<table>
<thead>
<tr>
<th>Quick Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cases</strong></td>
</tr>
</tbody>
</table>
Citecheck: Process and Duties

I. Receive Article

A. The Executive Editor (Thomas Kondro) will put up all of the articles and footnote assignments on the Journal’s TWEN Website on the specified date.

B. READ THE ENTIRE ARTICLE

i. Do not simply read your assigned section. You MUST have a feel for the entire article as a whole to better understand your assigned section.

II. Check Source Availability

A. Review all assigned footnotes as soon as possible in case you have to request any of the sources from other libraries.

i. Consider the potential difficulty of locating each source.

ii. Check online (Merlin, Westlaw, Lexis, HeinOnline, etc.) to see if sources are readily available or if they must be ordered through inter-library loan (ILL)

1. ILL can take over a week to deliver an item, so do this quickly to ensure that you complete your assignment on time.

iii. Use the Law Librarians’ expertise; they are very helpful in locating hard to find sources.

III. Collect Sources

A. Collect each source that is cited in your assigned footnotes.

i. Prioritize your searches by anticipated level of difficulty. We suggest the following order:

1. Paper/printed copy

a. Via Interlibrary Loan

i. NOTE: It may be necessary for you to visit other libraries, including Wash U., UMSL, etc., if there is insufficient time to procure the source through interlibrary loan.

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2 Each of the different types of sources in the Style Guide also contain helpful information on locating and printing/copying the different types of sources.
b. From SLU Libraries – Law, Pius, Health Sciences, etc.

2. Westlaw, Lexis, LoisLaw, FindLaw, HeinOnline, etc.

3. Websites
   a. Sometimes it is easiest to find a source using Google or Yahoo.
   b. CAUTION: Always make sure the source you find is the original image of the source.

B. Collect the following information from each source:
   i. **Books:** check out the book and photocopy the following
      1. Cover page and publisher/copyright information
      2. Table of Contents (if the ToC is ten pages or less)
      3. Cited pages AND pages with the endnotes corresponding to those pages.
         a. Make sure the copies show the book’s page numbers
   ii. **Magazine and journal articles, cited work in a book of compiled works, etc.:**
      1. Cover page of magazine/journal/book and publisher information
      2. Table of Contents
      3. Entire article/source, not just the cited section
         a. Make sure the copies show the page numbers

IV. **Your search for sources must be EXHAUSTIVE**
   A. Search every place you can think of for a source. Resources that you are expected to use include, but are not limited to, the following:
      i. SLU’s library catalog (http://libcat.slu.edu/)
      ii. MOBIUS and WorldCat
      iii. Lexis, Westlaw, FindLaw, HeinOnline, Yahoo!, Google, Google Scholar
      iv. SLU’s Reference Librarians
v. The law library website has a tool that locates full-text e-journal articles, which is helpful in finding periodicals. The link is http://www.slu.edu/libraries/pius/elecreso/ftjournals.html

B. If you cannot locate a source after an exhaustive search, contact your editor for help and advise him or her of every place you looked.

V. Shepardize

A. Cases: When collecting cases you must Shepardize all cases that have negative direct history. Pay attention to the red flags on Westlaw and Lexis, which indicate negative treatment. Shepardize ALL suspect cases, and ascertain why the case was overruled. Notify your editor if the author is citing something that is not good law.

i. Print at least the first page of the case history for cases with negative direct history.

ii. Overruled cases may be okay if:

1. the author is citing an old doctrine to compare it with a newer doctrine also discussed in the article; or

2. the case was overruled on grounds other than the point of law for which it is cited.

B. Statutes: Pay attention to the yellow and red flags on Westlaw and Lexis versions of statutes. Make sure the author is not inadvertently citing a provision of a statute that has been repealed. Also check to make sure the author is citing the most recent version of the statute unless she specifically intends to be citing a prior version.

VI. Locate the cited passage or quote in the source

A. Highlight (in YELLOW) all cited material in the source.

B. Underline (in RED) word by word in the source ONLY the words that the author quoted.

i. Make sure the quote is identical to the source→ Verify correct punctuation, ellipses, brackets, etc.
If the citation should be a quote, make it one.

1. Be sure to check the author’s text. Sometimes the author will neglect to cite a quote. Try to find these and correctly cite them by adding quotation marks to the text and inserting a comment citing the proper pages. Also, notify your editor (see below).

C. **Tab the Source:** Write the corresponding footnote number (in RED) (1) NEXT to the cited material on the source; (2) write our article author’s last name in the upper right corner of the source; (3) underneath where you have written the author’s name write the footnote number that has been cited; and (4) Mark the cited page in the source with a post-it and write the corresponding footnote number on the tab (vertically).

