

**Journal of High Technology Law**  
**Summer Open Write-On 2011**  
**Cite-Checking Exercise – Monday, May 23<sup>rd</sup>**

Please read the following instructions carefully.

Below you will find an excerpt of a History Section of an unpublished JHTL Note containing a variety of errors. You are to find and correct these errors **with Track Changes enabled** on Microsoft Word. We will review the changes you have made to the document and assess the accuracy of your edits.

Please remember, all work must be your own. You may not seek assistance from anyone, provide assistance to any other applicant, or have anyone review your work.

**To complete the Assignment, you will need the following:**

Microsoft Word

The Bluebook, 18<sup>th</sup> or 19<sup>th</sup> edition

Westlaw and / or LexisNexis Access

**The Assignment**

1. Ensure that the footnotes conform to proper Bluebook format. You must change the errors in the document with track changes enabled.  
**Note:** For this assignment, only use the Bluebook, 18<sup>th</sup> or 19<sup>th</sup> edition.
2. Confirm that the citation provided adequately supports the statement the author has made in the text. This requires that you locate the cited source and confirm that the exact page range cited contains support for the author's statement. If the citation does not correspond to the source, simply indicate that the citation does not support the statement using "comments" in Microsoft Word.  
**Note:** Microsoft Word will not allow you to add a comment directly within the footnote text. Instead, add the comment to the superscript footnote number in the text of the document.
3. Correct any grammatical or spelling errors within the document. Please, do not concern yourself with issues of the authors' writing styles (ex. passive voice or awkward wording). Focus your attention on the grammar and spelling.

**Helpful Tips:**

- The articles published on the JHTL website ([www.jhtl.org](http://www.jhtl.org)) should all have proper citations and can provide helpful examples.
- Please keep in mind that your citations should conform to Bluebook rules for journal articles and law review, not for legal memorandums. This means that you will be primarily using the white pages of the book, as opposed to the blue pages in the beginning.
  - For example, see Rule 2, "Typefaces for Law Reviews."

- For any ambiguity, see previously published JHTL articles.
- You may want to review A Bluebook Guide for Law Students by Scott Akehurst-Moore (available at: <http://www.law.suffolk.edu/library/research/bluebook/>). The author breaks down the most commonly used Bluebook rules.
- Read through the document once before you start editing to get a sense of the topic.
- It may be helpful to print out a copy of the document to edit prior to making your changes electronically.
- Go through each footnote and locate all sources.
  - If the sources are not too lengthy, it may be helpful to print them out. If a source is long, consider downloading it as a Word or PDF document for review. Or print only the range of pages you need to review.
  - If the source is a website, make sure the address is valid.
- Before emailing in your assignment, please make sure all your track changes are highlighted and saved. It is essential that you save your Cite-Checking Exercise as “studentID\_JHTL\_CiteChecking” (please insert your own student ID number where indicated).

Please feel free to contact us with questions at [jhtl@jhtl.org](mailto:jhtl@jhtl.org). We are happy to help and encourage you to let us know if any of the instructions are unclear.

Good Luck!