Research Assistant Training: Editing & Cite-Checking

Sasha Nuñez
sashanunez@sandiego.edu
619.260.4600 x4483

Liz Parker
eparker-10@sandiego.edu
619.260.4600 x2555
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.

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

• Carefully review all direct quotations.

• 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

• Acrobat Pro available in LRC computer lab
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 possible styles:
  - APA
  - Chicago Manual of Style
  - MLA
  - 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
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
Cite-Checking Example:

In 1998, while debating the passage of the Digital Millennium Copyright Act (DMCA)\(^\text{11}\), 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.\(^\text{12}\) 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.”\(^\text{13}\)

\(^{11}\) 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).
Perma.cc
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 with Perma.cc

Perma.cc is available for use by anyone. Some types of users and organizations have special privileges and responsibilities. Select the affiliation that best describes you or your organization to learn more and get started creating an account. See our documentation for more about Perma.cc’s affiliations and roles.

**Individual**
Anyone can create an account and start creating Perma Links.

**Libraries**
Libraries play a critical role in powering and supporting Perma.cc.

**Journals**
Over 150 academic law journals prevent link rot with Perma.cc.

**Faculty**
Faculty use Perma.cc to prevent link rot in their scholarship.

**Courts**
Courts care about the accuracy, integrity and reliability of the citations in their opinions.

**Law Firms**
Law firms use Perma.cc to prevent link rot in their court filings and marketing materials.
Perma.cc for faculty

Scholarship depends on accurate, reliable citations to stable sources. When web citations break, or the referenced content changes, that undermines good scholarship.

**Individual**
Anyone can create an account and start creating Perma Links.

**Libraries**
Libraries play a critical role in powering and supporting Perma.cc.

**Journals**
Over 150 academic law journals prevent link rot with Perma.cc.

**Faculty**
Faculty use Perma.cc to prevent link rot in their scholarship.

**Courts**
Courts care about the accuracy, integrity and reliability of the citations in their opinions.

**Law Firms**
Law firms use Perma.cc to prevent link rot in their court filings and marketing materials.
Create an account

First name

Last name

Email address

Your university

By registering, you agree to the terms of service.

Create account

Perma.cc for faculty

Faculty use Perma.cc to prevent link rot in their scholarship.

Free and easy to use

For faculty associated with a registrar library, Perma.cc is free. It is easy to use, and you can authorize others, such as assistants and researchers, to preserve sources on your behalf.

Bluebook compliant

The Bluebook now encourages archiving online sources when a reliable service such as Perma.cc is available.

Contact your library for a journal account

If your library is already registered with us (see the full list here), contact them for setup. If not, invite your library to visit our library resource page to request membership, and we’ll help them get started.
Getting Started

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

• Your Perma account must be affiliated with the LRC and your faculty member

• Contact the Reference department to connect your account

➢ 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

Folders
- Personal Links
  - San Diego Law Review
  - USD Law Library - Reference
  - Default Organization - Pardoe Legal
  - Journal of Climate and Energy Law
  - San Diego International Law Journal

Your Perma Links

Search Your Perma Links
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
Further Reading on Perma.cc

https://lawlibguides.sandiego.edu/perma/
• Using your Perma account
• Citing to sources using Perma
• Frequently asked questions
Editing Review
A. The number of indigent people and available resources have not been determined at this point.

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

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

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


Citations: Periodical

   


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

Liz Parker
eparker-10@sandiego.edu

Sasha Nuñez
sashanunez@sandiego.edu

LRC Reference
lrcrefer@sandiego.edu
619.260.4612
www.sandiego.edu/law/library