D. **Multiple Citations Within One Footnote:** When multiple citations appear in the same footnote, letter them [A], [B], and [C] accordingly. These should be used even when the subsequent citations are *Id.* The letter should be placed directly after the citation to which it pertains. It should come after the period/semi-colon/comma with no space before it.

**VII. Blank Footnotes**

A. Find the correct source for the material. Often, the author has cited the source of the information somewhere else in the article. If you cannot find the source within previous footnotes, you must find it somewhere else

i. A legitimate alternative source is what it sounds like. It is not a personal webpage. A professional webpage will typically be acceptable. If you are unsure whether a website is acceptable, ask your editor or a member of the editorial board.

ii. **Helpful Tip:** Where the author has cited a source but has not provided a pincite or to check if material for which the author has not provided a source is located in a source you have found on-line, use the “find function” in MSWord, Adobe Acrobat, and Internet browsers (use control F), the “Locate” function in Westlaw, or the “Focus” function in Lexis.

B. **You should NEVER insert a footnote.** If a footnote is needed to support the statement, insert a comment (Insert-Comment) and state that a footnote is needed in the comment. After stating this, bluebook the source that you found and place it in the comment box. Tab your source as “Footnote after X” [where X is the directly preceding footnote.] For consecutive blank footnotes where a source is needed, use Roman numerals. Tab your source as “Footnote after X (i),” “Footnote after X (ii),” etc.
VIII. **Bluebook**

A. Edit all citations in your assigned footnotes (including the citations you add to the blank footnotes) according to the 18th edition of *The Bluebook* and this Style Guide.

   i. Some cites may require using multiple rules from *The Bluebook*.

   ii. For confusing and/or complicated citations please note the Bluebook rule you used to edit the citation.

IX. **Textual Changes**

A. You are responsible for making any corrections that are necessary in the text, including: spelling and grammar mistakes, pointing out any issues with clarity, and suggestions for revisions.

B. Ensure that “Track Changes” is on when making any changes to the text, including adding comments.

C. See the Red Book and Texas Style Guide for guidance.

X. **Paper formatting**

A. You are responsible for formatting the section of the article you are assigned. See page 7 of this style guide for the correct format we use.

XI. **Turn in Your Citecheck**

A. Fill out the “Staff Member Cite-Check Checklist”.

B. Fill out a “Staff Member’s Evaluation of the Cite-Check” sheet for *each* article that you citechecked.

C. Save article as “[Last Name of author] for citecheck – [Your last name, footnotes you were responsible for]” (i.e. “Anderson for citecheck – Miller, 1–40”).

D. Submit the article on TWEN.
Microsoft Word Help (XP Edition)³

***If you are somewhat computer illiterate, feel free to contact Kristin Steinkamp to set up a meeting on how to do any of the following.

Creating A New Shortcut Key

Insert – Symbol – Find the symbol/character you want to make a shortcut for – Press the keys you want to make your shortcut

*Note, look under “currently assigned to” to see if the shortcut key combination is already assigned to a command or other item. You can replace this other shortcut key combination with yours; however, make sure it is not one that you currently use.

SMALL CAPS

Control + Shift + K

Format – Font – Check “Small Caps” under effects

The “En” dash

Insert-Symbol-Special Characters—Double click the en dash symbol.

Suggested shortcut keys to create: Control + Alt + Dash/Hyphen

The “Em” dash

Insert-Symbol-Special Characters—Double click the em dash symbol.

Other option: Type word that will go before the “em” dash. Double click the dash key. Type word that goes after the em dash. Click space bar. The two dashes should become an “em” dash.

The Section “§” symbol

Insert-Symbol-Symbols—Double click “§”

Suggested shortcut keys to create: Control + Alt + S

³ This information is correct for the XP Edition of Microsoft Word. Some items may have changed, however, with newer versions.
The Paragraph “¶” symbol

Insert-Symbol-Symbols—Double click “¶”

Suggested shortcut keys to create: Control + P
INTRODUCTION

The cow jumped over the moon. The cow jumped over the moon. The cow jumped over the moon.

I. HISTORICAL ANALYSIS

A. Landmark Trilogy: First Amendment Rights in the Public School Setting

The cow jumped over the moon. The cow jumped over the moon. The cow jumped over the moon.

B. Hazelwood Applied: Student Speech Stifled

1. Pre-Collegiate Case Law

The cow jumped over the moon. The cow jumped over the moon. The cow jumped over the moon.

2. Collegiate Case Law

The cow jumped over the moon. The cow jumped over the moon. The cow jumped over the moon.

a. Supreme Court Silence

The cow jumped over the moon. The cow jumped over the moon. The cow jumped over the moon.

b. Lower Court Applications and Misapplications of Hazelwood
The cow jumped over the moon. The cow jumped over the moon. The cow jumped over the moon.

