Cite-checking & ILL Guidelines

Legal Research Center

University of San Diego
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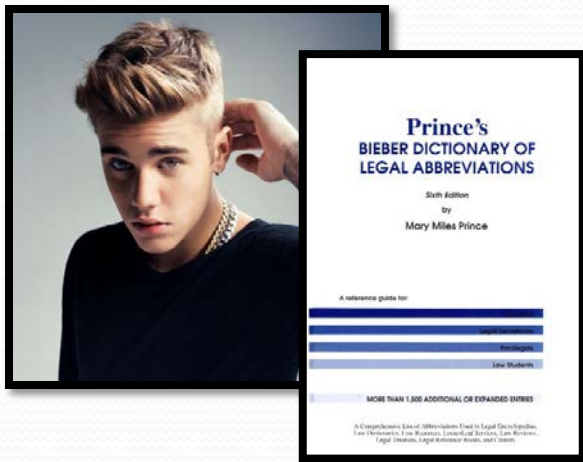Pardee Legal Research Center

What we will cover

- Preliminary steps for unclear, incomplete, or incorrect citations.

- Finding Sources
  - Books
  - News articles
  - Journal articles
  - Federal materials

- LRC Interlibrary Loan Procedures for Cite-Checkers

http://www.sandiego.edu/law/library/student-resources/law-reviews/cite-checking-steps.php

Preliminary Steps for Unclear, Incomplete or Incorrect Citations

Preliminary Steps for Unclear, Incomplete or Incorrect Citations

- Bieber Dictionary of Legal Abbreviations
  LRC Ref. Desk & Ref. KF 246 .P74

- Bluebook, Table 1 (p. 233) and Table 2 (p. 307)
  LRC Reserve Room KF245 .U58 2015

EXAMPLE: Ngaire Naffine, *How Religion Constrains Law and the Idea of Choice,* 30 A.L.R. 15 (2009)

A.L.R. = Adelaide Law Review
American Law Reports
Alberta Law Reports
American Law Register

Preliminary Steps for Unclear, Incomplete or Incorrect Citations

Databases can be particular. A misspelled author's name or title word can throw off the entire search.

- **Example:** Alexander Gillispie, The Limitations of International Environmental Law: Military Necessity v. Conservation, 32 Colo. J. Int'l Envtl. L. & Pol'y 1.

- **Actual Citation:** Alexander Gillespie, The Limits of International Environmental Law: Military Necessity v. Conservation, 23 Colo. J. Int'l Envtl. L. & Pol'y 1.

Preliminary Steps for Unclear, Incomplete or Incorrect Citations

Search online– Try searching variations on the information you have

- Look for author's CV listing published works or someone else's citation to the source you need.

- Record as much information as you can, even if Bluebook citation does not call for it.

- Look for a PDF copy of the original source document online.

Preliminary Steps for Unclear, Incomplete or Incorrect Citations

Westlaw & Lexis – Useful if you do not have an exact citation for an article and were not able to figure it out using Google
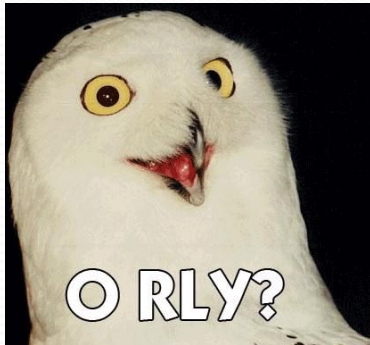
- Search using field restrictors (author, title) with whatever reliable information you do have.

- Keep in mind, documents are generally not in PDF and therefore not acceptable for cite-checking.

Finding Sources

Finding Sources: Books

USD Library Catalog	Search by title, author or keyword for books at the LRC and Copley Library
Circuit	Books from SDSU, UCSD, Cal State San Marcos and the San Diego County & City Public Libraries
Other regional libraries	Check catalogs for Thomas Jefferson, Cal Western and San Diego County Public Law Library (not part of Circuit)
Google Books	Scanned PDF pages of many books are searchable in Google Books
HathiTrust	Scanned PDF pages of many books – access depends on whether work is covered by copyright
WorldCat	Worldwide catalog includes records for almost all books and periodicals
ILL Request	If you are unable to locate a book using methods above, submit an ILL using the LRC's online form

Finding Sources: News Articles

Most libraries retain only the *most recent* newspaper issues. For older articles, you will likely have to use microform or an electronic copy.

