

The slide features five light purple circles of varying sizes and positions. One circle is on the left side, partially overlapping the text. Three circles are arranged in a horizontal row at the top, with the middle one overlapping the word 'CITECHECKING'. One circle is at the bottom right, overlapping the word 'ORIENTATION'.

CITECHECKING

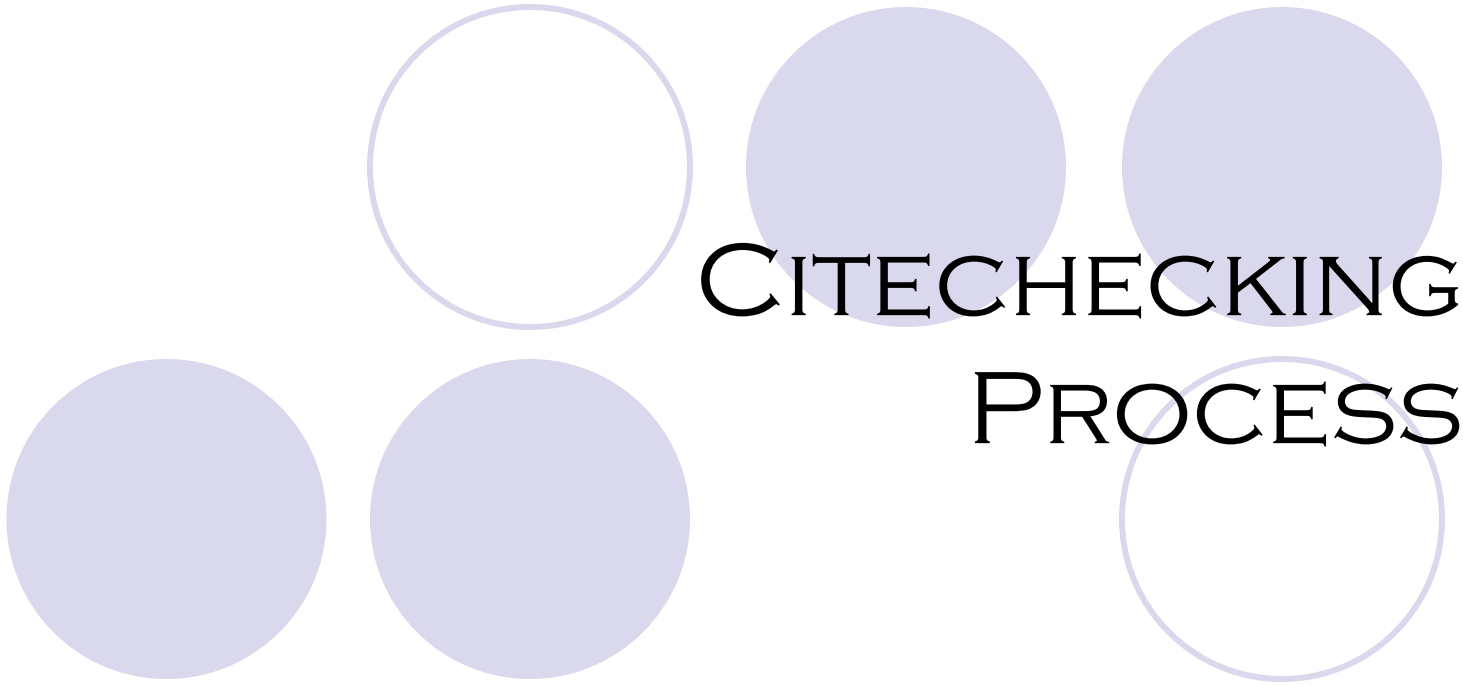
LOUISIANA LAW REVIEW

2005 JA ORIENTATION



WHAT IS CITECHECKING?

- CITECHECKING IS THE PROCESS OF CHECKING EACH OF AN AUTHOR'S FOOTNOTES TO ENSURE THEY CORRECTLY REPRESENT THE SUBSTANCE OF THE CITED SOURCE AND ARE IN THE PROPER FORM FOR PUBLICATION.





1. GATHER SOURCES

- TABLE RESERVE FORM – SECOND FLOOR
- ACTUAL PRINT COPY OR .PDF FILE MUST BE USED.
 - WESTLAW PDF FILES
 - HEINONLINE
 - JSTOR
- IF A SOURCE CAN'T BE FOUND, YOU MUST:
 - LOOK IN OTHER LSU LIBRARIES;
 - ASK A LIBRARIAN;
 - INTERLIBRARY LOAN.



