Stanford Law Review

Volume 78

Member Editor Handbook

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Volume 78

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I. A Letter from Your EEs

On behalf of the Board of Volume 78, we are thrilled to welcome you as **Member Editors** (MEMs) of the *Stanford Law Review*! We have had the pleasure of putting together this Handbook to guide you through your first year on the *Review*.

This year, you will work with 3Ls to publish Volume 78 of the *Stanford Law Review*. Next year, you will put together Volume 79. You'll hear us casually refer to ourselves as members of Volume 78 ("V78") and you all as members of Volume 79 ("V79")—this is just by convention!

During your 2L year, you will be responsible for:

- (1) Helping Senior Editors with the **Primary Editing Phase**
    - You will staff three different articles or notes
    - This responsibility mostly spans summer and fall of 2025
- (2) Assisting with the **Managing Editor Review Phase**
    - You will participate in Galley Nights
    - The first Galley Night will take place in October, and Galley Nights will continue roughly monthly through spring 2026

During your 3L year, you will take on new roles:

- You may join *SLR*'s **Leadership Board**. The Board, which will be chosen at an election in November/December, is composed of the **President**, **Executive Editors** (EEs), **Managing Editors** (MEs), and the five **Committee Heads.**
- You may also join one of *SLR*'s five **Committees** (Articles, Notes, Symposium, Online, and Development). Historically, committee members serve as **Senior Editors** (SEs) for an article or note. They work closely with a small team of Member Editors to do **Primary Editing** for an article or note.

In this Handbook, you'll find all the information you need to get started. In Section II, we go over *SLR*'s internal communication policy. In Section III, we want to give you a taste of how an article or note gets to publication. In Section IV, we give you the nuts and bolts of your responsibilities for the next year. Finally, in Section V, we summarize our formal feedback system for Member Editors. We know that all of this information can feel overwhelming at first, but it is essential to orient yourself in *SLR*'s process and so it is essential that each of you read this handbook all the way through.

As your Executive Editors, we're excited to get started on this journey with you. We want to make your transition to *SLR* as painless as possible. Please do not hesitate to reach out about anything at all.

Yours in *SLR*,

Jared Hrebenar
Executive Editor, Volume 78

Hana Ryan
Executive Editor, Volume 78

II. Communication Policy

SLR uses internal email conventions to increase everyone's inbox efficiency. Please read them carefully.

- Your Senior Editor is your first point of contact for any issue related to your article/note. Your Senior Editor should be cc'd on all communications related to your article or note.
- You should cc the Executive Editors, Hana and Jared, on **all** *SLR* communications. Yes, that's right, we mean literally all. Don't worry about clogging EEs' inboxes—EEs spend only a few seconds looking at the vast majority of emails, but it is essential that we understand everything going on across the Review so we can keep the schedule up to date and everything on track.
- You may consider contacting the following Board members for specific questions:
    - President: General *SLR* concerns, interpersonal issues.
    - Executive Editors: General *SLR* concerns, interpersonal issues, scheduling issues.
    - Managing Editors: What source to pull (formats, editions, etc.), *Bluebook*, *Redbook*, and style issues. If your article or note is assigned a specific Managing Editor, you should contact that ME first before other MEs.
    - If you need library support, please contact Heather Joy (hnjoy@law.stanford.edu), the journal liaison at the law library. Since Heather manages all journals at SLS, please only contact Heather if an SE or EE is *unable to answer your questions first*.
    - In general, it does not hurt to be **overinclusive** when cc'ing members of the Board. Having the emails in our inboxes helps us with tracking the progress of articles and resolving editorial questions early on.
- **Important (!): Start your subject lines with the following tags:**
    - Emails related to your specific article should begin with **[SLR] [*author name(s)*]**. Examples:
        - Subject: **[SLR] [Quispe] Block Quotes in Part II**
        - Subject: **[SLR] [Howe & Chatham] R2 Scheduling Conflict**
    - For General *SLR*-related emails, begin your subject lines with **[SLR]**. Examples:
        - Subject: **[SLR] Cookies in Gould House**
    - If you are replying to or forwarding an existing email, you don't need to worry about changing the subject line!
- Reach out early and often! We are here to help you!

III. The Life Cycle of a Manuscript

This Section is meant to give you an idea of how a manuscript gets to publication.

We publish different types of content, including:

- **Articles:** Longer works (~20,000-30,000 words) often written by legal academics.
- **Essays:** Shorter works (~15,000-18,000 words) often written by legal academics or practitioners.
- **Notes:** Shorter works (~15,000-18,000 words) written by Stanford students.
- **Online Essays:** Shorter works (~8,000) on timely topics.

Like many of our peer law reviews, we publish through two channels—a print channel (*Stanford Law Review*) and an online channel (*Stanford Law Review Online*). Our print channel puts out an annual print volume in six installments ("issues") from January to June.[1] Meanwhile, we publish Online Essays as well as Symposium Essays and Comments through our website. Since the online editing process is somewhat expedited compared to the print process, the online channel can address current legal topics in a more timely way. From an outsider perspective, we actually put out two different publications (*Stanford Law Review* and *Stanford Law Review Online*)—that being said, we consider all of our content to be core to *SLR*'s mission of helping facilitate scholarly legal conversation.

Regardless of what channel we publish through, the process is fairly similar. Our process has three phases:

- **Selection Phase**. Each Committee (with the exception of Development) is responsible for reading and selecting different types of works to include in our Volume. While the process differs somewhat by committee, in general a certain high threshold of committee members must agree that a work is worthy of publication for that work to be selected.
- **Primary Editing Phase**. The bulk of edits takes place at this stage, which spans about five months. The stage begins when a Senior Editor compiles a Substantive Edit Memo (SEM) for the author to read and incorporate feedback. Then, the Senior Editor will work with a group of Member Editors to take the article through a round of source pulling and then two rounds of edits.
- **Managing Editor Review Phase**. This phase, led by the Managing Editors, comprises the last two months before publication. It includes additional rounds of review that build off of SEs' and MEMs' work in the Primary Editing Phase. MEs often need to review complex and nuanced issues involving the Bluebook, unusual sources, formatting, and inconsistencies between different parts of an article or note. For the print channel only, this phase also includes Galley Night, in which all members of *SLR* pitch in to do a final round of collective Citechecking.

The question of *who* does the above work depends on what channel the work is being published through. For our online channel, we rely on Online SEs and Online MEs, both of whom are members of the Online Committee. As for Online MEMs—by joining *SLR*, you have committed to be a Member Editor for three print works *and* one online work. While in theory you can satisfy your online requirement during either 2L or 3L, in practice most online MEMs are drawn from the pool of 3Ls.

[1] The number of issues can change from year to year. While we plan to publish six issues, Volume 76 published eight issues total—six regular issues, plus a print Symposium issue (Issue 7) and a memorial issue (Issue 8) dedicated to Justice Sandra Day O'Connor, who was an Editor of *SLR* Vol. 4.

For visual learners, here is a table representing the editing process and who is responsible for each step of the process:

	Print **78 Stan. L. Rev.**			**Online** **78 Stan. L. Rev. Online**
	Articles	Notes	Symposium	Online Essays
Selection Phase	Articles Committee	Notes Committee	Symposium Committee	Online Committee
Primary Editing Phase	Senior Editors; Member Editors			Online Senior Editors; *SLR* generally (as Member Editors)
Managing Editor Review Phase	Managing Editors; *SLR* generally (as Galley Night Editors)			Online Managing Editors

Highlighted in red are the two areas to which you will be contributing this year: (i) The Primary Editing Phase and (ii) the Managing Editor Review Phase of print articles and notes. These responsibilities are discussed in detail in the next Section.

IV. Member Editor Responsibilities

Over the course of your Member Editor year, you will work on three articles or notes, each in a different issue. On each of those pieces, you will be part of a team of MEMs, led by a 3L Senior Editor (SE). Each piece will require you to participate in the following:

1. **Team Meeting 1**: *~1 hour of work.* The SE will meet with MEMs over Zoom or in person (depending on timing and locations) to introduce themselves, provide instructions for Sourcepull and Round 1, and to discuss thoughts and impressions about the article or note. This would be a great time to ask your SE any questions before the editing process begins.

2. **Sourcepull**: *~5 to 10 hours of work.* MEMs collect format-preserving versions of all sources cited in the piece.

3. **Sourcepull Kickback**: *0 to 5 hours of work.* SEs will identify any errors made during the Sourcepull round and ask MEMs to fix them.

4. **Round 1 (citecheck and edit)**: *~20 to 30 hours of work.* MEMs check citations to evaluate whether the author's argument and discussion are properly supported. MEMs also read the text and edit it for grammatical errors. MEMs do not need to Bluebook in Round 1.

5. **Round 1 Kickback**: *0 to 20 hours of work.* SEs will identify any errors made during Round 1 and ask MEMs to fix them. Turnaround for edits will typically be very quick (i.e., 24 hours).

6. **Round 2 (citecheck, Bluebook, and edit)**: *~20 to 30 hours of work.* Round 2 resembles Round 1, with each person working on a different section of the piece. During Round 2, in addition to citechecking and line-editing, MEMs also make sure that the text and citations conform to *The Bluebook*, *The Redbook*, and *The Chicago Manual of Style*.

7. **Round 2 Kickback**: *0 to 20 hours of work.* SEs will identify any errors made during Round 2 and ask MEMs to fix them. The turnaround for edits will typically be very quick (i.e., 24 hours).

8. **Galley Night (citecheck)**: *~3 to 5 hours of work.* Generally, about once a month starting in October, all SLR members, including MEMs and SEs, do a final round of citechecking and Bluebooking on different pieces they have not already worked on. MEMs are required to attend six galley nights in their first year.