CONCLUSION
Frequently Asked Citecheck Questions (aka “Commonly Made Mistakes”)

**IMPORTANT:** Different journals have different rules. Asking someone on Public Law Review or the Journal of Health Law and Policy may not get you the correct answer. Contact your editor or a member of the editorial board (ideally Kristin Steinkamp, the Lead Editor) if you have a citation question that you cannot find the answer to.

1. **Comment Insertion:** If something needs a citation, you should insert a comment where you think something needs to be cited and then cite a source that supports it in the comment box. If you do not find a source, you will probably be asked to find the source later so just do it right away. To tab this source, call it “footnote after X [with X being the footnote directly preceding it in the author’s paper]. NEVER create your own footnote.

2. **Multiple Citations Within One Footnote:** When multiple citations appear in the same footnote, letter them [A], [B], and [C] accordingly. These should be used even when the subsequent citations are *Id.* The letter should be placed directly after the citation to which it pertains. It should come after the period/semi-colon/comma with no space before it.

3. **Parenthetical Sources:** It is your responsibility to find all sources in the footnotes you have been assigned. The only sources that you do not need to find are parenthetical sources that an author uses unless there is a direct quote cited to the parenthetical source.

   Example:

   For the following, you would have to collect *Vacco* but not *Yoffie.* *Vacco* v. *Callanan,* 5555 U.S. 4444, 456 (1980) (quoting *Yoffie* v. *Guymon,* 444 U.S. 555, 555, 567 (1970)).

   For the following you would have to collect *Vacco* AND *Yoffie:* *Vacco* v. *Callanan,* 5555 U.S. 4444, 456 (1980) (quoting *Yoffie* v. *Guymon,* 444 U.S. 555, 555, 567 (1970) (holding that “the worst thing Plaintiff could do in this situation was protest.”)).

4. **Commas for Lists:** You should use the serial comma for lists:

   Example [A], [B], and [C] NOT [A], [B] and [C]

5. **The Period Following Id.:** There should always be a period after the use of an *Id.* or *id.* and that period should always be italicized.

6. **Citing Pages:** When citing a span of pages, eliminate numbers as stated in Rule 3.2 (p. 59). Keep at least the last two digits.

   Example: 1065–69 and 335–37 is okay BUT NOT 34–5.
7. **En Dash for Number Spans:** An “en” dash should *always* be used for all span of numbers. This will usually come up when you are citing consecutive page numbers in a footnote.

   E.g. *Id.* at 320–21.

8. **Em Dash for Textual Material:** An “em” dash is used in textual material instead of en dashes, with no space before or after it.

   E.g. He was a short man—albeit one with a dominant presence—who had a smile that draws you in.

9. **Journal Article Page Numbers:** When citing a law review article’s first page, cite page 1 in the general article citation, then page 1 again for the pincite. In doing a full cite of a journal article, always give the first page that the article appears on followed by a comma and then the pincite unless there is no pincite to be given (i.e. the full article is being cited).


10. **Book and Newspaper Page Numbers:** When citing a book, do not put the first page of the book in the footnote. Only use the pincite. When citing a newspaper article, only cite the first page on which the article appears, even if the cited text actually appears on a later page.


11. **Citing a Footnote or Endnote:** When citing to the footnote or endnote of a case, article, etc., follow Rules 3.2(b)–(c) on page 60 of *The Bluebook*.

12. **Citing to specific sections and paragraphs:** When citing to a section or paragraph, use the § symbol and the ¶ symbol and follow Rule 3.3 (p. 61). When using *id.* to cite to a different section or paragraph from the same source as the directly preceding footnote, do the following: *Id.* § [section number]. Examples of this appear in Rule 4.1 (p. 64). See Rule 6.2(c) (p. 74) for how to use these within the text of the article.

13. **Internal cross-references (Supra and Infra):** *Supra* refers to material that has already appeared in the article. *Infra* refers to material that appears later in the piece. If a footnote says “See supra ###–### and accompanying text,” go to those footnotes and the text that those footnotes referred to and make sure that whatever is in the text is what your part of the text says. You do not need to collect any source for that footnote as long as the accompanying text is what your text says. If your footnote says just “See Supra” to a specific footnote(s) without the words "accompanying text," collect that source, tab and highlight it to make sure your text is correct.
14. **Works in a Collection:** When citing a work in a collection and using the words “in” or “reprinted in,” italicize them. Also, italicize the words “available at,” or “at”.


15. **Citing an Introduction, Preface, Forward, or Epilogue:** When citing to a preface, foreword, introduction or epilogue by someone other than the authors, the word “introduction” should be italicized (Rule 15.6).


16. **Words Italicized in a Title:** Words or phrases in the title of a book or an article that are italicized in the original should be italicized in the footnote.

17. **Abbreviations:** ALWAYS check to make sure that a word in a case name does not need to be abbreviated. Rule 6.1 (p. 72) lists what tables give you which abbreviations.

