

THE 2011-2012 EAE EDITING PROCEDURE

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Introduction – Articles Written by Professors

I. Receiving the Article from the EIC

- a. The EAE will receive his/her article from the ME via email as “Draft 03 – Author’s Last Name.” At this stage, the article will have been formatted, and in most cases, the EIC will have made some basic corrections to the article.
- b. The EAE should make a folder on his/her personal computer for the article and name it “Author’s Last Name” e.g. if the author’s name is Tom Clancy the folder should be named “CLANCY”.
- c. The EAE should save the article in the folder as “Author’s Last Name – Draft 03”.
- d. The EAE should then open “Author’s Last Name – Draft 03” and save it as a new file: “Author’s Last Name – Draft 04”. Draft 04 is the draft to which the EAE will first be making changes.
- e. The EAE has two days to read “Draft 04 - Author’s Last Name ” and make any obvious corrections. This is not intended to be a thorough read, but only to become familiarized with the article and make any obvious corrections. Save to the current file (Author’s Last Name – Draft 04.”) About this read-through:
 - i. If you find that the article is not ready for the editing process (many footnotes are missing), contact the EIC immediately. We need to consult the author before adding footnotes, as many authors are sensitive about this. Await further instructions from the EIC before going on.
 - ii. If you find the article is missing a footnote or a few footnotes (i.e., 5), note the sentences that should be cited in the article using the MS Word comments function, and continue.
 - iii. If there is a footnote number but no footnote explanation, so long as the whole article is not this way, see if there is an obvious answer (i.e., did the author simply forget to write *Id.*?), and continue.

II. Setting up the Article Folder on the Kent Drive

- a. The EAE must set up the folder for his/her citechecking group. Last year, many EAE’s did not do this. Please set up the folder for you and your cite checkers. It makes things much more streamlined and acts as a great backup for everybody’s work. It is important the EAE do this before sending the article out to the citecheckers.

III. Sending the Article to your Citecheckers

- a. Once the EAE has read through the article for the first time and set up the folders, the EAE should immediately

break-up the footnotes amongst your citecheckers. This should be done as fairly and consistently as possible throughout the articles you are assigned.

b. Next, the EAE will email his/her citechecking team.

c. The following must be included in the email:

- i. "Draft 04 – Author's Last Name"
- ii. The Citechecker Materials Guide
- iii. The Citechecker Source Gathering and Ordering Spreadsheets
- iv. The Citechecker Coversheet Spreadsheet
- v. The Citechecker Assignments (the footnotes assigned to them)
- vi. The dates of the first and second deadlines. (Unless told otherwise, the source gathering deadline will be 3 days after receipt of the article and the BlueBooking/Text Editing Deadline will be 3 weeks after receipt of the article. For example, if you email your citecheckers the article on a Sunday at 5:00 pm, the source gathering spreadsheet will be due on that Wednesday at 5:00 pm and the BlueBook/Text Editing Deadline will be on a Monday at 5 pm. Please stress meeting deadlines in the email to your citechecking team.

d. The EAE must CC the EIC and the ME on the email, so that the EIC and the ME can record the dates and keep track of your progress.

e. Every EAE must conduct a meeting with his/her citechecking team prior to each assignment. Please go over the citechecking and editing process with them in detail. The more they know about what they are supposed to do, the easier it will make the EAE's and the EIC's life this year. Also, this year we will be having many foreign sources in our last two issues. Please familiarize yourself with Bluebook's new 19th Edition. There are many changes re foreign sources and internet sources. Please be ready to answer your team's questions about the two. That will be a huge help in streamlining this process.

e. During the 3 week period, the EAE should be in constant contact with his/her citechecking team to make sure that source gathering, bluebooking, and text editing is coming along fine.

IV. Upon Receipt of the article from the Cite Checkers

a. At the end of the 3 week citechecker deadline, citecheckers should have uploaded most—if not all—of their assigned sources to the Law Review server and will have given their edits to the EAE, along with the Citechecker Coversheet Spreadsheet. At this point, the EAE's article edit begins. Please follow the steps in the "EAE Editing Process" section below.

b. The EAE will have two weeks from the end of the 3 week citechecker deadline to complete his/her edit and turn it over to the EIC. The EAE's edit that includes the

citecheckers' edits and any of their own final edits should be saved to the file folder as "Draft 05 – Author's Last Name", and then sent to the EIC.