It is *vital* that every team member meets their deadlines. Every issue is on a tight schedule, including multiple exchanges with the author for edits. Please let your SE and the EEs know as soon as possible if any unforeseen circumstances arise and your schedule needs to be changed. The earlier you flag an issue for us, the more likely we will be able to figure out a potential accommodation. We recommend that you build in extra time to complete these tasks for the first article or note you are assigned to, since most of these will require a learning curve. *SLR* has its own editing conventions, and so this is true even if you have experience doing similar editing processes on a secondary journal.

A. Sourcepull

During Sourcepull (sometimes abbreviated as SP), you will be assigned a list of sources to obtain. Sourcepull has four steps: (1) **finding** your source, (2) **preparing** the redboxed PDF, (3) **filing** it appropriately, and (4) **logging** the result of your sourcepull in the spreadsheet.

1. Finding Sources

It is important that you identify and pull a **format-preserving version** of each source. Details on where to find format-preserving versions of each type of source are in Appendix A; please consult Appendix A carefully, and revisit it often as you perform your Sourcepull work. In addition, you should consult the *Bluebook* and *Redbook* to ensure you are pulling the preferred version of the source.

We recommend you skim through your assigned sources initially to identify which ones will be the most difficult to pull—you'll master this with practice, but generally this means books, legislative history, or older, more obscure cases. The library is always there as a resource, but they (and your SEs) will appreciate you not waiting until the last minute to make any requests! Library resources are also more limited over the summer, when you'll be doing your first Sourcepull, so it is particularly important to be forward thinking for your first assignment.

In the case of books, you need to get ahold of an ebook or a physical copy via the library. We cannot overstate the value of being **overinclusive** when scanning book pages. For example, even if the Sourcepull spreadsheet indicates a specific pincite, **scan and include the entire article or book chapter**. Also, be sure to check for portions of the book/article cited in other footnotes throughout the article, and include those scans as well, so as not to require duplicate scanning by other MEMs. It will be your job in Rounds 1 and 2 to identify the specific cited sections as you citecheck. That said, you do not need to go overboard; limit yourself to the section or subchapter cited in the piece. And be conscious of copyright laws and restrictions. Be a cautious but reasonable person.

In some cases, your work will already be done for you. Authors often provide PDFs of sources they believe are difficult to find. These are included in the "Sources from Author" folder of the Drive. Beginning with Volume 77, some additional source PDFs will be automatically pulled for you, and you only need to check to make sure the pulled PDF is correct. These PDFs will be in the "Sources from Auto-Puller" folder of your article's Google Drive. **It is still your responsibility to ensure that every source, whether it is automatically pulled or manually pulled, is properly redboxed and in a source-preserving format.**

2. Preparing the Redboxed PDF

Once you have downloaded a format-preserving PDF, your job is to prepare and redbox the PDF. This involves doing the following:

1. **Delete any HeinOnline front matter**. The exception is if, as is occasionally the situation with non-standard reporters and non-journal material, citation information cannot be found elsewhere in the source.
2. **Exclude irrelevant sections**. In general, you should retain all pages in the PDF. However, for books, reports, or statutory or legislative documents longer than 50 pages, you *may* exclude PDF pages provided that they adhere to natural, top-level divisions. You should not remove subsections smaller than a full chapter of a book, parts/sections of legislation, or the equivalent. <u>Do not exclude</u>

sections of periodicals, websites, cases, or documents used in court. When in doubt, leave the PDF as is.

3. **Redbox all citation information**. Redboxing is just what it sounds like. You should draw a red box around the necessary citation elements for a given source, with reference to *The Bluebook* conventions for that source. Instructions on how to redbox for your specific operating system are in Appendix C of this Handbook. Keep in mind:
    - Include not just the title and author of a piece but also the year in which it was published, the starting page number, volume number, or whatever else *The Bluebook* requires for your source type. For cases, redbox the authors of all opinions in the case and, for lower court cases, the panel or judge before whom the case was heard. This is important for weight-of-authority information. Make sure you are redboxing on the actual, format-preserving version of the source. Do not rely on the date or information the database itself provides you, as it can be incorrect.
    - For audio recordings, save a PDF of the webpage the recording is on, and Redbox all the elements shown in Bluebook 18.7, including a red box with the url added in as a text box, if available, and another red box with the relevant timestamp. If you're having trouble locating the timestamp, please contact your SEs.
    - When pulling congressional hearings/legislative hearing docs to capture a speaker's testimony, make sure the page(s) pulled includes the speaker's name; if the speaker's name is on a prior page, pull and redbox that page.
    - Please **reference the Redboxing Cheat Sheet** on Canvas for examples of the things you need to redbox—there are likely citation elements you aren't thinking of!
4. **If necessary, add additional pages to the PDF**. In some cases, you will need to merge additional pages into the PDF and redbox the additional pages. You should add a textbox on the first page of the PDF indicating what type of pages are attached and the reason for doing so.
    - *Consecutively vs. nonconsecutively paginated journals*: You must check whether each journal source was consecutively or nonconsecutively paginated in the volume from which you are pulling. (Note that some journals have changed their pagination practices over the years.) Pull the table of contents for the relevant issue, merge those pages into the PDF of the article, and redbox the relevant page numbers. Add a textbox and state whether the pagination scheme is consecutive or nonconsecutive. If the article is from the first issue of a volume, you may need to provide a hyperlink to the table of contents (TOC) from a later issue in that volume in order to confirm the pagination scheme. Generally, a good rule of thumb is that if a Journal begins an issue after Issue 1 with a high page number (i.e. usually in the hundreds), it is *consecutively paginated*. But always double-check.
        i. If there is no TOC available, please pull something else to prove whether the journal is consecutively or nonconsecutively paginated. This could be, for example, the starting page of issue 2, with the issue number and page number redboxed or a screenshot of the HeinOnline sidebar showing that the issue is consecutively or nonconsecutively paginated. Visiting the Journal's website can often also be helpful for finding support for whether a journal is consecutively or non-consecutively paginated.

- *Supreme Court cases prior to volume 108 of the U.S. Reports*: Supreme Court cases from 1883 or earlier generally do not include the date of decision. (They include only the month and year the Term began.) Download the following list from the Court's website, merge into the source PDF the page from this table that lists the date of the case you are pulling, and draw a red box around the date.
    i. The list is here: www.supremecourt.gov/opinions/datesofdecisions.pdf.
- *Front matter for HeinOnline sources*: Sources other than journals and modern reporters often do not contain all of the necessary citation information in each section, chapter, or case. In these situations, scroll up through the HeinOnline table of contents until you find the front matter (you can often just go to the title page and scroll down if you need more), download it, merge it into the front of the source PDF, and redbox the information.
- *Subsequent history or negative treatment*: For cases, you must check for subsequent history and negative treatment (there is a tab for this on Westlaw for each case), pull any PDFs relating to these sources, and merge them into the PDF. Make sure to note in a text box on the first page of your PDF the name of the case and the signal used in Westlaw.
    - For subsequent history, this would include, for example, any cases reversing, affirming, or rehearing the cited case.
    - For negative treatment, it would include, for example, any cases or other authorities overruling, abrogating, or superseding the cited case. This is often, but not always, indicated by a red flag on Westlaw.
    - You may omit denials of certiorari or denials of similar discretionary appeals when pulling subsequent history, unless the decision is less than two years old or the denial is particularly relevant.
    - You do not need to record yellow-flag cases that Westlaw has labeled as merely "distinguishing," "declining to extend," "not following as dicta," "declining to follow on state law grounds," and so on. If you have any questions about these designations, please ask the MEs.

3. Filing the Source

For all sources, save your appropriately named and redboxed PDF to the proper *SLR* Drive folder, as provided by your SE. Additionally, for print sources, please place the source on the appropriate library shelf (behind the circulation desk on the first floor). Print sources only need to be physically pulled during term-time.

a) <u>Saving sources to Drive</u>

- Your SE should provide you a link to your article-specific Sourcepull folder. **Before saving the file to the "Sourcepull" folder, rename it to comply with the naming convention your SE gave you:** SP-[source number]-[short name].pdf
    - SP- = prefix for all Sourcepull filenames
    - [source number] = 3-digit number from Sourcepull spreadsheet (e.g., source #1 = 001, source #10 = 010, source #100 = 100, etc.)
    - [short name] = short name of the source on the Sourcepull spreadsheet.
    - *Example*:

- Source #32: Nikolas Bowie, *Why the Constitution Was Written Down*, 71 Stan. L. Rev. 1397 (2019)
- Filename: SP-032-Bowie.pdf

- **Upload your source to your article's folder.** Just click on the file on your computer and drag it into your article's folder. Alternatively, you can right-click within the folder and select "Upload Files."
- **Run the Check Drive Links script**. This script ensures that the links automatically created in the article/note spreadsheet lead to the proper source in the Drive folders. While on the Sourcepull sheet, go to SLR Tools > Check Drive Links. You may need to give the script permissions to run. If the background of the arrow corresponding to the row appears in dark gray, then you need to go back and check to make sure the PDF was added correctly to the Drive with the correct name.

b) Physical Books (not applicable for summer Sourcepull)

- **Find your article's shelf**. In addition to uploading PDFs of book sources to the Drive, you must also put the physical books on our *SLR* shelves in Crown. *SLR* shelves are located behind the circulation desk near the main entrance. Ask a librarian or your SE if you need help finding them.
- **Place a slip in the book.** All books, no matter where you checked them out, must have a red *SLR* slip in them with the author's name on it. That way, when books get moved around, we can see where they belong. Ask the librarian where you can find these slips, if they aren't clearly visible behind the shelves behind the circulation desk.
- **Scan relevant pages**. You can scan using the book scanners at Crown. If you have any issues or need to scan in another library, ask a librarian for assistance. Please be conscious of copyright laws and limitations when scanning large sections of books. Be sure to check for portions of the book/article cited in other footnotes throughout the article, and include those scans as well, so as not to require duplicate scanning by other MEMs
- **Open the scanned PDF** to make sure that the file is readable, the file contains all the information you need (including the pages needed for redboxing), page numbers and text were not cut off, and so on.
- If the author has not included pincites, please scan the cover and all front matter pages, and then notify your SE(s) that a pincite is missing.

