
STETSON LAW REVIEW: ALWD CITE & SOURCE CHECKLIST
Spring 2000

“Don’t guess, look it up.”

- _____ **Meet with the supervising editor and others working on the project, or at least review your assignment and make sure you understand it.**

- _____ **Obtain copy card.**

- _____ **Read only the text to learn what the article is about. This should be a quick read.** Mark only typos and egregious mistakes; do not make stylistic edits. Mark passages you consider confusing.

- _____ **Read the TEXT for proper form.**
 - _____ **Footnote placement:** Make sure footnote numbers appear everywhere needed. A footnote number generally is needed for each new thought that is not the author’s own. If everything in a paragraph is from the same section/page of the same source, one footnote at the end of the paragraph will suffice. Make sure footnote reference numbers appear after the punctuation: ,⁴ .⁵ [ALWD Rule 44]

 - _____ **Footnote placement (case names):** Make sure a footnote number follows after a case is referenced in full for the first time. (On a related note, make sure that the first time a case is referenced in the text, the full name appears.)

 - _____ **Typeface:** Make sure names of cases and publications are italicized. [ALWD Rule 1]

 - _____ **Quotations:** Make sure that quotes of 50 words or more **OR 4 or more lines of type (this is a more flexible rule)** are more are block indented (and do not begin and end with double quotes). Make sure that quotes within block quotes have double quotation marks. Make sure that quotes of less than 50 words have matching double quotation marks. Make sure that quotes within these shorter quotes are enclosed in matching single quotes. Make sure that commas and periods are included within the quotation marks, but that other punctuation falls outside the quotation marks. DO NOT ALTER MATERIAL WITHIN A QUOTATION unless you use brackets to indicate the change. [ALWD Rules 48-50]

 - _____ **Numerals:** Be consistent with numbers. The ALWD Manual does not require that certain numbers be spelled out or presented in numeral form. EIC will need to develop a school rule on this point. There CAN now be a comma in four-digit numbers (\$1,000).

 - _____ **Symbols:** Use a dollar symbol with numerals; the word dollar with words. Same rule for percentage. Make sure that, in the text, Section, section, and § are consistent and correct. [No ALWD Rule; just a consistency issue]

 - _____ **Case names:**
 - _____ **Full name:** Make sure the full case name appears in the text the first time the case is referenced in the text (even though the full reference might appear earlier in a footnote). Case names should be italicized.

 - _____ **Abbreviations:** Case names in the text typically should not be abbreviated.

- _____ **Typographical consistency:** Make sure words and names are spelled consistently (Examples: State v. state; nonprofit v. non-profit).
- _____ **Proper names:** The first time a proper name is used, make sure it is the entire proper name (title, complete name, including first name/initial, middle name/initial, last name).
- _____ **Table of contents (if any):** Make sure the entries in the Table of Contents for the article match the headings used in the body of the article.
- _____ **Mechanics:** Mark any typographical or grammatical ERRORS (not preferences).

_____ **Read FOOTNOTES for ALWD form; read TEXT AND FOOTNOTES for substance.**

- _____ **Find every cited source:** Review the pertinent portions of the source. Does the source say what the author says it does? If not, make the change and also note the change/problem for the supervising editor. **REMEMBER TO CHECK ALL POCKET PARTS AND SUPPLEMENTS. MAKE SURE YOU HAVE THE MOST CURRENT EDITION OF BOOKS AND OTHER MATERIALS, UNLESS THE REFERENCE IS HISTORICAL.** If you cannot locate a source in Stetson's library, immediately alert the supervising editor so we can locate the source through alternative means. **Do not cite the electronic version of statutes; use a print source.**
- _____ **Copy all required material** (especially quoted material; be sure to get all pages necessary to verify the citation).
- _____ **Check the ALWD form of every source cited. [ALWD Rules 12-42]**
- _____ **Quotations: *Check quotations word for word (TEXT AND FOOTNOTES).*** Make sure ellipses and alterations are used properly. Check paraphrases to make sure they are not really quotations. Determine whether a block is needed (50+ words or 4+ lines of text). NOTE: Do not block material within a parenthetical, even if the quotation is long. Check for matching quotation marks and backward quotation marks. Note changes from the original source.
- _____ **Pinpoint cites:** Add pinpoint cites if they are missing. Check other pinpoint cites for accuracy. Have the correct divisions been used (pages v. paragraphs v. sections)? Have page spans been properly cited (use all digits in the span). **[ALWD Rules 5-9]**
- _____ *****Introductory signals:** Are the correct signals used? Are signals italicized or underlined? Are the signals in the correct order? Is the punctuation between signals (semicolon) correct? **[ALWD Rule 45]**
- _____ *****Order of authorities:** Are the authorities listed in the correct order? **[ALWD Rule 46]**
- _____ **Parentheticals:** Check the substance. Are Parentheticals used when the citation is introduced by a signal, as required by Rule 45.3? Is the form of each parenthetical correct? Check for matching open and closed parentheses. Is anything within the parenthetical actually a quote? **[ALWD Rule 47]**
- _____ **Short forms:** Are the correct short forms used? Are case short forms italicized or underlined? If hereinafter is used, is it proper and is it used again? **[ALWD Rule 11 + rule for specific source]**
- _____ **Spacing:** Does all spacing conform with Rule 2?

- _____ **Author/editor names:** Read ALWD Rule 22.1. Use the name as it appears on the source. With more than two authors, you may (but don't have to) use et al. Be sure to put "Student Author" in when citing a student-written article (no longer have to use Note, Comment, etc.). Also, for books, check for an editor even if an author exists.
- _____ **Subsequent history for cases:** Shepardize or KeyCite to check the subsequent history for cases. **ATTACH printouts to source.** Include relevant subsequent history. *Cert. denied* should only be included when the cited case was decided within two years. **[ALWD Rule 12.8, 12.10].**
- _____ **Dissents/concurrences:** Be sure that the citations include proper references when cites are to dissents and concurrences. **[ALWD Rule 12.11]**
- _____ **Internal cross-references:** Form should be: *supra* n. 5, at 4. **[ALWD Rule 10]** Do not worry about checking *supra* and *infra* references at this point.
- _____ **Additional footnotes/support:** If you believe additional footnotes or support is required, see your supervising editor. You may be asked to find the additional support, or we may seek the additional support from the author.
- _____ **Copy work to clean copy. Check/proofread final product.**
- _____ **Prepare written list of concerns/open issues/outstanding issues for the supervising editor.**
- _____ **Organize copied material by footnote/put in the correct place in the office.**
- _____ **Return the copy card. Note the number of copies left.**
- _____ **If you need an extension, be sure to request the extension in the correct manner.**
- _____ **Meet with the supervising editor for follow-up.**
- _____ **Detail the work you performed on your weekly task sheets.**