18. **Numerals:** Numbers zero to ninety-nine should be spelled out; use numerals for larger numbers. However, any number that begins a sentence must be spelled out. When writing a series of numbers that contain some less than and some more than 100, use numerals for all. Use numerals when repeatedly citing to percentages or dollar amounts. (Percentage and dollar amount signs should be used when numerals are used but spelled out when the numbers are spelled out.) Use numerals when referring to sections or other subdivisions. Use a comma to separate groups of three digits if you have a number with five or more digits (e.g., 1547 but 15,470).

19. **Non-English Words:** Italicize non-English words or phrases unless they have been incorporated into common English usage. Latin words or phrases commonly used in legal writing should not be italicized unless they are very long, obsolete or uncommon Latin phrases. See Rule 7(b) (p. 75) for examples of phrases that should and should not be italicized.

20. **Capitalization:** Capitalization rules appear in Rule 8 (p. 76). Importantly, notice that the word “court” should only be capitalized when referring to any court in full (e.g. Court of Appeals for the Fifth Circuit) or when referring to the United States Supreme Court.
21. **Consecutive Ids:** Only four *Id.* footnotes may appear consecutively. A fifth footnote citing to the same source should use the appropriate short form of the citation. Note: No matter how many *ids* appear in a single footnote, that footnote only counts as one *id.* for the purposes of this rule.

E.g. ¹ Smith v. Doe, 191 F.2d 5, 7 (1st Cir. 1992).

² *Id.*
³ *Id.*
⁴ *Id.*
⁵ *Id.*
⁶ *Smith*, 191 F.2d at 7.

22. **Five-footnote rule on Short-Form:** If you are citing to a case (BB Rule 10.9), statute (BB Rule 12.9), legislative material (BB Rule 13.7), or regulation (BB Rule 14.10), check to see if it has been cited anywhere in the preceding five footnotes (including in a (citing) or (quoting) parenthetical or any short form citation including *id.*). If it has, then use a short form citation to refer to it. If it has not, then use a full citation to cite to it. When counting footnotes for the purposes of this rule, count all five of the preceding footnotes. For example, if the case in question is in note 49, references in notes 44–48 count for purposes of the rule.

23. **Supra:** If the source is not a sources to which the five footnote rule applies, then use *supra* to refer back to it (law review articles, other periodicals, legislative hearings, books, treaties and international agreements, regulations, internal cross-references, and other sources listed in Rule 4.2(a) all use *supra*). *Always use the same typeface* for an author’s name that appeared in the referenced footnote, so if the source is a book, the author’s name will appear in **SMALL CAPS** in all *supra* footnotes.


For additional examples, see Rule 4.2(a) (p. 66).
Signals

1. Ideally, you do not want to use a signal for the primary source you are citing to state a proposition. If you do not have a source that directly states a proposition, then try to find a source for which you can use a “see” cite (an authority that clearly supports, but does not directly state, the proposition).

2. **Signals as verbs**: When signals are used as verbs, they should be spelled out (not abbreviated) and not italicized. Include material that would otherwise be included in a parenthetical explanation as part of the sentence itself. “Cf.” becomes “compare” and “e.g.” becomes “for example.”

   Example:

   For a more in-depth discussion of this issue, see, for example, Thomas Windom, *Mobile Actually Does Have Paved Roads*, 70 U. Fla. L. Rev. 223 (2000).

3. **Compare**: If using the signal “compare,” it must always be followed by “with” somewhere in the citation.

4. **E.g.**: Use “E.g.” with another signal by putting the other signal, a comma, and then “e.g.”

   Example: See, e.g., or But see, e.g.,

5. **See generally**: If you have to use a “see generally” cite, use a parenthetical explanation to show why the source is relevant. *See generally* is only used to denote that a source provides helpful background information on the point of issue, rather than to cite “generally” to an entire source.

6. **Order of Multiple Signals**: When using multiple signals, the order of signals should follow the order the signals are laid out on page 46 of *The Bluebook* [No signal, E.g., Accord, See, See also, Cf., Contra, But see, But cf., See generally]. Signals of the same basic type (supportive, comparative, contradictory, or background) should be strung together in one citation sentence and separated by semicolons. Signals of different types should be separated in different citation sentences.

7. **Order of Authorities within Each Signal**: Unless one authority is considerably more helpful or authoritative than the other authorities within the signal (in which case it should be listed first), the order of authorities should follow the list in Rule 1.4 (page 48 of *The Bluebook*).