4. Logging the Source

As you go along, you will fill out the Sourcepull spreadsheet according to the instructions from your SE. Be sure to fill out additional columns as necessary. While you will not always fill out every column, some sources, like books, require you to make note of information like ILL (Inter-Library Loan) Request Dates and the physical location of the source.

5. Can't Find a Source in Time?

Sometimes it takes longer than the time allotted for Sourcepull to track down sources that depend on other people, such as ILLs or recall requests. Please note that ILL requests can take a few weeks. Please make every effort to comply with the deadline, and prioritize those sources that are likely to be more difficult (books or unusual sources) over those that can be pulled in a flash (cases or journal articles). If a source is still missing at the deadline after you have made every reasonable effort to locate it (including submitting a library recall or ILL request), we ask that you do the following:

- **Note everything you know in the Sourcepull spreadsheet.** This includes ILL requests, recalcitrant recalls, etc. Update the spreadsheet as new information arrives.
- **Double-check the "Sources from Author" folder to ensure it is not there.** Sometimes, authors will provide us with sources they think we will struggle to access. If you can't locate a source, you should double-check whether the file is in the "Sources from Author" folder.
- **Email your SE with a list of missing sources.** Explain what is going on with each. Do this as soon as you notice a source is missing (that is, please do not wait until your split is due). Your SE may then reach out to the author to ask for any obscure or unpublished sources. As with every *SLR*-related email, be sure to copy the EEs.
- **Be proactive.** If sources are missing, you will need to keep up with them even after the Sourcepull deadline. As sources do trickle in, promptly redbox them, file them in the library or on Drive, update the Sourcepull spreadsheet, and email your SE. If you have been waiting for a book that is supposed to come in through ILL or recall, email ILL@law.stanford.edu after ten days to check on the status of the request.
- **When you finally receive your source:** If Sourcepull has already ended, please email your SE to let them know. In addition, update the Sourcepull spreadsheet.

B. Citechecking

Round 1, Round 2, and Galley Nights all involve citechecking. The idea behind citechecking is simple: You must ensure that the article's facts are accurate and its arguments are supported.

For each source, you must (1) **create the new PDF (using the Sourcepull documents) for each citation**, (2) **evaluate and redbox** the source, (3) correct any discrete issues directly in the article, (3) **identify in the spreadsheet** any information or assertions that are not supported by citations, and (4) **upload the new PDF**. In some cases, outlined in the "Special Instructions for Specific Footnote Types" section below, you have to ensure particular standards are met.

1. Create the Citecheck PDF

- **Find your source.** Your sources should have already been filed in the "Sourcepull" folder on Drive. Check the Sourcepull spreadsheet to see if there are any outstanding ILL requests or missing sources.
  - Remember that the Sourcepull spreadsheet notes only the first footnote in which a source is located. If you have an early split, most of your electronic sources will simply be in order on Drive. If you have a later split, it will take some searching to figure out the source number for many of your sources. ("Ctrl+F" is your friend and will help you to easily find the source you're looking for.)
  - **Pull any new sources in your split.** Redbox the citation information and upload the source to the Sourcepull folder just as you did in the Sourcepull round. *It is important that you add a full version of the source to the Sourcepull folder in addition to adding an edited PDF to the Round 1/Round 2 Drive folder.* Add the new source at the bottom of the Sourcepull spreadsheet, assigning it a new number higher than all existing sources.
  - **Review all [RCC]s with extra care.** Editors may flag footnotes with an **[RCC]** ("recheck citation" or "re-citecheck") if there are issues that cannot be easily resolved. Missing sources is the number one reason publication has been delayed in past years, so it is especially important to catch these issues early.
  - **Unavailable sources.** Occasionally, a source from Sourcepull will still not be available at this stage. If you reach a footnote with a missing source:
    - **Try to resolve the issue.** Check the Sourcepull spreadsheet to find out what is going on, and get in touch with your SE or the sourcepuller if you still have questions. Work with your SE or sourcepuller to resolve issues with the missing source if possible. Remember, it is the sourcepuller's job to pull sources, not yours. (Of course, if you can pull a missing source with relative ease, it may be more convenient for you to do it. In that case, pull the source, update the Sourcepull spreadsheet, and let your fellow editor know.)
    - **[RCC].** If you know the source will not be available until after the deadline of the current round, perhaps because it is due to arrive through ILL, you *must* insert an [RCC] ("recheck citation" or "re-citecheck") *everywhere* the source is cited in the article. This will ensure your Senior Editor is aware of the problem and inform future round editors to check this source very carefully.
    - **Update the Sourcepull spreadsheet.** By this point, you've done some investigation, so please check the Sourcepull spreadsheet to make sure it is up to date regarding your missing source.

        - **Do not modify** the version of the source in the "Sourcepull" folder within your article's folder. This version of the source should remain unadulterated in case other members of the editing team need to review it and because one Sourcepull file may correspond to many R1 files.
- **Download the file and rename the copy to comply with the *SLR* naming convention** for Rounds 1 and 2: R[1 or 2]-[three-digit footnote number]-[two-digit number of that citation's order within the footnote]-[three-digit source ID number from Sourcepull]-[short name from Sourcepull spreadsheet].
    - For example, a pdf source named 'Example Source 101' in R1, at footnote 312, appearing as the third citation in a footnote, and with 122 as a Sourcepull ID would be named: R1-312-03-122-Example_SomeSource.pdf

2. Evaluate and Redbox the Source

- **Redbox any citation elements not already redboxed by the sourcepuller**. Make any necessary corrections to the redboxing. If information that is supposed to be in additional pages is missing, add it. If you notice repeated errors or incomplete sourcepulling, please contact your SE immediately.
    - If you find any mistakes in the citation information (for example, incorrect publication year or article subtitle), correct this information in the article (using track changes). This is distinct from Bluebooking, which takes place in Round 2.
- **Substantively evaluate the author's claim against the source, redboxing the key information you relied on in doing so as well as the page numbers cited.** Please redbox **relevant information only**. Redboxing should be narrowly tailored and almost never encompass an entire page. This step is a crucial investment of time: Subsequent editors down the line should be able to quickly skim the page and locate the relevant information instead of reading the entire text.
- **Assume the author is wrong until you are convinced otherwise.** Even the most respected scholars make mistakes. Your job as a citechecker is not just to draw boxes around the material that comes *closest* to supporting the proposition or uses language *roughly* similar to the proposition. It is to evaluate whether the source adequately supports the proposition and to make a judgment call. The point of redboxing is to flag for the next editor the information most helpful in making that call.
    - Accordingly, redbox information that supports the proposition *and* information that contradicts it. Explain your thinking in the citecheck spreadsheet. Leave comments to explain why the source may or may not support the proposition.
    - If the source contains information that may support the claim, but you are not sure, redbox the information that seems relevant to that judgment and thoroughly explain your reasoning on the spreadsheet.
    - If the cited pages are off-topic (such that the source does not support the proposition even with a demoted signal), check the pages preceding and following the pincite and update the pincite accordingly if you find the support. Also do a quick search of the document for the language used by the author. If there is still no support, it may be appropriate not to redbox anything at all. If this happens, leave a comment in the citecheck spreadsheet explaining why you think the pincite (or even the choice of source altogether) is wrong.

- Be attentive to changed circumstances. In between editing stages, authors often make unexpected edits which may affect the validity of statements. In addition, new appellate history and negative treatment of cases can arise between rounds of edits. You should be attentive to these issues and not take any work done in previous rounds for granted.

3. Fill out the Citecheck Spreadsheet

Fill out the necessary information in the citecheck spreadsheet. In the first dropdown column, mark whether the source supports the proposition or not. In the second, mark whether the citation information itself is correct (for example, pincite errors, misquoted text, missing citation information). For any case where you identified or corrected errors, and any case where you were on the fence but marked a source as supporting the proposition, make a note to your SE explaining your thought process.

- **You may need to add additional rows to the spreadsheet** to take into account new citations or footnotes. <u>However, do not delete any rows from previous rounds, but just leave them blank</u>.
- **When in doubt, leave a comment in the citecheck spreadsheet.** Whenever the rules are ambiguous, contact your SE or leave a comment in the citecheck spreadsheet. Otherwise, make changes to the piece itself only if clearly correct. If you are not convinced that the source supports the proposition—or even if you are just on the fence—flag it so your SE and the MEs know to take a close look. In general, air on the side of including more information in the citecheck spreadsheet.

4. Upload the New PDF to the Drive

- **Upload the final document to Drive.** Make sure you put the document into the folder that your SE instructs you to.
- **Run the Check Drive Links script**. From your Citechecking Sheet, the script can be found under Menu > SLR Tools > Check Drive Links. If the cell in the "Drive" column appears in dark gray, then you need to go back and check to make sure the PDF was added correctly to the Drive with the correct name.

5. Specific Instructions for Footnote Types

- **Direct quotes.** Make sure the quote (1) is accurate; (2) is not quoting something without a proper "quoting" parenthetical; (3) is being cited by the author in a faithful way; and (4) is otherwise not taken out of context or misused. Be sure to change or note, in accordance with *Redbook* rules, every inconsistency between the original text and the quote as it appears (*e.g.*, proper use of brackets and ellipses).
- **Explanatory Parentheticals.** You must redbox enough to evaluate whether what the author said is correct. <u>When checking a citation that contains an explanatory parenthetical, be sure that you assess (and provide redboxing for) both the explanatory parenthetical ***and*** the textual proposition that the citation supports</u>. While that may sound obvious, it is easy to neglect one by accident.
- **Citations for broad propositions.** You should consider what the author said and find enough information in the source to determine whether the author's statement is accurate. Redbox this information. But do not redbox the entirety of a large section if several sentences within that section

make clear that the source does or does not support the cited proposition—remember that we redbox so that other editors can look through your documents and quickly verify that the citechecking is accurate.