2. CHECK SUBSTANCE

- MAKE SURE THE SOURCE IS CITED FOR A PROPOSITION WHICH IT SUPPORTS.
- QUOTES MUST BE QUOTED EXACTLY.
- MISSING CITATIONS MUST BE SUPPLIED.
- PUT A CHECK MARK BY THE FOOTNOTE NUMBER AFTER YOU HAVE CHECKED THE SUBSTANCE.

3. CHECK FORM



- *THE BLUEBOOK*
- THE STREAMLINED CITATION MANUAL



4. SHEPARDIZE SOURCES

- YOU MAY USE WESTLAW OR LEXIS.
- CONSIDER THE BLUEBOOK AND SCM RULES ON PRIOR AND SUBSEQUENT HISTORY.



5. MAKE CHANGES

- CHANGES MUST BE MADE IN **RED INK**.
- USE COMMONLY UNDERSTOOD PROOFREADING SYMBOLS TO MAKE CHANGES.



6. READ AND PROOFREAD ALL TEXTUAL FOOTNOTES

- PROOFREAD ALL TEXTUAL FOOTNOTES.
- CHECK FOR SPELLING ERROR'S IN JUDGE'S NAMES, PARTY'S NAMES, TITLES, ETC.
- WATCH FOR UNMATCHED, MISSING, OR STRAY PUNCTUATION.

7. RETURN TO ME

- CITECHECKS ARE DUE BY 5:00 P.M. ON THE DUE DATE IN THE MANAGING EDITOR'S MAILBOX IN THE LAW REVIEW OFFICE.
- DO NOT TURN IN A CITECHECK TO THE ME WITH UNCHECKED CITES UNLESS YOU HAVE LOOKED FOR THEM.
- IF YOU NEED AN EXTENSION, ASK THE ME, OTHERWISE FAILURE TO TURN IN A CITECHECK ON TIME MAY BE GROUNDS FOR A STRIKE



BLUEBOOK AND SCM:
AN OVERVIEW



CASES-GENERALLY

- PARTY V. PARTY, ### REP. ###
(COURT DATE)
- SMITH V. JONES, 123 F.3D 67 (5TH
CIR. 1993).



CASES – CASE NAMES

- SPELL OUT AND ITALICIZE CASE NAME IN TEXT
– VERY FEW ABBREVIATIONS ARE ALLOWED.
 - IN *HODGKINS CONDOMINIUM BOARD V. BONDURANT AGRICULTURAL AUTHORITY . . .*
- IN FOOTNOTES, CASE NAMES SHOULD BE ABBREVIATED ACCORDING TO TABLE T.6 & T.11 AND ARE NOT ITALICIZED.
 - HODGKINS CONDO. BD. V. BONDURANT AGRIC. AUTH., . . .

CASES – REPORTER ABBREVIATIONS

- CLOSE UP SINGLE CAPITALS AND ORDINAL NUMBERS
 - N.E.2D
 - S.W.3D
 - F.2D
 - U.S.
- LEAVE SPACES AROUND ABBREVIATIONS WITH MORE THAN ONE LETTER
 - So. 2D
 - F. SUPP.
 - S. CT.



CASES-LOUISIANA

- 1993 AND EARLIER:

- SMITH V. JONES, 123 So. 2d 456 (LA. APP. 3d CIR. 1992).

- AFTER 1993: PUBLIC DOMAIN CITE

- SMITH V. JONES, 2003-1234 (LA. APP. 3d CIR. 2003), 234 So. 2d 567.

- THE ABBREVIATIONS FOR LOUISIANA REPORTERS BY YEAR ARE FOUND IN THE SCM.

CASES — LOUISIANA SUPREME COURT

- DECISIONS OF THE LOUISIANA SUPREME COURT SHOULD BE CITED TO BOTH THE OFFICIAL STATE REPORTER AND THE SOUTHERN REPORTER SERIES, IF BOTH ARE AVAILABLE.
- SMITH V. JONES, 234 LA. 567, 123 So. 2d 345 (1970).

CASES – U.S. SUPREME COURT

- DECISIONS OF THE UNITED STATES SUPREME COURT SHOULD BE CITED TO BOTH THE UNITED STATES REPORTS (U.S.) AND THE SUPREME COURT REPORTER (S. CT.), IF BOTH ARE AVAILABLE.
 - DUNCAN V. LOUISIANA, 391 U.S. 145, 88 S. CT. 1444 (1968).



CASES – OTHER STATES

- DECISIONS OF THE COURTS OF OTHER STATES SHOULD BE CITED ONLY TO THE APPROPRIATE REGIONAL REPORTER.

