Research Assistant Training: Editing & Cite-Checking

Sasha Nuñez  
sashanunez@sandiego.edu  
619.260.4600 x4483  

Liz Parker  
eparker-10@sandiego.edu  
619.260.2555
What We Will Cover

• Editing Tips
• Questions to Ask
• Cite-Checking Process
• Perma.cc
• Editing Test
Editing Tips
Top 10 Editing Tips

• Understand the assignment—don’t be afraid to ask questions.

• Develop a system for your workflow and keep track of your progress. Stay organized!

• Check for grammar, readability, and punctuation.

• Edit for readability—but leave the style.

• Use Track Changes!
Top 10 Editing Tips

• When in doubt, leave a comment instead of making any edits.

• Carefully review all direct quotations.

• If you think something should have a citation and it does not, leave a comment.

• Don’t be shy about offering your input, but be professional.

• Ask a librarian if you need help!
Software Tips

• Microsoft Word
  - Track changes/comments
  - Cross-references for auto-updating footnotes
  - Styles
  - Table of contents

• Google Docs
  - Fewer features, but you can work in parallel with other RAs or the professor

• Adobe Acrobat Pro
Style Manual

• You likely will be using Bluebook, but not always!
  - *White pages*: used in law journals
  - *Blue pages*: used in briefs and court documents

• Other possibilities::
  - APA
  - Chicago Manual of Style
  - Publisher-specific style
  - Professor’s own style
Questions to Ask

• Deadline

• Style Manual

• Extent of editing
  – Bluebooking only? Copyedit? Stylistic recommendations?

• Extent of source pulling
The Cite-Checking Process
What is cite-checking?

The process of verifying citations in an article by:

- Locating and pulling the source
- Verifying that the source is accurate and supports the text
- Checking that the form of the citation conforms to Bluebook or other manual
Step 1: Organize Yourself

• What is your process going to look like?

• How are you going to keep track of your work and your sources?

• Create a spreadsheet, tables, folders to save documents

• Set up Evernote, Zotero, etc.

• Decide file-naming conventions
Step 2: Read the Article or Section

Before beginning editing or cite-checking, know what the article is about!
Step 3: Gather Sources

• Create a list of sources in a spreadsheet

• Be sure to keep track of the corresponding footnote number and existing citation

• Find your sources, whether online, in the LRC, Copley, or requested from another library via Circuit or ILL
Step 4: Review the Source

• Read the cited source to determine if it adequately supports the text

• For direct quotations, carefully compare the text to the source

• Check the author, title, publication year, and page numbers

• Confirm that the source is current

• Should there be a pincite?
Step 5: Bluebook Edits

• Verify which Style Manual you will be using (likely Bluebook, but not always the case)

• Make changes to the citation so it complies with the Style Manual

• Check the *Id.* citations and cross-references
In 1998, while debating the passage of the Digital Millennium Copyright Act (DMCA), Congress considered the possibility of amending the Copyright Act to include a first sale doctrine for digital works, but ultimately left that amendment on the table because whether the first sale doctrine could be effectively applied to digital works was still uncertain. The proposed amendment would have made an exception to the exclusive reproduction right for reproductions made when an owner (or a person authorized by the owner) of a lawfully made digital copy or phonorecord of any work “performs, displays or distributes the work by means of transmission to a single recipient, if that person erases or destroys his or her copy or phonorecord at substantially the same time.”

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11 Digital Millennium Copyright Act, Pub. L. 105-304, 112 Stat. 2860 (codified in scattered sections of 17 U.S.C.). The DMCA made various changes to the Copyright Act to implement international treaties and amend the copyright law to adapt to the digital environment. Changes included anticircumvention rules for the Internet and the establishment of safe harbors from copyright infringement for online service providers.

12 Peter S. Menell, Symposium, IV. Can Our Current Conception of Copyright Law Survive the Internet Age?, 46 N.Y.L. Sch. L. Rev. 63 (2002).

13 First Sale Clarification, H.R. 2281, 105th Cong. §417 (unenacted).
Intro to Perma

• Dead links and edited websites can derail research
• Perma helps you create permanent records of web sources to use in citations
Websites change. Perma Links don’t.

Perma.cc helps scholars, journals, courts, and others create permanent records of the web sources they cite.

Perma.cc is simple, free to use, and is built and supported by libraries.

Sign up and use Perma.cc for free  How can my library get involved?
Perma.cc user guide / Getting Started

Overview

What is Perma.cc?
Perma.cc is a service that helps prevent link rot. Use it to preserve the online sources you cite and to make those records accessible to your readers.

What is link rot?
Link rot (and “reference rot”) happens when you cite to an online source that later disappears or changes. It’s a big problem, especially for academic scholarship and judicial opinions, which depend heavily on citations to stable sources that readers can access. For example, a study conducted by researchers at Harvard Law School found that more than 70% of the links in a sample of law journals and 50% of the links in Supreme Court opinions no longer work.
Getting Started

Once you sign up, you will receive an email to activate your account

Activate your Perma.cc account

Please create a password to activate your account

New password

New password confirmation

Activate account
Connecting to the LRC

- Your Perma account must be affiliated with the LRC
- Contact the Reference department to connect your account with the LRC

lrcrefer@sandiego.edu
Creating Perma Links

• Copy the URL you wish to preserve

• Paste the URL into the bar on perma.cc

• Select the appropriate folder to save the link

• Click on the blue “Create Perma Link” button
Create a new Perma Link
Enter any URL to preserve it forever.

Paste your URL here.

This Perma Link will be affiliated with Please select a folder

To make Perma links more quickly, try our browser tools.
The Fourth Amendment at the border and beyond: A few thoughts on Hernandez v. Mesa

By Orin Kerr  February 14 at 10:30 AM

The Supreme Court will hear arguments next week in a Fourth Amendment case, Hernandez v. Mesa. The facts of the case are simple. At the border that separates El Paso, Tex., from Ciudad Juárez, Mexico, a U.S. border patrol agent named Mesa shot and killed a Mexican citizen named Hernandez. The bullet itself crossed the border, as Mesa was on U.S. land and Hernandez was on Mexican land. A subsequent lawsuit was filed by Hernandez’s parents, as successors-in-interest to his estate, alleging excessive force under the Fourth Amendment.

The cert petition articulated two questions to be decided:

Does a formalist or functionalist analysis govern the

Most Read

1. The stunning destruction at Oroville Dam and the work ahead

2. Anti-Semitic jokes cause YouTube, Disney to distance themselves from PewDiePie

3. Lawmaker who called pregnant women a ‘host’ pushes bill requiring fathers to approve abortion

4. With evacuation order lifted, some return to Oroville. But a new worry awaits.
Further Reading on Perma.cc

https://lawlibguides.sandiego.edu/perma/

• Using your Perma account
• Citing to sources using Perma
• Frequently asked questions
Editing Review
Text: Grammar and Style

A. The number of indigent people and available resources have not been determined at this point.

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Subject and verb of the sentence should be in singular/plural agreement.

The number of indigent people and available resources has not been determined at this point.
Citations: Periodicals

Citations: Periodicals


   Court Documents or Legal Memoranda: Bluepages Rule 16.
Questions?

Liz Parker
eparker-10@sandiego.edu

Sasha Orman
sorman@sandiego.edu

LRC Reference
lrcrefer@sandiego.edu
619 260 4612