   Note: When you have multiple authors, put law review articles (or whatever) in alphabetical order by the author’s last name. If there is more than one by the same author, then use alphabetical order by title for that author’s articles (without considering “the” or “a” in alphabetizing).
Parenthetical Information

1. **Format:** Unless exceptional circumstances dictate otherwise, all parentheticals should conform to one of the following formats (Rule 1.5, p. 51):

   a) A clause beginning with a participle (providing a paraphrased explanation of the source’s meaning)

   Example: *See also* JULIANA CHEN, HOW I LEARNED TO STOP WORRYING AND LOVE THE BLUEBOOK 543 (1995) (discussing the relative merits of the Bluebook’s 16th and 17th edition rules for the use of “see”).

   b) A noun or noun phrase should generally only be used when the source’s general relevance has already been explained

   Example: Trivia contestants typically become famous for their knowledge in one particular arcane specialty. *See, e.g.*, Adam Frey, RECORD FLIGHTS OF BIRDS, 18 J.L. SOC’y 223 (1985) (chickens); Kevin S. Donohue, HOW MANY LICKS DOES IT TAKE TO GET TO THE CENTER OF A TOOTSIE ROLL POP?, 25 ATOM. ENERGY L.J. 164 (1989) (candy).

   c) A quoted sentence from the source; the final punctuation from the quoted sentence should be included in the parenthetical

   Example: *Cf.* Robert Williams, Stephen Piepgrass: The Man, the Myth, the Legend 46 (2000) (“Everything in this world improves: Swedish matches, operettas, locomotives, French wines, and human relations.”).

   d) The word “same” or “similar” if the source is part of a string cite and the first source after the signal has a full parenthetical.

   Example: See, e.g., Kristi O’Malley, YOU MAKE THE WORLD TASTE BETTER, 90 Harv. L. Rev. 627 (1988) (arguing that Diet Dr. Pepper does taste more like regular Dr. Pepper); Elissa Port, BE A PEPPER, 92 YALE L.J. 573 (1999) (same).

2. **Multiple Parentheticals:** When a citation requires multiple parentheticals, place them in the following order and insert a space between parentheticals: (date) [hereinafter some short name] (en banc) (Lastname, J., concurring) (plurality opinion) (per curiam) (alteration in original) (emphasis added) (footnote omitted) (citations omitted) (quoting another source) (internal quotation marks omitted) (citing another source), available at [http://www.domainname.com](http://www.domainname.com) (explanatory parenthetical).

   In direct citations to internet sources, the “hereinafter” parenthetical should immediately follow the URL or, if there is one, the “last visited” parenthetical.
Explanations on how to cite quotations begin with Rule 5.1 on p. 68 of *The Bluebook*. The following contains the major items you will have to work around in conducting a citecheck.

1. **Block Quotes:** Quotations which are longer than fifty words should be indented .5" on the left and the right without quotation mark and be single-spaced. The footnote should be placed after the final punctuation of the quotation. This also applies to footnotes.

2. **Changing the Case of a Letter:** When a letter must be changed from upper to lower case or vice-versa, enclose it in brackets. This includes omissions at the beginning of a quote sentence. In that case, capitalize the first letter of the quoted language and place it in brackets if it is not already capitalized.

   Example: “[W]hales are large.”

3. **Mistakes in the Original Quotation:** Mistakes in the original, such as spelling or grammar, should be followed by “[sic]”. Sometimes, especially in older sources, there will be nonstandard spelling and usage, and the [sic] should be left out. If you do not insert a [sic] for this reason, insert a comment noting your decision not to insert a [sic].

4. **Quotation within a Quotation:** Whenever possible, a quotation within a quotation should be attributed to its original source using a parenthetical. For an example, see Rule 5.2(e) (p. 70).

5. **Omission of a Word or Words (Ellipses):** Omission of a word or words is usually indicated with the insertion of an ellipse (*three periods separated by spaces with spaces before and after the last period as well*). This is not the ellipse that MSWord default creates. If the middle or the end of a sentence is being omitted, use an ellipse. When you are omitting a sentence or more between other sentences you are quoting, there should be four periods: one for the end of the sentence and three for the ellipse.

6. **Omission of a Footnote or Citation:** If you omit a footnote or a citation, do not use an ellipse. Instead, insert a parenthetical phrase immediately following the citation to the quoted source: (footnote omitted) or (citation omitted).

7. **Placement of Punctuation Marks:** Place commas and periods inside quotation marks; place other punctuation marks inside the quotation marks only if they are part of the original text.

8. **Questionable Quotations:** It is often unclear whether something should be in quotation marks with ellipses, etc. or whether it just needs a citation. If you are unsure, use quotation marks. Ask an editorial board member as well.
Cases

Information and examples of how to cite cases is contained in Rule 10 (beginning on p. 79).

Cases **must be in PDF form** from the relevant reporter if available from Westlaw or the SLU Law Library. Lexis does *not* have the reporter image, so **do not print cases from Lexis**. All cases should be Shepardized, particularly if the case has a red flag.

1. Case names should always be abbreviated in footnotes if possible. Use Table T.6 (p. 335) to determine if a word in a case name should be abbreviated. Use Table T.10 (p. 342) to determine if a geographical unit in a case name should be abbreviated.