CASES – SHORT FORM CITATIONS

- A SHORT FORM CITATION CAN BE USED WHERE THE CASE HAS BEEN CITED IN FULL OR SHORT IN ONE OF THE 4 IMMEDIATELY PRECEDING FOOTNOTES.
- PROPER SHORT FORM IS:
 - *SMITH*, 123 SO. 2D AT 678.
 - *ID.* AT 678.
- SHORT FORM CITATIONS OF CASES REQUIRING A PARALLEL CITE MUST CITE TO BOTH REPORTERS.
 - *SMITH*, 123 U.S. AT 45, 678 S. CT. AT 900.
 - *ID.* AT 45, 678 S. CT. AT 900.



STATUTES

- U.S. CONST. ART. IV.
- 42 U.S.C. § 321 (2004).
- LA. CIV. CODE ART. 3038 (2002).
- LA. R.S. 9:1012 (2004).

- FOR LOUISIANA REFER TO THE SCM FOR ABBREVIATIONS OF LOUISIANA CODES.

- FOR OTHER STATES, SEE TABLE T. 1 FOR THE PROPER CITATION OF STATUTES.

- DO NOT USE *ET SEQ.* TO LIST MULTIPLE STATUTES. INSTEAD LIST THE BEGINNING AND ENDING STATUTE.
LA. CIV. CODE ARTS. 2022-2045 (2003).



LAW REVIEWS

- SUSAN KALINKA, *TAXATION OF COMMUNITY INCOME: IT IS TIME FOR CONGRESS TO OVERRIDE POE V. SEABORN*, 58 LA. L. REV. 73, 75 (1997).
- CHECK TABLE T.14 FOR LAW REVIEW ABBREVIATIONS.



BASICS *→* *ID.*

- *ID.* IS ALWAYS ITALICIZED AND FOLLOWED BY A PERIOD.
- THERE IS NO LIMIT ON THE NUMBER OF *ID.*'S YOU CAN HAVE IN A ROW.
- *ID.* CAN BE USED TO REFER TO:
 - *THE IMMEDIATELY PRECEDING SOURCE IN THE SAME FOOTNOTE; AND*
 - *THE SOURCE IN THE IMMEDIATELY PRECEDING FOOTNOTE IF THERE IS ONLY ONE SOURCE.*

BASICS – *SUPRA*/HEREINAFTER

- *SUPRA* IS USED TO REFER BACK TO A SOURCE CITED IN A PREVIOUS FOOTNOTE.

¹ SUSAN KALINKA, *TAXATION OF COMMUNITY INCOME*, 58 LA. L. REV. 73, 75 (1997).

²¹ KALINKA, *SUPRA* NOTE 1, AT 77.

BASICS – *SUPRA*/HEREINAFTER

- HEREINAFTER IS USED WHERE THE NORMAL *SUPRA* FORM WOULD BE CONFUSING (I.E. WHERE THERE ARE MORE THAN ONE ARTICLES CITED BY THE SAME AUTHOR.)

¹ EDWARD B. ROCK, *THE LOGIC AND (UNCERTAIN) SIGNIFICANCE OF INSTITUTIONAL SHAREHOLDER ACTIVISM*, 79 GEO. L.J. 445 (1991) [HEREINAFTER ROCK, *SHAREHOLDER ACTIVISM*]; EDWARD B. ROCK, *SAINTS AND SINNERS: HOW DOES DELAWARE CORPORATE LAW WORK?*, 44 UCLA L. REV. 1009, 1016-17 (1997) [HEREINAFTER ROCK, *SAINTS AND SINNERS*].

³ ROCK, *SAINTS AND SINNERS*, *SUPRA* NOTE 2, AT 1019.

⁴ ROCK, *SHAREHOLDER ACTIVISM*, *SUPRA* NOTE 1.



BASICS + QUOTATIONS

- BLOCK QUOTES – 50 OR MORE WORDS
- CHANGES FROM ORIGINAL SHOULD BE ENCLOSED IN BRACKETS.
 - “[M]Y NAME IS . . .”
- ELLIPSES DESIGNATE DELETED MATERIAL.
 - “THE RAIN . . . FELL MAINLY IN THE PLAIN.”
- PUNCTUATION GOES INSIDE THE QUOTATION MARKS, FOOTNOTE NUMBERS GO OUTSIDE.
 - .”²⁴

BASICS – CITING MULTIPLE PAGES

- CITATIONS TO MULTIPLE PAGES SHOULD RETAIN ONLY THE LAST TWO DIGITS, WHEN THE BEGINNING DIGITS ARE THE SAME.
 - 115-119 BECOMES 115-19
 - BUT 115-202.

THIS RULE DOES NOT APPLY TO STATUTE NUMBERS OR CODE NUMBERS, ONLY PAGES.