Introduction – Articles Written by Students

I. The Major Difference

- a. Student articles are usually in great shape. If they were accepted by the previous year's staff, it's because they had the proper amount of footnotes, etc.
- b. By the time the EAE receives the article, the author will have both gathered/uploaded all sources and performed her edit. The author's edit will include all proper blue-booking and text editing.
- c. Citecheckers will be used only to verify that the subject matter cited in the paper reflects the actual source text.
- d. The EAE's edit will be akin to the EIC's final edit of an article written by a professor (the EIC will still, however, go over the article.)

II. Receiving the Article from the ME

- a. The EAE will receive his/her article from the ME via email as "Draft 03 – Author's Last Name". At this stage, the article will have gone through the author's edit mentioned above. The ME email to the EAE will also have the assignments for the citecheckers (which footnotes are to be checked by each citecheckers).
- b. The EAE should make a folder on his/her personal computer for the article and name it "Author's Last Name" e.g. if the author's name is Tom Clancy the folder should be named "CLANCY".
- c. The EAE should save the article in the folder as "Author's Last Name – Draft 04".

III. Sending the Article to Your Citecheckers

- a. Upon receipt of the assignment email from the ME, the EAE will email his/her citechecking team with their assignments.
- b. The EAE should specify in the email that this is a student-authored article, and **that the cite checkers only need to verify that the subject matter in the paper reflects the actual source text**. The EAE must also specify the deadline for this (3 days). The EAE should also advise his/her team that the highlighted sources are available on the Law Review Drive.
- c. The EAE must CC the EIC and the ME on the email, so that the EIC and the ME can record the date and keep track of your progress.

IV. Upon Receipt of the article from the Cite Checkers

- a. At the end of the three day deadline, citecheckers will give their edits to the EAE. At this point, the EAE's article edit begins. Please follow the steps in the "EAE Editing Process" section below.

- b. The EAE will have two weeks from the end of the 3 day citechecker deadline to complete his/her edit and turn it over to the EIC. The EAE's edit should be saved to the file folder as "Authors Last Name – Draft 05", and then sent to the EIC.

The EAE Paperless Procedure

The Law Review uses PDF Editing software to Organize, Highlight, Comment on and Save source material cited in an Article. Any software (i.e., Adobe Acrobat) that allows you to Organize, Highlight, Comment on and Save PDFs may be used by a Cite Checker. There are two programs available free to Law Review Members for these purposes: PaperPort (for PCs) and Skim (for Macs).

This guide provides information and instructions on:

How to access the Law Review Network Drive

How to access the Law Review Network Drive through VPN

How to install PaperPort on your PC

How to install Skim on your Mac

How to use the Law Review Scanners

How to properly save your Cite Checking assignment

IMPORTANT NOTE: This is the default Paperless Procedure and it reflects the default Paperless Procedure in the CC Manual. As EIC, I don't mind if the EAE changes this procedure or his/her own cite-checking group's procedure. At the end of the day, this is what I need uploaded into appropriate folders on the Kent network or given to me on a thumb drive:

1. The required PDF source files (both Original and Edited versions)
2. The Citechecker Coversheet Spreadsheets
3. The edits (the Citechecker Edits and the EAE edit)

I will require that:

1. Source files (for PDFs and Drafts) are named according to the naming guidelines in this packet.
2. Edited versions of the PDFs are edited properly (highlighted, labeled with fn # next to highlight, etc.
3. Each footnote has its own PDFs (even if two footnotes share the same source, save that source material twice under different file names and name accordingly).

In certain instances, EAEs may request that their team members hand in their assignments on a flash drive. The EAE should speak to the EIC about this.

I. Accessing the Law Review Network Drive

- a. The Law Review Network Drive is a shared drive on the Kent Network. The drive holds folders for different volumes and issues of the Law Review. When a Cite Checker is done with an assignment, s/he must upload all of his/her work to the appropriate folder in the Law Review Network Drive. **All work must be labeled correctly according to the guidelines in this packet.**

b. To access the Law Review Drive, your computer must be connected to the Kent Network, either wirelessly or using an Ethernet cord. **I strongly recommend that you connect your computer using an Ethernet cord or use a computer in the LR office for connecting to the Law Review Drive Folder.**

c. If the law review To add the drive, right-click on “My Computer” and Select “Map Network Drive.” A window will pop up asking you which Drive and which Folder. In the “Drive” box, select “T:” and in the folder box, type \\kentnet2\lawrev-work and select finish.

i. Note, if your computer is not set up for the Kent Network, then you will be prompted to login using your full Kent Webmail Login and Password (i.e., jsmith@kentlaw.edu; judgme1).

ii. If you are using a Mac, you cannot connect to the Law Review Network drive. You can either upload files using Law Review Office or Library computers (recommended) or through the VPN.

