

AMERICAN UNIVERSITY

Journal *of* Gender,  
Social Policy & *the* Law

**PUBLICATION  
MANUAL**

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**Table of Contents**

<b>A. About the Publication Process &amp; Assignments</b>	<b>4</b>
I. Publication Process in a Nutshell	4
II. Important Reminders	5
III. Role of Publications Editors	5
III. Extensions, Bouncebacks, & Deadlines	5
<b>B. Source Collection Instructions</b>	<b>7</b>
I. General Issues	7
II. Source Collecting Issues	8
III. Collect Online Sources	8
IV. Collect Book Sources	10
V. Complete and Bluebook the Source Table	12
VI. Upload the Sources and Source Table	13
VII. Email Pub Editor	13
VIII. Source Collection Checklist	14
<b>C. Spading Instructions</b>	<b>16</b>
I. General Issues	16
II. Differences Between Note & Comment Writing and Published Works	17
III. Spading Issues	17
IV. Spading Overview	18
V. Steps for Spading Each Citation	19
VI. Correct Bluebooking, Pincites, Signals, and Parentheticals	22
VII. Correct Article Text	24
VIII. Upload your Highlighted Sources, Updated Source Table, and Spaded Article	24
IX. Email Pub Editor	25
X. Sample Spaded Page	28
XI. Spading Checklist	29
<b>D. Line Editing Instructions</b>	<b>30</b>
I. General Issues	30
II. Line Editing Issues	30
III. Line Editing Overview	31
IV. “Bounce Back”	31
V. Verify the Source in the Footnote	32
VI. Correct Bluebooking, Pincites, Signals, and Parentheticals	33
VII. Edit the Article Text	34
VIII. Upload Your Work	34

IX. Email Pub Editor and Evaluate Spaders' Work	34
X. Line Edits Checklist	35
<b>E. Lead Line Editing Instructions</b>	<b>36</b>
I. General Issues	36
II. Lead Line Editing Issues	36
III. Lead Line Editing Overview	37
IV. Verify Bluebooking and Edit the Footnotes	37
V. Correcting and Editing the Text	38
VI. Upload Your Work	39
VII. Email Pub Editor and Evaluate Line Editors' Work	39
VIII. Lead Line Edits Checklist	40
<b>F. Senior Editing Instructions</b>	<b>41</b>
I. General Issues	41
II. Senior Editing Issues	41
III. Senior Editing Overview	42
IV. Edit the Footnotes	42
V. Correct the Article Text	43
VI. Upload Your Work	43
VII. Email Pub Editor	44
VIII. Senior Edits Checklist	45

# **A. About the Publication Process & Assignments**

## **I. Publication Process in a Nutshell**

- Source Collection
  - Collect all sources
  - Bluebook sources
- Spading
  - Confirming above the line assertions
  - Correcting below the line citation
- Line editing
  - Check all the spaded work
- Lead line editing
  - Edit above the line material
- Pub editing
  - Pub editors review the entire article and make edits
- First author review
  - Authors review the edits
  - Must accept or reject all edits
- Executive Editor formatting review
  - Ensure that the author responded to all edits
  - Formatting
- Senior editing
  - Editing the entire article
  - Complete any last minute source collection, spading, line edits, and lead edits
- Second author review
  - Author again reviews edits and accepts and rejects them
- Book review
  - All-staff assignments often completed during office hours
- Editor-in-Chief/Executive Editor review
  - Review the Piece with a fine tooth comb
- Publisher PDFs & Contract Proof Review
  - Formatted PDFs sent to editor
  - Review of Publisher's contract proofs by the Executive Editor
- Publication

\*\*\*Between every round of staffer assignments, Publication Editors review the assignments, merge documents, and complete their own edits\*\*\*

## II. Important Reminders

- Start your assignments early!
- **THOROUGHLY READ ALL INSTRUCTIONS**
- Use your Bluebook! Do not try and rely on memorizing it.
- Look over your article as soon as you receive it.
- Start your assignment early.
- Communicate difficulties to your Pub Editor as soon as they arise.

## III. Role of Publications Editors

- Pub Editors are there to assist with assignments throughout the publication process.
  - Pub Editors may offer advice, guidance, and constructive criticism.
- Staffers should reach out to pub editors early and often with questions, problems, or potential setbacks. Too much communication is better than too little.
  - HINT: Check the instructions for an answer before emailing your editor.
- Pub Editors ARE NOT responsible for completing your assignment. So please don't ask them to.
  - Pub Editors are already responsible for reviewing and merging assignments and completing their own edits.

## III. Extensions, Bouncebacks, & Deadlines

- YOU MUST MEET YOUR DEADLINES! Missing deadlines is unacceptable.
- Waiting till the last minute to explain why an assignment is late or your work is subpar will result in disciplinary action.
- When requesting an extension a staffer should include the most recent copy of their assignment attached to the emailed request
  - Exception – if the request is made within the email confirming receipt of the assignment it is not necessary to include a copy of the assignment
- Extensions requested within 24 hours of a deadline will be denied except in very rare circumstances like hospitalization or incapacitation. The emergency should be communicated with your Pub Editor as soon as reasonably possible.
- If the copy submitted to your pub editor does not show a good faith effort, the extension will be denied
- Extension requests due to poor time management will be denied
  - Genuinely Busy Schedule ≠ Poor Time Management

- Only passes requested within the staffer's email confirming receipt of their assignment will be considered. Passes requested more than 24 hours after the assignment is sent will be denied.
- Submitting sub par work after a bounceback will result in disciplinary action
- Missing an extended deadline or submitting subpar work after an extension has been granted will result in disciplinary action

## B. Source Collection Instructions

(last modified:10/26/2017)

### Source Collection in a nutshell:

- Collect all assigned sources digitally as PDFs or use the Interlibrary Loan (ILL) if a source is not available digitally.
- Upload sources in a zip file to fileway.
- Carefully consult the Bluebook and correct the full citation on the Source Table (in Track Changes).
- Fill in the short citation form and all appropriate Bluebook rules. Use a blank “\_\_” as a placeholder for pincites and *supra* footnote numbers.

**You are required to make a good faith effort to locate all sources in your assignment. This may require the assistance of a reference librarian. Completing an assignment with a statement like “I couldn’t find source XXX” does not represent a good faith effort. Completing an assignment with a statement like “I spoke with a reference librarian and we were unable to locate source XXX” is completely appropriate, and will trigger the Pub team to contact the article author for assistance. Let your Pub Editor know you are having problems *before* the assignment is due, as they may be able to provide further guidance.**

### I. General Issues

- **If the “last modified” date noted above is after your last assignment, please reread these instructions thoroughly.**
- You are responsible for each of the bullet points listed below. Failure to follow these instructions or to complete your assignment by the assigned deadline is grounds for a demerit. All deadlines are firm. Contact your Pub Editor if you cannot meet your deadline as soon as a conflict arises, but extensions will not be granted unless there are significant extenuating circumstances.
- Carefully read your assignment email for any additional instructions and review any additional attachments.
- If you have any questions please email your Pub Editor as soon as possible. **Send all questions, requests, and correspondence as a reply to the assignment email.** If you do not get a timely response from your Pub Editor (within 24 hours, unless your Pub Editor has told you she or he will be unavailable at a certain time), then contact the Executive Editor or the Editor-in-Chief or both.
- Don’t forget to log your hours!
  - Link: <http://www.wcl.american.edu/journal/genderlaw/admin>
  - Username: genderstaff
  - Password: gender
- To access the network drive on Fileway, use your student login ID and password.
  - Link: <https://fileway.wcl.american.edu>

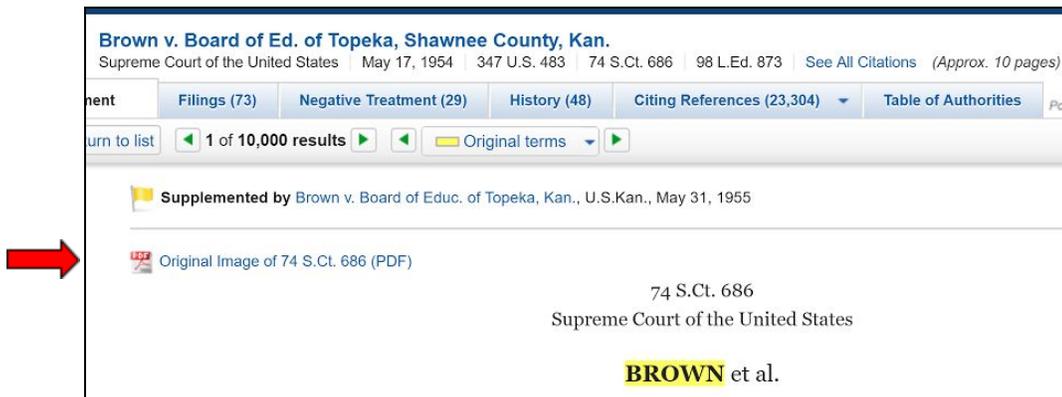
- Username: American\xx0000a
  - Don't forget "American\" before your user ID!
- Password: your school password

## II. Source Collecting Issues

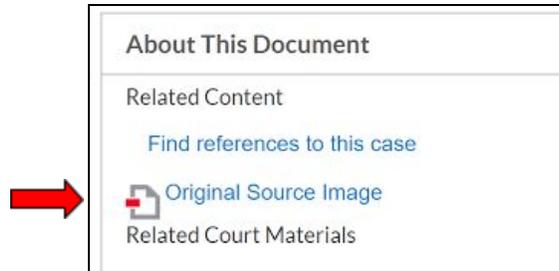
- In the assignment email, there should be at least three attachments in addition to these instructions.
  - [Author name] Source Table. This is your assignment to complete and Bluebook. You will send an updated version to your Pub Editor when you are complete.
  - Blank.txt. This is a placeholder for books that have not yet been scanned to PDF. More information is available below.
  - Common Bluebook Issues. This is an extremely helpful guide to often overlooked issues with Bluebooking. Familiarizing yourself with this list should make your life easier and help avoid demerits from incorrect Bluebooking.
  - How to Track Changes in Microsoft Word. This is a guide to using Track Changes in Microsoft Word. All changes to the Source Table **must** be made in Track Changes. Never accept any changes.
- If your assignment says "Smith: 001-100", then this corresponds to the numbers on the Source Table, and not to the numbers of the footnotes in the Article.
- The final upload of sources should be one file per Source Table line, beginning with the source number (i.e. 001, 002, 003, etc). **Each source must have three numeric digits**. For example, the first source must be "001" and not "1".