2. Case names should *never* be italicized as part of a full citation unless italicizing a procedural phrase (see #6 below).

3. Case names should *always* be italicized as part of a short citation.

4. Case names should be italicized if mentioned in the text of the article.

5. The phrases “on the relation of,” “for the use of,” “on behalf of,” “as next friend of,” and similar expressions should be abbreviated as “*ex rel*”. The phrases “in the matter of,” “petition of,” “application of,” and similar expressions should be abbreviated “*In re*”. These phrases and other procedural phrases should always be italicized regardless of whether the rest of the case name is italicized.

6. Omit words such as “State of,” “Commonwealth of,” and “People of,” except when citing decisions of courts of that state, in which case, use only “State,” “Commonwealth,” and “People.”

7. Always cite to the relevant regional reporter (rather than official state reporters, etc.) if the case can be found there. If it has not been published by a regional reporter, cite to it as indicated in Rule 10.3.1(b) (p. 87).

8. When citing to United States courts of appeals for numbered circuits, the second circuit should always be “2d Cir.” and the third circuit “3d Cir.” The “th” in the other circuits should never be superscripted. Further, we **do not use ANY superscript**, so if you see superscript somewhere, please change it to regular font.

9. Information regarding the weight of the authority may be added in a separate parenthetical phrase following the date of the decision. Also use a parenthetical to indicate that the case is cited for a proposition that is not the clear holding of a majority of the court.


*Id.* at 122 (Stevens, J., concurring).
10. Parenthetical phrases should be placed in order according to Rule 10.6.3 (p. 92) (see p. 12 of this guide).

11. When a case is unreported but available in a separately printed slip opinion, give the docket number, the court and the full date of the most recent major disposition of the case. See Rule 10.8.1 (p. 95) for examples.

12. Tax Court and Board of Tax Appeals decisions should be cited as laid out in Rule 14.5.3 (p. 126).

13. Examples of how to cite cases that only have Westlaw and LEXIS citations can be found in Rule 18.1.1 (p. 151-53). Always cite to Westlaw if it is available.

14. For Supreme Court cases, always cite to the United States Reports, if available, not the Supreme Court reporter:

Constitutions and Statutes

The explanation on how to cite constitutions is contained in Rule 11 (p.80). The explanation on how to cite statutes is contained in Rule 12 (beginning on p. 101).

Online sources, including Westlaw and LEXIS, should not be used to find copies of constitutions or statutes. Copy the title page and copyright page of the statute book in which the specific provision cited is found. Then, copy the entire specific statutory provision (or constitutional article) if possible. However, if the statutory provision is really long, you may copy just the beginning of the statutory provision within which the specific subsection is contained and the actual pages that reference the author’s request (along with the title and copyright page of the statute book).

1. **Constitutions:** See page 100 on how to cite to the U.S. Constitution and state constitutions. A short form citation other than id. should never be used for constitutions.

2. **Statutes:** See pages 101 and 102 on how to cite to statutes in general. Page 113 gives examples of how to cite short forms of statutes and how to cite statutes in the text of the article.

3. **Year Cited:** For statutes, the year cited should always be the date of the code edition cited. For the U.S. Code this will generally be 2000, unless the statute has been modified since then or if the statute being cited has been repealed (see Rule 12.2.1(b) (p. 102)). To make sure it has not been modified, always check the supplements available in the library with the code. If citing to the supplement, indicate this in the year parenthetical (see Rule 12.3.2 (p. 105)).

4. When a statute is first named in the text of the article, put a footnote immediately after the statute’s name with a full citation in the footnote.

5. There should be a space before and after the “§” symbol.

6. Cite current or uniform rules of evidence or procedure in large and small capitals without any date as indicated in Rule 12.8.3 (p. 110).

7. Model codes, restatements, standards and sentencing guidelines should be cited according to Rule 12.8.5 (p.111).

8. Never cite to “et. seq.” for statutes. Rather, cite the entire span of numbers. Because of this, copy the entire span of numbers you are citing! If it seems ridiculously long, ask an editorial board member if you need to copy the whole thing. (Note: You most likely will have to copy the whole thing, but there may be some exceptions).

Legislative, Administrative, and Executive Materials

Legislative and administrative and executive materials must either be copied from the library or found in PDF form. You cannot print this directly from Westlaw or LEXIS. Hein Online provides some options. http://fdsys.gpo.gov/fdsys/search/home.action contains PDFs to several different types of government documents, including presidential documents, hearings, public laws, etc. Other than that, you will have to find them in the library. If you are trying to find legislative history, I would recommend you find it online first (especially if the author did not give you a pinpoint cite), and then get it from the library. Ask a reference librarian in the law library how to find it once you have a cite for it.
Legislative Materials

The explanation of how to cite legislative materials is in Rule 13 (beginning on p. 114).