II. Accessing the Law Review Network Drive through VPN (**This does not always work and is not recommended unless there is no other option**)

The Law Review Network Drive can be accessed from anywhere (i.e., home) using your web browser. To do so, you must login through the VPN.

a. Type the following into your browser: "https://192.42.83.222/". In the dropdown menu, select "Web Access".

b. Sign in using your Kent Login and Password

III. Installing PaperPort on a PC (XP v. Vista)

a. PaperPort for XP Users: XP Users should install PaperPort using the DocuPen CD in the Paperless Cabinet. This will also install the PaperPort Printer Driver.

b. PaperPort for Vista Users: Vista Users must install PaperPort and the PaperPort Printer Driver separately using the Law Review Network Drive. See next section.

IV. PaperPort Installation (Vista):

a. In the Law Review Network Drive, open the “Scanner Software” folder.

b. Open the “Vista Users” folder.

c. Open the “PaperPort” folder.

d. Open the “Setup” Application and continue to install PaperPort

e. Once installed, open PaperPort on your computer. Skip registration. A browser window may open telling you to upgrade to the new version of Paperport—skip this and close the window. PaperPort is now ready for use on your computer!

V. Installing the PaperPort Printer Driver (Vista):

Check to see if you are running the 32 bit or 64 bit version of Vista. To find this out, open the computer's Welcome Center by typing "Welcome Center" into the start menu search bar. Click "Show More Details." Look under "System" to see the type of "System type" your computer is using.

- a. In the Law Review Network Drive, open the "Scanner Software" folder. Open the "Vista Users" folder.
- b. Open the "PaperPort" folder.
- c. Open the "Printer Driver" folder.
- d. Open the "system32" folder if you are using Vista 32; open the "system64" folder if you are using Vista 64.
- e. Open the "Setup" Application and continue to install the PaperPort Printer Driver.

VI. What is the Printer Driver for?

Most, PDFs you download can be imported directly into PaperPort. However, some PDFs will not import directly into PaperPort (i.e., PDFs downloaded from HeineOnline). The Printer Driver is for PDFs that won't import directly into PaperPort. In such cases, you have to open the PDF with another program (i.e., Adobe Reader) and "Print" it as a PaperPort PDF. This will allow you to import the PDF into PaperPort. Remember to select "PaperPort Image Printer" in the Printer Dropdown menu before you print it.

VII. Installing Skim on your Mac

Mac Users do not need to use PaperPort (which is a good thing.) Instead you can use Skim.

- a. To install Skim on your Computer, download the appropriate version for your computer from the Skim website: <http://skim-app.sourceforge.net/> and install it.
- b. Note, merely saving a PDF in Skim will not allow you to use another PDF reader to view the annotations. You need to export the file using the "PDF with Embedded Notes" file format.
- c. Also note, Mac users should not use Pages (Apple's word processing software) to the text editing because Pages does not read all of the Macros and Styles that we use.

VIII. How to Use the Law Review Scanners

- a. The Law Review has two scanners. One is attached to the Law Review's Library Computer and one is attached to the Law Review's Office Computer. You can use scanner to scan in cases, articles, etc. that are not available to download online as PDFs.
- b. The Law Review Office Computer and the Law Review Library Computer are like any public computer in the school. All you have to do is sign in using your personal Kent Login and Password to use it.

i. Logonto: kentlaw (not lawreviewPC)

c. To scan in a source:

1. Make sure the scanner is ON and connected to the computer and then Open PaperPort.

2. Click File. Click Scan or Get Photo. Select your profile (i.e., B&W Document). Click Scan.

IX. How to Properly Save Your Cite Checking Assignment

a. Whether you are saving to the Law Review Network Drive or to a Flash (Thumb) Drive - sources, spreadsheets, and edits must conform to specific naming conventions. The conventions are listed below; cite checkers who do not conform to these conventions will be asked to Rename all files that are mislabeled. Please do not include any periods or any punctuation other than a – in any file names.

b. Naming Conventions

i. Cite Checker Source Location Spreadsheet: **“Cite Checker’s Initials - Source Location Spreadsheet - Author’s Last Name”**