## III. Collect Online Sources

- Use the Source Table to find your assigned sources.
- Save all sources as PDFs.
- Cases: Download cases **as original PDF reporter images**. Westlaw and LexisNexis often provide links to the original PDF reporter images at the top of cases.
  - On Westlaw: from the case page, the original case PDF appears on the top left corner of the case, above the case name.



- On Lexis: from the case page, go to toolbar column on the right of the page. Under “About This Document” select “Original Case Image”



- If a case is unreported or unpublished, you may use the Lexis or Westlaw version.
- Law review articles: Download law review articles as PDFs from HeinOnline.
  - **Do not download law review articles as text files from Westlaw or LexisNexis**, as these may not be accurate. Use HeinOnline for the original PDF versions.
- Statutes: A statute, session law, or regulation should be collected as an original PDF image. These may be found through HeinOnline or government websites, such as <http://uscode.house.gov/>. You should only use the Westlaw or LexisNexis format if no official electronic version is available. You are not expected to copy or scan statutes from books.
- Web pages: If the source is a web page, ensure that there is an accurate link in the source table either in the citation itself or in the notes box. Save the webpage as a PDF.
  - If you are using a Mac computer, you can do this by selecting “Print” in the file menu and clicking on the button located in the lower-left-hand corner labeled “PDF”.
  - If you’re using a Windows computer:
    - You can do this by opening the page in Google Chrome, going to the browser options, clicking on “Print,” and changing the Destination to “PDF”.
    - There is also a free PDF printer application available from CutePDF, available at [www.cutepdf.com](http://www.cutepdf.com).
  - If the website has a printer-friendly version of the page (e.g. a “Print” button), this is often the better version to save, because it is less cluttered. **If you use the printer-friendly page, the URL in the source table should still be the main page URL**, unless the author has specified the print-friendly URL.
  - **Tip:** for web pages that are no longer available, try using Wayback Machine to view archived website information (<https://archive.org/web/>). To use it, simply put in the original URL and select a date that you want to view it (usually the date of publication is your best bet or the last visited date, if available).
- Other sources: You should be able to find most of the other sources on Google Scholar, or from one of the sources listed on the Pence Law Library’s Research Tools or Information Resources pages. The Search Databases and Find Journals tools on the AU Bender Library website are particularly useful for non-legal journals. If you cannot find the source with any of these methods, then ask a research librarian.

- Pence Law Library’s Research Tools:
  - [http://library.wcl.american.edu/resources/research\\_tools.cfm](http://library.wcl.american.edu/resources/research_tools.cfm)
- Pence Law Library’s Information Resources:
  - <http://library.wcl.american.edu/resources/resources.cfm>
- AU Bender Library website:
  - <http://www.american.edu/library/research/>
- Rename the sources on your hard drive.
  - **There must be one file for each line on the Source Table, using the following format and beginning with the source number, including any applicable zeros.**
  - The format is as follows “[source table number] [source author] - [beginning of title or short case name/]”. For example, “001 Miranda - Rights of People” or “016 Vladeck - Con Law”.
    - The source author should be the author of the source itself, NOT the article author.
    - If there is no author, you may use the name of the institution or website. For example, “011 DOJ - Policing 101”.
    - For cases, use the abbreviated court name in place of the author. For example, “012 DC Cir. - Jones v. US”.

## IV. Collect Book Sources

- Generally
  - We recommend Interlibrary Loan (ILL) for all book sources that are not available in the Pence Law Library. You no longer need to go to a consortium library unless you are asked to specifically by a Pub Editor. You will still always check each book out on your own library account.
  - Always be sure to check Pence Law Library before requesting a book through ILL!
  - If you are having trouble finding a source, **ask a librarian**. They can be incredibly useful resources and are always willing to help.
  - A Pub Editor may still request that you go to local consortium libraries. Good faith effort applies to source collecting, which means going to even non-consortium libraries, such as the Library of Congress or GW Law, if that is the only place the source is available. Confer with the other source collectors working on your article to come up with the most efficient means of traveling.
- Interlibrary Loan
  - Use WorldCat and ILLiad through the Pence Law Library website for Interlibrary Loans, available at <http://library.wcl.american.edu/ill.cfm>. When you are filling out the form, put “JGSPL Volume [journal volume number], [author name] Article, Publications Editor: [your Pub Editor]” in the notes section. For example, “JGSPL Volume 20.1, Feldman Article, Publications Editor: Jessica Jones.”
  - If you are not in Washington, D.C., you may also add in the notes, “This book may be checked out by [your Pub Editor] or [the Executive Editor].” Be sure to alert your Pub Editor as soon as the book comes in.

- If the book is not available until after your assignment deadline, then use a copy of the “blank.txt” file and name it “[source number] - waiting on ILL for [source name]”. For example, “024 - waiting on ILL for Vladeck - Con law”.
  - When the book comes in, bring it to the journal office within 24 hours. Place it on the bookshelf in the journal office for collected book sources. If another source collector has not already done so, put a post-it note or piece of paper underneath the book with the volume number and the author’s name on it.
  - **Notify your Pub Editor as soon as the book is available.**
- Scanning Books
  - **This is a source collection responsibility that continues past the source collection deadline (e.g., for ILL requests).** This is a separate responsibility from the spader’s citation scanning responsibility. Failure to follow this scanning step will result in a demerit.
  - Before completing your source collection assignment (or in your next office hours after an ILL book comes in), use our photocopier to scan the title page, copyright page, and table of contents.
    - Sign in on the card reader, and choose copy on the card reader.
    - On the photocopier, select the Email tab.
    - In the Email tab, type your email address in the “to...” section.
    - In the Basic Settings tab, change “Original Type” to text.
    - In the Options tab, File Format, PDF Options, change to Searchable, and click save.
    - Scan the following: title page, copyright page, and table of contents.
    - If you have trouble using our photocopier to scan, you can photocopy the pages, and scan them with the snapscanner.
  - Name the source as you would any other and replace the blank document you previously created for the Source Collection folder, such as “024 Vladeck - Con Law”.
    - If you obtained the book prior to the end of the source collection assignment, include the scanned file with your collected sources in the zip file you upload to the network drive.
    - If you obtained the book after the end of the source collection assignment (i.e. for an ILL request that has not arrived by the end of your source collection), upload the file individually into the network drive, alongside the zip file. **Then notify your Pub Editor.**
- Renew and Return
  - Under no circumstances should a book be returned without a scan.
  - Renew the book as many times as you can. You may return the book if the issue has been published or if it is an ILL book that can no longer be renewed. Otherwise, request permission from your Pub Editor before returning books, and notify your Pub Editor if you must return a book before the issue has been published.
  - You are responsible for remembering to renew your books. You may need to do so multiple times before the issue goes to print. Please be aware of when books are due, especially if you will not be available during that time.

## V. Complete and Bluebook the Source Table

- Completing the Source Table is the second major component of the source collection assignment. This is a crucial aspect of the publications process because the the Bluebooking you do at this stage will be relied upon in subsequent stages. Please make sure to do the best possible job that you can.
- Bluebooking should take you *at least as long, and probably longer*, than the actual source collection.
- **Always** work in Track Changes!
- After you have gathered all of the sources, update the attached Source Table with accurate full cites, short cites, and relevant Bluebook rules.
  - Full Cite: The full citation, correctly Bluebooked. Include a blank “\_\_” for the pincite and do not include any signals or parentheticals. Please take special care in this step.
  - Short Cite: The appropriate short citation, correctly Bluebooked. Include a blank “\_\_” for the pincite and any *supra* footnote numbers. For example, “Adams, *supra* note \_\_, at \_\_.”
  - Applicable Rules: This is where to put Bluebook rules. Add **all** appropriate Bluebook rules with **each individual source**.
    - Use the following format: “[rule number] [page] [brief description]”. For example, “Rule 10.1 (p88) Cases; Rule 10.9 (p107) Short Form for Cases”.
    - Use the examples on the top of the source table for further guidance.
  - Notes: This is where your Pub Editor will give you special instructions, or where you will give notes to your Pub Editor or the spaders.
- Rename your copy of the Source Table, using the following format: “[assigned source range] [author name] Source Table by [your last name]”. For example, “001-050 Feldman Source Table by Smith”.