1. Basic citation forms for legislative materials can be found on pages 114–15. Basic short forms can be found in Rule 13.7 (p. 119).

2. Always identify the speaker for any citation to a hearing or a debate.
**Administrative and Executive Materials**

The explanation of how to cite administrative and executive materials is in Rule 14 (beginning on p. 120). Citations of these, especially administrative materials, can often prove to be difficult when Journal members have not had administrative law previously. Please see an editorial board member with questions.

1. Basic citation forms for administrative and executive materials can be found on page 120. Short forms of regulations and how to refer to regulations in the text of the article can be found in Rule 14.10 (pp. 128–29).

2. Always cite to the Code of Federal Regulations (CFR), not the Federal Register, if the information has been placed in the CFR.

3. When citing to an administrative decision, always cite to the official reporter of the agency if the opinion appears therein. If the opinion is not in the official reporter, cite to the official release or slip opinion.
Books, Reports, and Other Nonperiodic Materials

The explanation of how to cite books, reports, and other nonperiodic materials is in Rule 15 (beginning on p. 129).

For these items, check out the entire book, report, or other nonperiodic material from a library and place it on that author’s shelf in the journal office. Also, copy the title page (page including the title, author/editor, publisher, etc.), the copyright page, and the relevant pages/ portions of the book that the author cites to. Also, make sure to copy any endnotes at the end of the book that correspond to the page numbers you have copied.

1. Basic citation forms for these materials can be found on page 129.

2. *Id.* or *supra* should always be used to short cite to these materials.

3. When there are more than two authors, cite the first author’s name followed by “ET AL.”

4. Always place a comma after the abbreviation of “editor” to “ed.” but never a comma after the abbreviation of “edition” to “ed.”

5. Only include the publisher if there were multiple editions by different publishers (Rule 15.4(a)(iii)).

6. *The Bluebook* does not give any examples of citations in which the edition, the publisher, and the date are all indicated, or in which just an editor and an edition are indicated. The following are good examples (thanks to the Virginia Journal of International Law):


7. When citing to the shorter work in a collection (Rule 15.5, p. 133), always indicate the page on which a shorter work in a collection begins as well as any pages on which specific material appears. If the specific material appears on the page in which shorter work begins, cite the page number twice.

Periodical Materials

The explanation of how to cite periodical materials is contained in Rule 16 (beginning on page 138).

In general, print or copy the entire periodic article. In addition, produce the title and copyright page for the particular issue you are using. (This is not usually necessary for Hein Online journal articles as this information is usually included on the first page of the article.) Always try to get the PDF version.

Law journal articles can usually be found on Hein Online in PDF. If not, then check the SLU library and Wash U library to see if they have a hard copy that you can copy. Another option is to check the website of the law school that published the volume in which the article appeared. They will often have links to some of their more recent articles. You can also try to request the volume in which the article appears through Mobius. For non-legal journal articles, try to find the source on one of SLU’s article databases. To do this, go to the Journal page on the SLU Library website and search for the journal that the article is in. It will tell you which databases have the journal and which years they carry of that journal. (Note: there are times when the years indicated are not correct, so feel free to explore this further.) JSTOR is another good resource for academic journals, especially ones in social sciences including economics, finance, history, sociology, and many areas.

Newspapers and magazines can often be found in Pius, the main SLU (“undergrad”) library; these are often on microfiche. If you cannot find it through any of these libraries you will usually have to request it through Interlibrary Loan. If you do not know how to do this, contact Kristin Steinkamp and she will show you. Be aware that Interlibrary Loan requests can often take a long time. When you first receive a citecheck, examine all of the sources that are cited and try to figure out if you will need to request any through Interlibrary Loan and request these immediately.

If you are looking for a New York Times article prior to 2006, go to the SLU Law Library web page and click on “E-Journal Portal.” Type in “New York Times.” Then select “ProQuest Historical Newspapers.” From ProQuest, you can usually get photo images of the article.

Staff members not familiar with these library systems often have trouble locating some of these sources at first. Feel free to contact Kristin Steinkamp at any time for assistance with this.

NOTE: If you need to make copies at the Main SLU library or at WashU, ask for the Journal’s copy card. There are only two of these available, so you should only get the copy card for the day you need it and then return it immediately. If you do not do this, you will have to pay for the copies yourself and you will not be reimbursed.

1. Basic citation forms for periodical materials appears on page 138. Note that law review articles, magazines and newspaper articles are all cited differently. Also, note that under the examples, the rules which contain other specific periodicals are given. Use this to determine
what type of citation you should use for periodicals. A common mistake is for people to cite all periodicals the same.

2. Examples of short citation forms appear in Rule 16.7 (p. 146). Note that periodicals use supra and id. to refer back to previously cited works.

