Microsoft Word Tips

COMMAND/CTRL +D to open the Font Box and select SMALL CAPS

(none)   Automatic
☑ Small caps
☐ All caps
☐ Hidden

REMOVE AUTO HYPERLINKING
http://lib.law.washington.edu
http://lib.law.washington.edu

Word < Preferences < AutoCorrect < AutoFormat as You Type < [unselect] Internet and network paths with hyperlinks

FIND AND REPLACE formatting, e.g., italicizing all "." after "*Id.*"

"Official" State Statutory Code Years

R 12.2.1 *If possible, cite statutes currently in force to the current official code*

2 TYPES of published codes:
(1) entire set republished **all at once** w/ intervening supplements;
(2) new volumes published **as necessary** w/ annual supplements

FINDING THE RIGHT YEAR
Step 1: Use T1 to find the title of the state's official code
Step 2: Who publishes this code? Lexis or West?—T1 will tell you. If no publisher listed, it's state published.
Step 3: Google the title and publisher
Step 4: Find the title on the publisher's website. *E.g.,* California.

Check Out Our Bluebook 101 Guide!

http://guides.lib.uw.edu/ bluebook101

⇒ Different BB formats *(online BB, print, apps, etc.)*

⇒ Complete list of differences between 19th & 20th eds

⇒ Basic Layout (which you can CRTL + F through)

⇒ Books to help with the BB

⇒ Online citation generators

GALLAGHER LAW LIBRARY
UNIVERSITY *of* WASHINGTON
School of Law

Bluebook Journals:

Columbia Law Review
Harvard Law Review
Pennsylvania Law Review
Yale Law Journal

STEAL THEIR CITATIONS:
searching HeinOnline Law Journal Library

If no citation from them, look for a recent citation from another general law review

Example: How to cite the current tax form 1040?

Pincite to Page Number or Section??

PAGE NUMBER for most things:
  ⇒ **Nonperiodicals & PDFs** content is never removed (no "at") (R 3.2(a))
  ⇒ **Primary law** published chronologically (Fed. Reg., Statutes at Large)
  ⇒ **Printed & PDF periodicals** like newspapers and journals
  ⇒ **Case reporters**

SECTION for stuff that is organized by § (or ¶) (R 3.3)
  ⇒ **Primary Law** published by subject (stat. & reg. codes, constitutions)
  ⇒ **Some Books** that are organized by section (treatises and deskbooks)

BOTH?
  ⇒ **Where helpful, some books** (R 3.3)

NOTHING
  ⇒ **Webpages**, which have dynamic content (R 18.2(g))

How to Cite an Unfamiliar Source
If it's not perfect, at least ensure that readers can find what you're citing to

Step 1: What is it? Can you locate other things like it?
  Primary source (the law)? Statute, case, regulation, constitution, legislative document?
  Secondary source (about the law)? Periodical , letter, presentation, book, report, blog post, website?
Step 2: What substantive rule applies?
  Use the Bluebook's index
Step 3: Where's the "official" version of this thing published?
  Use **Tables** to find official versions
Step 4: Still unsure?

  Ask for help by emailing a librarian
  Borrow someone else's citation: Find how someone else has cited it

More Questions?
Ask Us!

ASK A LIBRARIAN
lawref@uw.edu

Alena Wolotira, alenaw@uw.edu

Request an appointment!