- **Additional sources being quoted or cited by the main source.** If a source quotes another source, or if the author has opted to include a citing parenthetical, you *must* also pull, redbox, and log as much information about that second source as if you were citing the source itself.
- Missed quoting parentheticals are a frequent cause of last-minute source issues. Paying attention now will keep you from having to scramble to find a quoted source later. *Every* time the author quotes language from a source, you must check to see whether the source cited is itself quoting another; do not rely on whether the author or previous editors included a quoting parenthetical.
- **Court opinions.** Be careful that the supporting information or quotation comes from the opinion itself. **Do not cite the syllabus or headnotes.**
  - Some old court cases include summaries of arguments from attorneys, which can easily be mistaken for the opinion of the court. Do not cite them. In very rare cases, factual information about an older case will be available only in such prefatory sections (and not in the opinion of the court). If that is the case, make it very clear in the citecheck spreadsheet.
  - For opinions from multi-judge courts, make sure to redbox the page listing the breakdown of votes and opinions.
- **Journal articles.** Do not redbox (or allow authors to cite to) the abstract. You need to find the information in the body of the article itself**.** As with case headnotes, syllabi, and summaries, abstracts, though handy in other contexts, are not appropriate citation material.
- **Internal-Cross References.** When you encounter a citation to another part of the piece (that is, a Part, Subpart, or range of notes), please redbox: (a) the starting/ending footnote numbers of the range, or the Part/Subpart heading; and (b) a few key sentences/points of the text and/or notes within that range that demonstrate that the internal citation is on point and supportive of the new proposition for which it is being offered. **You do NOT need to traverse through the sources that are, in turn, cited within the cited range/Part/Subpart.** For the purposes of an internal cross-reference, it is sufficient to confirm that the relevant portion of the author's own piece is, in the aggregate, supportive of the new claim.
  - In the rare case you encounter a cross-reference of the form "see sources cited *supra* notes ##-##," as opposed to a citation to the notes themselves, you must treat the citations as if they were cited anew. However, if doing so would end up roping in more than a small handful of sources, this is often not what is actually intended and you should consult with your SE and/or ME before embarking on an unusually large citechecking effort that would result from such a cross-reference.
  - Finally, we reiterate that the above guidance is only relevant for *supra*/*infra* citations to *other portions of the piece you are editing*. When *supra* is used to provide a short-form citation to an *external source*, you should treat that like any other "normal" citation and citecheck/redbox that single outside source just as you would for a full-form citation, and do *not* provide a PDF of any portion of your own piece.

C. In-Doc Editing

In Rounds 1 and 2, you will make tracked edits to the document itself. You are responsible for making:

- "Above the line" edits to the body text of an article.
- "Below the line" edits to footnotes.

Such edits can include notes ([Notes are always highlighted and in brackets. Be sure to highlight the enclosing brackets themselves when making notes. There should be no spaces added between the note and the regular text of the article.]) to the author or other editors. The use of these notes is summarized in the Introduction to *The Redbook*. For notes that are intended mainly for your SE, please try to use the citechecking spreadsheet instead.

The general process for in-doc editing is as follows:

- **Download a local copy of the document.** During Rounds 1 and 2, you are responsible for reviewing a portion of the text and making in-line comments to it. Use a naming convention that includes your initials and the relevant round (e.g., 77.1_Reese_R1_RS).
- **Make sure that track changes are on**, and complete your review. Your version of Word should be set to show revisions inline rather than in balloons in the sidebar. Because a document with inline revisions can be messy and hard to decipher, it can be helpful to toggle between "All Markup" and "No Markup" views in Word's Tracking menu. But make sure that your track changes *are **always** on while editing. Changes made without track changes can be incredibly difficult to track down after the fact, and can lead to a lot of confusion from both the author and our MEs.*
- **Review the document.** You should review the document for any spelling or grammatical errors, as well as anything else that negatively impacts comprehension. You should not worry about specific style or preferences–we defer largely to the authors regarding those. Generally, if you have any substantive comments or questions pertaining to a source or citation, err on the side of putting that information in the citechecking spreadsheet, rather than in the text.
- ***Do not add, delete, or move footnotes yourself*,** as this will produce phantom call numbers and other technical issues. If a footnote needs to be altered in one of these ways, please leave an ME comment.
- **Add [AA:] notes when appropriate.** You should draft [AA:] notes in the text whenever you are not completely convinced by the author's assertion. In drafting [AA:] notes, you should always keep the following conventions in mind:
  - (1) All AA notes should always be phrased politely and professionally, since these are aimed at the author of the piece.
  - (2) In AA notes, use "we," not "I."
  - (3) AA Notes should be complete sentences that begin with a capital letter and end in a period.
  - (4) All notes should include periods (or other punctuation marks) inside the brackets.
  - (5) All notes should be highlighted and that highlighting should include the brackets.
  - *Examples:*
    - Correct [AA: We were unable to find this quote on the cited page.]
    - Incorrect: [AA: I wasn't able to find this quote on the cited page.]
    - Incorrect: [AA: quote not found in page]
    - Incorrect: [AA: We were unable to find this quote on the cited page].
    - Incorrect: [AA: We were unable to find this quote on the cited page].
  - **DO NOT ADD ANYTHING TO THE DOCUMENT IN THE FOLLOWING THREE SCENARIOS:**

        - (1) If you feel the author is being disingenuous or manipulating sources in a concerning way, you should raise this issue with your SE(s) and add it to the citechecking spreadsheet. You should **not** edit the document to reflect your concerns.
        - (2) If you feel the author is using terms that feel antiquated, quoting unnecessary language that reflects harmful stereotypes or includes derogatory terms, being inconsistent about in capitalizing ethnic or national groups, or referring to racial and ethnic groups as nouns, you should raise this issue with your SE(s) and add it to the citechecking spreadsheet. You should **not** edit the document to reflect your concerns.
        - (3) If you have any other concern which is sensitive and may affect the relationship between the author and *SLR*, you should err on the side of **not** editing the document and only raising the issue with your SE(s) and noting it on the citechecking spreadsheet.
- **If the author did not supply a pincite, make a good-faith effort to identify one.** Insert an [AA:] comment and ask the author to confirm your choice. Most of the time, this will be relatively easy. But do not spend an unreasonable amount of time finding pincites for a lazy author or struggling to find pincites in a difficult source. Ultimately, identifying pincites is the author's job. If you cannot, after a good-faith effort, supply a pincite, insert [AA: Please insert a pincite.] and move on. As a rule of thumb, spend no more than 5-10 minutes looking for a pincite.
- **If you think the author is misrepresenting the source, make sure you raise your concerns to your SE in the spreadsheet rather than using an [AA:] note**. Correct small or clear mistakes on your own. If those corrections have any potential to be objectionable, consider inserting a comment in the citecheck spreadsheet to explain why you made them. If there are serious discrepancies between the assertion and the source, please write so. If you are unsure what to do, ask your SE in a comment. Of course, fix other typos, grammatical errors, and so on, and check *The Redbook*, *The Bluebook*, *CMOS*, and *Merriam-Webster* where necessary.
    - **Give your SE enough information so that they understand what is confusing and why**. A good example: "This pincite range states that courts may find liability if there is negligence but does not state that negligence is a sufficient condition for liability. Nor could I find this proposition elsewhere in the case. We could possibly adjust the sentence or ask the author to add another citation as appropriate."
- **[ME:] comments.** Make sure that all needed formatting changes—changing font, altering block quotes, fixing spacing issues, and so on—are indicated to the MEs with an [ME:] comment. **Do not make these changes on your own**.
- **Style.** Please remember that stylistic choices that you disagree with are not mistakes. Respect your author's style and voice—even if, for example, that voice is passive and you think it shouldn't be. Use your judgment and be respectful. This does not mean that you should never edit the body text. If any part of the text of your split doesn't make sense or is confusing in any way, please leave an [SE:] note explaining your observations.
- **Citation elements**. When doing in-doc editing, you must (1) correct things like page and volume numbers, author names, and other "facts" that are part of citations, and (2) update quotations if you find transcription errors during your citechecking. Full *Bluebooking* and *Redbooking* of citations is only necessary in Round 2.
- **Cross References**. You should check Word cross references (1) when the author cites internally to a section or set of footnotes ("*infra* Part IV" or "*supra* notes 18-21") and (2) when the author uses a *supra*

short form citation ("Karlan, *supra* note 20, at 45"). For more information on how to update cross-references, please see *RB* 3.5.

- **If you learn during the editing process that you must add a footnote**—as often happens if the author made a factual claim or asserted something about the content of a source or the state of a scholarly debate but didn't include a citation—**DO NOT ADD THE FOOTNOTE YOURSELF.**
  - If the citation is readily available (for example, when it is an *id.* to the previous source or the claim is about the facts or holding of a case the author is discussing), drop an [SE:] comment requesting the footnote. Include in the comment the properly Bluebooked citation. You'll then need to citecheck that source per usual.
  - When uploading the source to Drive, label the new footnote with the preceding footnote number plus a letter (in alphabetical order). For example, if you need to add a footnote between footnotes 49 and 50, the PDFs for that new footnote should be labeled R1-049a-[two-digit number of that citation's order within the footnote]-[three-digit source ID number from Sourcepull]-[short name from Sourcepull spreadsheet].
  - Be attentive to Bluebooking-related issues when you add and delete footnotes. Short-form citations, *id.*s, and the five-footnote rule (*BB* 10.9) are the most common errors. If you notice one of these potential errors, drop an [SE:] comment (for example, [SE: Add footnote "*Id.* at 437" here. The next footnote then becomes "*See id.* at 435" rather than "*See id.*"]).
  - If the citation is not readily available, insert an [AA:] comment requesting one. Include a polite but brief statement explaining why a citation is necessary.
  - **NEVER DELETE, MOVE, CUT, COPY, OR PASTE FOOTNOTES.** Word cannot handle deleting footnotes in tracked changes. Deleting footnotes leads to phantom footnote numbers and broken cross-references. Seeing **Error! Bookmark not found** leads to sad MEs. **Alternatives to sad MEs:**
    - If you accidentally delete a footnote, undo it. If that doesn't work, reject the change.
    - If you only need to move a call number a short distance, move the surrounding text.
    - If the move is more complicated (for example, if another call number is in the way), leave the call number where it is and drop an [SE:] comment.
- **Send your local copy to your SE(s).** After you have completed your review (with track changes on), save your local copy and email it to your SE(s), noting the completion of your split.