3. Remember that except for newspapers (where you always just cite the first page of the article regardless), always indicate the page on which the article you are citing begins along with the pinpoint cite. If the pinpoint cite is the page on which the article begins, list the number twice.

4. Periodicals, especially journal articles, are almost always abbreviated. Tables T.10 (p. 342) and T.13 (p. 349) show how these abbreviations should be done.

5. Consecutively paginated and nonconsecutively paginated journals and magazines are cited differently. For example, nonconsecutively paginated journals generally include the month or season of this issue, whereas consecutively paginated journals do not. Rules 16.3 and 16.4 (p. 140) show you the differences.

6. Student written law review articles are cited differently than other law review articles. Rule 16.6.2 shows you how to cite to student articles. Journal members often miss that the article is student-written when they are checking footnotes; be sure to be on the look out for this every time a law journal article is cited.
Unpublished and Forthcoming Sources

The explanation on how to cite these materials appears in Rule 17 (beginning on p. 147). In general, you should copy the entire source. If this appears to be unreasonable, contact an editorial board member for his/her opinion.

1. Unpublished sources have very unique ways to cite them. It is important to refer to The Bluebook and try to determine what type of source you are using. If you have a source that does not fit any of the models given, contact an editorial board member. Tell other people who are cite-checking the same article how you will be citing that source so that there is consistency.

2. When citing forthcoming sources, you will generally cite the source as you would if it had been published with the words “(forthcoming X)” in place of the year the source is published.

3. Rule 17.3 (p. 150) shows how to cite a source that is a work in progress and available on the internet.

4. Examples of short citations are available in Rule 17.4 (p. 150). As you will see, there are no hard and fast rules for this. Rather, find the short citation that matches your type and copy it from The Bluebook’s example. Again, contact an editorial board member with questions.
Electronic Media and Other Nonprint Resources

These sources can be found in Rule 18 (beginning on page 151). It is generally advisable to print the entire source, ideally in a PDF form.

NOTE: You should only use these sources if there is no other option. Further, you should only use “reputable” websites. If your editor determines the website you find is not very trustworthy, he or she may require you to find a different source. If the website you find may not be the best, try to find one or two more that state the same thing and use all of them to show that the idea has more backing than an unauthoritative website.

1. If the source is available via traditional sources (e.g. not just the Internet), you must cite to the traditional source, followed by “, available at [web address].” Note, however, that if it is available via a traditional source, you must have it approved by a member of the editorial board as to why you could not collect the traditional source. You should do this even if the author of the article you are cite-checking used the internet source.

2. When you are citing directly to the Internet source and putting in the “date accessed,” update the “date accessed” date to the date that you accessed the source.
International Materials

These sources can be found in Rule 21 (beginning on page 168). For copying purposes, treat these as you would treat United States legislative, executive or administrative materials. (For international statutes follow the copying rule for U.S. statutes, etc.) However, if this does not seem appropriate, please contact a member of the editorial board or your editor and ask for advice. If we make a decision that varies from what is normally done with U.S. materials, we will let all of the staff know.

When trying to locate an international source, The Bluebook can be very helpful. Beginning on p. 243 (Table T.2), The Bluebook lists virtually every country and what source should be used when citing to their materials. For many countries, it also lists the country’s government website or other website that contains the documents. Again, you should always try to have a PDF or actual copy of the document. The reference librarians can be very helpful for this. Table T.3 (beginning p. 332) provides what sources should be used when citing to the documents of intergovernmental organizations, such as the United Nations. Table T.4 (p. 334) lists what sources should be used when citing to treaties and Table T.5 (p. 335) lists what sources should when citing to international arbitrations.

1. When citing an international source, start with the basic citation forms laid out on pp. 168–169. They provide examples of (a) treatises and other international agreements; (b) international law cases; (c) international arbitrations; (d) United Nations materials; (e) European Union materials; and (f) World Trade Organization materials. Also, they direct you to the specific rule underneath Rule 21 that provides further explanation for each of these materials. In general, when citing to an international source, go through each section of the cite step-by-step as carefully as possible, following each individual part of The Bluebook that corresponds with that step. Please do not be afraid to ask for guidance.

2. When using short citation forms, follow Rule 21.12 (p. 191). Treaties and other international agreements use id. and supra short citation forms and thus the 5 footnote rule does not apply.

3. For treaties, you should always use the English-language version of a treaty name when possible. Rule 20.2.2. explains how to treat treaties whose names are not in English (p. 164).

4. The first citation of a treaty should always contain its full name, including both its form and its subject matter (Rule 21.4.1(a), p. 171). However, if a treaty’s name is very long, or if the treaty is commonly known by a popular name, the first citation to the treaty should end with a “hereinafter” short form citation to be used in all subsequent citations. The typeface of the short-form citation should be the same as the original.

Example:


... 

10 EC Treaty, supra note 4, art. 177.