### Source Table Example

Source #	Full Cite	Short Cite	Applicable Rules	Notes
Example Case	Miranda v. Arizona, 384 U.S. 436, __ (1966).	<i>Miranda</i> , 384 U.S. at __.	Rule 10.1 (p.95): Cases Rule 10.9 (p.115): Short Form [Cases]	
Example Statute	The Civil Rights Act of 1861, 42. U.S.C. § 1983 (2006).	§ 1983.	Rule 12.1 (p.120): Statutes Rule 12.10 (p.133): Short forms [Statutes]	
Example Book	DEBORAH L. RHODE, JUSTICE AND GENDER __ (1989).	RHODE, <i>supra</i> note __, at __.	Rule 15.4(a)(i) (p.152): Books [Single ed.] Rule 4.2 (p.80): “Supra” and “Hereinafter”	
Example Journal	Richard A. Epstein, <i>The Supreme Court</i> , 102 HARV. L. REV. 4, __ (1988).	Epstein, <i>supra</i> note __, at __.	Rule 16.3 (p.161): Journals Rule 16.9 (p.170): Short Form [Periodicals] Rule 4.2 (p.80): “Supra” and “Hereinafter” T.13 (p.510): Periodicals	

## **VI. Upload the Sources and Source Table**

- Make sure all of your collected sources and your completed source collection table are in a single folder.
- Compress the folder into a single as a zip file.
  - This can be done in most operating systems by right clicking on the folder and selecting “Compress” or “Add to zip”.
  - Rename the zip as follows, “[assigned source range] [author name] Sources by [your last name]”. For example, “001-050 Feldman Sources by Smith”.
- Log onto the network drive via Fileway, available at <https://fileway.wcl.american.edu>.
- Open the JGSPL folder and locate the folder for the current volume and issue. Next, open your author’s folder, and find the Source Collection folder. If the Source Collection folder does not exist, then you may need to create one.
- Upload the zip file that includes all of your sources, along with your Source Table, to the Source Collection folder, located at “JGSPL / [journal volume] / [journal issue] / [author name] / Source Collection”. For example, “JGSPL/Volume 20/20.1/Feldman/Source Collection”.
- Keep a copy of the sources and the completed Source Table on your computer until the volume has been published.

## **VII. Email Pub Editor**

- When you have completed all of the above steps, reply to your assignment email and attach a copy of your completed Source Table.
- In the email, let your Pub Editor know each book that you obtained through ILL, as well as those books that have not yet arrived. Don’t forget to bring the book to the office and scan it when it arrives.
- Please do not email the source PDFs or the zip file containing the source PDFs, as these files are too large.

## VIII. Source Collection Checklist

- Did you collect all your assigned sources?
- Did you obtain the *original* PDFs for all sources?
  - Are all cases the original reporter version, NOT the Westlaw or Lexis version?
  - Are all journal articles the original versions as printed in the original publishing journal?
  - Are all web pages saved as PDFs?
- Did you collect all books?
  - For all books you obtained, did you scan the cover page, copyright information, and table of contents? Is the book on the bookshelf in the journal office?
  - Are all other books not in yet requested?
- Did you update the source table?
  - Did you work in track changes?
  - Did you correctly Bluebook the citation?
  - Did you enter a short cite, relevant rules, and any notes?
  - Did you rename the source table document as “[assigned source range] [author name] Source Table by [your last name]”? For example, “001-050 Feldman Source Table by Smith”.
- Do you have a PDF document for *each* source you were assigned?
- Did you rename the PDFs as: [source table number] [source author] - [beginning of title or short case name]?
- Did you compress all your sources and your edited source table into a zip file?
  - Did you name the zip file, “[assigned source range] [author name] Sources by [your last name]”. For example, “001-050 Feldman Sources by Smith”.
- Did you upload the zip file to Fileway?
  - Is it in the Fileway folder located at at “JGSPL / [journal volume] / [journal issue] / [author name] / Source Collection”? For example, “JGSPL/Volume 20/20.1/Feldman/Source Collection”.
- Did you email your editor with a copy of the Source Table?
  - Did you make sure to NOT attach the entire zip file?
  - Did you inform them of any ILLs you are waiting on?
- Did you log your hours?



## C. Spading Instructions

(last modified: 11/3/2017)

**Spading in a nutshell:** Spaders are responsible for everything “below the line.” Find the source for the first citation in the first assigned footnote by searching in the Source Table. Check the citation in the Source Table for obvious Bluebook errors and correct (using Track Changes) if necessary. Verify that the citation *in the Article* matches the citation in the Source Table, and verify that the correct form (full cite or short cite) is used. Use the source number from the Source Table to locate the source file and verify that the material cited is contained within the source. Highlight the cited material in the PDF. Insert or change the introductory signal and explanatory parenthetical in the Article as appropriate. If there is no citation in the footnote or the author’s assertion is not supported by the citation, you must find supporting authority, add the citation, and collect any new sources. Continue to the next citation and repeat for all footnotes. Combine all highlighted pages into a single PDF file.

### I. General Issues

- **If the “last modified” date noted above is after your last assignment, please reread these instructions thoroughly.**
- You are responsible for each of the bullet points listed below. Failure to follow these instructions or to complete your assignment by the assigned deadline is grounds for a demerit. All deadlines are firm. Contact your Pub Editor if you cannot meet your deadline as soon as a problem arises, but extensions will not be granted unless there are significant extenuating circumstances.
- Carefully read your assignment email for any additional instructions and review any additional attachments.
- If you have any questions, please email your Pub Editor as soon as possible. **Send your questions, requests, and all correspondence as a reply to the assignment email.** If you do not get a timely response from your Pub Editor (within 24 hours, unless your Pub Editor has told you she or he will be unavailable at a certain time), then contact the Executive Editor or the Editor-in-Chief or both.
- Don’t forget to log your hours!
  - Link: <http://www.wcl.american.edu/journal/genderlaw/admin>
  - Username: genderstaff
  - Password: gender
- To access the network drive on Fileway, use your student login ID and password.
  - Link: <https://fileway.wcl.american.edu>
  - Username: American\xx0000a
    - Don’t forget “American\” before your user ID!
  - Password: your school password

## II. Differences Between Note & Comment Writing and Published Works

- If you have been through the Note & Comment process, you have learned certain rules related to how and when to cite, and what forms footnotes can or must take. Those rules do not apply to published works. A published article, including a student piece (Notes, Comments, Recent Developments, etc.), is *not* subject to the limitations imposed by the Note & Comment process.
  - Every sentence is not required to have a footnote.
    - Generally, if the Pub team thinks the author has left out a needed supporting footnote, then a blank footnote will be inserted before the article is sent for spading.
    - The spader can also insert footnotes when needed. More information is available below.
  - Footnotes are not required to be at the end of sentences, and there can be multiple footnotes in a single sentence.
  - Every citation does not require a signal, and every citation does not require an explanatory parenthetical.
    - However, authors tend to leave out signals and explanatory parentheticals even where they should be used to properly indicate the level and type of support in the cited source. The spader should add missing signals and parentheticals where they are needed.
  - Narrative footnotes are not restricted in published works and are treated as text when Bluebooking (see, e.g., Rule 2.2). Because narrative footnotes are “below the line,” they are considered the spader’s responsibility.
  - Internal cross-references (Rule 3.5) are not restricted in published works. Published works are not limited to *infra* only for roadmaps and *supra* only for short cites.

## III. Spading Issues

- Note: For Windows computers, we recommend installing PDF-XChange Viewer, available at <http://www.tracker-software.com/product/pdf-xchange-viewer>, so that you can highlight and extract pages from the PDFs. For Mac computers, the default “Preview” program works fine for highlighting, however it tends to crash when editing large documents. It is better to use Adobe, which is provided through the journal.
- In the assignment email, there should be at least four attachments in addition to these instructions.
  - [Author name] Source Table. This should include the correct Bluebooking for every source. If you believe the Source Table contains an error, then update the Source Table (using Track Changes) and email your Pub Editor the suggested edit.
  - [Author name] Article - Spading. This is the article you will be editing. **Always work in Track Changes!**

- Common Bluebook Issues. This is an extremely helpful guide to often overlooked issues with Bluebooking. Familiarizing yourself with this list should make your life easier and help avoid demerits from incorrect Bluebooking.
- How to Track Changes in Microsoft Word. This is a guide to using Track Changes in Microsoft Word. All changes to the Article or the Source Table **must** be made in Track Changes. Never accept any changes.
- How to Spade in Various PDF Programs. This is a step-by-step guide to the technical aspects of digital spading. If you are having trouble using your PDF program after reading these directions, then contact your Pub Editor immediately.
- If your assignment says “Smith: 1-50,” then this corresponds to the numbers of the footnotes in the Article, not the numbers in the Source Table. You must locate the source that corresponds to the footnote by searching for the source’s name in the Source Table.
- A footnote may have multiple citations in it. Each citation in each footnote needs to go through the spading process.
- Spaders should rarely edit text “above the line.” Spaders own the footnotes, including narrative and textual footnotes, but generally, the only changes spaders should be making “above the line” are corrections to quotations to ensure that there is no plagiarism, and correcting any in-text citation references (e.g., misspelled case, statute, author names, etc.).
  - Spader can correct obvious typos, but the Article text will be more extensively edited at later stages (e.g., line editing and lead line editing). Staying within the scope of the assignment ensures consistency in the tracked changes and makes the entire process more manageable.
- **Comments should rarely be used, and should never be left in the text.** They should always be in a comment bubble. It is almost always better to email your Pub Editor a question than to leave a comment. Do not add any comments or other notes that are not author appropriate. Everything that you write may be viewed by the author.
- **If you feel that the author is plagiarizing, continue working on the project, but also immediately notify your Pub Editor.** We will take any appropriate steps if necessary. You may be requested to edit the Article text to remove any potential plagiarism.

## IV. Spading Overview

This section is merely an *overview*. Please thoroughly review section V of this chapter for important details

- You have two main responsibilities:
  - Verify that what the author is claiming is actually stated by the cited source. The source must support the author’s statement in the text.
  - Ensure that the citations in the Article are correctly Bluebooked by using the Source Table.
- Read through the Article to get a feel for the author’s argument before beginning.
- Find the source from the footnote using the source table.
- Download sources from File Way

- Next, highlight a quote or other portion of the source’s text for each individual citation that corresponds to what the author is claiming. Extract the page or pages containing the highlighted text into a separate file. Be sure to highlight and extract a separate PDF page for each *id* or *supra*, regardless of whether they are on the same page.
- If the author is citing to a general proposition or a whole source (e.g., by using the “*see generally*” signal), find a paragraph that adequately expresses the author’s claim and highlight it. Introductions often work very well for this purpose.
- **If a footnote is blank or a statement is not supported by the cited source, then you are responsible for finding an adequate source.** If you find a new source, you must collect it and add it to the source table.
- Extracted, marked up PDF pages should be combined into a single PDF file. The upper left of each page should be labeled in red with the source number and the footnote number, using the format “FN [footnote number] / S [source number]”. For example, “FN 024 / S 018”.
  - These 2 numbers may not be the same and that is ok.
  - The source number will refer to the source number that source has in the source table.
  - The FN number will refer to the FN given in the text.
- NOTE: In the next stage of the publications process, the line editors will review each spader’s work. If the line editors notice that significant work needs to be done, then your work may be “bounced back” and you will have a 24-hour period to correct those mistakes.