Example: BCL Source Location Spreadsheet CLANCY

ii. Cite Checker Spreadsheet Coversheet: **“Cite Checker’s Initials - Coversheet Spreadsheet - Author’s Last Name”**

Example: BCL Coversheet Spreadsheet CLANCY

iii. Clean Copy of a Source or (Original): **“000[letter, if applicable] - Short Name - Original”**

Examples: 005 - Fourth Amendment - Original
062 - Marbury v Madison - Original
32b - IRC 61 - Original

iv. Highlighted Copy of a Source: **“000[letter, if applicable] - Short Name - Edited”**

Examples: 005 - Fourth Amendment - Edited
062 - Marbury v Madison - Edited
132b - IRC 61 - Edited

The EAE Editing Process

I. Set up the document

- a. Turn on ¶ function. This is located in MS Word 2007 under the Home Tab. It is an icon located in the top-right of the Paragraph section. Finish incorporating any approved changes from the author that might need to be made before the editing process.
- b. Turn on track changes.
- c. Input cite checker changes (if appropriate).

II. Bluebooking

- a. Make sure all footnotes are indented properly, with tabs like this: → between footnote number and text (no spaces inserted). If you can't see an arrow (like the one above) signifying tabs, toggle the show hide function (the ¶ icon referenced in a. above) on your computer now. *You must have this function on to see these details!!*
- b. Make sure all footnote styles and fonts are correct.

III. What are styles?

THIS IS VERY IMPORTANT. PLEASE READ AND DO THIS CORRECTLY

Styles are Bill Gates' way of making documents smaller. For instance, if you want to double space a paragraph, typically writers highlight the paragraph and then click the double space button on their toolbar, right? The problem with this is that for very long documents, formatting this way takes up A LOT of memory (and more importantly it also screws up the document for our publisher, and hence makes mine and Alex's job needlessly more difficult and time consuming).

In essence your computer has to think for each letter "okay letter m, double spaced formatting." With styles, if you highlight the paragraph and select a style that encompasses double spacing such as "Body Text 2," your computer does not need to think about each individual letter, it talks to the paragraph. Thus, your computer needs much less memory if the whole document is formatted by using styles. In addition, the two methods of formatting, what I shall call "local formatting" and "style formatting," do not play well together. For example, if an author has used local formatting for her entire document, we may have problems when we try to macro the document because our publisher, Christensen, has created a template full of styles for our law review articles. The article may inexplicably go entirely into italics, for example. Because our macro template uses styles, **we all need to learn how to use them.**

II. Checking the styles

You can check what style a paragraph is in by inserting your cursor into the text you are inquiring about and the “style” will pop up in the drop down styles menu, which should be located up in your toolbar. The style for footnotes in our macro documents is called _FootNote. If you add a footnote, but do not format it using the appropriate style, you should be able to see huge formatting differences. Additionally, each footnote number has its own style, so if the number is not formatted it will look huge like this: 12. Wondering how to add a footnote to a formatted document? See the next section . . .

III. How to add a footnote to an article that has been formatted—this is way easier than it sounds!!! Just try it once on an old article and you’ll see it’s not so bad. Plus you’ll understand styles much better after you do it...

- a. Insert the footnote by <Insert>, <Footnote...>, then make sure that Footnote and Autonumber are checked, and hit OK.
- b. After the newly inserted footnote number, type the text you want to appear in the footnote.
- c. Next, position the cursor to the left of the footnote number. Using either the styles drop down menu or by choosing <Format> <Style...>, choose “_FootNote.”
- d. Highlight the footnote number. In the styles drop down menu, choose “_NoterefInNote.”
- e. Position the cursor to the right of the footnote number and insert a period.
- f. Position the cursor to the left of the footnote number and press Tab (you won’t see anything change at this point), then position it to the right of the footnote number and press tab again (this is when you’ll see the change).
- g. Now go to the reference number that was inserted in the text. Highlight it, and using the styles drop down menu, choose “_NoterefInText.”

IV. Verify the footnotes against the PDF files

- a. Double check exact quotes
- b. In essence, you should repeat and double check all work done by the cite checker
- c. Verify/Bluebook the footnotes
 - i. One thing to note about the BB #1: there is a rule for near every type of citation in the bluebook. Even if you are sure you know it, please look it up. We all got our heads turned around with ALWD, so you may inadvertently swap rules in

your mind. Plus, with the quick reference table on the inside cover of the Bluebook, there is really no reason that we all should not be getting at least the formatting part right.

ii. Thing to note about the BB #2: not only are there rules for every type of cite, there are rules within the rules for every component of the cite. For instance, with books, whether you include publisher information is governed by a rule.