- Check for microform availability locally. Search the USD library catalog, Circuit and regional library catalogs for the newspaper title.

- Some newspaper websites have archived PDFs of older articles. Check Lexis for an HTML copy.

- ILL – If the article is not available locally in print, microform or electronically, submit an ILL request.

Finding Sources: Journal Articles

- Search the USD library catalog – Search for journal title. The catalog record will indicate if the journal is available in print or electronically at the LRC or Copley.

- Circuit & regional libraries – Journal articles are not delivered via the Circuit, but you can visit those libraries.

- Search the web to see if there is an acceptable PDF.

- ILL – If the article is not available locally in print, microform or electronically, submit an ILL request.

🏠 > Legal Research Center

Legal Research Center

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Welcome to the Pardee Legal Research Center (LRC). In addition to a fine collection of books, the library offers computer research services, a very strong microforms and documents collection and generous space for work and study. The library is open seven days a week. Professional reference service is available during a majority of the library's operating hours.

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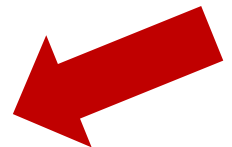
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MOBILE APP (ANDROID)

HRDO - Human Rights Documents Online

Access to over 40,000 documents from 483 organizations collected by the unofficial depository, Human Rights Internet, are now available online

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Coming Soon: Enhanced HeinOnline Interface

You may have heard that HeinOnline is in the midst of an interface enhancement. We're excited to announce that it will be ready to launch later this summer!

Much of the user-friendly functionality of the current interface will remain the same, but we will be improving some major features. For instance, the site will become responsive to changes in screen size and therefore will be more mobile-friendly. The appearance will be streamlined and

Finding Sources: Journal Articles

Finding Sources: Federal Materials

- **Federal Digital System**
  https://www.gpo.gov/fdsys/
  Free access to PDF copies of official publications from all three branches of the Federal Government. Includes CFR, Federal Register, Daily & Weekly Compilations of Presidential Documents, and many other publications.

Finding Sources: Federal Materials

- **ProQuest Congressional Publications**
  http://www.sandiego.edu/law/library/find-resources/research-databases/alphabetical.php?letter=c
  CIS Legislative Histories; House & Senate Reports, Hearings & Documents; Congressional Research Service (CRS) Reports; Committee Prints & more.

- **ProQuest Legislative Insight**
  http://www.sandiego.edu/law/library/find-resources/research-databases/alphabetical.php?letter=l
  Legislative histories covering laws from 1929 to the present.

Interlibrary Loan (ILL)

Interlibrary Loan Reminders

- Exhaust all other avenues and check with your editor before submitting an ILL request.

- The ILL process can take 2 weeks +. Request items well before your deadline.

Interlibrary Loan Reminders

- Copies tend to arrive more quickly than books. If you need only a chapter or selected pages, consider requesting a copy rather than a loan.

- Use the TWEN page regularly to look for and post notices about sources that have been requested via ILL.

- Fill out the online ILL form [here](#).

ILLiad: LRC Interlibrary Loan

Complete your registration information and click submit.

Non-law users click here.

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*Last Name

*Library Barcode

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*Pickup Location   LRC ▼

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List the full names of anyone you wish to be allowed to pick up your ILL items.

Submit Information   **Cancel - Exit to Main Menu**

Items NOT available via ILL

- Books from libraries located outside of North America

- Most newspaper articles

- Materials that are available in PDF of original source

- Front matter (table of contents, title & © page) for journal articles available in PDF

- Photocopies of book and journal spines

- State statutes if available electronically

We're here to help!

- Check LRC website for current hours: http://www.sandiego.edu/law/library/about/hours-of-operation.php

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  Chat: http://www.sandiego.edu/law/library/

- **Michele Knapp**
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