D. Bluebooking

During Round 2, you need to format all citations according to *The Redbook*, *The Bluebook*, *The Chicago Manual of Style*, and *Merriam-Webster*, in that order. You should also be aware of any article- or note-specific stylistic conventions given to you by your Senior Editor or Managing Editors. When in doubt about a particular issue, please consult *The Redbook* or ask one of the Managing Editors.

<u>We expect you to be familiar with both *The Redbook* as well as *The Bluebook*.</u> Since there is only one pass at Bluebooking before Managing Editor Review, it is imperative that Bluebooking be done as carefully as possible.

The following is a short list of Bluebooking errors that, in our experience, often go overlooked. *This list is not exhaustive. Use this list as a refresher, and only do so after doing a thorough first pass at Bluebooking. If anything below contradicts* The Redbook *or* The Bluebook*, let the EEs know and rely on those sources rather than what is written here.*

- Check each word in a case or journal name. More words are abbreviated than you think! See BB T6 and T10.
- *SLR* includes all authors for books, articles, etc. unless unwieldy. See RB 15.1.
- Be sure to check for special types of non-periodical pieces, e.g., Notes, Book Reviews, etc., and if relevant add to the citation (applies to both Round 1 and Round 2 of editing).
- For court filings, make sure to include the electronic filing number. For a complaint, it's typically included as: ECF No. 1. See RB 10.18.
- Remove the number and colon from docket numbers. See RB 10.12.
- Double check whether a journal is nonconsecutively or consecutively paginated. See Subpart IVA.2 for information on how to note the pagination during Sourcepull for later editors.
- When there's an old decision with numerous opinions (even if not concurrences/dissents), include a parenthetical with the name of the judge: (opinion of [Judge Name], J.).

IV. Feedback System

SLR will collect feedback from SEs to provide accountability and a way to recognize outstanding work.

A. What Feedback We Will Collect

Feedback will be given on a 0 to 4 scale. Here is what each score should represent:

- 0 – Far Below Expectations and/or Largely Incomplete
- 1 – Subpar and/or Partially Incomplete
- 2 – Satisfactory
- 3 – Outstanding
- 4 – Above and Beyond; Truly exceptional.

We will also leave the option for additional written comments.

B. How Feedback Will Be Used

Feedback will be used to (1) recognize exemplary work, and (2) identify areas for improvement. If an editor repeatedly produces subpar work, they may be referred to the Board for a probation vote, pursuant to *SLR*'s Accountability & Probation Policy.

Every month, *SLR* selects a "MEM of the Month," based on outstanding contributions to the editing process. After each Galley Night, *SLR* also selects a "Galley Night MVP." Being selected as either a MEM of the Month or a Galley Night MVP exempts you from one of your mandatory Galley Nights throughout the year.

C. Awards for Exceptional Contributions to the Journal

Each year, *SLR* recognizes outstanding editors at an End-of-Year Awards Banquet. Awards traditionally awarded to member editors include:

- Outstanding Member Editors;
- The "Best Catch" Award;
- Outstanding Article Team (SE and MEMs on a particular article or note).

Appendix A: How to Find Sources

A. General Guidance

- The librarians have compiled several helpful research guides—which you can find on the Canvas site that will be provided to you for training—that supplement the information below, along with a cheat sheet. If you cannot locate a source after reading the information below, please check Crown's research guides to see if one answers your question: https://law.stanford.edu/robert-crown-law-library/research-guides/. Some examples include:
  - State Materials: https://guides.law.stanford.edu/locatingstatematerials
  - International Materials: https://guides.law.stanford.edu/fil
  - Federal Legislative History: https://guides.law.stanford.edu/federallegislativehistory
  - Newspapers: https://guides.law.stanford.edu/newspapers
  - Supreme Court Materials: https://guides.law.stanford.edu/supremecourt
- Please review the Library's sourcepulling guidelines and training materials such as the sourcepulling cheat sheets before every Sourcepull round. Many MEMs work on Sourcepull at once, so following the librarians' rules will reduce the burden on them and is critical to maintaining good relationships with the Library.
- **Finding Format-Preserving Versions:** A format-preserving version of a source is a PDF that looks identical to the hard copy.
  - **Cases:**
    - For cases, Westlaw will often have the format-preserving version linked as an "Original Image" PDF below the Keycite flag. For U.S. Supreme Court cases, *HeinOnline has the format-preserving version of the U.S. Reporter. If the U.S. Reporter is not current, use the Supreme Court Reporter when available.* Please do not screenshot or print to PDF directly from an online database unless it is the *only* version available.
  - **Books:**
    - Your first choice for books is an electronic, format-preserving version of the book from within Stanford's system. Use Searchworks to locate the work within the Stanford library system. If an accessible online database provides full access to a format-preserving PDF version of the book, pull that version. But if Searchworks indicates that only a print version of the book is available at Stanford, you should see if you can find an electronic, format-preserving version out there on the internet, such as through Google Books or another (legal) website.
    - If you cannot find an electronic, format-preserving version of the book, you will have to pull the hard copy of the book from the appropriate campus library and scan the relevant pages.
    - During the summer, the librarians will be pulling books and scanning pages for us**.** *Make sure there are not electronic, format-preserving versions before requesting a library scan.* Instead of physically going to the library, you will fill out a Page Request Form provided by the library (https://stanforduniversity.qualtrics.com/jfe/form/SV_0DkAwOXBWW6kBMN). Please first check the folder for your article using the Google Drive link provided on the Page Request Form to make sure nobody else has already asked for the relevant scan. Once the library has pulled and scanned

the book, the scan will be made available on Drive. You can then redbox the relevant information on the scan they return to you.

- Please note that it may take 1-3 days, or more, for the librarians to return the scan. **You should fill out these forms for all books in your split within the first few days of Sourcepull**. Please note on the Sourcepull spreadsheet when you requested the scan and its status.
- Please make sure you request that **all cited pages** in the book are scanned—the Sourcepull spreadsheet will contain a list of all the pages cited in each book—and also request that the book be placed on the relevant shelf.
- Once you request the book, please make sure you fill out the Sourcepull spreadsheet if the date of your scan request and update it accordingly.

■ For your third article or note, find book sources in the Stanford libraries. Do not make requests for the libraries to complete the scans for you when you are on campus and have access to the library yourself. Scan both the front matter, including the copyright page and the table of contents, and **all of the cited pages throughout your Article/Note**. Your SE should list all the pincites in the Sourcepull spreadsheet. You must scan all cited pages and any other relevant pages cited to in the Article/Note (for example, if a quote starts at the very top of a page and the preceding page is not cited but is needed for context, scan the preceding page). **Err on the side of scanning more rather than fewer.** This will save a future team member time in not having to re-scan any other pages. Be sure to file the book appropriately (see below) on the Author's shelf.

- If no pincites are listed, find the book source and scan only the front matter, including the copyright page and the table of contents. Then file the book appropriately (see below) on the Author's shelf so it is easily accessible when we have pincites.
- **You must physically go to the library.** In almost every case, you must physically go to the library and pull the book yourself. The only situations in which you can use the blue request button on SearchWorks is if the book is housed at an off-campus library or the library where the book is housed is closed for construction. For procedures at specific libraries, see Appendix A, Section F, 3. Library-specific procedures for getting books

■ If the book is checked out or does not appear on Searchworks (and you have not found an electronic, format-preserving version of the book online), please see Appendix A, Section F for how to proceed.

○ **Articles:**

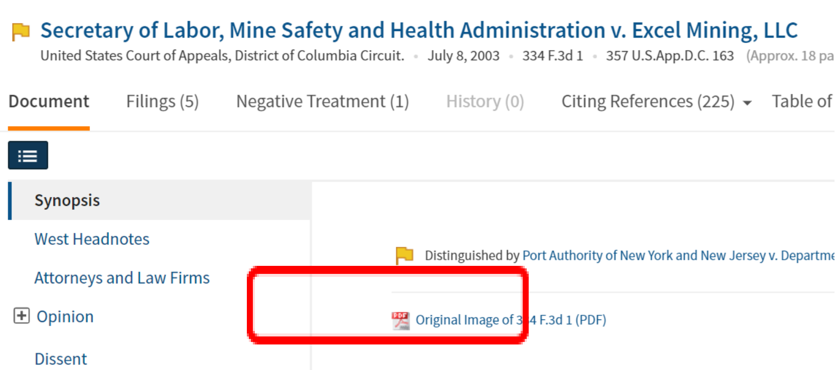
■ For articles, generally use Searchworks (Articles+) to locate the article. See Appendix A and the cheat sheets for more information.

■ Do not include the cover page from HeinOnline or Westlaw—which includes your name and downloading information—in the PDF you upload to Drive. We are interested in the source text only. Please see the technology tips below for instructions on how to delete pages.

