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Side A

## CITE-CHECKING TIPS

### I. Sources to consult if you can't figure out what a source is from the abbreviation in your cite:

- The Bluebook: A Uniform System of Citation, 18<sup>th</sup> ed. (2005)  
Location: Reference Desk & Reserve Room KF 245 U58
- Bieber's Dictionary of Legal Abbreviations, 5<sup>th</sup> ed. (2001)  
Location: Reference Desk & Reference Area KF 156 D554 2001
- The University of Washington's Gallagher Law Library provides the Bluebook's list of abbreviations for periodicals indexed in the Current Index to Legal Periodicals:  
<http://lib.law.washington.edu/cilp/abbrev.html>
- Eurojargon: A Dictionary of European Union Acronyms, Abbreviations, & Terminology, 7<sup>th</sup> ed.  
Online access via Copley: <http://0-www.xreferplus.com.sally.sandiego.edu/entry.jsp?volid=293&source=marc>
- World Dictionary of Legal Abbreviations (2006)  
Location: Reference Area K 89 K38

### II. Sources that can help you find the proper citation format:

- The Bluebook: A Uniform System of Citation, 18<sup>th</sup> ed. (2005)  
Location: Reference Desk & Reserve Room KF 245 U58
- If you've checked the Bluebook and still can't find clear guidance on how to cite a source, check to see how it is being cited by other periodicals. Search in Westlaw (TP-ALL) or LEXIS (US Law Reviews & Journals, Combined). In particular, since the editors of the *Columbia Law Review*, the *Harvard Law Review*, *The University of Pennsylvania Law Review*, and the *Yale Law Journal* compile the Bluebook, those would be good publications to consult first.

### III. Pre-ILL Cite-Checking Procedures

#### Step 1

The first thing you should do is check the binders kept at the Reference Desk to see if anyone else has already requested your item.

**Step 2**

Check to see if your source is available at USD (Copley and LRC) by checking our online catalog: <http://sally.sandiego.edu/search>

Also, don't forget that even if we don't carry the print source, we very well may carry it in an electronic format acceptable for cite-checking purposes, or what you are looking for may be available on the Web:

- **HeinOnline:** This database contains digital copies (PDFs) of law reviews of U.S. law schools, in addition to treaties, & legislative materials <http://heinonline.org/HOL/Welcome?collection=journals>
- **Copley Databases:** in addition to the databases that the LRC subscribes to, you also have access to Copley's multi-disciplinary databases, where you can search through abstracts and full-text articles of journals in the area of sociology, psychology, humanities, science, etc. [http://marian.sandiego.edu/cp\\_dbsaz.htm](http://marian.sandiego.edu/cp_dbsaz.htm)
- **GPOAccess** (provides access several sources of Federal law in PDF including the CFRs, Federal Register, Weekly Compilation of Presidential Documents, etc.): <http://www.gpoaccess.gov/index.html>
- **Library of Congress Statutes at Large** page: <http://memory.loc.gov/ammem/amlaw/lwsl.html>

**Step 3**

Check to see if it is available via the Circuit. The Circuit is a consortium of libraries, which include USD, UCSD, SDSU, Cal. State San Marcos, and the San Diego County Library system. Circuit requests in general arrive within a couple of days and are free. Search the Circuit: <http://circuit.sdsu.edu/>

**Step 4**

Check to see if the other local libraries such as Thomas Jefferson (<http://www.tjsl.edu/library>), Cal. Western (<http://kim.cwsl.edu/>), the San Diego County Public Law Library (<http://millennium.sdcll.org/>), or the San Diego City Library system (<http://www.sandiego.gov/public-library/>), have it. Remember that ILL's can take a while to arrive, so if you are facing a tight deadline, you might want to go directly to the source.

*Note: Ask at the Ref. Desk for permission to gain access to the collections at TJ and Cal. Western*

**IV. ILL Procedures**

Now that you've completed the 4 steps above, you can request an ILL—but remember to check the binders at the Ref. Desk to make sure your source has not already been requested! It's also always a good idea to check with a reference librarian just to confirm your cite and to make sure you haven't missed anything. Go to the Law Review cite-checking form at: <http://www.sandiego.edu/lrc/about/citecheckill.php>

**Things to keep in mind**

- Citations to most newspaper articles are difficult if not impossible to obtain in paper. The LRC will attempt to ILL articles from the following newspapers *only*: Boston Globe, Chicago Tribune, Los Angeles Times, New York Times, San Diego Union-Tribune, San Francisco Chronicle, and Wall Street Journal.
- The ILL process is not immediate—request items well in advance of your deadline
- The ILL process is time sensitive—loaned items must be returned to the lending institution when due so do not delay using the items.
- Be sure to list submit *your* contact phone & email with your ILL request, because that is how we will let you know the item has arrived
- You will be contacted when your ILL arrives, which will be kept on the shelf behind the Ref. Desk. Remember to copy the pages you need and return the item to the Ref. Desk so your fellow cite-checkers can use it. Also let your fellow cite-checkers know the item is available and when it is due to be returned.

***Don't hesitate to ask for help. Contact the Reference Desk at (619) 260-4612 or [lrcref@sandiego.edu](mailto:lrcref@sandiego.edu)***