



## Working with the LRC

In order to support your scholarship at every stage, the Legal Research Center provides the following services:

- Reference support
- Document delivery
- Research requests
- Publication services
- Scholastica account services
- SSRN support

Please contact the reference team at [lrcrefer@sandiego.edu](mailto:lrcrefer@sandiego.edu) or (619) 260-4612 to submit a request.

University of San Diego School of Law  
Pardee Legal Research Center

<http://www.sandiego.edu/law/library/>

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San Diego, CA 92110

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## Faculty Scholarship Support and Publication Services at the LRC



*The Perfect Climate for Studying Law.*

## Faculty Publication Services

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### Cite-Checking

- Research citations to verify that sources are accurately quoted and provide adequate support for the matter asserted.
- Reformat citations as needed to ensure that citations are in accordance with the style guide selected by the author or publisher (e.g., Bluebook, Chicago).

### Editing Services

- Proofreading: a basic service to identify and correct any grammatical, punctuation, and spelling errors.
- Copyediting: sentence-level editing to ensure the manuscript is consistent in its style, free of grammatical or spelling errors, and conforms to the required style manual.
- Line editing: a more in-depth process to enhance readability, conciseness, and style.

### Indexing Services

- Identifying, sorting, and cross-referencing keywords to construct a comprehensive back-of-book index.

### Digital Citation Standardization

- Creation of static links via Perma.cc to standardize and preserve online sources cited within your manuscript.

Please contact Liz Parker at [eparker-10@sandiego.edu](mailto:eparker-10@sandiego.edu) or (619) 260-7986 with your Publication Services requests.

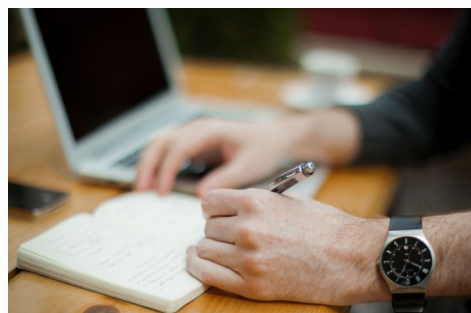
## Article Guidelines for Publication Services

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We are able to work on 1-2 articles or manuscripts at a time, primarily chosen on a first-come, first-serve basis. However, we reserve the right to select articles based on other factors, including but not limited to:

- previous use of services by faculty member
- amount of editing needed
- length of article or manuscript
- type and quantity of sources cited
- available staffing
- your time requirements

Please keep in mind: we aim to focus on tasks that you would perform prior to submitting an article for publication, but not to duplicate tasks that student journal editors will do after acceptance.



## Digital Scholarship Support Services

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### Digital@USanDiego

The LRC provides online archiving and hosting of our faculty scholarship. To include your works in the USD repository, please email your scholarship documents and information to the LRC's Digital Team at [SSRN-lrc@sandiego.edu](mailto:SSRN-lrc@sandiego.edu).

### SSRN Support

Faculty members who would like to submit a paper to the School of Law's SSRN repository, please email your scholarship documents and information to the LRC's Digital Team at [SSRN-lrc@sandiego.edu](mailto:SSRN-lrc@sandiego.edu).

### Scholastica Account Services

The LRC manages the USD School of Law's academic journal and publishing management resource accounts. *Note: the LRC does not submit articles for faculty. Executive Assistants can help with this process.*