## V. Steps for Spading Each Citation

- Numbering Footnotes
  - Consult Rule 1.3: Order of Signals and Rule 1.4: Order of Authorities before assigning footnote numbers.
  - If a footnote has multiple sources, you need to split up the footnote into subparts. For example, if the source you are highlighting is the second citation in footnote 12, then the footnote number you write on the PDF page is “012b”. The numbering convention (e.g., 012a, 012b, 12c, etc.) is extremely important, and footnotes with multiple citations must be in this format.
  - Remember, the source number is taken from the Source Table and will likely not match the footnote number.
    - **Tip:** Search the source table by author last name or by the title.
- Downloading Sources
  - Once you find the source in the Source Table, locate the PDF of the source from the zip file downloaded from the network drive.
    - **Tip:** Some sources added later will be uploaded individually to File Way and are not in the zip folders.
  - Look at the footnote and find the corresponding source on the Source Table. This will give you the source number given to the source in the source collection folder in Fileway. The sources and the Source Table are available in zip file on the network drive, available at <https://fileway.wcl.american.edu>. The zip file is located at “JGSPL / [journal volume] /

[journal issue] / [author name] / Source Collection”. For example, “JGSPL/Volume 20/20.1/Feldman/Source Collection”.

- Highlighting Sources

- For technical instructions on digital spading, please see the instructions, “How to Spade in Various PDF Programs,” at the end of this chapter.
- For each citation in each footnote:
  - Highlight the relevant quote/phrase in the pdf directly using Preview on a Mac computer, PDF XChange Viewer on a Windows computer, or the full version of Adobe Acrobat on any device. Add a note in red in the top left corner of each page identifying the footnote and source in the following format: “FN [footnote number] / S [source number]”. For example, “FN 012a / S 008”.
  - Extract the highlighted page or pages to a separate PDF document. You only need to extract those pages that you have highlighted.
  - *No extracted page should refer to more than one citation.* If there are multiple citations to the same page, the page needs to be extracted multiple times, with the specific footnote and citation indicated.
  - If multiple pages are highlighted for a single citation, then the label on the PDF page needs to identify this, using the format “FN [footnote number] / S [source number] (# of #)”. For example, “FN 024 / S 018 (1 of 2)”.
  - **Tip:** for long sources, you can use Command-F if Apple or Control-F if a PC.
  - If the text cannot be highlighted, put a red rectangle around it.
    - Before doing this, try running “Text Recognition” in Adobe
      - Edit → Edit Text and Images → Text Recognition (pull down from right hand toolbar) → In this File → All pages
- For certain citations, including “*infra*” and “*supra*” purely to another portion of the Article text, as well as video sources, you do not need to highlight and extract from a PDF. You only needs to verify the source and make sure the reference is accurate.
- If a case is unreported or in a non-primary reporter (e.g., “S. Ct.”), then check for an updated version.

- Scanning and Highlighting Book Sources

- Book sources should be available on the bookshelf in the journal office. Use the photocopier to scan the page or pages with the quote, and then proceed as above.
- The source collectors should have uploaded the title page, copyright page, and table of contents from available book sources.
  - If these pages from the book are not available in the zip file of sources, then check the "Notes" column in the Source Table. Unless otherwise instructed, email your Pub Editor that you are waiting for the book to arrive, and your Pub Editor will let you know when the book is available.
  - Source Tables should be updated by the spader to reflect the availability of the book source when the book arrives.
- If you would like to make the scanned pages searchable on a computer, then use the following steps:
  - Sign in on the card reader, and choose copy on the card reader.

- On the photocopier, select the Email tab.
  - In the Email tab, type your email address in the “to...” section.
  - In the Basic Settings tab, change “Original Type” to text.
  - In the Options tab, go to File Format and then PDF Options, and change to Searchable. Click save.
  - Scan the relevant pages.
  - If you have trouble using our photocopier to scan, you can photocopy the pages, and scan them with the snapscanner.
- Additionally, you can make the text recognizable in Adobe, which allows it to be searched and highlighted.
  - Edit → Edit Text and Images → Text Recognition (pulldown from right hand toolbar) → In this File → All pages
- If you are going to be unable to come into the journal office during your spading assignment, then **email your Pub Editor at the beginning of the assignment** so that arrangements can be made for scanning book sources.
- **Your spading responsibilities continue past the deadline if a book arrives after your assignment period.**
  - Your editor will alert you when sources in your spading range arrive.
  - You are responsible for spading these sources by the deadline your editor gives you!
- Adding Footnotes
  - At certain places, a Senior Content Editor or your Pub Editor may have added blank footnotes. You may also add a footnote if you find an uncited proposition that you feel needs a citation. You are responsible for finding sources to support these propositions.
  - **Add the new footnote in a comment bubble, but do not insert footnotes into the Article.** Adding footnotes changes the numbers of all subsequent footnotes in the Article, and breaks the correlation between the Article and the extracted source pages. Your Pub Editor will insert the new footnote later based on your comment.
  - Number the footnote with decimals. For example, if you insert a footnote between existing footnotes 20 and 21, then your footnote number would be “FN 20.1” in your comment citation and your extracted source. If multiple footnotes are needed between existing footnotes 20 and 21, then continue with the decimals, such as “FN 20.2”, “FN 20.3”, etc.
- Finding Support for Incorrect or Blank Citations
  - If the cited portion of a source **does not correspond** to what the author is stating, then your job is to find support. You may need to examine the entire source or locate a new source to find support.
    - If you find a new source or there is no support in the author’s citation, let your pub editor know in the reply email chain when you submit your assignment.
  - If the listed source does not support what the author is saying or the footnote is blank, you will need to find an appropriate source.
  - **DO NOT HIGHLIGHT SOMETHING THAT DOES NOT SUPPORT WHAT THE AUTHOR IS SAYING.** We understand that looking for a new source can be time

consuming, but highlighting something that is only vaguely related creates more work for others and risks an incorrect citation making it to print. You must make a good faith effort to find appropriate support.

- A good place to look for support is in the sources cited immediately before and after the blank footnote, or in other sections of the document that refer to the same subject matter (e.g., for a blank citation in the Analysis section of a Comment, the corresponding Background section may provide a supporting source).
- If the citation requires a new source, then add it to the end of the Source Table. Save the source as a PDF and upload it to the Source Collection folder on Fileway.
  - You will need to use special numbering for the source. The source number should include the next source number from the Source Table as well as the addition of your initials. For example, if the first new source is number 50 in Source Table, then you would change “S 50” to “S 50jk”. A second new source would then be “S 51jk”.
    - **Be sure to use this source number in the Source Table, for the saved source PDF file, and on the highlighted and extracted PDF page or pages.**
    - The saved source PDF file should follow the following format: “S [special source number] [source author] - [short article name]”. For example, “S 50jk Vladeck - Con Law”.
    - Refer to the Source Collection instructions in the Instructions folder on Fileway, or to the Source Collection section of this manual, for more detailed guidance on this process.
- If you are unable to find support for the proposition after a good faith effort, then email your Pub Editor and leave a comment bubble in the Article indicating the issue. You must make a good faith effort to find support or you will receive a demerit.
- Combining the Highlighted Sources
  - If you did not already do it during the highlighting phase, then combine all your highlighted pages into a single PDF file.
  - Another option is to save each FN separately as you go and then combine them at the end into a single PDF (this will be a single document compiled of all of the highlighted portions you did).
    - In Adobe you can do this by create à combine files into a single PDF
    - Make sure they are in order by FN #s.
  - Save the Highlighted Sources file in the following format: “[assigned source range] [author name] Highlighted Sources by [your last name]”. For example, “001-050 Feldman Highlighted Sources by Smith”.

## VI. Correct Bluebooking, Pincites, Signals, and Parentheticals

- Always be sure you are working in Track Changes.
- **Never accept any changes.**

- In general, try to limit the amount of tracked changes when possible. For example, if the phrase “in the house” needs to be changed to “on the yard,” then delete all three words (instead of only “in” and “house”) to create only one tracked change instead of two.
  - Do not change formatting in the Article, other than as required to comport to Bluebook standards (e.g., italics, small caps). Changes in formatting create extraneous tracked changes that make it difficult to identify the substantive changes. To avoid extraneous tracked changes due to formatting, simply select the font before typing the text (as opposed to typing the text, then selecting the text and choosing the font).
  - Also, do not copy and paste blocks of text, such as from the Source Table, as this can cause problems with formatting and Track Changes. Instead, manually type out the text in the Article.
- Carefully and diligently correct the span of footnotes assigned to you. This means reading each sentence and the corresponding footnote—one by one—and doing the following:
  - Check and correct each footnote. Use short cites when appropriate and consult the Bluebook every step of the way.
  - Check and correct *each and every* citation for accuracy against the Source Table. Make sure that the citation in the Source Table matches the citation in the text. If you believe the Source Table is incorrect, then email your Pub Editor and make the appropriate change in the Source Table (using Track Changes).
  - Check and correct all pincites. ***Be exceptionally careful when verifying pincites.*** Cases often have multiple sets of pages numbers (“star pages”) because they integrate multiple different reporters (e.g., a state reporter and regional reporter). You absolutely must use the correct page numbers.
    - **Do not leave blank pincites.** It is your responsibility to determine what material should be pincited or to reexamine what signal is being used. Almost all citations should contain a pincite.
  - Check and correct signals, order of authorities, and order of parentheticals, while always consulting the Bluebook. DO NOT rely on your memory of the Bluebook!
  - **Add entire footnotes or explanatory parentheticals when indicated to do so, or when you think it is appropriate.** Remember that unlike in your comment, published works do not need to have a signal or explanatory parenthetical for every citation.
  - Check and correct punctuation, spelling, grammar, verb agreement, etc., in each footnote.
    - Please watch for incorrect capitalization, especially newspaper articles. Please review Rule 8(a) for the appropriate way to capitalize headings and titles. A partial list of words that are not capitalized unless they begin the heading or title includes and, but, or, a, an, the, that, for, on, at, by, from, and with. All tenses of “to be” are capitalized.
  - Add comments only when necessary. Always add them using a comment bubble.
    - Remember that the author may see anything you write in a comment, so be careful to avoid writing anything not “author appropriate.”
    - Word does not allow comments to be attached to footnote text. If you need to add a comment to a footnote, then highlight the corresponding footnote number in the Article text and attach the comment there.

