note on this document that you spoke to someone and were told to cite this particular source a certain way, this will guide the upper level editors of the article and lessen the amount of queries you receive later in the process.

A JM’s main role is as a sub & citer. You must be diligent in checking the substance of each citation. Each JM partner must do his or her own, individual, complete edit of the article before the RCON, and come to the RCON fully prepared. Making changes or doing further edits of your personal sub & cite copy during the RCON is not permitted.

Note: If your partner is not prepared, or attempts to make changes to his or her personal sub & cite copy during the RCON, notify your ME and SME immediately.

Dividing the substance checking, or any other part of the editing process other than source gathering, is strictly prohibited. Doing so is grounds for disciplinary action by Prof. Fershee.

FLQ is required to keep for one year after the volume’s printing every version of an article created during the production process, including each JM’s sub & cite copy with his or her edits. Accordingly, your personal sub & cite copy, as well as the RCON, will be scanned and uploaded onto Google Drive. It will be possible for other FLQ members, as well as the author (if he or she requests), to view your sub & cite copy. The EIC, SME, and Page Readers may use your sub & cite later in production.

As always, if you are in doubt about any step in the sub & cite or RCON process, look in your JM Manual, and if you can’t find answers there, ask your ME.

## PART 1: SUB & CITE

### A. EDITING THE TEXT

Generally, JMs are not responsible, and are actually discouraged, from making substantial edits to the text of an article. Reading through the text, though, will give you a better idea of the topic, which will help during the substance checks.

JMs are prohibited from making any stylistic changes to the text of an article. Though it may be difficult to stop yourself from trying to make an article sound better, we absolutely cannot change an author’s words simply for stylistic purposes. Only make changes if something is misspelled, in passive voice, was clearly an accident, or uses improper grammar (according to the Gregg’s Reference Manual). Junior members should, however, edit the following grammar mistakes when they appear within your article:

- Punctuation with Quoted Material: Gregg Rules 252-270
- Items in a Series (especially in a numbered list): Gregg Rules 184(a)
- Using Brackets for Quotes Within Sentences: Gregg Rule 278
- Hyphenation: Gregg Section 8

- Essential and Nonessential Clauses (that v. which): Gregg Rule 132(a)
- Split Infinitives: Although Gregg Rule 1046 allows split infinitives sometimes, FLQ never splits infinitives.

JMs are not required to format things like the Table of Contents, but if there is an apparent error in the edited format, make a note for the FLQ staff member imputing your edits.

**Bolded Notes.** When you receive your article, you may notice that there are some bolded notes throughout the piece. The Student EIC and Prof. Fershee communicate with FLQ members through **{bolded curly brackets}**. Your ME communicates with you through **[bolded square brackets]**. You must address each bolded note, unless it is specifically directed toward the ME, SME, or Student EIC, by either making the suggested change, making a different change and indicating the relevant rule, or determining that a change is not needed and indicating the relevant rule. While the bolded notes are helpful guides, they are by no means the only places within the article that need to be edited. You must still read the entire article on your own to determine where changes should be made.

Because these internal communications are essentially in the text of the article, you must cross the bolded notes out like you would any other necessary change according to the Christainsen Proofreading Markup Symbols in Appendix A. In addition to responding to the bolded notes, you may also use the **[bolded square brackets]** to communicate with your ME, or the SME or EIC if necessary. Such communications should be written as “[**to ME (or SME, or EIC): \_\_\_\_\_**].”

**FLQ Conventions.** “FLQ Conventions” refers to grammar and speech patterns that the FLQ as a journal adopts for consistency throughout its issues and volumes. If you see mistakes within your article according to the following conventions, you may change them.

- Case law (noun)
- Choice of law (not hyphenated)
- Conflict of law (not hyphenated)
- Decision maker (noun)
- Decision making (noun)
- Decision-making (adjective)
- E-mail (hyphenated, only capitalized when grammatically correct)
- Fact finder
- Fact-finding
- Internet (always capitalized)
- Lawmaker
- Lawmaking
- Online (not hyphenated, only capitalized when grammatically correct)
- Rule maker (noun)
- Rulemaking
- Toward (never “towards”)
- Web site (two words, first one always capitalized)
- \_\_\_\_\_ -American (use hyphen when used as an adjective)
- \_\_\_\_\_ American (no hyphen when used as a noun)

*Subdivisions Within the Article.* The primary subdivisions of an article are referred to as “Parts,” and are capitalized. Further subdivisions of an article within the Parts are referred to as “subparts” and are not capitalized. Do not refer to these subparts as “sections.”

*Quotations for Short Names.* FLQ does not use quotation marks when a shortened name is indicated by a parenthetical.

Example: The Internal Revenue Service (IRS) filed a notice of a federal tax lien.

Not: The Internal Revenue Service (“IRS”) filed a notice of a federal tax lien.

*Spelling and Compound Words.* FLQ uses Merriam-Webster’s Collegiate Dictionary (11th edition) to check spelling. When there are alternative spellings listed for a word, use the one listed first. Remember to check Gregg for common mistakes that aren’t misspellings like forward v. foreword, principle v. principal, and than v. then. For compound words, check Merriam-Webster’s Collegiate Dictionary and the Gregg’s Reference Manual to determine whether the word should be written as one word, two separate words, or a hyphenated word.

*Country Names.* BB Rule 6.1(b) discusses when to use “United States” and when to use “U.S.” FLQ follows the same rules for “European Union” and “EU,” but note that we do not use periods for EU. Also, although we typically add an “s” to form the possessive of a singular noun that ends in “s,” for United States, we do not, so it is United States’.

*Court Names.* When using a court name for the first time in the text, FLQ uses the full name of the court (ex. the United States Court of Appeals for the Fifth Circuit). Following that reference, unless the full name is necessary for clarification (perhaps because the author discusses both federal and state circuit courts), FLQ uses the shortened name (ex. the Fifth Circuit). The first time the United States Supreme Court is mentioned in an article, it must be called the “United States Supreme Court.” For states whose highest court is the Supreme Court, such as Louisiana (unlike New York and others), FLQ’s convention is to refer to the court as the “[State Name] Supreme Court.” Thus, FLQ calls the “Louisiana Supreme Court” just that, and not “the Supreme Court of the State of Louisiana.”

*Dates.* For references to dates, include a comma after a full date (month, day, and year) in a textual sentence.

Example: On August 18, 2014, the FBI raided the FLQ suite.

*Dashes and Hyphens.* FLQ uses only one type of dash, the single em dash—demonstrated here. Note that there is no space between the words on either side of the dash. Hyphens are used to separate numbers and compound words, like “twenty-two.”

*Lists.* When an author wants to set off a list of things, FLQ uses bullets. JMs do not have to format a bulleted list, but make a note if something needs to be changed. When an author merely lists things within the text, FLQ uses an enumerated list—(1), (2), (3) instead of (a), (b), (c).

*Passive Voice.* Phrases that contain the passive voice should be changed to active voice whenever possible. See Gregg rules 1036 and 1037.

*Possessives.* Add an “s” to form a possessive of a singular noun ending in “s.”

