**Microsoft Word Tips**

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

**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.

---

**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!**

Alena Wolotira, alenaw@uw.edu

Request an appointment!