V. Checklist for Bluebooking footnotes:

i. Spelling of author's name

ii. Spelling/wording/formatting/capitalization of title

iii. For cases in *footnotes*:

1. If the case is cited in full, e.g. Smith v. Jones, then the case name is not italicized.

2. If the case is short cited, e.g. *Smith*, F.3d then *Smith* is italicized.

3. Check all words in case names against Table 6 in the BB for

abbreviation rules

iv. Pinpoint page numbers, starting page number

v. Journal or publication name

1. Check against Table 14 for abbreviation rules.

vi. Publication date

vii. **IMPORTANT!!** Checked *supra* or *infra* references. **PLEASE** make sure you actually do this step. It is one of the things we often miss. The more eyes that carefully check this, the better. I would stress this to you citecheckers as well. Make sure that the footnote or section referenced is correct.

viii. **IMPORTANT!!** Make sure you use the cross reference function for each FN number that is being cited to.

Example: *See supra* note 47 – the 47 should be cross-referenced, which will keep citations accurate if FN #s change later in the editing process. Please ask if you do not know how to do this.

ix. Accuracy of direct quotations. Make sure the language, punctuation, and everything else in the quote is exact. Make sure the material generally supports author's assertions

x. Citation sentence signals italicized, authorities in proper order, etc. See BB Rules 1.2, 1.3, and 1.4

V. Edit the text *and* the footnote text

a. I feel this is best done after the contents of the text and footnotes are set. Therefore, first read the article for substance again. Make sure all sentences make sense and that the article makes sense as a whole.

b. Check footnotes for:

- i. A period after each footnote *number* (except for author’s biographical info asterisk). These periods should not be italicized. Double-check this because they may have been inadvertently changed if you italicized part of the footnote.
- ii. A period at the *end* of each footnote.

c. Check short forms of all types of citations. You probably will do this throughout the editing process, it can’t be helped. But doing it too early will probably be inefficient as will doing it too late. Use your best judgment as to when it will be most efficient to check short cites.

d. **IMPORTANT!!** A checklist for text editing (These are commonly missed)

- i. Search for periods.
- ii. Make sure none of the periods except those following *id* are italicized.
- iii. Make sure there is only one space after the period and between sentences.
- iv. Make sure there are no extra spaces between the end of a paragraph and the ¶ symbol, which you can see when the show/hide function is on.
- v. Search for two spaces. You can do this by opening the search function (ctrl + f) on PCs) and then hitting your spacebar twice in the “search” field.
- vi. Search for hyphens
 1. Make sure all words are appropriately hyphenated
 2. Rules:

a. The hyphen is used to separate characters, such as a phone number.

Example: (312) 906-5190

b. The en dash is used in place of the word “to.” It is used to connect numbers or words. It is longer than a hyphen, and can be inserted in MS Word by “Insert” “Symbol” then “special characters.”

Example: The Supreme Court split 5–4.

c. The em dash is used to set off an explanatory or amplifying element from the rest of the sentence. It is longer than an en dash. It can be inserted by typing a word, inserting two hyphens, and typing another word with no spaces in between. When you hit space after the second word, the em dash will appear.

Example: The chancellor—he had been awake half the night—came down in an angry mood.

- vii. Search for colons. There is only one space after each colon.
- viii. Search for “”

- a. Make sure they are smart quotes and not straight quotes.
- b. Check for single v. double quotes
- c. Check that each open quote has a close quote

ix. Search for commonly misspelled words relevant to the article.