Example: Congress’s instead of Congress’

*Pronouns.* FLQ uses the gender neutral pronoun. If you can, change pronouns to be plural, but only if you can maintain parallel construction (so “they” instead of “he or she,” but be careful to avoid this mistake: if *a student* goes to college, *they* should live in a dorm – that is not properly parallel). Change “his,” “her,” to “his or her”; “him,” “her,” to “him or her”; and “he,” “she,” to “he or she.” If the pronoun is gendered in the context of the author’s assertion, use the correct gendered pronoun.

*Punctuation.* When listing items after a colon, use commas to separate the items, but use a semi-colon when the listed items contain commas.

Example: The European Union introduced three new laws this month: (1) public provocation; (2) recruitment for terrorism, bombing, or hijacking; (3) and training for terrorism.

When using punctuation marks at the end of a quote, abide by the following guidelines:

- Periods and commas fall inside quotation marks
- Semicolons and colons fall outside quotation marks
- Question marks and exclamation points are special. They fall inside the quotation marks only when the punctuation applies to the quoted material within the sentence. They fall outside the quotation marks when the punctuation applies to the entire sentence.

*That v. Which.* Use “that” for definite, necessary phrases. It is not set off with a comma.

Example: I only drive cars that have automatic transmissions.

Use “which” for descriptive, unnecessary phrases. It must be set off with a comma.

Example: I have a white Jetta, which is the cutest car on the road.

## B. EDITING THE CITATIONS

The process outlined below is only the suggested process for editing citations. You can adjust it if another process works better for you, **as long as the end result is that every footnote in the article is in correct Bluebook format when you’re finished.** The most important thing to remember is that you should **always** check your Bluebook to determine whether a citation is correct. Do not trust your own knowledge of the Bluebook rules. Note that because you editing your own personal copy of the article before you RCON with your JM team, you may highlight or note in some other fashion sources that need extra help, questions you may have, etc. There will be an overwhelming amount of red marks on the paper, so developing some other notation system for yourself may be helpful.

Once you have your Bluebook ready:

- 1) Separate your article into two piles—the text of the article and the footnotes/endnotes.
- 2) Open the BBEs document in your article’s folder on the Google Drive
- 3) Open the Source List from the article’s folder
- 4) Beginning with the first source in the Source List, make sure that each footnote that contains a citation to the source is correct. Check every footnote that is listed in the “Footnotes” cell for the source.

Note: You may find this method insufficient because the footnote contains a string citation, which requires you to check its entirety to determine correctness (i.e., signals and order of authorities; see BB Rules 1.2, 1.3, and 1.4) before you can edit the citation of any one particular source. Determine what works best for you.

Note: Keep track of the citations that you have already checked, especially if you are following the Source List because you will probably come back to the same footnotes to edit the other sources’ citations.

- 5) Mark your changes with a red pen, using the Christiansen Proofreading Markup Symbols, and make a check mark in the right margin if you have made a change on that particular line. One check mark is sufficient, regardless of the number of changes you’ve made. Footnote edits tend to require a large amount of changes, necessitating that your JM team rewrite or type the entire footnote. As soon as you realize that the edits are becoming difficult to read, please rewrite or type the necessary changes and submit it on a separate piece of paper when you turn in your RCON edit. You can rewrite or renumber footnotes on the back of the page of the article, as long as this too does not become overwhelming.
- 6) For Web sites, update all “last visited” dates with the date that you check the substance of the text.
- 7) Maintain a list of problems or issues that you want to discuss with your JM team during RCON.

Don’t forget to check that everything is spelled correctly according to your BBEs. This may seem minor, but many authors type case names or article titles from memory, which results in misspelling or other inaccuracies. Double check that, where applicable, the year, volume and start page are also correct. If a case name is missing, check the text to determine whether it is mentioned by name in the sentence preceding the footnote.

**Bluebook Rule 1.4.** This is a rule that you will encounter often. The Bluebook does not always specifically list the rule for the type of source you are using. For example, BB Rule 1.4(i) does not indicate what to do if there are multiple works by the same author in the same footnote, but it does tell indicate that if there is no author, you go by the first word of the title. So if there are multiple works in a footnote, some by the same author, list them alphabetically by author, and arrange articles with the same author according to the first word of the title.

Note: This type of analysis applies to the entire Bluebook. You must read through an entire rule in order to find the best solution for a source if the Bluebook doesn’t provide a specific, directly-on-point answer.

## FLQ Conventions.

### *Cases.*

*Internal Cross-References.* FLQ follows the basic rule outlined in BB rule 3.5. FLQ uses supra to refer back to material that has already appeared in the piece, and infra to refer to material that appears later in the piece. FLQ also uses “note” and “Part” to refer back to footnotes and parts within the same piece. However, we do not use “p. or pp.” to refer to pages within the piece. Never supra or infra to a specific page. FLQ also differs from the Bluebook in the way it cites footnotes in internal cross references because. Where the Bluebook provides the example “See supra text accompanying notes 305-07,” FLQ uses the full number for both numbers within the range—“See supra text accompanying notes 305-307.” When you are directing the reader to:

- An entire Part of the text, use: See discussion supra [or infra] Part A.I.
- Only a small part of the text, use: See supra [or infra] text accompanying notes 305-307.
- A group of sources listed in a footnote, use: See sources cited supra notes 305-307, or See cases cited supra notes 305-307. **Do not use infra here.**
- A footnote (or footnotes) in general, use: See supra note 305, or See supra notes 305-307. **Do not use infra here.**
- Both particular footnotes and the text that cites to them in the article, use: See supra [or infra] notes 305-307 and accompanying text.

*Internet Sources.* Read BB Rule 18 very carefully because it is somewhat vague; ask questions if there is anything you do not understand. You can also refer to the “Using E-Sources” and “18.2.2 Flowchart” documents located in Appendix F. Keep a few simple rules in mind, though, when determining how to cite an internet source.

- If the Web site is an authoritative copy of a print source, cite it as a print source (ex. HeinOnline, government Web sites).
- If the Web site is not clearly an authoritative copy of a print source, cite according to BB Rule 18.2.2.
- You will rarely ever use the “available at” citation for Internet sources; ask the SME or EIC.

*Parentheticals.* BB Rule 1.5 allows two options for substantive parenthetical information. First, a parenthetical can be a participle phrase that does not begin with a capital letter and does not end with a period. This is true if *part* of the sentence is a direct quote. So examples of this kind of parenthetical are: (arguing that the Medical Malpractice Act should be reformed) or (noting that “I know it when I see it” is difficult to define). Second, a parenthetical can be a quote that is formatted as a sentence, so that it begins with a capital letter and ends with a period in the parenthetical (there will also be a period after the parenthetical if it is at the end of a citation sentence). So an example of this is: (“[T]here are more mayors of Rockville, Maryland, than there are mayors of Detroit.”).

Note: Check BB Rule 5.3(a) and (b) to determine how to alter a quotation based on whether it is used as a phrase or a full sentence.

See also, Cf., But see, But cf., and See generally signals **require** an explanatory parenthetical in FLQ, so add one if your author does not use one.

BB Rule 1.5(b) also explains order of explanatory parentheticals, with a nice example citation that you should use as a guideline. However, it is FLQ’s convention to use “(internal quotation marks omitted)” instead of “(internal quotations omitted).”

