

# **WILLIAM AND MARY** **JOURNAL OF WOMEN AND THE LAW**

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## *Cite Checker Checklist*

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I hereby verify, pursuant to the honor code, that I have (check box below):

- Checked that citations were in the proper order, per BlueBook Rule 1.4 (Order of Authorities).
- Checked that the cited page numbers are accurate and checked that for every article, both the first page and a pinpoint page are cited, when necessary.
- Checked that authors' names are spelled correctly, that they have been cited exactly as they are in the original source, and that multiple authors are listed in the same order as in the original source.
- Checked to see whether articles have been written by professionals or by students.
- Checked that abbreviations are correct in case names (Rule 10.2 and T.6), periodical names (T.14), months (T.13), statutes (T.1), and institutional authors (Rule 15.1.3).
- Checked negative subsequent history of cases and statutes, using either Shepard's® or KeyCite®, and provided my AE with a printed copy of the results.
- Checked that quotations have been copied verbatim from the original source, both in terms of spelling and punctuation; inserted a "[sic]" after any clear errors that occurred in the original; ensured that any emphasis added by the author has been noted in the footnote; ensured that if alterations were made in the original, that information has been noted in the footnote; checked that spacing in ellipses is correct.
- Provided a highlighted copy of each quotation to my AE (placed in quotation binder); placed my initials and the number of words in the margin next to each quotation I have checked; placed all quotations of 50 words or more in block quotes.
- Checked that all internal cross-references (*ids*, *supras*, *infras*, *hereinafters*) are correct per BlueBook Rules 3.6 and 4; checked to make sure that pinpoints are included; ensured that a short form was used for cases and statutes when they had been cited in the previous five footnotes.
- Checked that spacing is correct (two after each sentence, one after each footnote, two after each colon).
- Checked that signals were used properly; ensured there was a parenthetical when needed (Rule 1.2, Member Handbook); checked that signals were in the proper order per BlueBook Rule 1.3; checked that like signals were separated by semicolons and contradictory signals were separated by periods per Rule 1.3; checked that signals were not italicized when used as a verb.
- Checked whether periodicals were consecutively or nonconsecutively paginated and bluebooked accordingly.
- Checked that cited material properly supported the point asserted; checked that unquoted material adequately paraphrased the original source(s).
- Attempted to change all passive verbs to active verbs and all rhetorical questions to statements.
- Attempted to find support for all unsupported statements, regardless of whether my AE specifically asked me to find such support.
- Put any unsolved problems on my problem sheet.
- Followed the guidelines for cite checking outlined in the "Cite Checking Process" section of the Member Handbook.

I do hereby affirm.

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