- Make sure that all issues raised by your Pub Editor are addressed, including those raised in the assignment email and those in the “Notes” column of the Source Table.
- A note on “citing” and “quoting” explanatory parentheticals (e.g., Rules 10.6.2 and 10.6.3):
  - You are not responsible for verifying the quoted or cited source in the explanatory parenthetical. The spader’s task is to ensure that our author correctly cites to the authority that our author lists.
  - For example, if you see a citation to “Source A (citing Source B),” then you are responsible for ensuring that Source A supports the proposition that our author is making, and that Source A does actually cite to Source B. You are not responsible for verifying the contents of Source B.
  - However, you do need to ensure that Source B is properly Bluebooked in the “citing” or “quoting” explanatory parenthetical.

## VII. Correct Article Text

- In addition to footnotes, there are certain times when you need to make changes to the Article text.
- Verify quotation text. **This is crucially important to avoid plagiarism.** Follow Rule 5 to ensure that the quote is valid (e.g., if the author has made changes to words or punctuation without using brackets per Rule 5.3, it is your job to fix the quotation).
- Verify case names, statute titles and sections, author names, etc. Ensure that the text and the citations are correctly synced up with any changes made along the way.
- *Remember that the rules for textual and citation references are sometimes different.*
  - For example, Rule 10.2.2 requires abbreviations in case names for citations while not in the text.
  - Also, review the typeface differences between textual and citation references (see Rule 2).
  - Textual footnotes are considered text, just like the body of an article. Textual footnotes may also have inline citations (as in practitioner writing).
- Save the spaded Article in the following format: “[assigned source range] [author name] Article Spaded by [your last name]”. For example, “001-050 Feldman Article Spaded by Smith”.

## VIII. Upload your Highlighted Sources, Updated Source Table, and Spaded Article

- Rename the Highlighted Sources, the updated Source Table, and the spaded Article using the following format:
  - 001-050 Feldman Highlighted Sources by Smith.
  - 001-050 Feldman Source Table by Smith.
  - 001-050 Feldman Article Spaded by Smith.
- Log onto the network drive via Fileway, available at <https://fileway.wcl.american.edu>.

- Open the JGSPL folder and locate the folder for the current volume and issue. Next, open your author’s folder, and find the Spading folder. If the Spading folder does not exist, then you may need to create one.
- Upload the Highlighted Sources, the updated Source Table, and the spaded Article to the Spading folder, located at “JGSPL / [journal volume] / [journal issue] / [author name] / Spading”. For example, “JGSPL/Volume 20/20.1/Feldman/Spading”.
- Keep a copy of each of these files on your computer until the volume has been published.

## IX. Email Pub Editor

- When you have completed all of the above steps, reply to your assignment email and attach a copy of the spaded Article and the updated Source Table.
- In the email, let your Pub Editor know if there were any major issues with the Article or the Source Table, as well as any other issues worth mentioning.
  - This includes alerting your Pub Editor to the lack of support in certain author citations and if you found support elsewhere. If you notice a common issue in the piece, let your editor know.
- Please do not email the Highlighted Sources file, as it is too large.

### Useful Gerunds for Use as Signals

<p><u>To Analyze Something</u></p> <p>Analyzing Examining Interpreting</p>	<p><u>To Communicate Something</u></p> <p>Conveying Discussing Explaining</p>
<p><u>To Comment on Something</u></p> <p>Commenting Noting Observing Remarking</p>	<p><u>To Refer to Another Source or Idea</u></p> <p>Citing Quoting Referring to</p>

<u>To Describe Something</u>	<u>To Discuss Treatment in a Judicial</u>
Describing Reciting Recounting Relating Relaying Summarizing	<u>Proceeding</u> Affirming Ordering Denying Requiring Following Remanding Holding Upholding

<u>To State That Something Is, or Should Be,</u>	<u>Other Words</u>
<p><u>True</u>  Advocating  Concluding  Maintaining  Affirming  Confirming  Proclaiming  Alleging  Contending  Proposing  Arguing  Declaring  Setting forth  Asserting  Finding  Stating  Averring  Indicating  Suggesting  Claiming  Inferring  Supporting  Theorizing</p>	<p>Defining</p>

## X. Sample Spaded Page

This is the first FN in a string cite (as indicated by "a") in FN number 72. The citation covers 2 pages of the source and this is the first of the pages ("1 of 2")

FN 072a / S 078  
1 of 2

*Queer Multi-Parent Families*

429

In college, Chase became fast friends with a lesbian, Paula, and her gender-queer partner, Laurie. Like many youth struggling with their identities, this trio constructed a family-like support group to survive a hetero-positive university environment. Many years later, Chase met Lyle, and the four began conversations about constructing a four-parent family. Today the four parents reside in a two-family home, with each couple occupying a different side of the duplex. In this household, they raise two boys, ages six and eight. While the two couples enjoy their own living spaces, they constructed a doorway between the boys' bedrooms, allowing both sets of parents access to the children each evening. The process of finding a two-family home in a tight housing market was difficult. Yet, Chase and his co-parents were committed to living in a physically connected (yet semi-private) place where all of the adults could cherish the daily growth of their children.

Like Chase and his family, many of the other queer families chose to physically relocate to begin familial construction. For some, the location was across the country, while for others it was across town. Anna left her research and love for the west coast to start family planning in another region of the country. She explained,

My impetus for moving here was both to explore a new professional focus, but it was also to explore this whole idea of becoming a parent. And, so that was a long process of a couple years of trying to figure out what that would look like.

Earlier in life, Anna had met Stephen in a community group where they individually struggled to reconcile their Jewish and queer identities. As their friendship grew, they considered the possibility of creating a queer family rooted in their religious tradition. Today, Anna and Stephen are both academics. They share parenting responsibilities with Stephen's husband Brad. While Stephen described his family as queer, his marriage to Brad seemed less so. The following quote reflects his experiences in a United States culture that is relatively open to gay and lesbian unions, but quite hostile to the notion of queer families, especially those that push boundaries of traditional family structure. Stephen shared,

I was one of the first queers—I got married in 1996... A Jewish wedding—big, public! For everyone who attended it was their first queer wedding, so I also recognize that things were new, still, and this was the mid '90s. Ten years later, now, it's like, "queer wedding, shmeer wedding! I've been to ten of those. What's the big deal?"

While he saw his same-sex union as relatively normative, Stephen believed that his family structure was not. He and his co-parents designed it as such. Their four-year-old daughter Raina lives with her fathers two-thirds of

## XI. Spading Checklist

- Did you properly highlight, label, and extract the source PDFs into a single file?
  - Did you check the order of the footnotes according to Rule 1.3: Order of Signals and Rule 1.4: Order of Authorities?
  - If there are multiple sources in a footnote, did you split up the footnote into subparts? For example, if the source you are highlighting is the second citation in footnote 12, then the footnote number you write on the PDF page is “012b”.** Did you highlight and extract PDFs for *every* source in *every* footnote you were assigned?
  - Does the highlighted text support what the author is saying?
    - Did you alert your editor to any plagiarism concerns
  - Did you label the top left of EACH page as follows in red: “FN [footnote number] / S [source number]”?
    - If a footnote has more than one source, did you designate subparts with a, b, etc? For example, “FN 12b / S 003”.
    - If a source cites to more than one page, did you include “(# of #)”. For example, “FN 024 / S 018 (1 of 2)”.
  - Are the pages in order?
- Did you find authority for blank citations or citations that don’t support the author’s assertion?
  - Did you collect any new sources used and add them to Fileway and the source table?
- Did you carefully correct the source table?
  - Did work in track changes?
- Did you correct each footnote to match the source table?
  - Did you work in track changes?
  - Did you correct the numbering for *infra* and *supra* citations?
  - Did you correct/add in pin cites?
  - Did you check and correct:
    - signals,
    - order of authorities,
    - and order of parentheticals,
    - while *always consulting the Bluebook*?
- Did you rename the Highlighted Sources, the updated Source Table, and the spaded Article using the following format:
  - 001-050 Feldman Highlighted Sources by Smith.
  - 001-050 Feldman Source Table by Smith.
  - 001-050 Feldman Article Spaded by Smith.
- Did you upload your documents to your article’s Spading folder on Fileway?
- Did you email your publications editor?
  - Did you include the spaded article and corrected source table?
  - Did you alert them to any concerns or issues that arose?
- Did you log your hours?