*Statutes.* When citing multiple sections of a statute, use two section symbols (§§). When the sections are continuous, use an em dash to separate them, like this: 42 U.S.C. §§ 1396a-1396d (2012). However, if this would be ambiguous, use “to,” like this: MONT. CODE ANN. §§ 75-1-301 to -324 (2012). When you are citing multiple subsections of a statute, use only one section symbol. Like this: 28 U.S.C. § 105(a)(3)-(b)(1) (2012). FLQ never uses “et. seq.”

#### *Using Id.*

- After supra: Use “Id.” immediately after a supra cite if the cite is to an authority, such as a book or journal article (see BB Rule 1.4, FNs 14 and 15 as an example). You cannot use “Id.” after a supra cite if it is an internal cross-reference (see BB Rule 4.1, FNs 24 and 25 as an example).
- Case citations: Use “Id.” after a citation that includes a parenthetical that notes that the original case is quoting or citing another case and provides the citation to the second case.
- Multiple opinions within the same case: Use “Id.” for a different opinion in the same case, but you must indicate that fact parenthetically. For example, “Id. at 589 (Frankfurter, J., concurring).”
- Parallel Cites: Refer to the information above on AMC and Louisiana case to determine how to use “Id.” with parallel case citations.
- FLQ does not use “Id.” when referring to any federal rules of evidence or procedure.

### C. CHECKING THE SUBSTANCE

This stage of the production process requires you to make sure the substance of the author’s claim is supported by the cited source. This step is crucial because JMs are the **only** people who check that the substance is supported.

- 1) Separate the articles into two piles—the text of the article the footnotes/endnotes.
- 2) Access your article’s Source List and Sources folder on Google Drive.
- 3) Start reading the text, and when you get to a footnote, look at the footnote to see what sources are being cited. Then search the Source List to determine the source number, and find that source in the Sources folder.
- 4) Looking at the source, ask yourself these questions:
  - a. Does the sources say what the author says?
    - i. If not, would changing the signal fix the problem?
    - ii. If it’s completely wrong, make a note to discuss it with your partner (if this happens a lot, contact your ME and Meghan)
  - b. Is there a pincite? Unless the author is citing the entire source generally, there should be a pincite.
    - i. If not and one is needed, add the pincite, which requires you to look through the source to find the author’s necessary support.
    - ii. If there is a pincite, is it correct? If not, fix it.
    - iii. If you need a pincite in a book, try to find it on Google or Amazon books by searching for words that you think support the proposition.

Note: If you have to add or change pincites, you must correspondingly change this information in the Source List. If you update pincites for a book, you must scan or screenshot these pages

and save them to your Sources folder. (You should not have to add new quotes at this stage because you should have already found the correct page from which the author derived a particular quote when you made the Quote PDFs.)

- c. Is the citation signal correct?
  - d. Is there a parenthetical?
    - i. If not, should there be one?
    - ii. If so, is it accurate?
- 5) If there is a bolded note indicating that a citation is needed for a particular footnote, you must add one. Usually, the preceding or following footnote contains the necessary source. If not, try to find it within one of the other sources cited in the article. As a last resort, look for an entirely new source. If you often have to find completely new sources to support the author’s propositions, talk to your ME.
- 6) Usually, you will not have to add or delete footnotes, but if you feel strongly that a footnote should be added, read BB Rule 10.9—specifically, “A case that has been cited in full in the same general discussion may be referred to (in main text or footnote text) by one of the parties’ names without further citation.” Thus, if an author cites to a case in the first sentence of a paragraph, and the subsequent sentences describe what went on in the case, you do not footnote the subsequent sentences, contrary to your LRW knowledge. There is an exception for propositions that require a pincite.
- Note: This logic extends to other sources as well, such as when an author describes a statute. Common, general knowledge does not need to be footnoted. However, you are discouraged from deleting footnotes.
- 7) Occasionally, you may have to move a footnote. While footnotes generally belong at the end of a sentence, BB Rule 1.1 reads, “A footnote call number should appear at the end of a textual sentence if the cited authority supports (or contradicts) the entire sentence. In contrast, a call number should appear within the sentence next to the portion it cites if the cited authority supports (or contradicts) on that part of the sentence.” So footnotes in the middle of a sentence are appropriate if the cited source only supports part of that sentence. If you must move a footnote, neatly draw a circle around the footnote and an arrow to where it should go. Remember that footnotes belong outside of punctuation marks.
- Note: If you’re changing footnotes, do not worry about the supra and infra citations changing. The FLQ Staff’s electronic versions of the article should fix this automatically.
- 8) If you find plagiarism, notify your ME and the SME immediately. This does happen occasionally, so do not be afraid to bring it to the SME’s attention.

## PART 2: RCON YOUR EDITS

“RCON” is the abbreviation for “reconcile.” To RCON your edits, you meet with your JM team and reconcile the changes each of you made to the article, rewriting the changes you all agree on onto a clean copy of the manuscript (the “RCON copy”). RCON-ing could take anywhere from five to twenty hours, depending on the size and state of the article, so plan ahead to meet with your partners. You cannot do this at the last minute. Your JM team will need a quiet place with plenty of

room to spread out, internet access, red pens, white-out, sticky notes, each JM's copy of the article, and the clean RCON copy.

- 1) Go through each page of the article. Each JM should state the changes he or she made, and then the JM team should agree to either input those changes or reject them.
- 2) You must use a dark red pen and the Christainsen Proofreading Markup Symbols and make check marks in the right margin for each change you make. If you fail to mark up the RCON copy correctly, the FLQ Staff will not input your edits, and you'll have to do it again correctly.
- 3) Remember that when you have a lot of information, you can neatly write on the back of pages or a separate page or type up the new information to turn in with your article
- 4) If the JM team disagrees regarding a potential change, communicate this by using a bracketed note to your ME. At the end of RCON-ing, if you have questions that seem like they will have simple answer, call your ME; he or she knows to be available to you during this time.
- 5) You should also communicate any information that you think the ME, SME, or EIC should know, either in a bracketed note or in a separate Word document/email.
- 6) Check the quotes. FLQ absolutely cannot publish misquoted material. To check the quotes correctly, obtain the quote copies from the binder or the online PDFs.
  - a. One JM must read aloud from the quote copy document while the other silently reads the quote within the article. To "read" a quote, you announce out loud every formatting distinction contained within the quote, such as when a letter is capitalized or any punctuation mark appears.
  - b. Note words that may result in spelling variations (gray v. grey, etc.).
  - c. If the quote is a block quote, the quote must match the format in the original source. For example, a block quote of two paragraphs has an indent at the beginning of the second paragraph.
  - d. Though you should have already found the quote within quotes, but if you find additional quotes within quotes, follow the steps previously listed for adding them to the Source List, Sources Folder, and Quote Lists and updating each of the unified PDFs. Additionally, make the necessary changes to the citation.
- 7) When the JM team is finished, fill out a "FLQ Flow Track Worksheet," which can be found on the first level of the shelf immediately next to Office 228F (in the back left corner of the suite). Place the tracking sheet on top of the RCON copy of the article, and place the article in one of numbered "stacks" on the same shelf next to Office 228F. The numbered stacks dictate the amount of time FLQ Staff has to input your edits before you need it again to continue to the production process. Always put the longest amount of time that the production schedule allows, and never put a priority 1 unless you have the SME or EIC's approval.
- 8) Lastly, fill out an article cover sheet and put it in the SME's mailbox.

