STEP-BY-STEP GUIDE FOR ALJ CITE CHECKERS (Oct 2018)

1. **Locating Source Docs.** The first step when getting immersed in a cite check is to go through the footnotes and identify any source documents that you will not be able to access through your firm’s or university’s library or on public sites on the Internet. Once you've gone through the cites and identified sources you cannot access, make arrangements to send a list of those (with the footnote number and the full cite) to the authors to provide us copies of those source docs (usually the ALJ Primary Editor will make the document request). You can work on the other cites while waiting for the authors to send the missing source docs.

2. **Entering Corrected Info.** When you’re working on the doc, work in "track changes" (i.e., "redline") mode so that any changes you are suggesting be made to a cite (whether spelling, adding info, formatting, etc.) are readily visible and can be "accepted" or "rejected" by the ALJ editor reviewing your check.

3. **What It Means To “Cite Check” an ALJ Article.** As detailed in the Overview section of the ALJ Cite Checking memo/guide, each cite needs to be checked (and corrected) for the following:

   a. **RELEVANCE OF CITATION.** Confirmation that the statement in the text is actually supported by the content of the citation. If the cite does not seem related to the statement or if it does not seem to support the statement, include a comment or note to highlight this for the author and ALJ editor to review. (Providing an excerpt of language from the source doc is frequently helpful to the editor reviewing your check.)

   b. **CASE HISTORY.** For case citations, checking the history of the case to find the disposition of appeals or later cases. If there is additional case info that is not provided, add it and include a comment or note to highlight this for the author and executive editor to review.

   c. **QUOTES.** For any quotes (whether in the text or in the footnote itself), match the quote in the article with the exact wording in the original source document. If the wording is changed substantially in your checking, add a comment or note to highlight this for the author and ALJ editor to review. Check the use of ellipses and bracketed letters, words, and phrases to be sure they accurately reflect material omitted from or added to that in the source doc.

   d. **ACCURACY.** Basic cite identifying information needs to be complete (see Bluebook format for required info) and accurate, including correct spelling of author and/or editor name(s), article title, journal title, journal volume number, page number(s), date, court, etc.

   e. **CHARTS, TABLES, and GRAPHS.** Confirm that information presented in charts, tables, and graphs matches the source material of the data and matches the discussion of the chart, table, or graph in the text of the article itself. Flag any inconsistencies in formatting across the article’s charts, tables, and graphs.

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f. TREATISES/TEXTBOOKS/CASEBOOKS. Check to see if the most current edition is being cited. If not, insert a note as to what the most current edition is so we can request that the author update the cite (esp. if there is a pincite). For Areeda & Turner/Areeda & Hovenkamp/etc., we need the volume number, the edition, the year of the edition; and if a pincite, we need the ¶ and will also include the page number on which to find the ¶.

g. WORKING PAPERS. Check to see if working papers or other unpublished manuscripts cited by the author are now published (or forthcoming) articles or chapters. Look on the author’s website and/or SSRN to find updated info on a document. If there are pincites to the working paper, flag these as needing to be updated by the author.

h. URL LINKS. Check each to be sure the URL provided links to the intended document or Web site. We are trying to minimize the number of URLs included in footnotes. If you easily found a source doc on the Internet (e.g., via a simple Google search), then do not include or add the URL to the cite. We do not include URL links to cites that are only available to subscribers (i.e., are behind a pay wall). We do not include the http:// on URLs; and in accordance with the Bluebook, we no longer use “available at” before any URLs.

i. INTERNAL REFERENCES. Check supra and infra cites to confirm that they correspond to the correct notes and/or parts of the article. Usually, when I hand over an article to you, the supra and infra cites are cross-referenced for easy updating; if they are not, please modify the cites to be in the cross-reference format.

Cases CANNOT be referenced by a supra or an infra cite unless the citation is very long (i.e., long case history or URL for EU cites); if the author has done this, replace the supra or infra with the complete case cite. Also, if a case (either in long form, short form, or “id.”) has not been cited within the previous 5 footnotes, the full case name and cite need to be provided rather than using a short cite or nickname for the case. Id. can be used for cases.

j. Formatting. All cites need to be in Bluebook format (which may require adding information such as author's full name, journal volume number, etc.). The Bluebook: A Uniform System of Citation 20th edition. Journal exceptions to Bluebook formatting are included in the ALJ Cite Checking memo and the ALJ Formatting Styles reference sheet.