Example: “Eight Circuit” v. “Eighth Circuit”

x. Search for words that vary in capitalization relevant to your article

Examples: “state” v. “State”
“court” v. “Court”

xi. Search for ellipses. Make sure ellipses conform to Chicago Manual of Style rules 11.51–11.65. Make sure all ellipses have hard spaces like this: . . . You must have your show/hide function on to see hard spaces. Insert a hard space by pressing “Control” + “shift” + “space bar”

xii. Search for commas. Make sure use of every comma is appropriate

xii. Search for apostrophes. Make sure use of every apostrophe is appropriate

xiii. Search for square brackets. Make sure all alterations of quotes conform to CMS rules 11.66–11.71. Make sure that there is an open and close bracket for each.

xiv. Search for question marks. There is only one space after each question mark.

xv. Search for semicolons. There is only one space after each semicolon. Make sure the use of each semicolon is appropriate.

xvi. Search for parentheses. Make sure each open parenthesis has a closing one.

xvii. Check for hard spaces can check for hard spaces by opening the search function and hitting “control” + “Shift” + “space bar.” There should be hard spaces in ellipses and in between the section symbol and a statute number, like this: § 56.

xvi. Search for *supra* and *infra* to make sure all instances are italicized

xvii. Search for all *id.* Make sure the use of *id.* is correct. Make sure each *id.* is italicized.

THE POLICY OF THE LAW REVIEW HAS BEEN TO ITALICIZE THE PERIOD AFTER THE ID., SO DISREGARD ANY OTHER RULES THAT YOU MIGHT SEE ABOUT THIS, EVEN IN OUR OWN PAST DOCUMENTS. ITALICIZE ALL PERIODS AFTER ID.

xviii. Check that all quotes of fifty words or more are block quoted. Use style “_1stQuoteTXT” for quotes in the text and “_1stQuoteFN” for quotes of fifty words or more in the footnotes. Make sure all paragraphs are indented with a tab, not by using the space bar. Again, you can see this with the show/hide function on.

xix. Check all abbreviations against the Webster’s dictionary

xx. Check that all numbers between zero and ninety-nine are spelled out.

VI. Edit Headings

- a. Title should be in all caps

Example: MEDICATING TO EXECUTE: *SINGLETON V. NORRIS*

- b. Author's name should be in small caps, asterisk for biographical information

Example: MATHEW D. DUDEK*

- c. Caution! "By" should **not** be in front of the author's name, **BY**: MATHEW D. DUDEK is **wrong**. Make sure the asterisk is the right size, i.e. not too small. It should be formatted as "NoterefInText"

- d. Introduction is in small caps, no number

Example: INTRODUCTION

- e. Section numbering. Make sure there are no missing sections and that the numbering scheme is correct.

- f. Appropriate subheading formats. **NOTE**: it is likely that these will be correct as there are styles for these inserted by the publication assistant, but you should check them anyway!

Examples: I. MAJOR HEADING: ROMAN NUMERAL, SMALL CAPS, AND CENTERED

A. *Sub-Heading: Alphabetical, Italicized, and Centered*

1. Sub-Sub-Heading: Arabic, Numerals, and Centered

CONCLUSION

- g. Additional rules. If full sentences are used as sub-sub-headings, do not use title capitalization and use proper punctuation. Conform to proper outline structure, i.e. must have a (B) to first use an (A).

- h. There is only one space after a colon used in the headline

- i. There should be a tab between the outline level indicator and the headline.

IN HEADINGS AND TITLES, CAPITALIZE THE INITIAL WORD, THE WORD IMMEDIATELY FOLLOWING A COLON, AND ALL OTHER WORDS EXCEPT ARTICLES CONJUNCTIONS OF FOUR OR FEWER LETTERS, AND PREPOSITIONS OF FOUR OR FEWER LETTERS. BB Rule 8.

VII. Send the article back to EIC as Draft 05 – Author's Last Name.

- a. At this point, EIC will do his/her first edit. Then EIC and EAE will meet to discuss changes, issues, etc. This will be especially useful when there are close calls.

VII. Once EIC and EAE meet re article, EIC will send article back to EAE as Draft 06 – Author's Last Name. EAE should accept the non-substantive changes such as formatting,

deleting extra spaces, etc. EAE should also accept citation changes in FNs, unless we change something substantive in a parenthetical. That should limit the number of changes with which the author must deal.

VIII. When this is done. Send back to EIC as Draft 07 – Author’s Last Name. **The EAE should NOT send the draft to the author. The EIC will send the article back to the author.**

a. The EIC will give the author a firm date to return approval/rejection of changes. Also, the EIC will explain what is being sent and what is expected. EIC will make sure the author knows he or she should not actually use the Word feature to reject the tracked changes. Instead, he or she should insert a comment indicating they do not like a change. Every change should either be accepted or have a comment indicating the author does not like it.

IX. Give feedback to the cite checkers.

a. Please take the time to make substantive comments to your cite checkers. If they don’t know where they’ve made mistakes, they can’t be expected to improve. If they don’t improve, it just means more work for the rest of us.