Do not forget to make any necessary changes to the Source List, the Sources folder, or the Quote Lists and to update the unified PDFs. This is necessary for later edits of the article.

## INPUT CHECKS

After the FLQ staff inputs your article, someone will email you the updated version, and you will conduct an “input check.” You and your partner must go through the article page by page to ensure that all of the changes you made to the RCON copy were correctly input. While you can divide this task amongst yourselves, it must be done ASAP.

Note: Be especially careful about checking very specific or detailed changes. For example, if you added a new Web site address, carefully read the site that was input to make sure it’s exactly correct.

If you notice flags or tabs on your RCON copy, these mark areas of the article that still need to be addressed. You may have made changes that the FLQ Staff noticed were incorrect or that they couldn’t read very well, or the staff may have found additional problems that only became apparent after the first edit. You have to address each flagged or tabbed problem, in addition to any new bolded notes. Make any new changes on the newest copy of the article, not the RCON copy. Turn the article back in to the staff person who makes article edits.

You may have to go through this process more than once depending on the size and state of your article. When you finally receive a clean copy that has little to no flags (meaning less than 10) or tabs, turn this copy in to your ME. If the copy has few flags or tabs, address those changes with your dark red pen before giving the article to the ME, but you do not have to turn it in for another input at this point.

Note that at this point, your production deadlines set out in the SME’s latest Production Schedule may seem unrealistic. If you needed more time to RCON, the FLQ Staff may not be able to return the input to you by the date listed for your input check. The SME will be communicating with the FLQ Staff on their input progress and should make changes accordingly. If you’re still concerned about your deadlines, speak to your ME or SME directly. Also, you should always notify your ME if you think that he or she will receive the clean input copy later than the date provided on the Production Schedule.

## ANSWERING QUERIES

Queries come in two phases. First, shortly after you submit your article to your ME following the input check, they will email you with queries. You have 24 hours to respond to your ME’s queries. Second, several weeks later, either the SME or EIC will email you with their own queries. Queries are generally questions along the lines of “Why did you use this particular edition or version of Source ### cited in FN 63?” or “Is there a particular reason why you cited Source ### according to BB Rule ## and not BB Rule ##?” Though the answer may seem obvious to you, it is not always obvious to the person conducting the next phase of the production process, which is why your prompt responses are crucial to moving the article along.

To lessen the number of queries you are likely to receive in the production process, take careful, explicit notes regarding any issues with sources or citations that you may have on the “Issues and Queries” tab of the “Source List and Queries” document on the Google Drive. Those who use your article after you complete the JM editing stage have free access to this document. Update this document throughout the sub & cite + RCON process.

## PAGE READING

### I. INTRODUCTION

The page read, in conjunction with indexing, is the final step in the production process. Thus, the page read is the last opportunity to check an article for grammatical mistake, typographical errors, improper citation forms, and any other defects. By the time the article is put into “camera ready” format at this stage of production, it should not contain substantive errors or stylistic problems. While a page reader certainly should not ignore blatant substantive and stylistic errors, the page reader’s primary concern is to identify and correct visual and formatting errors and to double check citation forms, short cites, and internal cross references.

### II. ASSIGNMENTS

The SME’s Production Schedule will indicate when a JM team will be assigned a page read and when that page read will be due. The JM team at the page read stage will not be the same JM team that worked on any particular article together, and no JM team should ever receive a page read of an article they sub & cited.

### II. INSTRUCTIONS

Arrange an RCON meeting with your page read JM partner. You RCON a page read just like you would a sub & cite. Before your RCON meeting, you must conduct an individual page read, just like you conducted an individual sub & cite prior to meeting with your JM team to RCON.

#### A. INDIVIDUAL PAGE READ

Carefully read and edit the entire piece individually. To complete a thorough page read, you must be as meticulous as possible. You must edit both the text and the citations. As you read the text of the article, please pay special attention to the following:

#### Formatting

- Is the Volume at the top of every page correct?
- Is the year at the top of every page correct?

Note: the page number at the top of the page will be incorrect because it will say “1” even though this article is not necessarily the first article in Issue 1. This is corrected when all of the articles are formatted together. Only be concerned if the number at the top is something other than “1.”

- Are the page numbers in the Table of Contents correct? Are the headings in the Table of Contents the same as the headings in the text of the article?
- Are all paragraphs properly indented?
- Is all of the text the correct font and size?
- Is the typeface correct? Ensure that words or phrases (like “See” or “Id.”) are italicized where they should be, and that nothing is mistakenly italicized or in the wrong typeface (like the second comma in “*See, e.g.,*” or a comma following a case name).
- Check for excessive or insufficient hyphenation that results in abnormal spacing when the text is justified. This does not mean that you think the author uses too many em dashes generally; check for any extra dashes or hyphens that are incorrect.

## Text

- Is every word in the article's text spelled correctly?
- Are there no major grammatical errors? It must be an egregious error, essentially a typo or complete mistake, for you to correct it at this point.
- Are all FLQ conventions followed?
- Are all quotes perfect?
- Is the hyphenation correct? Look specifically for words that should be two words, words that should be hyphenated, etc. Use Merriam-Webster's Collegiate Dictionary, but ask the SME or EIC if you are unsure.
- Look for font point-size mistakes, spacing problems, missing paragraph indentations, missing footnotes, and any other errors that can be uncovered by visual inspection.
- Do not worry about stylistic changes at this point. Regardless of your literary sensibilities, do not spend time correcting style problems.

Edit the footnotes and citations using the Source List and BBE PDFs on the Google Drive. You must check each citation for accuracy; you are no longer checking substance at this stage. Do not be half-hearted about Bluebooking during the page read; you should still look up every rule relevant to the particular source cited. As you read the footnotes of the article, please pay special attention to the following:

- Proper Bluebook Format: Check that the citation is in the correct form for the type of source, that proper abbreviations are used, that multiple citations follow the proper order of authorizes, etc.

Note: Check BB 1.4 for order of authorities within a footnote and BB Rule 1.2 and 1.3 for order of signals in footnotes with multiple citations.

- Accurate Citations: For each footnote, use the following steps:
  - Look up the source on the source list.
  - Access that source in the BBE PDFs. Every source's BBEs should be organized on the Drive at this point. If you cannot locate a source within the BBE PDFs, the Sources folder, or anywhere else within the article's Drive folders, contact the SME or EIC (check the production schedule to see which senior board member did the upper level edit and ask them).
  - Check that all information in the citation accurately reflects the source. Is everything spelled correctly? Is the start page correct? The volume? The copyright year? Party names? Author names? Court? etc.
  - If your citation contains an html address, test the address on your computer to ensure that it works. Update any "last visited" dates within the source.
  - If the source is a state statute, please go to the state's Web site to ensure that the year is correct.
- Accurate Internal Cross References: Every time you see *supra* or *infra* or reference to footnotes, make sure that these references direct the reader to the page they intend to.
- Proper Typeface: Check the Bluebook if you are not sure and look closely at the citation to make sure everything that should be in italics is in fact italicized, and everything that should not be, is not accidentally italicized.