## D. Line Editing Instructions

(last modified: 10/13/2017)

### I. General Issues

- If the “last modified” date noted above is after your last assignment, please reread these instructions thoroughly.
- You are responsible for each of the bullet points listed below. Failure to follow these instructions or to complete your assignment by the assigned deadline is grounds for a demerit. All deadlines are firm. Contact your Pub Editor if you cannot meet your deadline as soon as a problem arises, but extensions will not be granted unless there are significant extenuating circumstances.
- Carefully read your assignment email for any additional instructions and review any additional attachments.
- If you have any questions, please email your Pub Editor as soon as possible. **Send all your questions, requests, and correspondence as a reply to the assignment email.** If you do not get a timely response from your Pub Editor (within 24 hours, unless your Pub Editor has told you she or he will be unavailable at a certain time), then contact the Executive Editor or the Editor-in-Chief or both.
  - Don’t forget to copy your pub editor’s personal email in your reply to ensure a quicker response.
- Don’t forget to log your hours!
  - Link: <http://www.wcl.american.edu/journal/genderlaw/admin>
  - Username: genderstaff
  - Password: gender
- To access the network drive on Fileway, use your student login ID and password.
  - Link: <https://fileway.wcl.american.edu>
  - Username: American\xx0000a
    - Don’t forget “American\” before your user ID!
  - Password: your school password

### II. Line Editing Issues

- In the assignment email, there should be at least six attachments in addition to this guide.
  - [Author name] Source Table. This should include the correct Bluebooking for every source. If you believe the Source Table contains an error, then update the Source Table and the Article (both using Track Changes) and email your Pub Editor the change. If you find several errors, contact your Pub Editor immediately, as this may be cause for a bounceback. However, you can only bounceback an assignment within 48 hours of receiving the assignment.
  - [Author name] Article - Line Editing. This is the article you will be editing. Always work in track changes!

- JGSPL Style Sheet. This is the style guide you should use when editing the article.
- Common Bluebook Issues. This is an extremely helpful guide to often overlooked issues with Bluebooking. Familiarizing yourself with this list should make your life easier and help avoid demerits from incorrect Bluebooking.
- How to Track Changes in Microsoft Word. This is a guide to using Track Changes in Microsoft Word. All changes to the Article or the Source Table must be made in Track Changes. Never accept any changes.
- How to Spade in Various PDF Programs. This is a step-by-step guide to the technical aspects of digital spading, in case you need it.
- **If your assignment says “Smith: 1-50,” then this corresponds to the numbers of the footnotes in the Article, not the numbers in the Source Table.**
- Comments should rarely be used, and should never be left in the text. They should always be in a comment bubble. It is almost always better to email your Pub Editor a question than to leave a comment. Do not add any comments or other notes that are not author appropriate. Everything that you write may be viewed by the author.
- If you feel that the author is plagiarizing, continue working on the project, but also immediately notify your Pub Editor. We will take any appropriate steps if necessary. You may be requested to edit the Article text to remove any potential plagiarism.

### III. Line Editing Overview

- **You have three main responsibilities:**
  - Verify that the author’s claim is actually supported by the cited source.
  - Ensure that citations in the Article are correctly Bluebooked.
  - Edit the text of the article for punctuation, grammar, spelling, verb usage, and JGSPL style conventions.
- Read through the Article to get a feel for the author’s argument before beginning.
- Your Pub Editor will divide the Article’s main text and provide the line editor with a list of spaders and the spaders’ respective assignments.
- The spaders have uploaded PDF files consisting of a highlighted page for each citation in each. For example, if the second citation in the first footnote cited to the second source in the Source Table, then the highlighted PDF page should be labeled “FN 001b / S 002”. The Highlighted Sources PDF files are available in zip file on the network drive, available at <https://fileway.wcl.american.edu>. The files are located at “JGSPL / [journal volume] / [journal issue] / [author name] / Spading”. For example, “JGSPL/Volume 20/20.1/Feldman/Spading”.

### IV. “Bounce Back”

- One of your first tasks is to ensure that the spaders did their work correctly.
- Skim the article and make sure that each spader responded to any notes in the Article and used the Source Table when Bluebooking the article. If any source was not collected, you should contact your Pub Editor immediately.

- If several citations are correct in the Source Table but incorrect in the Article, or if spaders did not include proper pincites, signals, or parentheticals, then email your Pub Editor, who will then “bounce back” the article.
  - **You must email your Pub Editor with a “bounce back” request within 48 hours of receiving the Article, so check the spaders’ work early in the process.**
- If the Article is sent back to the spader, then the spader will have 24 hours to correct the Bluebooking, respond to any comments, and email the Article back to you.

## V. Verify the Source in the Footnote

- **Look at the highlighted PDF page corresponding to the footnote and make sure that the highlighted portion supports what the author is stating.**
  - Make sure to check the pincites and the accuracy of the parentheticals. If the citation needs a signal or a parenthetical, then please add one.
  - Make sure to check the text of any quotes to ensure that they are identical to the quote in the original source. Changes and omissions should be marked with appropriately with brackets or ellipses (see Bluebook Rule 5.2 and Rule 5.3).
- **If the highlighted portion does not support the author’s claim, or if a footnote has not been spaded (for sources that were not available during spading), then your job is to find support.** You may need to examine the entire source or even locate a new source to find support.
- If source is added or changed, then you will need to create an updated Highlighted Source PDF page.
  - Find the source by searching the Source Table. The highlighted PDF page should contain a label with the source number in the format of “S ###”.
  - Retrieve the original PDF of the source, located in a zip file on the network drive, available at <https://fileway.wcl.american.edu>. The zip file is located at “JGSPL / [journal volume] / [journal issue] / [author name] / Source Collection”. For example, “JGSPL/Volume 20/20.1/Feldman/Source Collection”.
  - Open the source and find support.
  - Once you have found support, highlight the portion of the text on the PDF using and add an identification number at the top left corner, using the following format: “UPDATED FN ### / S ###”.
  - Extract the page to a new PDF and name the file using the following format: “UPDATED [footnote number] [author] Highlighted Sources by [your last name]”. For example, “UPDATED 036b Feldman Highlighted Sources by Smith”.
  - Upload the PDF file to the network drive in the Spading folder.
  - Keep a copy of each of these files on your computer until the volume has been published.
  - Additional information can be found in the Source Collection Instructions and the Spading Instructions, available on the network drive via Fileway.
- You may need to add a new footnote for certain places.
  - **Add the new footnote in a comment bubble, but do not insert footnotes into the Article.** Adding footnotes changes the numbers of all subsequent footnotes in the

Article, and breaks the correlation between the Article and the extracted source pages. Your Pub Editor will insert the new footnote later based on your comment.

- Number the footnote with decimals. For example, if you insert a footnote between existing footnotes 20 and 21, then your footnote number would be “FN 20.1” in your comment citation and your extracted source. If multiple footnotes are needed between existing footnotes 20 and 21, then continue with the decimals, such as “FN 20.2”, “FN 20.3”, etc.
- Complete the steps above for created an updated Highlighted Source PDF page, but instead of including “UPDATED” on the page and in the filename, include the word “NEW”.
- Please remember to upload any updated or new Highlighted Source PDF pages to the network drive via Fileway.

## VI. Correct Bluebooking, Pincites, Signals, and Parentheticals

- **Always be sure you are working in Track Changes.**
- **Never accept any changes.**
- Use the Bluebook. Do not rely on your memory of the Bluebook!
- In general, try to limit the amount of tracked changes when possible. For example, if the phrase “in the house” needs to be changed to “on the yard,” then delete all three words (instead of only “in” and “house”) to create only one tracked change instead of two.
  - Do not change formatting in the Article, other than as required to match Bluebook styles (e.g., italics, small caps). Changes in formatting create extraneous tracked changes that make it difficult to identify the substantive changes. To avoid extraneous tracked changes due to formatting, simply select the font before typing the text (as opposed to typing the text, then selecting the text and choosing the font).
  - Also, do not copy and paste blocks of text, such as from the Source Table, as this can cause problems with formatting and Track Changes. Instead, manually type out the text in the Article.
- Add comments when necessary using a comment bubble, instead of putting the comment in the text. Remember that everything you write may be viewed by the author.
- Ensure that the bluebooking in the article matches the bluebooking in the Source Table. If you see something “off” in the Source Table, you are probably correct; email the Publications Editor the suggested edit and move on to the next footnote.
- Check and correct all signals, parentheticals, and citation sentences.
- Check for the appropriate ordering of signals, authorities, and parentheticals. See Bluebook Rules 1.3, 1.4, and 1.5.
  - If you need to change the order of a citation within a footnote to conform with Rule 1.3 or Rule 1.4, then please correct the footnote number in the Highlighted Sources and rearrange the pages to match the correct order.
- Check for the appropriate use of short citations, following the “Rule of Five”.
- Check and correct punctuation, spelling, grammar, verb agreement, etc.

- Add comments when necessary using a comment bubble, instead of putting the comment in the text. Remember that everything you write may be viewed by the author.

## VII. Edit the Article Text

- **Always be sure you are working in Track Changes.**
- **Never accept any changes.**
- Use the JGSPL Style Sheet and make the appropriate edits.
- Ensure that there are two spaces after each period that ends a sentence and one space after each colon.
- Add transitions where necessary.
- Check and correct punctuation, spelling, grammar, verb agreement, etc.
- Add comments when necessary using a comment bubble, instead of putting the comment in the text. Remember that everything you write may be viewed by the author.

## VIII. Upload Your Work

- Rename the edited Article and the updated Source Table using the following format:
  - 001-050 Feldman Article Line Edited by Smith.
  - 001-050 Feldman Source Table by Smith.
- Log onto the network drive via Fileway, available at <https://fileway.wcl.american.edu>.
- Open the JGSPL folder and locate the folder for the current volume and issue. Next, open your author's folder, and find the Line Editing folder. If the Line Editing folder does not exist, then you may need to create one.
- Upload the edited Article and the updated Source Table to the Line Editing folder, located at "JGSPL / [journal volume] / [journal issue] / [author name] / Line Editing". For example, "JGSPL/Volume 20/20.1/Feldman/Line Editing".
- Keep a copy of each of these files on your computer until the volume has been published.