X. After the article comes back from author, EIC will do final edits.

a. EIC may still need EAE assistance for some things, however.

XI. Large scale edits

a. After EIC is finished with the article, if it had undergone large scale edits, someone who has not worked on the article will look at the document. Should only take 1–2 hours, look for big problems. Paragraphs misaligned, footnotes, etc. Do it on paper, printed off of Alex’s computer because it has the right fonts. If this occurs, EIC will appoint an EAE or an NCE to do this.

XI. HELPFUL HINTS

a. Keep editing notes for each article. Because the above process will take several months, and you will have several articles that you are working on at the same time, you will forget that you have already searched for all parentheses for example. So start a blank document and note: “parentheses checked.”

b. Control+Shift+K is the shortcut for small caps. Very useful!

INTRODUCTION TO THE BLUEBOOK

This introduction should not serve as a substitute for actually looking up the rules yourself. Instead, it will give you a starting place of where to look in the Blue Book. Note that, in some cases, merely conforming with the rules as stated in this introduction will result in an incorrect use of the Blue Book rules. The rules mentioned here are not provided in their entirety. If you do not look up the rule yourself, you may miss a crucial part of the citation.

1.2: Introductory signals; 1.3: Order of Signals

Introductory signals (such as *see*, *see generally*, *but see*) are in italics. For the introductory signal “*E.g.*,” the comma is not italicized. *Our law review’s policy is to italicize the period after the id., despite that the Bluebook indicates the opposite.*

If more than one source is cited in a footnote, those sources that are of the same basic type are separated by a semicolon. Sources that are of a different basic type are placed in separate sentences.

2.1: Typeface Conventions for Citations

Cases: Case names are in regular type when in a footnote, but are in italics when the case name appears in the text.

Books: Both the author’s name and the title are in small caps. (THIS IS SMALL CAPS.) Change to small caps by <Format>, <Font...>, then clicking the box next to “Small Caps.”

Law Reviews and other periodicals: The author’s name is in regular type, the title is in italics, and the journal name is in small caps.

4.1: Short citation forms: *Id.*

Use “*Id.*” only when the preceding footnote contains only one authority.

4.2: *Supra*

Supra is used to refer the reader to the footnote where the full citation appears. It is not used for cases or statutes. A “*Supra*” cite gives the author’s name, the *supra* reference, and the pinpoint cite.

5.1: Quotations

Quotations of fifty words or more are indented left and right and single spaced. Use style “_1stQuoteTXT” in the text.

6.1: Spacing

Adjacent single capitals do not have a space between them (such as S.D.N.Y.). A single capital followed by a longer abbreviation has a space between them (such as S. Ct. or F. Supp. 2d).

10.2: Case names

The abbreviation of a case name depends on whether it is used in a textual sentence or appears in a footnote. Fewer words are abbreviated in a textual sentence. However, in a footnote, any word that appears in Table T.6 or T.11 is abbreviated.

10.9: Short forms for cases

A short citation format (such as “*Prince*, 321 U.S. at 170.” for long form “*Prince v. Massachusetts*, 321 U.S. 158, 170 (1944).”) may be used only where the long form was used in the last five footnotes.

16: Periodical materials (includes law reviews)

The name of a periodical or law review is abbreviated as in Table T.14. If the periodical does not appear in Table T.14, abbreviate any word in the periodical name following Table T.11 and Table T.14.

INTRODUCTION TO THE CHICAGO MANUAL OF STYLE

5.202: Glossary of troublesome expressions

Chapter 6: Punctuation

6.3 to 6.6: All punctuation should be in the same font as the main surrounding text, except for a title. Thus,

Ex: Smith played the lead role in *Hamlet*, *Macbeth*, and *King Lear*.

Ex: Are you saying that the wound was *self-inflicted*?

Ex: We heard his cries of "*Help!*"

Ex: The Asian long-horned beetle (*Anoplophora glabripennis*) attacks maples.

Note that the commas, question mark, quotation marks, exclamation mark, and parentheses are NOT in italics.

6.8 to 6.9: Periods and commas go inside quotation marks; colons, semicolons, question marks, and exclamation points go outside (unless they were part of the quote).

Ex: I heard him say to her, "Elvis has left the building."

Ex: I was asked to state my "name and serial number"; I have no serial number.

Ex: Which of Shakespeare's characters said, "All the world's a stage"?