## B. RCON PAGE READ

After you complete your individual page read, you must hold a RCON meeting with your JM partner to reconcile your individual edits. This consists primarily of checking the quotes and agreeing upon whatever minor editing changes you made to the text and footnotes.

**Quotes.** You are responsible for ensuring that quotes of five words or more are 100% accurate. Using either the PDF on Google Drive or the quote binder itself, one JM should read the quotes aloud, including all of the capitalization and punctuation, while the other JM verifies the accuracy of the quotes within the article and makes appropriate changes, if necessary.

**Resolution of Other Issues.** You should be able to resolve any errors on your own or with your partner. If you are uncertain about how to resolve a particular issue, make note of it on a separate sheet of paper detailing what the problem is and where it is located within the article, and turn this into the SME, along with your RCON and individual copies. If substantial edits are required, make them on a separate sheet of paper. Because the article is now in “camera ready” format, there is very little space for you to make changes in the margins or in between lines of text. If you think something looks unusual, please ask the SME or EIC. It may be that the FLQ Staff has chosen to follow an unusual format or rule depending on the article and the preferences of the article’s author.

Note that following the page read, both the RCON copy and the individual copies go directly to the SME and not to the FLQ Staff. Do not put your page read RCON on the back shelf. If you have not given the SME your RCON and individual page read copies directly, please notify him or her that you have left it in his or her mailbox.

# INDEXING

## I. INTRODUCTION

Each year, FLQ publishes an Index in the Winter Issue for that year's volume. The indexes are organized into categories: author, chart, title, and type. The Indexes function as a research tool, allowing FLQ readers to locate pertinent information quickly and easily.

## II. INDEXING PROCESS

The page readers are responsible for indexing the article they are page reading. When submitting their index, the page readers must provide to the SME the following information in a Microsoft Word Document:

- Title of the work;
- Type of work (article, essay, comment, case note, or book review);
- Author's full name, including middle initial; and

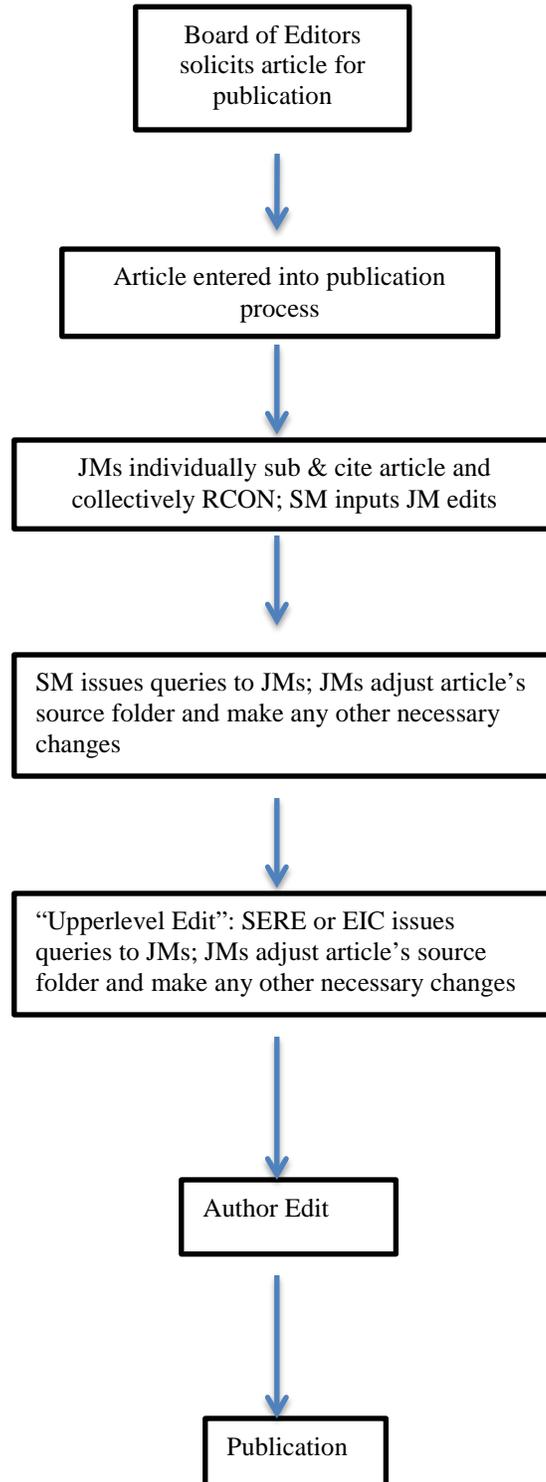
A sample completed Index document should look as follows:

Title and Citation: A Mythical Article: Sample for Junior Members

Type: Case Note

Author: John F. Doe

## LIFETIME OF AN FLQ ARTICLE



# APPENDIX A - CHRISTIANSEN MARKUP SYMBOLS

## Proof Reading Symbols

### Jim Meets Long John Silver SC

Now, to tell the truth, from the very first  
 mention of long John <sup>L</sup> and <sup>in</sup> Squire <sup>T</sup> Trelawney's letter,  
 I had taken a <sup>my</sup> great fear in <sup>my</sup> mind that he might prove  
 to be the <sup>very</sup> ~~one~~ <sup>whom</sup> one-legged sailor <sup>whom</sup> I had watched for  
 so long at the ~~Old~~ Benbow.<sup>3</sup>

But one look at the man before me was enough <sup>o</sup>

I had seen the captain, and <sup>B</sup> black Dog, and <sup>the</sup> blind  
 man Pew, and I thought I knew <sup>what</sup> a buccaneer was  
 like <sup>to</sup> a very different creature, according <sup>to</sup> me,  
 from this clean and pleasant-tempered landlord. <sup>I</sup> I  
 plucked up courage at once, <sup>crossed</sup> ~~crossed~~ the threshold  
 and walked <sup>up</sup> right to the man where he stood <sup>↑</sup>  
 propped on his crutch, talking to a <sup>customer</sup> ~~customer~~. <sup>MOVE</sup>

### JIM MEETS LONG JOHN SILVER

Now, to tell you the truth, from the very first  
 mention of Long John in Squire Trelawney's letter  
 had taken a fear in my mind that he might prove to  
 be the very one-legged sailor whom I had watched  
 for so long at the old Benbow.<sup>1</sup> But one look at the  
 man before me was enough. I had seen the captain,  
 and Black Dog, and the blind man Pew, and I  
 thought I knew what a buccaneer was like—a very  
 different creature, according to me, from this clean  
 and pleasant-tempered landlord.<sup>2</sup> I plucked up  
 courage at once, crossed the threshold, and walked  
 right up to the man where he stood, propped on his  
 crutch, talking to a customer.