## IX. Email Pub Editor and Evaluate Spaders' Work

- When you have completed all of the above steps, reply to your assignment email and attach a copy of the edited Article and the updated Source Table. You do not need to email any updated or new Highlighted Source PDF pages, but you should inform your Pub Editor if you had to upload any to the network drive via Fileway.
- In the email, you should describe any outstanding issues or concerns, including specific references to footnotes.
- Additionally, the email must contain an evaluation of each spaders' work. This evaluation can range from a single sentence stating that the work was sufficient to as long and detailed as necessary.

## X. Line Edits Checklist

- Did you check to make sure all of the sources were collected and spaded by previous staffers within 48 hours of receiving the assignment?
  - If not, you must proceed with the article as is and fix all necessary issues remaining.
- Did you verify that the author's claim is actually supported by the cited source for all your assigned footnotes?
  - Did you find support for assertions unsupported by the spaded PDF?
    - Did you upload a new highlighted source PDF page for these assertions?
  - Did you use comment bubbles where needed to recommend new footnotes?
- Did you ensure that citations in the Article are correctly Bluebooked?
  - Did you check the Bluebook rules cited by previous staffers to verify that they are the correct rules?
- Did you make sure the article citations match the citations as they appear in the source table?
- Did you edit the text of the article for punctuation, grammar, spelling, verb usage, and JGSPL style conventions?
  - Be sure to check capitalization issues as well as making sure that each parenthetical begins with a gerund.
  - Make sure each FN has a signal when necessary.
- Did you upload your documents to your article's Line Edits folder on Fileway?
- Did you email your publications editor?
  - Did you include the edited article and corrected source table?
  - Did you alert them to any concerns or issues that arose?
- Did you log your hours?

# E. Lead Line Editing Instructions

(last modified: 11/3/2017)

## I. General Issues

- If the “last modified” date noted above is after your last assignment, please reread these instructions thoroughly.
- You are responsible for each of the bullet points listed below. Failure to follow these instructions or to complete your assignment by the assigned deadline is grounds for a demerit. All deadlines are firm. Contact your Pub Editor if you cannot meet your deadline as soon as a problem arises, but extensions will not be granted unless there are significant extenuating circumstances.
- Carefully read your assignment email for any additional instructions and review any additional attachments.
- If you have any questions, please email your Pub Editor as soon as possible. **Send all your questions, requests, and correspondence as a reply to the assignment email** If you do not get a timely response from your Pub Editor (within 24 hours, unless your Pub Editor has told you she or he will be unavailable at a certain time), then contact the Executive Editor or the Editor-in-Chief or both.
- Don’t forget to log your hours!
  - Link: <http://www.wcl.american.edu/journal/genderlaw/admin>
  - Username: genderstaff
  - Password: gender
- To access the network drive on Fileway, use your student login ID and password.
  - Link: <https://fileway.wcl.american.edu>
  - Username: American\xx0000a
    - Don’t forget “American\” before your user ID!
  - Password: your school password

## II. Lead Line Editing Issues

- In the assignment email, there should be at least six attachments in addition to this guide.
  - [Author name] Source Table. This should include the correct Bluebooking for every source. If you believe the Source Table contains an error, then update the Source Table and the Article (both using Track Changes) and email your Pub Editor the change.
  - [Author name] Article - Lead Line Editing. This is the article you will be editing. **Always work in track changes!**
  - JGSPL Style Sheet. This is the style guide you should use when editing the article.
  - Common Bluebook Issues. This is an extremely helpful guide to often overlooked issues with Bluebooking. Familiarizing yourself with this list should make your life easier and help avoid demerits from incorrect Bluebooking.

- How to Track Changes in Microsoft Word. This is a guide to using Track Changes in Microsoft Word. All changes to the Article or the Source Table must be made in Track Changes. Never accept any changes.
- How to Spade in Various PDF Programs. This is a step-by-step guide to the technical aspects of digital spading, in case you need it.
- Generally, you will be responsible for the entire article. For unusually long articles, your Pub Editor may assign you a footnote range. If your assignment says “Smith: 1-50,” then this corresponds to the numbers of the footnotes in the Article, not the numbers in the Source Table.
- **Comments should rarely be used, and should never be left in the text.** They should always be in a comment bubble. It is almost always better to email your Pub Editor a question than to leave a comment. Do not add any comments or other notes that are not author appropriate. Everything that you write may be viewed by the author.
- If you feel that the author is plagiarizing, continue working on the project, but also immediately notify your Pub Editor. We will take any appropriate steps if necessary. You may be requested to edit the Article text to remove any potential plagiarism.

### III. Lead Line Editing Overview

- You are the last line of defense before it is no longer possible to send articles back to previous levels for correction. Please take your job seriously and edit carefully.
- You have three main responsibilities:
  - Verify that the Article and Source Table have the correct Bluebooking.
  - Edit the footnotes, including issues related to citations, parentheticals, and signals.
  - Edit the text, including issues related to punctuation, grammar, spelling, and verb usage.
- Helpful hint: when editing, select the “Review” tab and select “Final” as opposed to “Final Showing Markup” as this allows you to view the Article without the Track Changes showing.

### IV. Verify Bluebooking and Edit the Footnotes

- Always be sure you are working in Track Changes.
- **Never accept any changes.**
- Use the Bluebook. Do not rely on your memory of the Bluebook!
- In general, try to limit the amount of tracked changes when possible. For example, if the phrase “in the house” needs to be changed to “on the yard,” then delete all three words (instead of only “in” and “house”) to create only one tracked change instead of two.
  - Do not change formatting in the Article, other than as required to match Bluebook styles (e.g., italics, small caps). Changes in formatting create extraneous tracked changes that make it difficult to identify the substantive changes. To avoid extraneous tracked changes due to formatting, simply select the font before typing the text (as opposed to typing the text, then selecting the text and choosing the font).
  - Also, do not copy and paste blocks of text, such as from the Source Table, as this can cause problems with formatting and Track Changes. Instead, manually type out the text in the Article.

- Add comments when necessary using a comment bubble, instead of putting the comment in the text. Remember that everything you write may be viewed by the author.
- Ensure that the Bluebooking in the article matches the Bluebooking in the Source Table. Do not rely on the Source table. Instead, edit with a Bluebook. If a citation in the Source Table seems incorrect, then first verify the source type and then check the Bluebook rules to make sure that it is properly Bluebooked.
  - Verifying source type:
    - Retrieve the original PDF of the source, located in a zip file on the network drive, available at <https://fileway.wcl.american.edu>. The zip file is located at “JGSPL / [journal volume] / [journal issue] / [author name] / Source Collection”. For example, “JGSPL/Volume 20/20.1/Feldman/Source Collection”.
    - The filenames in the zip file correspond to the source table number.
    - Open the source and confirm the type of source (e.g., journal article, newspaper article, book, report, shorter work in a collection, etc.). This is often a common area of mistake for junior staffers.
    - Once you confirm the type of source, edit its Bluebooking in the Source Table.
- Check for the appropriate use of short citations, following the “Rule of Five”.
- Check for the appropriate ordering of signals, authorities, and parentheticals. See Bluebook Rules 1.3, 1.4, and 1.5.
  - If you need to change the order of a citation within a footnote to conform with Rule 1.3 or Rule 1.4, then please correct the footnote number in the Highlighted Sources and rearrange the pages to match the correct order.
- Check and correct signals and ensure that the parentheticals are accurate.
- Check and correct the parentheticals and the citation sentences, including for punctuation, spelling, grammar, verb agreement, etc.
- Make sure all capitalization correctly follows Rule 8 in the Bluebook. This is often overlooked by previous editors, and so be very careful checking for correct capitalization, especially in headings and source titles.
- The Article should have no blank footnotes when you are done.
- Although you generally will not have to do any verification of the content of the footnotes, occasionally a source will take so long to arrive that no one will have been able to check the citations to it. If your Pub Editor identifies any such footnotes, then highlight them according to the Line Editing Instructions. Additional information can be found in the Spading Instructions and the Source Collection Instructions.

## V. Correcting and Editing the Text

- Always be sure you are working in Track Changes.
- **Never accept any changes.**
- Use the JGSPL Style Sheet and make the appropriate edits.
- Ensure that there are two spaces after each period that ends a sentence and one space after each colon.
  - Add this in track changes.

- Add transitions where necessary.
  - If you feel a separate paragraph is necessary to connect thoughts, say so in a comment bubble so the author can add it.
- Check and correct punctuation, spelling, grammar, verb agreement, etc.
- Feel free to make stylistic and readability changes to the Article. Lead Line Editing is the first time in the process that a staffer is meant to critique an author's writing. If you think something is awkwardly phrased, then change it. The author can always reject the change later.
  - Any significant changes should include an explanatory comment *to the author*.
  - Add comments using a comment bubble, instead of putting the comment in the text.
  - A sample comment may read, "I thought this sentence was more supplemental to your point so I moved it to the footnote parenthetical."
  - Refrain from making major changes such as reordering paragraphs. Instead, suggest the change in a comment addressed to the author.
- Add other comments when necessary. Remember that everything you write may be viewed by the author.

## VI. Upload Your Work

- Rename the edited Article and the updated Source Table using the following format:
  - 001-050 Feldman Article Lead Line Edited by Smith.
  - 001-050 Feldman Source Table by Smith.
- Log onto the network drive via Fileway, available at <https://fileway.wcl.american.edu>.
- Open the JGSPL folder and locate the folder for the current volume and issue. Next, open your author's folder, and find the Lead Line Editing folder. If the Lead Line Editing folder does not exist, then you may need to create one.
- Upload the edited Article and the updated Source Table to the Lead Line Editing folder, located at "JGSPL / [journal volume] / [journal issue] / [author name] / Lead Line Editing". For example, "JGSPL/Volume 20/20.1/Feldman/Lead Line Editing".
- Keep a copy of each of these files on your computer until the volume has been published.