6.11: *One space between sentences.*

6.18: Use of commas. "The comma . . . indicates the slightest break in sentence structure. It denotes a slight pause. Effective use of the comma involves good judgment, with ease of reading the end in view."

Items in a series are each separated by a comma, including the last item (except where an ampersand is used to connect the items).

Ex: She took a photograph of her parents, the present, and the vice president.

Ex: She hopes to get an interview with Dewey, Cheetum & Howe.

6.46: Where a full date is given, a comma is used both before and after the year. Where only the month is given, no comma is used.

Ex: The ship sailed on October 6, 1999, for Southampton.

Ex: In March 2003 she turned seventy.

6.53: A quotation is usually introduced by a comma, unless the quotation is introduced by *that*, *whether*, etc.

Ex: It was Emerson who wrote, "Blessed are those who have no talent!"

Ex: Was it Stevenson who said that "the cruelest lies are often told in silence"?

6.64: When a colon is used within a single sentence, the first letter after the colon is lowercase.

When a colon is used to introduce a related sentence, the first letter after the colon is uppercase.

Ex: The study involves three food types: cereals, fruits, and vegetables.

Ex: So the question becomes: Who can you trust?

6.68: It is improper to use a colon before a series introduced by a verb or a preposition.

Ex: A resume should include educational background, work experience, and class rank.

Ex: This review is concerned with (1) Bluebooking skills, (2) general grammar, and (3) matters of style.

In the above examples, do not include a colon after either *include* or *with*.

Hyphens/dashes:

The hyphen (the key between zero and the equal sign) is used to separate characters, such as a phone number.

Ex: Please ring me at (312) 906-5190.

The en dash is used in place of the word “to.” It is used to connect numbers or words. It is longer than a hyphen, and can be inserted in MS Word by <Insert>, <Symbol>, then clicking on “Special Characters.”

Ex: The London–Paris train leaves in two minutes.

Ex: The Supreme Court split 5–4.

The em dash is used to set off an explanatory or amplifying element from the rest of the sentence. It is longer than an en dash. Insert by the same method. Note that there are no spaces on either side of an em dash or an en dash.

Ex: The chancellor—he had been awake half the night—came down in an angry mood.

6.104: Square brackets are used to enclose material added by someone other than the original author.

Ex: The Third Circuit reasoned that “[i]n [the legislative and executive branches], the public has the right to know the details of the programs that candidates propose to enact into law and administer.”

7.51: Italics are used for isolated foreign words and phrases that are unlikely to be familiar to readers.

Ex: The nation had been flirting with forms of *götterdämmerung*, with extremes of vocabulary and behavior and an appetite for violent resolution.

7.82 to 7.90: Compounds and hyphenation

One of the most common editing issues. Look first to the dictionary. Then look to the table beginning on p. 302 of the CMS.

PRINCIPLES OF INTERNET CITATION

Use your best judgment with internet citations. Look through the new Bluebook 19th Edition carefully. Apparently, they have totally revamped the internet section. If you cannot figure it out using Bluebook, ask for help or ideas from someone else on the board. If we still cannot figure it out, we will use the following, which has been the CK Law Review Default for internet citations for years:

Introductory phrases

“at”: Where the material is available only on the internet (such as internet journals)

“available at”: where the internet is given as a parallel citation to a source that could be located elsewhere

[none]: Where only the internet source is cited

Citation format for sources only available on Internet

Name of author/institutional author

Title of article, webpage, report, etc.

If the source is one that is content that is primarily or only distributed by the internet, it is treated similar to a periodical article, with the author’s name in Roman type and the article title italics. If it is a more permanent or official report or other work, the author’s name and title should be in small caps.

Website address

If the web address is the only location provided for accessing the article, the URL is preceded by “at.”

Date

The date is given after the URL, and is, in order of preference, (1) date given in source, (2) date webpage modified, or (3) date last visited. Putting the date after the URL is consistent with all other forms of citation, where the date comes as the last element of the citation.

Example

Author: Billy Bo Bob Jim

Title: Squeal Like a Pig

URL: www.rednecks.com/personal/bbbj/squel.htm

Date: Jan. 17, 2003

Billy Bo Bob Jim, *Squeal Like a Pig*, at www.rednecks.com/personal/bbbj/squel.htm (Jan. 17, 2003).

Citation format for sources available in another format, but Internet reference provided to help reader access source

Citation as to the physical source.

Website address is preceded by “available at.”