### MAKE ALL EDITS IN RED INK ONLY & PUT A CHECK MARK IN THE RIGHT MARGIN

<b>#</b> New paragraph	<b>stet</b> Retain as is	<b>=</b> Small caps-text
<b>No #</b> No paragraph	<b>wf</b> Wrong font	<b>sc</b> Small caps-margin
<b>tu</b> Transpose-margin	<b>↑</b> Move this up	<b>caps</b> Capitals-margin
<b>~</b> Transpose-text	<b>↓</b> Move this down	<b>≡</b> Capitals-text
<b>sp</b> Spell out	<b>?</b> Insert question mark	<b>rom</b> Roman type
<b>#</b> Insert space	<b>o</b> Insert period	<b>bf</b> Bold face-margin
<b>eg. #</b> Equalize space-text	<b>o</b> Insert colon	<b>mm</b> Bold face-text
<b>^</b> Caret-gen'l indicator to mark exact position of error in text	<b>,</b> Insert comma	<b>//ol =</b> Line up
<b>lc</b> Change to lower case-margin	<b>✓✓</b> Equalize space-text	<b>⊂</b> Run in on same line
<b>/</b> Change to lower case-text	<b>;</b> Insert semi-colon	<b>( )</b> Insert parentheses
<b>o</b> Close up	<b>" "</b> Insert quote marks	<b>[ ]</b> Insert bracket
<b>⊃</b> More this to left	<b>-</b> Insert hyphen	<b>⌋ ⌌</b> Center vertically
<b>⊃</b> Move this to right	<b>—</b> Insert em dash	<b>⌋</b> Center horizontal
<b>↓</b> Insert apostrophe	<b>—</b> Take out/delete	<b>—</b> Italics-text
	<b>ital</b> Italics-Margin	

**NOTE:** Colon and semi-colons are handled differently to distinguish them.  
 Likewise with comma and quotes.

Corrections on manuscript may be made within the line as long as it is clear.

\* Do not scratch out words to eliminate, making them unreadable; draw a line through text, ending w/the del symbol.

## APPENDIX B - BLUEBOOK ESSENTIALS CHEAT SHEET

Source Type	Bluebook Rule Number	Bluebook Page Number
Cases	Rule 10	87
Constitutions	Rule 11	110
Statutes (includes Federal Rules and ABA Codes and Opinions)	Rule 12	111
Legislative Materials (includes House/Senate Resolutions, Hearings, Reports, Docs, etc.)	Rule 13	126
Administrative and Executive Materials	Rule 14	133
Books, Reports, and other Nonperiodic Materials	Rule 15	138
Periodical Materials (includes law journal articles, newspapers, and magazines)	Rule 16	147
Unpublished and Forthcoming Sources (including personal letters, interviews, speeches, etc. as well as forthcoming cases and articles)	Rule 17	159
The Internet, Electronic Media, and other Nonprint Sources	Rule 18	164
Services (includes administrative compilations like Federal Research Service)	Rule 19	177
Foreign Materials	Rule 20	179
International Materials (like treaties and international court cases)	Rule 21	185

## APPENDIX C - BLUEBOOK “MUSTS”

Though your level of skill in regard to Bluebooking will improve steadily throughout the year, there are certain rules that you must execute consistently from the start.

### **BB Rule 1.3: String Cites**

In addition to learning how to use signals individually (BB Rule 1.2), learn to use multiple signals properly. Putting BB Rule 1.2 simply, there are four types of signals. Signals introduce sources that support, compare, contradict, or provide background material. BB Rule 1.3 says (1) use signals in the order in which they are listed in BB Rule 1.2, and (2) if they belong to one type, string them with a semicolon. (3) If you cross into a different type of signal, use a period and a new sentence.

### **BB Rule 5.3: Ellipses**

Read BB Rule 5.1-5.3 carefully because it is imperative that you understand the use of ellipses. IF you are quoting a full sentence or using a phrase as a full sentence and you don't include the last part of that sentence, you need to leave a space behind the last word quoted, then add the ellipsis and then the period. Examples:

Bluebooking is so much fun, I don't know why we don't use it in grammar school and high school. I feel sure the world would be a better place if we could start using it as early as possible. And heaven help us, when are professors going to start using any type of uniform system of citation? What examples they set! How can we possibly read course books in which citation form ping-pongs from one form to the next and then be expected to cite consistently in our own writing and when editing that of others?

The following exemplify proper quotations from this block quote:

“Bluebooking is so much fun, I don't know why we don't use it in grammar school . . . .” [notice the space after “school” and before the ellipsis because “school” is not the last word of the sentence in the block quote]

“Bluebooking is so much fun [that] I feel sure the world would be a better place if we could start using it . . . .”

“[W]hy . . . don't [teachers] use it in grammar school and high school[?]”

“I feel sure the world would be a better place if we could start using it as early as possible. . . . How can we possibly read course books . . . .?”

### **BB Rule 8: Capitalization**

Memorize BB Rule 8(a): for any title, capitalize everything but articles, conjunctions, and prepositions of fewer than five letters. It doesn't matter how it appears in the source; follow this rule consistently. If you are in doubt about what part of speech it is, look it up in Webster's Collegiate Dictionary.

### **BB Rule 10.2.1(c), (h): Abbreviation of Case Names**

Simply, in text or footnote text, abbreviate the eight words in BB Rule 10.2.1(c). If the combinations in BB Rule 10.2.1(h) appear, delete the second one. Stick to the ones listed in these two rules. In a citation, use T6 and T10; failure to use these tables may result in dire circumstances. For geographic entities, use BB Rule 10.2.2.

### **BB Rule 10.9: Long & Short Case Citation**

If you've cited the case in the previous five footnotes in (1) long form, (2) short form, (3) or by id., then short cite it. Otherwise, you need a full citation. Do not make the error of repeating a citation every five footnotes. Pay close attention to BB Rule 10.9(a)(i) for how to short cite a whole case. Note that in text and footnote text, both long and short case names are underlined; in citations, only short case names are underlined.

### **BB Rule 12.10: Long & Short Statute Citation**

If you've cited a statute in the previous five footnotes in long form, short form, or by id., then do not include the year (because you're short citing). In regard to citing the correct year when citing the U.S.C., pay close attention to Rule BB 12.2.1. You need to be very familiar with all of BB Rule 12 though, so read it carefully.

## APPENDIX D - HELPFUL SOURCE GATHERING WEBSITES

1. Hein Online – <http://heinonline.org/front/front-index>

This Website includes .pdf versions of many law review articles.

2. Louisiana Supreme Court – <http://www.lasc.org>

The website of the Louisiana Supreme Court includes .pdf versions of all of their decisions. It is very helpful for pagination of Louisiana Public Domain Formatted citations.

3. Constitutions of the World - <http://kclibrary.nhmccd.edu/constitutions-subject.html>

This website provides a link to constitutions of many countries around the world.

4. Howard Tilton Library - <http://library.tulane.edu/>

This website includes journals and databases available to Tulane students. It is very helpful when looking for some sources.

5. The Federal Judiciary – <http://www.uscourts.gov>

This website is helpful for links to federal courts which provide access to some decisions and other useful information.

6. Thomas (Library of Congress) – <http://thomas.loc.gov>

This website is extremely helpful for finding legislative materials and information related to Public Laws passed recently.

7. Google – <http://www.google.com>

Never underestimate the power of Google. Many cites have been found after typing the information into Google. A very helpful source.

8. Canadian Abbreviations - <http://www.library.dal.ca/law/Guides/canabb.html>

9. English Abbreviations - <http://www.library.dal.ca/law/Guides/engabb.html>

## APPENDIX E - USING E-SOURCES

Standards are rapidly changing in regard to e-sources. Where hard-copy sources were always preferred, the general rule now is that if a source is only available through ILL and it is available on an authoritative Web site, cite that Web source. Because of the costs involved, FLQ will no longer ILL some sources available online. Depending on the authorship of the work, FLQ will use PDFs from authoritative sites like any government sites, industry sites, organization sites, authors' sites, etc. Where a PDF is unavailable, FLQ may ultimately cite an HTML file (read BB 18.2 – 18.2.1 thoroughly).