## VII. Email Pub Editor and Evaluate Line Editors' Work

- When you have completed all of the above steps, reply to your assignment email and attach a copy of the edited Article and the updated Source Table. Inform your Pub Editor if you had to upload any additional documents to the network drive via Fileway.
- In the email, you should describe any outstanding issues or concerns.
- Additionally, the email must contain an evaluation of each line editors' work. This evaluation can range from a single sentence stating that the work was sufficient to as long and detailed as necessary.

## VIII. Lead Line Edits Checklist

- Did you use track changes?
- Did you verify that the author's claim is actually supported by the cited source for all your assigned footnotes?
  - Did you find support for assertions unsupported by the spaded PDF?
    - Did you upload a new highlighted source PDF page for these assertions if you found a new source?
  - Did you use comment bubbles where needed to recommend new footnotes?
- Did you ensure that citations in the Article are correctly Bluebooked?
  - Did you check the bluebook rules cited by previous staffers to verify that they are the correct rules?
- Did you make sure the article citations match the citations as they appear in the source table?
- Did you edit the text of the article for punctuation, grammar, spelling, verb usage, and JGSPL style conventions?
  - Be sure to check capitalization issues as well as making sure that each parenthetical begins with a gerund.
  - Make sure each FN has a signal when necessary.
- Have you checked the JGSPL style sheet when editing the article's text?
- Are there appropriate transitions throughout the text of the article?
  - Have you noticed any inconsistencies in terminology the author uses? Make note of it in the comment bubble.
- Did you upload your documents to your article's Lead Line Edits folder on Fileway?
- Did you email your publications editor?
  - Did you include the edited article and corrected source table?
  - Did you alert them to any concerns or issues that arose?
- Did you log your hours?

# F. Senior Editing Instructions

(last modified: 10/13/2017)

## I. General Issues

- If the “last modified” date noted above is after your last assignment, please reread these instructions thoroughly.
- You are responsible for each of the bullet points listed below. Failure to follow these instructions or to complete your assignment by the assigned deadline is grounds for a demerit. All deadlines are firm. Contact your Pub Editor if you cannot meet your deadline as soon as a problem arises, but extensions will not be granted unless there are significant extenuating circumstances.
- Carefully read your assignment email for any additional instructions and review any additional attachments.
- If you have any questions, please email your Pub Editor as soon as possible. **Send all your questions, requests, and correspondence as a reply to the assignment email.** If you do not get a timely response from your Pub Editor (within 24 hours, unless your Pub Editor has told you she or he will be unavailable at a certain time), then contact the Executive Editor or the Editor-in-Chief or both.
- Don’t forget to log your hours!
  - Link: <http://www.wcl.american.edu/journal/genderlaw/admin>
  - Username: genderstaff
  - Password: gender
- To access the network drive on Fileway, use your student login ID and password.
  - Link: <https://fileway.wcl.american.edu>
  - Username: American\xx0000a
    - Don’t forget “American\” before your user ID!
  - Password: your school password

## II. Senior Editing Issues

- In the assignment email, there should be at least five attachments in addition to these instructions.
  - [Author name] Source Table. This should include the correct Bluebooking for every source. If you believe the Source Table contains an error, then update the Source Table and the Article (both using Track Changes) and email your Pub Editor the change.
  - [Author name] Article - Senior Editing. This is the article you will be editing. **Always work in track changes!**
  - JGSPL Style Sheet. This is the style guide you should use when editing the article.
  - Common Bluebook Issues. This is an extremely helpful guide to often overlooked issues with Bluebooking. Familiarizing yourself with this list should make your life easier and help avoid demerits from incorrect Bluebooking.

- How to Track Changes in Microsoft Word. This is a guide to using Track Changes in Microsoft Word. All changes to the Article or the Source Table must be made in Track Changes. Never accept any changes.
- **Comments should never be left in the text.** They should always be in a comment bubble. Do not add any comments or other notes that are not author appropriate. Everything that you write may be viewed by the author.

### III. Senior Editing Overview

- You will be responsible for reviewing the entire article. However, this edit should not take you more than a few hours.
- You have two main responsibilities:
  - Edit the footnotes, including issues related to citations, parentheticals, and signals.
  - Edit the text, including issues related to punctuation, grammar, spelling, and verb usage.
- Remember, the author has already reviewed the work and no major changes to the piece should be made.
- Helpful hint: when editing, select the “Review” tab and select “Final” as opposed to “Final Showing Markup” as this allows you to view the Article without the Track Changes showing.

### IV. Edit the Footnotes

- Always be sure you are working in Track Changes.
- **Never accept any changes.**
- Use the Bluebook. Do not rely on your memory of the Bluebook!
- Ensure that there is no glaring bluebooking mistakes; common errors include:
  - a. Order of authorities; non-italicized signals (i.e. in *See, e.g.*, the last comma is NOT italicized); Order of signals and misuse of semi-colons and periods in between citations sentences (BB 1.3)
  - b. Missing years and courts in cases and improperly abbreviated case names.
  - c. Missing pincites (ask the author in a comment for a pincite for everything except *See generally*).
  - d. Secondary sources bluebooked according to the wrong rule. The most common mistakes are online newspaper articles cited as newspaper articles instead of webpages and PDFs cited as webpages instead of reports or periodicals.
  - e. **Small caps.** Use them for law review publication titles, newspapers, and the author and title of a book. Also use them for any internet source that is a PDF (BB 18.2.1.(c)).
  - f. **Supra errors.** The footnotes change constantly throughout the publications process. You may even find mis-numbered FNs (this will fix itself once changes are accepted later on). Try and keep a piece of scrap paper with the name of the author of a source and the FN in which their article/book first appears. This will help you when adjusting *supra*'s down the road, especially for the most frequently cited sources. Use the examples on pages 74-75 of the Bluebook. Use hereinafter if there is more than once source cited by the same author. Also, when using *supra*, the name of the author must appear the way it

does in the original FN. Thus, a law review article in supra form will simply say *See Smith, supra* note 8, at 10. A book in supra form will say *See Roberti, supra* note 7, at 11.

- g. **Statutes.** The US Code was only published most recently in 2012, so all cites to the U.S.C. should have 2012 as the year, UNLESS the portion of the code cited was enacted more recently than 2012, in which case the year should indicate something like (2012 & Supp. 2016) if split or (Supp. 2016). Generally please remove cites to the U.S.C.A. or anything saying “West” or “Lexis” as it relates to federal law. As it relates to state law, check T1 for EACH STATE LAW CITED. If the author uses an annotated code, you’ll probably have to add a (West 2009) or (McKinney 2008), for example. If citing un-annotated code, you can probably just use (2012) or what have you. Check the STATUTORY COMPILATIONS section of T1 for each state.
- h. **Reporters.** Make sure the right reporter is used. Check T1. The FL Supreme Court, for example, like most states, prefers that its opinions be cited using the So. or So. 2d reporter, if therein. This should be caught by the time you see the article, just keep a lookout for regional v. state-specific reporters and use the regional as per T1.
- The above are just some of the errors you may encounter. We tried to put the list above in order of frequency, with A being the most common error and H being the least.
- If you come across unresponsive or repetitive parentheticals that you cannot easily edit, just delete them. Publications operates on a looser version of the N&C rules. We try to have parentheticals with every signal, especially those that show contradiction or comparison, but you will most definitely find some *see*'s without parentheticals—just let these slide.

## V. Correct the Article Text

- Always be sure you are working in Track Changes.
- **Never accept any changes.**
- Use the JGSPL Style Sheet and make the appropriate edits.
- As a general rule, if something sounds bad change it, if not don't worry about it.
- Ensure that there are two spaces after each period that ends a sentence and one space after each colon.
- Check and correct punctuation, spelling, grammar, verb agreement, etc.
- Add comments when necessary using a comment bubble, instead of putting the comment in the text. Remember that everything you write may be viewed by the author.

## VI. Upload Your Work

- Rename the edited Article and the updated Source Table using the following format:
  - 001-050 Feldman Article Senior Edited by Smith.
  - 001-050 Feldman Source Table by Smith.
- Log onto the network drive via Fileway, available at <https://fileway.wcl.american.edu>.

- Open the JGSPL folder and locate the folder for the current volume and issue. Next, open your author's folder, and find the Senior Editing folder. If the Senior Editing folder does not exist, then you may need to create one.
- Upload the edited Article and the updated Source Table to the Senior Editing folder, located at "JGSPL / [journal volume] / [journal issue] / [author name] / Senior Editing". For example, "JGSPL/Volume 20/20.1/Feldman/Senior Editing".
- Keep a copy of each of these files on your computer until the volume has been published.

## **VII. Email Pub Editor**

- When you have completed all of the above steps, reply to your assignment email and attach a copy of the edited Article and the updated Source Table.
- In the email, you should describe any outstanding issues or concerns.

## VIII. Senior Edits Checklist

- Have you ensured that there are no remaining Bluebooking mistakes, such as:
  - Order of authorities, order of signals, misuse of semi-colons [BB 1.3].
  - Missing years in court cases and improper abbreviations.
  - Missing pincites [should be included everywhere except in *see generally*].
  - Small caps.
  - Supra* errors with primary sources or misnumbered FNs.
  - Statutes: US Code was published most recently in 2012, so all cites to the U.S.C should have 2012 as the year, UNLESS the portion of the code cited was enacted more recently than 2006, in which case the year should indicate something like (2012 & Supp. 2016) if split or (Supp. 2016).
    - For state law, check T1 for *each case law cited*.
  - Reporters: Make sure that the correct reporter is used by checking TI.
  - Consistent short form cites and the Rule of Five?
- Did you correct the source table as needed?
- Did you correct errors in the text according to the JGSPL style sheet?
  - Punctuation
  - Grammar
  - Wording
- Have you made sure that there are two spaces after each period that ends a sentence and one space after each colon?
- Did you work in track changes?
- Did you upload your documents to your article's Senior Edits folder on Fileway?
- Did you email your publications editor?
  - Did you include the edited article and corrected source table?
  - Did you alert them to any concerns or issues that arose?
- Did you log your hours?