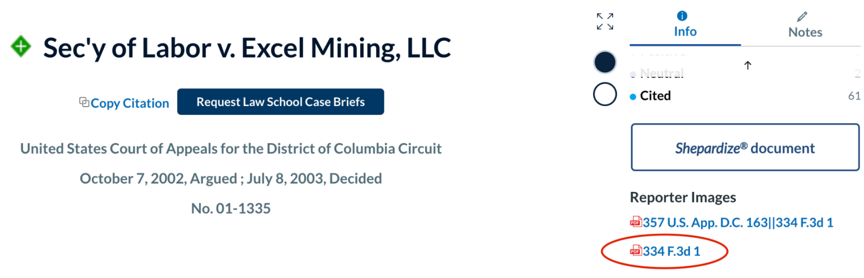
        - Please also pull the table of contents of the relevant issue for these sources and insert it as the first page of the Sourcepull PDF.
        - Forthcoming articles can often be found on [SSRN](). Check for the piece there and then in the Sources from Author folder. If a forthcoming article is not in either spot, reach out to your SEs.
- **In general, make sure the version you pull complies with the *Bluebook* and *Redbook* rules on preferred sources**. For example:
    - Correct reporter for cases (check *Bluebook* T1).
    - If a source format requires both format-preserving and online database versions (for example, briefs or other court filings), pull *both* versions.
    - Correct version of *The Federalist Papers* is the Rossiter version (Crown's copies available at http://searchworks.stanford.edu/view/3162849). You can also find a format-preserving version on Canvas.
    - Pull the journal-published versions of articles, not SSRN or working paper versions, where possible.

B. Cases

- ***First choice*: Electronic format-preserving version.** Using the unformatted version of the case from Westlaw/Lexis is insufficient unless the case is unreported. *See RB* 10.9. You can find format-preserving versions by visiting:
    - **HeinOnline:** HeinOnline is the preferred source for Supreme Court cases because it has images of the *U.S. Reports*, while Westlaw only has the *Supreme Court Reporter*. To enter, click "Subscribers Click Here to Enter" at the top. To find Supreme Court cases, go to the list of libraries, select "U.S. Supreme Court Library," click the "Citation Navigator" tab at the top, and enter in the citation for the case you're looking for. Click on the printer (in the upper right-hand corner) to download the entire case.
        - **Caution:** Beware of the "preliminary prints" of the *U.S. Reports* available on HeinOnline and which you may see referred to on Westlaw as well. As of July 2022, the last volume published of the *U.S. Reports* was Vol. 575. *See RB* 10.10.
    - **Westlaw:** Input the citation to locate the case, then click on the "Original Image (PDF)" link at the top of the page (note that the format-preserving versions of cases on Westlaw will still have some headnotes on them).



- ○ **LexisNexis:** Input the citation to locate the case, then find Reporter Images to the right of the main content.



- ○ **SCOTUS Webpage:** Supreme Court decisions appearing in *U.S. Reports* prior to Vol. 108 do not include the date of decision. Download the list of dates of decisions along with these cases (http://www.supremecourt.gov/opinions/datesofdecisions.pdf).
- ○ **HathiTrust:** Many older state reporters will not be available on Westlaw/HeinOnline. For these reporters, you should check HathiTrust (https://www.hathitrust.org/), a digitized collection of out-of-copyright books. Search for the name of the reporter, and you'll often be able to find some or all of the old volumes cataloged on the site.

- ***Second choice*: Paper format-preserving version.** Please consult the research librarians (reference@law.stanford.edu) if you have trouble locating a case. The library has hard copies of many historical case reporters and the librarians can direct you to the appropriate volume from a traditional case citation that may not return any results in SearchWorks. Additionally, the library gets copies of the *U.S. Reports* and the *Supreme Court Reporter* before they are available on HeinOnline and Westlaw. Check the library if Westlaw has a citation for either of these reporters but you cannot find an electronic format-preserving version. The library also may be able to request a scan or a loan of the format-preserving reporter from another library.
- ***Last resort*: Non-format-preserving version.** If all else fails, you may download a PDF of the Lexis or Westlaw version. Please note in the Sourcepull spreadsheet "comment" section the avenues you explored to locate a format-preserving version.

C. Court Documents, SCOTUS Briefs, and Oral Argument Transcripts

- **SCOTUS Briefs:** ABANet.org provides format-preserving copies of briefs in many Supreme Court cases: http://www.americanbar.org/publications/preview_home.html.
- **SCOTUS Oral Argument Transcripts:** The official Supreme Court website offers format-preserving copies: www.supremecourt.gov/oral_arguments/argument_transcripts.aspx.
- **Other Court Documents:** Court documents, and non-SCOTUS briefs, are notoriously difficult to locate. You should check Westlaw, Lexis, and Bloomberg, in that order. Each time you check a database, see if they have a format-preserving version. If they do, make sure to pull the format-preserving version, the electronic version, and add a parallel citation under *BB* 10.8.3. *See RB* 10.6. Keep the first electronic version you find, but continue looking for the format-preserving version (i.e., if you find the electronic version on Westlaw but not the format-preserving version, you should pull the Westlaw electronic version. If you then find the format-preserving version on

Bloomberg, you should pull that. You'll have the format-preserving version from Bloomberg, the electronic version from Westlaw, and the parallel citation to the Westlaw electronic version).
    - See here for more resources on using Bloomberg.
- **If Westlaw, Lexis, and Bloomberg fail,** we're in trouble. We don't have access to PACER, but Bloomberg is sourced from PACER so checking it likely will not help us. Double check Westlaw, Lexis (specifically Lexis Courtlink), and Bloomberg (specifically Bloomberg Dockets). If you still cannot find it, contact the EEs and your SEs, who will either coordinate with the author or ask you to call the court clerk for information on accessing the documents.
- **Remember Parallel Citations:** As noted above, *SLR* requires parallel citations for court documents cited under *BB* 10.8.3. *See RB* 10.6.

D. Statutes and Regulations

- **U.S.C.:** The Government Printing Office provides a format-preserving copy of the *U.S. Code*: https://www.govinfo.gov/app/collection/uscode/
    - If the PDF is locked after downloading it, try "Print to PDF" to create an unlocked version that allows Redboxing.
- **C.F.R. and the *Federal Register*:** HeinOnline offers format-preserving versions of the *Code of Federal Regulations* and the *Federal Register*. To find the source you are looking for, search for the name in the "Subscribed Libraries" list.
- **Session Laws:** *SLR* prefers format-preserving versions of session laws. These are generally available at https://www.govinfo.gov/app/collection/plaw. If you cannot find them on that site, please consult your SE, an ME, or a research librarian. As a last resort only, non-format-preserving versions can be pulled from Westlaw/Lexis.
- **State Statutes and Regulations:** *SLR* does not require format-preserving versions for state statutes and regulations. Non-format-preserving versions of state statutes and regulations can be found on Westlaw/Lexis. Use the electronic database (Westlaw or Lexis) marked as preferred in *BB* Table 1 when pulling the statute or regulation. The preferred database will vary by state, so please check Table 1 for every new state you encounter during Sourcepull.

E. Journal Articles

- ***First choice***: Any **format-preserving** electronic form, such as a PDF version of the article, is the first choice. It is rare that a format-preserving copy of the article is not available. Westlaw and Lexis are *not* format-preserving.
    - First choices include HeinOnline (http://heinonline.org), JSTOR (http://www.jstor.org), and many of the other electronic journal subscriptions that Stanford holds. You can access these databases from http://searchworks.stanford.edu/databases. To find an article, start by searching for it on SearchWorks (Articles+) using some combination of the author name and article title. This is almost always the easiest way to find the article. When using Stanford's internet or connecting remotely through the library website, Google Scholar also often has links to format-preserving versions.
        - *Tip 1:* You can use Stanford Library SearchWorks Articles+ tab to find links to copies of most journal articles on outside websites. https://searchworks.stanford.edu/articles

        - *Tip 2:* You can use Stanford's EJournal database to find archives of almost all journals. http://sul-sfx.stanford.edu/sfxlcl41/az
        - *Tip 3:* You can place the below URL prefix to a paywall-protected or subscription-only website and if Stanford pays for an account, you'll be able to access the website content. http://stanford.idm.oclc.org/login?url=
        - *Tip 4:* You can often find PDFs of articles by going directly to a journal's website. This can be an especially effective way to get format-preserving versions of forthcoming or recent articles.
    - **The journals to which Stanford subscribes can be found through a search at the Stanford e-resources page**: http://library.stanford.edu/search-services. This is probably the best resource you have for electronic periodicals and will link directly to the appropriate resource for you. It will also show you the date ranges the online sources cover. If you find a journal on JSTOR, for example, but JSTOR doesn't have the volume you need, check the e-resources page to see if another database has that volume.
    - For a more law-oriented list, the following website may be helpful: https://law.stanford.edu/robert-crown-law-library/legal-databases/.
    - You can also look for a specific journal by doing a search for "Periodical Title" for that journal in SearchWorks—the detailed record for that journal will indicate whether Stanford holds an electronic or hardcopy subscription. If Stanford has an electronic copy, the Periodical listing in SearchWorks will link directly.
- ***Second choice*:** The actual bound volume is the second choice.
    - If it's in Crown, you can check it out as you would a book. Please refer to the "Books" section for more information about the checkout procedure. If it's in Green or another library, it cannot be checked out.
    - Either way, you must also scan the article and save it on Drive. Be sure to scan **all** of the important citing information, including the cover of the journal issue, the issue's table of contents, and the entire article (including any endnotes). Because pulling hard copies of articles is quite time-consuming, please take care to scan all of this information.
- ***Last resort*:** You can use Westlaw/Lexis to get the journal article. While these are easy resources, they are not format preserving and often do not include tables or figures. Use one of these electronic databases only after speaking with a librarian and/or the EEs.

F. Books

As an institution that checks out about one thousand books every year, we must avoid accruing fees and stay on the librarians' good side—all the more important when we're depending on them to help us find resources and negotiate with other libraries on our behalf. Therefore, it's important you follow the detailed steps below.

The three sections here describe (1) general policies for all book sources; (2) tips for finding difficult book sources; and (3) procedures to use at each Stanford library (our checkout policies differ by library).

1. Procedures for every book checkout

There are three critical things you must do every time you check out a book.