### **BB12.5(b) statutes and ordinances**

“When states and municipalities only publish their official statutes or ordinances online, the online source may be directly cited. . . . Authenticated, official, or exact copies of a source available online can be cited as if to the original print source (rule 18.2.1(a))” (emphasis added). So you don't need to use a URL.

Example: 42 U.S.C. § 1983 (2012).  
42 U.S.C., go to <http://uscode.house.gov/> or Hein Online. Because the statute available online as an authenticated copy on an authoritative site, you don't cite it like a Web cite (in other words, you do not include a URL even though you access it online). Instead, cite the official online version just as you would in print, without including a URL.

For our purposes, in situations where material is published in hard copy but neither we nor Loyola have it in our libraries (and thus we would need to ILL it) and there is no *official* online version, we are going to cite the unofficial online version when one is available. “Unofficial online sources are cited in accordance with rule 18.2.3.” So you just add an “*available at*” and the URL. E.g., XYZ Statute (1893), *available at* <http://bostonuniversity.edu>.

### **BB13.7(a)-(b) legislative materials**

“(b) Where a print version is accessible, citation should be made to the print source. Where, however, the print source is difficult [translate “difficult” to mean “expensive ILL”] or impossible to obtain or the governing authority has designated the electronic source as the official version, citation should be made to the electronic source with consideration of the general principles in rule 18 . . .” (emphasis added). So you just add the URL (note that you add the URL for official versions here, even though you don't add the URL for official versions of statutes and ordinances).

### **BB15.9 books, reports, nonperiodic material**

E-citations for books, reports, and other nonperiodic secondary sources are like legislative materials in that generally you include the URL even when citing an official source.

(a) “When citing secondary materials to a database, provide a complete citation to the document according to rule 15 and a citation to the database.” So generally, you will add the URL or database identifier.

“When a source is available both in print and in a commercial electronic database, a parallel citation to the database using ‘*available at*’ may be supplied.” So you cite it correctly and just add an “*available at*” and the URL.

(b) “Because e-books may differ in format from the print version, the two sources should not be treated interchangeably unless the online source is an exact copy of the original . . .” So cite it like a Web site and include the URL (BB18.2.2).

### **BB16.8      periodical materials**

This is the same as for books, reports, and nonperiodic materials:

(a) “When citing periodical materials to a database, provide a complete citation to the document according to rule 16 and a citation to the database.” So add the URL.

When a source is available in print and online, cite the print source and add “*available at*” + a URL.

(b) When a print source exists but is only available through ILL and there is an official online version, cite the online version. So add a URL.

When a print source exists but is only available through ILL and there is an online version (even unofficial), cite it like a Web page and add the URL. **Note:** Because the online version of, for example, a newspaper article may be slightly different from the printed version, you have to cite it like an online version, so you include the date and time stamp (if there is one) and the URL; thus, you cite it like it’s a Web site. So when in doubt about whether the printed and online versions are the same and you’re using the online version, cite it like it’s the online version to be safe.

### **BB17.5      unpublished and forthcoming sources**

(a) “When citing unpublished and forthcoming materials to a database, provide a complete citation to the document according to rule 17[] and a citation to the database.” So add the URL.

When a source is available in print and online, cite the source and add “*available at*” + the URL.

(b) When a print source exists but is only available through ILL, cite it like a Web page and add the URL.

### **BB18      Internet, e-media, and other nonprint resources**

Read 18.2-.2.1 very thoroughly; the key to citing e-sources is there.

BB18.2-.2.1. “*The Bluebook* requires the use and citation of traditional printed sources when available, unless there is a digital copy of the source available that is authenticated, official, or an exact copy of the printed source . . .” So think about “authenticated” and “official” being anything from a “governing authority” (BB17.5(b), 16.8(b)) over that source. “When an authenticated, official, or exact copy of a source is available online, citation can be made as if to the original print

source (without any URL information appended).” That’s huge. *See also* BB12.5(b). So this will be things like codes, acts, statutes, etc.

And if a source is only available through ILL and we can get a version online, even if it’s not “official,” we’ll cite it like a Web page and add the URL.

The general rule of thumb for Web citation follows:

Author’s name (if one exists) in Roman type (if it’s an institutional author, abbreviate according to BB15.1(c)-(d)), Title of the Piece Underlined and Capped According to BB8 (Regardless of the Caps Used in the Piece), DOMAIN NAME IN SM CAPS, CAPPED ACCORDING TO BB8 AND ABBREVIATED ACCORDING TO BB18.2.2(B)(I)—ABBREVIATE DOMAIN ACC’G TO T13 AND T13INTRO AND SEE ONLINE BLUETIPS UNDER “MAIN PAGE TITLES” FOR USING T6 TOO (no comma and then a pinpoint if there is one) (date in parens (including time stamp if there is one) (or if online periodical, set them off with commas)), URL (if source isn’t dated, include a last visited or a last updated depending on what’s on the site—abb month acc’g to T12):

Joe Smith, I Realize the Importance of Proper Citation: Without It, There Is Only Chaos, BECNEL’S BYLINES 3 (Dec. 2, 2012, 3:59 PM), <http://becnelbylines.com>.

BB18.2.2(C). **ABOUT DATES:** Read this literally:

