

Research Assistant Training: Editing & Cite-Checking

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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.

Software Tips

- **Microsoft Word**

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

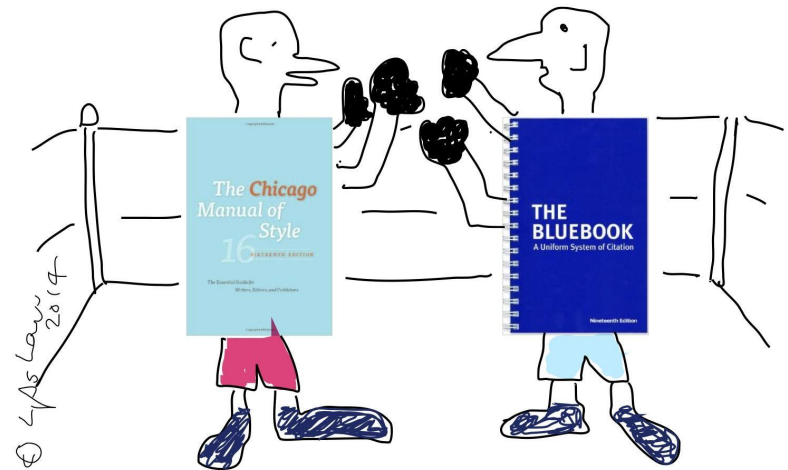
- **Google Docs**

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

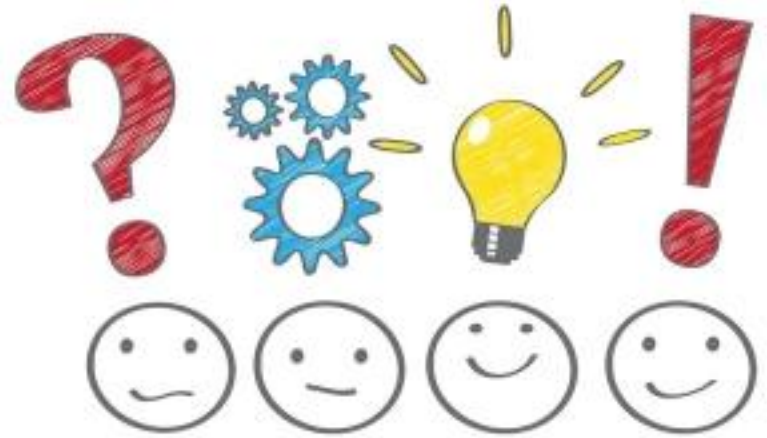


Style Manual

- 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.



Step 2: Read the Article or Section

Before beginning editing or cite-checking, know what the article is about!

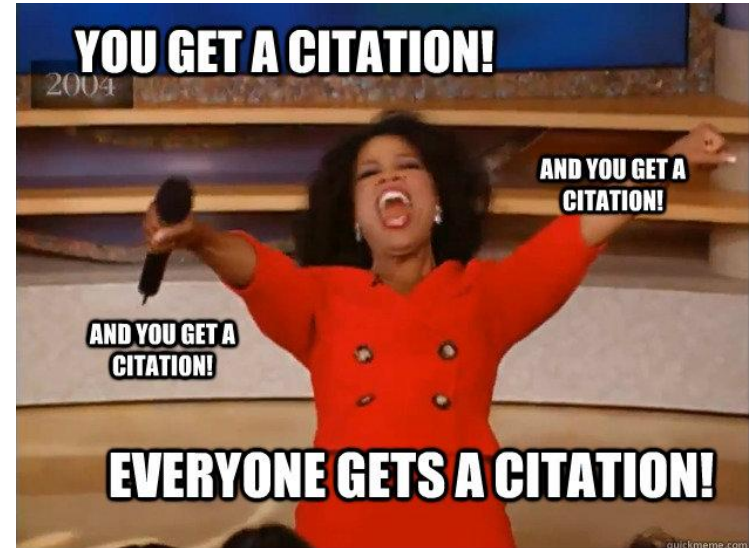


Step 3: Gather Sources

- 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



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)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.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.”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