- ***First*, you must physically go to the library.** In almost every case, you must physically go to the library and pull the book yourself. The only situations in which you can use the blue request button on SearchWorks is if the book is housed at an off-campus library or the library where the book is housed is closed for construction.
- ***Second*, check out your book to the *Stanford Law Review*.**[2] *SLR* gets longer checkout periods than individual students do at most libraries, and if the book is overdue for a reason out of your control, you don't want to be stuck with the fines. To check out books to *SLR*, just tell the librarian at the checkout desk that you are borrowing for *Stanford Law Review*; they will have your name on a list of approved borrowers and will probably just ask you to show your ID to confirm you're on the list. The due date at most libraries is the end of the quarter.
- ***Third***, whether you check out a book from Crown Library or another library, be sure to stop by the Crown reference desk to **pick up a red slip**, write the author's name on it, and stick it in your book before putting it on your shelf.
- ***Fourth*, shelve the book on the correct shelf in Crown Library (behind the reference desk) *in order by call number*.**

2. Tips for hard-to-find books

- **If you're here, we assume you followed the procedure outlined in Section IV.A (Sourcepull).**
  - As a reminder, that means there were no electronic, format-preserving versions of the book within Stanford's library system;
    i. You can search Stanford's system through SearchWorks at http://searchworks.stanford.edu. When the results of your search come up, see if there are any online resources available. Make sure that your internet resource is the *same edition* that the author used. If not, you will need to pull the hard copy.
  - If there were no electronic, format-preserving versions of the book on a (legal) website and a physical copy is not available through SearchWorks either because all copies are checked out or the book does not appear in the catalog:
    i. Ebook resources include:
      - SearchWorks (often, if Stanford libraries do not include a hard-copy version of the book, they will have access to the book in electronic format)
      - Google Books
      - Digital Library
      - HathiTrust

    ii. **If an e-book is available only with payment, consult your SE**. Generally we will ask you to proceed with an ILL request, but we may decide that paying for an ebook is appropriate in certain circumstances (for example, if we're running short on time or the cost of the ebook is less than the cost of the ILL request).
- **The book you want is checked out.**
  - First, **double-check that no other copies of the book are available**.

[2] Note that there are a few rarely used libraries at which you will need to check out books to your own account. For more information, see below.

i. Make sure that all copies of the book on the entire campus have been checked out, even at libraries that might require an inconvenient trip. It's annoying, we know, but it saves a lot of time down the line. If other copies are available on campus, take the trek to get the copy. If it's available only off-campus or in a closed library, you can request the book to be delivered to Crown.

- If no other copies of the book are available, **make sure that the book is not checked out to *SLR***.
  i. Check that the due date is toward the end of the academic year. *SLR* checks books out until mid-June, so if the due date is the start of next quarter, for example, then that is a guarantee the book is not checked out to *SLR*.
  ii. If the due date is in mid-June and the book is not on the list, send a quick email to the EEs (with your SEs cc'd) and they will double check whether *SLR* has checked the book out.
- Then, if the book is not checked out to *SLR*, **check to see if another journal has it.** If another journal has the book, it will be much faster to borrow the book, quickly scan the necessary pages, and note the journal and shelf the book is on. Please **check with the law librarians** by visiting the loan desk staff in person.
  I. **If another journal is using the book**, note that on the spreadsheet; be sure to include the **shelf number**. You must also scan and upload the applicable pages in case the book is recalled or returned by the other journal before another editor needs it. Like *SLR*, other journals can check the book out for the academic year.
  ii. ***Do not ever take another journal's book out of the library.*** (Also, don't take *SLR*'s books out of the library.)
- If all the above fails, **initiate an ILL** according to the procedure below.

- **The book you want does not appear in the catalog.**
  - First, are you sure?
    i. Double check there's no electronic, format-preserving version of the book in SearchWorks or online.
    ii. Double check that you've searched for the right book. Try searching by author. Try searching by ISBN number.
    iii. Double check that *SLR* does not already have scans of the book and relevant pages.
  - Second, **initiate an ILL.**
    i. Fill out the Interlibrary Loan Request (ILL) form as completely as possible.
      - If you click on the link to ILL via Searchworks, it pulls up the Green Library ILL form. This is **NOT** the correct form. Crown has its own form, which is the only form you can use. If you send an ILL request via the Green Library form, you will get an email from a librarian or the EEs asking you to fill out the correct form instead.
      - Enter the date, your name, and class year (e.g., 2L) under "Status." Use your own email address. In the "Student Journals" section, choose the pull-down option for *SLR* and fill in author name, editor name (that's you!), and shelf number. Complete the rest of the form with the requested information about your source.
    ii. Once you submit an ILL, **please do not submit another request**—instead email circulation@law.stanford.edu to update or check on an existing request.

iii. Please do not request a scan of an entire book; be as specific as possible regarding the pages needed. Generally it is a safe practice to request the front matter, the pincited page, and the page before and after the pincited page.
iv. ILLs received as scans will be available at https://bit.ly/SLSLawJournalScans.
v. **When the book arrives, place the book on the shelf and update the Sourcepull spreadsheet. Be sure to fill out the "ILL Due Date" column and the call number.** When it arrives, you will receive an email from a reference librarian. At that time, you can pick up the source at the Crown circulation desk and move it to your author's shelf. **Do NOT remove the lilac ILL band from the book.**
vi. **If you only need a short section—and you are confident that the pincite is correct and that the author does not cite the piece elsewhere—scan it (including the front matter such as the title and copyright pages and the table of contents) and return the book.** Misplaced ILL books are very expensive and make SLS look bad to other libraries. The best way to reduce the risk of losing/misplacing the book is to scan the relevant sections and return it as soon as possible. Do NOT take an ILL book checked out to *SLR* out of the library. Any photocopies obtained through ILL, however, need not be returned.[3]

- **If your ILL fails,** you have two options.
  - First, if the book is checked out, you followed the procedure above, and your ILL fails, you should email the EEs (with your SE(s) cc'd) to initiate a recall. Only do this after you've been unable to find an electronic, format-preserving version, emailed the EEs about checking if *SLR* has the book checked out, made sure no other copies are available, talked to the law librarians about whether another journal has it, and your ILL request failed.
  - Second, if the book is not in the SearchWorks catalog and the ILL failed, thank you for all your diligent work trying to get this source. Email the EEs and your SEs, who will give you further guidance.

3. Library-specific procedures for getting books

Our checkout policies vary from library to library. Please read the blurb on each library before checking out a book.

- ***Crown library*:**
  - **Check out to your article's shelf.** This is important. So long as you know the author, the library will know the assigned shelf/carrel. The librarian should put a red slip in the book with the author's name on it. If not, be sure to ask for a red *SLR* slip, write the author's name on it, and insert it in the book. There are many librarians and support staff who may assist you in checking out books. Some may be unfamiliar with *SLR* procedures; if you have an issue with checking out a book for *SLR*, then you can either ask to speak to a reference librarian or email one of the EEs.

[3] Sometimes when we request books through ILL, the librarians arrange for the other library to send us only copies of the pages we need. This solution is not ideal because the MEs often need more pages than originally thought. Again, this is only acceptable if the relevant subsection is more or less clear and set in stone. Whenever possible, SLR prefers the whole work.

- ***Stanford Auxiliary Library*:**
    - The Stanford Auxiliary Library (SAL) is a warehouse of rarely checked-out books owned by the Stanford library system. SAL can deliver books to the Law Library; all you have to do is fill out a Page Request Form.
- ***Green and Business Library*:**
    - **Check out to *SLR*.** The vast majority of the books you will need to sourcepull will be from Crown, Green, or the Business Library. These libraries all have long histories of dealing with SLR. Just check out a book at Green or the Business Library as you would at Crown, making sure to check the book out to *SLR* instead of using your SUNet ID. Each library has a list of *SLR* editors, so just verify your identity. Only Crown will ask what author shelf you're checking the book out to. Because only Crown has red library slips, you will need to acquire a red slip and insert it into any book borrowed from another library yourself, making sure to note the author and due date on the slip.
- **Scanning at Green and the Business Library.** If you need to scan pages from a book that cannot be checked out, you will instead need to scan those pages within Green or the Business Library. Scanning is free, and you can use your SUID.
- ***Lane Medical Library and any library on campus other than those listed above*:**
    - **Scan a copy.** Other libraries on campus have varied borrowing policies. Their shorter borrowing periods often conflict with *SLR*'s need to retain books for the duration of the editing process. As a result, you should ordinarily only check books out from Crown, Green, and the Business Library.
    - For books from any other library, you should instead scan all of the pages that will be necessary to citecheck every place the book is used (that is, **the necessary citation information, the pincited pages, and all pages potentially necessary for context**; if the author has neglected to include some or all pincites, scan as many pages as you think necessary to adequately citecheck the assertions that the source supports). **Please search the entire article or note to make sure you catch every reference**, and make sure you search for any *supra* or *id.* short form. Scanning is free. All you need is your SUID.
    - **Unless:** the one exception to the checkout prohibition is if a book is relied on heavily throughout the article and scanning all the pages needed for citechecking just would not be feasible. If you do check out a book for this reason, the procedure is the same as for any other non-Crown library: just remember to check the book out to *SLR* instead of your personal ID if possible.[4]

G. Newspaper and Magazine Articles

For newspaper and magazine articles, we prefer to cite to an internet version of the article on the publication's website. If you cannot find this (generally if the article is older), then you should try to find a version that preserves the original pagination: the magazine or newspaper itself, microfilm, or a digital record of the physical version.

[4] A few libraries, including the Science Library, the Earth Sciences Library & Map Collections, and small departmental libraries such as Classics and Philosophy will not allow you to check out to SLR, so you will need to check out books from these libraries to your personal account. Please note this in the Sourcepull document.

If the library has a subscription to a resource, for example, through the e-resources page (http://library.stanford.edu/search-services), you should feel free to try that as well.

- ***First choice***: An official online source that gives the full text of the article.
- ***Second choice***: You may use Lexis/Westlaw or any other online source for this material **as long as it contains all of the necessary citation information**. LexisNexis Academic (http://www.lexisnexis.com/hottopics/lnacademic), available through http://searchworks.stanford.edu/databases, is a great resource for non-law review articles. **Please check that your electronic source states the original page of publication**. Also, if you are using a non-format-preserving version, please review your article to ensure that the author does not cite any photos, figures, or other information that is not included in the non-format-preserving version.
- A particularly cool resource that the library has is an electronic subscription to a database of historical newspapers, including the *New York Times*, that provides PDF versions of articles back into the 1800s: http://digitalmicrofilm.proquest.com.
- ***Third choice***: Microfilm. Check SearchWorks or consult with the law librarians if you have difficulty locating an article. You only need to use microfilm if you cannot find an electronic version of the article.