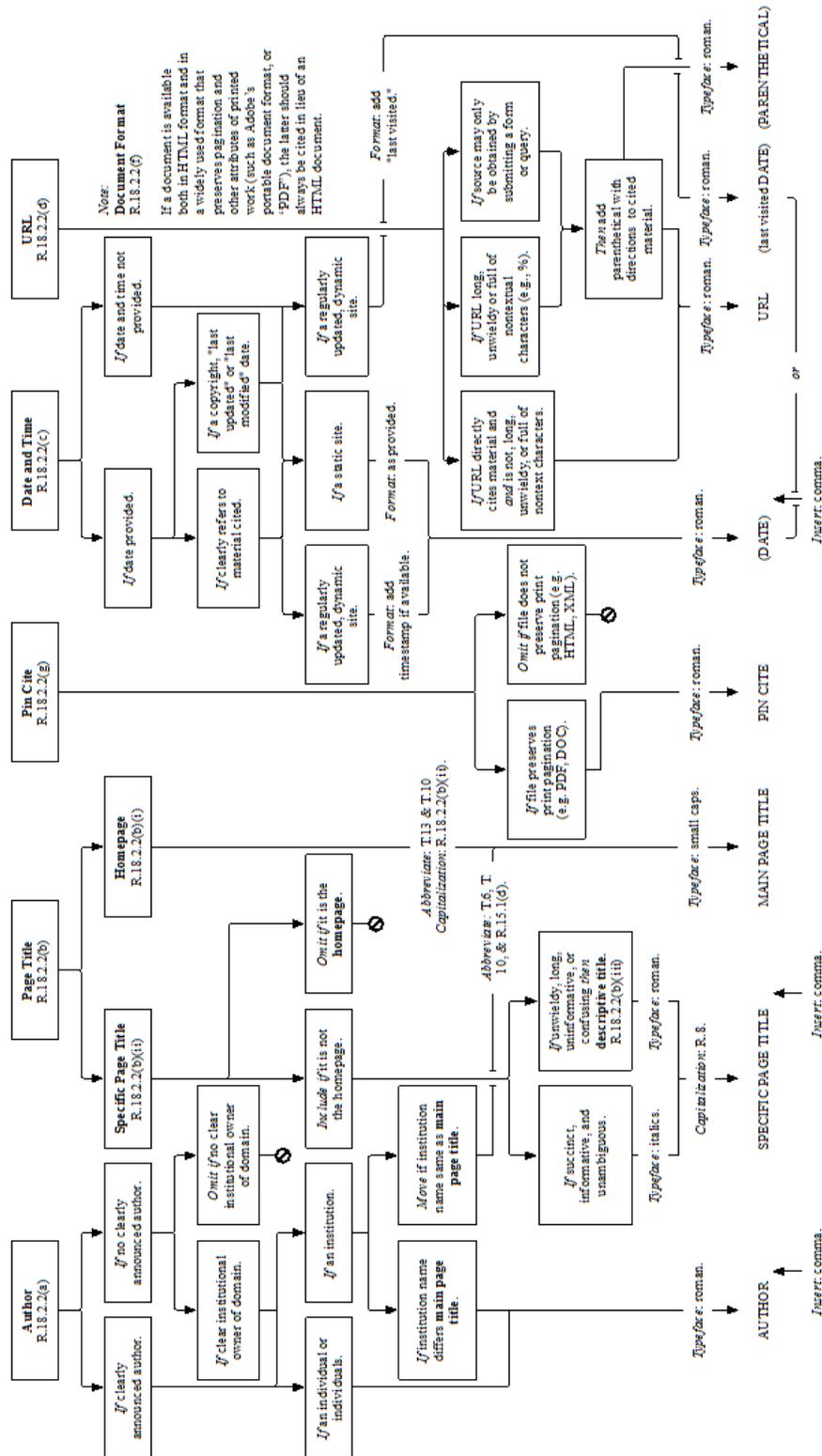
“The date should be provided as it appears on the Internet site.” Ex., “Ashby Jones, *Activists, Research Facilities Taking Disclosure Battles to Court*, WALL ST. J. L. BLOG (Feb. 26, 2009, 9:40 AM) . . . .” **Note** that the “date” includes the time stamp. If the online version has a time stamp, include it.

In sum, If there’s a readily available print source, cite it. If the print source can only be obtained through ILL and there’s an online copy from a source with “governing authority” over that source (e.g., a company newsletter on that company’s Web site), then cite the online version according to BB18 and add the URL. If the source is dated and time stamped, include the date and time stamp in parentheses before the URL; if not dated, use “last visited” or “last updated” (if appropriate) in parentheses following the URL. If the print source is available but can more easily be accessed online, cite the print source and add “*available at*” and the URL. That means the source has to have a date (place date before the URL in parentheses).

**About Dates for All Sources:** BB18.2.2(c), 18.2.3(b)—if the source is dated, you need a date before the URL in parentheses (except periodical dates are set off by commas); if not, you need a “last visited” or a “last updated” depending on what is on the Web page. Use BBT12 for the abbreviation of months. If the online date has a time stamp, include it in your citation.

Some Pointers: Look everything up in the Bluebook. The answers to questions about citing e-sources lie in the BB rules in this handout, and the rules are consistent (as outlined above). Until you fully get the hang out it, ask your ME, the SME or EIC, or Lynn, Tommy, or Lester. The more questions you ask, the more you streamline the process and expedite accuracy.

# APPENDIX F - BLUEBOOK RULE 18.2.2 FLOWCHART



## APPENDIX G - INTERNATIONAL CITATIONS & SOURCE GATHERING

- **Multilateral treaty:** Get BOTH a US and International treaty source
  - **US Source:**
    - For access to the official sources for older treaties, and to unofficial sources (ILM) for newer treaties see Heinonline; Treaties and Agreements Library.
  - **International source:**
    - U.N.T.S. is available online at the UN's website: <http://treaties.un.org/Pages/UNTSONline.aspx?id=1> . Also, go to Tulane Law Library; Research Help; Electronic Resources; United Nations Treaty Collection.
    - O.J. (Official Journal for the EU) is also available online: <http://eur-lex.europa.eu/JOIndex.do>
- **International Journals**
  - **Citation:** Look up the country in Bluebook Table 2 for proper citation format, as well as a list of periodicals.
  - **Sources:**
    - Heinonline has some foreign journals
    - Also, go to Tulane Law Library; Research Help; Electronic Resources; Index to Foreign Legal Periodicals
- **Non-US Materials:**
  - **Cases.** Citation: Look up the country in Bluebook Table 2 for proper citation format as well as a list of appropriate reporters.
  - **Codes, Constitutions, Statutes.** Look up the country in Bluebook Table 2 for proper citation format .
- **International materials:**
  - **Cases:**
    - Citation: Look up the tribunal in Bluebook Rule 21.5 for lists of acceptable sources and proper citation form.
    - Sources:
      - EU: First choice is in Official reports which are available in hard copy at our library on the 6<sup>th</sup> floor, section KJE924 for European Court of Justice and KJC5132 for European Court of Human Rights. If not there, check the EU website: <http://eur-lex.europa.eu/en/index.htm>
  - **Documents:**

Citation: Look up the international organization in Bluebook Rule 21.7 and 21.8 for proper format and list of appropriate sources.

- f. or ff.
  - This symbol means “following” or “et seq.” You may see it used with a page number, like 214 f.
  - We don’t use following or et seq., so you will need to find a page range for the cited material.
  - If the source is in a foreign language that you don’t speak:
    - If the start page is the first page of a section, you can give the range of the section if you can figure that out.
    - If you cannot determine the start page, make a list in a separate document of the footnote, the source, and the start page. I will email the author for help.
- Capitalization of titles
  - Capitalize foreign language titles exactly as they appear on the title page.
  - If the titles are in all caps, then we will try to determine the usual way to capitalize. In French works, for example, usually only the first word and proper nouns are capitalized. If you find a work with a title in all caps, insert a note indicating “all caps” so we can get help from someone who knows the language and the capitalization conventions.
- Von, de, van, d’ and such.
  - Do not capitalize von when the author’s full name is given.
  - Capitalize von when it starts the sentence.
  - Example: Arthur von Mehren wrote a book . . . but Von Mehren is a distinguished author.
- Random Ids:
  - I have noticed that sometimes in string cite you’ll see an “id” used before a title, which probably means that the author is the same as the author in the immediately preceding citation.
- Authors with no first names: Remember that we include the author’s names as they appear on the original source.
- British Spellings:
  - We will keep British spellings in all quotes
  - We will also keep all British spellings in the article, but for these, please make a list on the first of your article (insert it as a bold note by writing “BOLD” and putting the list in brackets). This way all editors will remember to keep these consistent.
- Foreign books that you can’t find:
  - Try looking up the title author AND publisher information (foreigners often give this) on Worldcat. It will probably narrow down your hits.