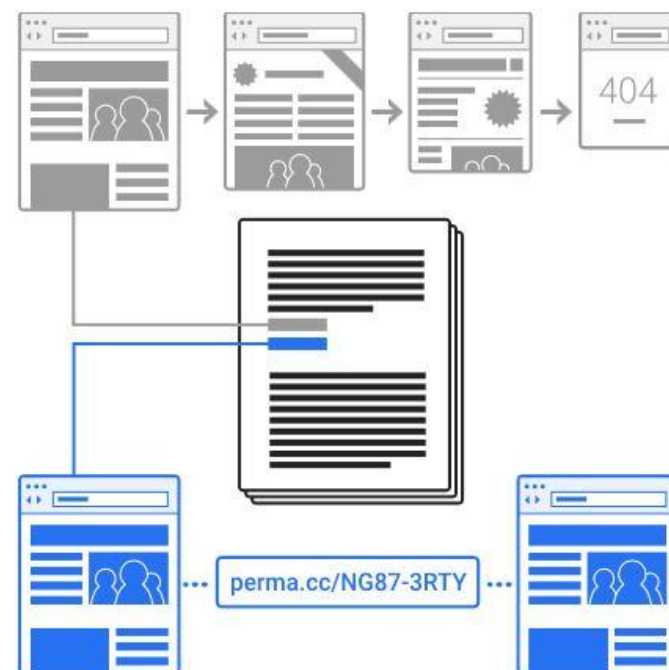
- Dead links and edited websites can derail research
- Perma helps you create **permanent records** of web sources to use in citations



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 and use Perma.cc for free](#)[How can my library get involved?](#)

Perma.cc user guide / Getting Started

Getting Started

An introduction to Perma.cc, why it exists, and how to use it.

Perma Records and Links >

Learn about the links and records you can create with Perma.cc.

For Libraries >

Learn about the special role of libraries in supporting Perma.cc.

For Organizations >

Learn how journals, courts and other organizations can use Perma.cc.

FAQ >

Answers to your common questions about Perma.cc.

Overview

[What is Perma.cc?](#)[What is link rot?](#)[How does Perma.cc work?](#)[Perma.cc example](#)

Perma.cc Basics

[Accounts](#)[Preserving records](#)[Viewing records](#)

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

Perma.cc 

[About Perma.cc](#) [Guide](#) [Blog](#) [Sign up](#) [Log in](#)

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.

Create Perma Link

👤 This Perma Link will be affiliated with

Please select a folder



To make Perma links more quickly, try our [browser tools](#). ✕

Folders



- 📁 Personal Links
- 👤 San Diego Law Review
- 👤 USD Law Library - Reference
- 👤 Default Organization - Pardee Legal
- 👤 Journal of Climate and Energy Law
- 👤 San Diego International Law Journa

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[The Volokh Conspiracy](#) | [Analysis](#)

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.



30+

Further Reading on Perma.cc

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

- Using your Perma account
- Citing to sources using Perma
- Frequently asked questions

perma.cc∞

Editing Test

- The Eight^h Circuit Court also ignored that the EEOA is not a funding statute, but rather a performance statute.
- The number of indigent people and available resources^{has} have not been determined at this point.
- Petitioner's efforts to misdirect the Court's attention are mere "slight-of-hand" tactics.
- Respondent has already^{pled/pleaded} plead this assertion in the courts below, without success.
- Respondent's change in^{tack} tact underscores^{its} its reluctance to accept the lower court's position.
- XYZ Bank falsely states in in^x footnote 8 of the Brief in Opposition that Turner Investments sought no further discovery with respect to the Summary Judgment Motion.
- ^a *Brown's*^{not italics} sovereign immunity rule is a matter of constitutional law, not statutory interpretation.

- ...Brief in Opposition at 15 (n. 5) quoting Brief of the State of Nebraska, et. al., at 3 (n.2).

X inconsistent spacing inconsistent numbering style

single quotes

- See *Sierra Club v. FTC*, 123 U.S. (821-823) (2000) ("Judicial decisions do not stand as binding precedent for points that were not raised, and hence, not analyzed."); *U.S. v. Marks*, 798 U.S. (587-98) (1995) ("The Court often grants certiorari to decide legal issues while assuming the validity of antecedent propositions... not binding in future cases.") .n).

- The Brief in Opposition does not suggest that the Court lacks jurisdiction over the Petition, cf. Pet. at 1, 3. The Brief does not dispute ABC Corporation's showing that this Court's decision in *Nebraska v. Hill*, 240 U.S. 706 (1995), rested on the premise that the sovereign immunity of the states extended no further than the Eleventh Amendment, cf. Pet. at 7, 9. Petitioner distinguishes two decisions in its petition. *Smith v. Jones*, 534 (US) 204 (2000) and *Brown v. White*, 650 (F2d) 989 (2d Cir. 1998).

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U.S.

Questions?



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