H. Websites

- ***Save to PDF***: This one is easy; just go to the website. If your article cites to a website, please "print" a PDF of the website.[5] Providing the Round 1 editor with just a link is insufficient.

I. Legislative History or Congressional Reports

- ***First choice***: **PDF or other electronic resource.** Westlaw/Lexis or any other online source, such as the websites for specific congressional committees that publish their own reports, are good sources for this material. In addition, Proquest Congressional has legislative history in one place: http://congressional.proquest.com/congressional.
- ***Second choice***: **Paper resource.** The Stanford libraries (Crown and Green's Government Documents collection in particular) have excellent collections of congressional hearings and government publications. A lot of material is available, but it is often difficult to find. We suggest that you ask reference librarians in Crown and in Green for help. They will make your life a lot easier.

J. Federal Administrative and Executive Materials

- **Advisory Opinions from the Department of Justice**. We require a format-preserving version of these opinions, which should be available on HeinOnline. Click "U.S. Attorney General Opinions," then "Opinions of the Office of the Legal Counsel of the United States Department of Justice." If you need an opinion that does not appear there, please ask a reference librarian.

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[5] To print to PDF on a Mac, hit Command + P. There is a button labeled "PDF" on the lower left of the print screen. Click on the button and choose "Save as PDF." To print to PDF on a PC, just hit Ctrl + P and change the printer to "Save as PDF" in Chrome. Other browsers have similarly named options. Please double-check that an advertisement does not cover the relevant citation and citechecking information.

- **Presidential Papers.** We require format-preserving versions of these documents: http://www.gpo.gov/fdsys/browse/collection.action?collectionCode=CPD.

K. International Materials

Any reputable source for these materials is fine; it need not be format-preserving. We've provided some suggestions for places to look below. If you're still stuck, ask a reference librarian.

- **HeinOnline** has a searchable database with most of the official and unofficial U.S. sources for treaties: http://www.heinonline.org/HOL/Index?collection=ustreaties.
- **United Nations:** Stanford has a subscription to the United Nations Official Document System. To get there, go to the SearchWorks homepage. Click on "Databases" in the upper right corner, then search for "ODS." This will open a link to the online database. (Or, try clicking here to go directly to the site: https://documents.un.org/prod/ods.nsf/home.xsp)
- A search engine for the official U.N. treaty publication is located at https://treaties.un.org/Pages/AdvanceSearch.aspx?tab=UNTS&clang=_en (follow: "United Nations Treaty Series" hyperlink).
- The European Community, the WTO, and other international organizations typically have good websites, which often include treaties.
- **Westlaw/Lexis** are often good sources for treaties.

L. Treatises

- ***First choice***: Crown Library has a very good collection of treatises. Checking out a treatise should be simple unless it is on reserve, in which case you should scan the section cited along with the pertinent publication information. All books located on the second floor are considered on reserve and cannot be checked out to SLR. If the book you need to pull is on reserve on the second floor, please note this on the Sourcepull spreadsheet and scan the relevant pages.
- ***Second choice***: As a last resort, Westlaw/Lexis have some treatises online. You can use these if you can't find a paper version and upload a copy to the server.
- ***Exception: Regularly updated treatises.*** *SLR* prefers online (that is, Westlaw/Lexis) versions of these sources, so that is the version you should pull. *See RB* 15.4.

M. General Electronic Resources

Stanford subscribes to many electronic journals and databases. Although HeinOnline and JSTOR are valuable because they have a significant number of journals used in legal scholarship, the Stanford E-Resources page (http://library.stanford.edu/search-services) is extremely useful for locating available non-legal sources. To access these sources when outside the Stanford network, you can set up your computer to use a proxy server (instructions are available at http://library.stanford.edu/using/connecting-campus).

N. Federal Rules of Civil Procedure

Available here: http://www.uscourts.gov/rules-policies/current-rules-practice-procedure.

Appendix B: Checklists for Each Editing Stage

Note: These checklists are not exhaustive, and are not meant to substitute for reading through the guidelines up above. They are instead meant to provide a quick reference to make sure you aren't skipping over some of the crucial steps, as you get used to the process.

A. Sourcepull Checklist

☐ Watch Sourcepull training modules on Canvas and download the "SLR Source-Pulling Reference" and "Redboxing Cheat Sheet" for some helpful examples and quick tips.

☐ Set up the computer program you'll use to edit and redbox source PDFs (see technology tips above).

- ☐ Contact EEs if you have a PC and need a copy of Adobe Acrobat Pro.
- ☐ Make sure you have the correct color, line width, and (lack of) fill for the red boxes you'll use around key information.

☐ Open the Sourcepull spreadsheet and pull the first ten sources (based on your SE's directions), redbox citation information, and upload to Drive.

- ☐ Update the line items in the Sourcepull spreadsheet as you go.
- ☐ Make sure the name you give each source PDF matches the naming convention your SE provided in the Sourcepull spreadsheet.
- ☐ Make sure all sources are format-preserving (see Sourcepull training)
- ☐ Make sure all cases are from the correct reporter (e.g., all Supreme Court cases should be from the *U.S. Reports*, unless newer than 569 U.S.)
- ☐ For cases, check for negative treatment or subsequent history and pull/redbox/upload to Drive
- ☐ Pull the table of contents for each journal source to confirm whether consecutively paginated and insert as first page of source PDF

☐ Pull remaining sources and upload to Drive (the earlier, the better!). Notify your SE and the EEs when you have finished.

☐ Re-pull or re-redbox sources as requested by SE

☐ When stuck on a source, reach out to your SE and/or refer back to the relevant training module on Canvas and the information above in the Handbook.

B. Round 1 Checklist

☐ Review (skim) entire article/note to get additional context for your split.

☐ Open the citecheck spreadsheet to find your split, and open both the Sourcepull and the Round 1 folders for your piece on Drive.

☐ Open the new Word version of your article/note and ensure that track changes are turned on properly.

☐ Complete the first ten citechecks (based on your SE's directions), saving a new version of the source PDF to the Round 1 folder for *each line item* and redboxing relevant information. Rate the source for accuracy and include any relevant notes in the citecheck spreadsheet.

☐ Upload your new PDFs to Drive often so that your SE can follow along and to avoid losing your work.

☐ Complete remaining sources and notify SEs/EEs when you have finished.

☐ Reach out to your SE early, and often, with any questions about global issues, always cc'ing the EEs.

☐ Edit text and footnotes for *Bluebook*, *Redbook*, and *CMOS* style if you see clear errors. Send your SE the updated version of your article/note, with track changes on.

C. Round 2 Checklist

☐ Open the citecheck spreadsheet to find your new split, and open both Round 1 and Round 2 folders for your piece on Drive.

☐ Open the new Word version of your article/note and ensure that track changes are turned on properly.

☐ Citecheck each assigned citation/source de novo, adding your own rating in the Round 2 columns of the citecheck spreadsheet. Refer back to the Round 1 MEM and SE comments in the spreadsheet for additional context.

> ☐ If you notice anything off with page or volume numbers in a citation, feel free to update that directly in the article/note text.

☐ Upload your new PDFs to Drive often so that your SE can follow along and to avoid losing your work.

☐ Edit both the text of the piece and the footnotes in your split for *Bluebook*, *Redbook*, and *CMOS* style.

☐ Notify SEs/EEs when you have finished your split. Send your SE the updated version of your article/note, with track changes on.

Appendix C: Technology Tips for Redboxing

A. Preview for Macs

- **Redboxing**
  - Select the rectangle tool from the toolbar and use it to draw a thin red box using the second thinnest line setting around the supporting material. Double-click to change properties (e.g., make the line of the rectangle the second thinnest weight and adjust the line color to red).
- **Adding pages**
  - If you want to add pages from one PDF to another, open both; open the thumbnail view for both; and drag pages from one PDF's thumbnail view into the spot of the other PDF where you want them to appear.
- **Editing annotations**
  - To delete a drawn box, select the box and hit the Delete key.
  - To be able to select a box more precisely, switch to the Annotations mode of the sidebar by clicking the middle icon on the bottom of the sidebar window and select the specific markup you want to edit.

B. Adobe Acrobat Pro for PC

If you have a PC and need a copy of Acrobat Pro, contact the Executive Editors (Hana and Jared).

- **Preliminaries**
  - You should see a row of icons across the top of the window; the icons should include ones for highlighting, deleting pages, and rotating pages.
  - Click the gear icon to customize quick tools to get all the additional tools you will need. Select and add the following to Quick Tools to Show:
    - Pages → Extract
    - Content → Edit Object
    - Recognize Text → From this file
    - Comment → Drawing Markups → Rectangle
- **Redboxing**
  - Select the rectangle icon and draw a box around the text. (Remember that settings should be red, solid line, 1 point thickness, opacity 100%.)
  - You may need to set the fill color of the rectangle from white to none. Do this by right-clicking the rectangle and selecting Properties.
- **Adding pages**
  - The easiest way to add pages from one PDF to another is to merge them. Right-click on one or more of the PDFs and select "Combine supported files in Acrobat." A window will open allowing you to drag and drop additional files into the list of files to be combined, arrange the files, select the pages you want to combine, and merge them into a new PDF. For *SLR* purposes, please merge files into a single PDF, not a PDF portfolio.
- **Editing annotations**
  - **Deleting**: Select the rectangle and hit the Delete key.
  - **Changing properties**: Select the rectangle and right-click to modify the properties.

- **Optical Character Recognition (OCR) to convert images of words to text**: Click the Recognize Text icon and specify the range of pages to recognize