

How To: Bluebooking Packets

■ What is it?

Bluebooking is the stage of the production process where we put the article citations in proper Bluebook form. This is not only vital for a scholarly legal publication, but also it is a great opportunity to practice with the Bluebook rules (which, unless you're already a tenured professor or a partner at some fancy law firm, is an important skill.)

■ The Process

The Supervising Editor will assign you to a bluebooking packet, taking timing preferences into account to the greatest extent possible. The Articles Editor working on your piece will distribute the packet materials. **Please review the packet memo carefully as the Editor will use this memo to give special instructions and to identify particular areas of concern.** Review your assignment before you begin, and make sure you are working with the correct footnotes, as your editor will provide you with the entire footnote list. Don't assume you know the Bluebook! Its rules are not necessarily logical or sensible, and there are special conventions for law reviews that were not applicable in your Legal Research & Writing class. Whenever you make an edit to a footnote be sure to note in brackets the specific Bluebook rule you are relying on.

■ **What the Packeteer Needs:** The packet memo, an electronic copy of the footnote list and a copy of *The Bluebook: A Uniform System of Citation* (18th ed.). Your edits must ultimately be done on a computer, but you are more than welcome to draft your comments on paper before transferring them to the Word document.

■ **What the Packeteer Prepares:** A list of footnote edits on the master footnote list.

The Editing:

All of your edits should be completed on the footnote list provided with your packet materials. Open this document in MS Word and find your section of footnotes. Check each footnote for compliance with Bluebook form. If each part of the footnote accurately conforms to Bluebook form, write "NO EDITS" in the "EDITED FOOTNOTE" box on the footnote list. **If the footnote requires edits write out the entire correct footnote in the "EDITED FOOTNOTE" box.** Subsequent editors should simply be able to copy the contents of the "EDITED FOOTNOTE" box and paste them directly into the paper.

- **A Special Note on Text in Footnotes and String Cites:** When you come across regular "text" in the footnotes and string citations, be sure to reproduce the *entire* footnote in the "EDITED FOOTNOTE" box, even if you are only suggesting an edit to a small part of it.
- **Things to Watch For:** The following list is by no means exhaustive, but it will put you on guard for some of the more common mistakes.
 - Rule 2: Typefaces for Law Reviews (p. 54 of the 18th ed.) is an important rule to review. Common errors in typeface include not using SMALL CAPS for periodical names (i.e. BERKELEY J. INT'L LAW) and *italics* for article titles (i.e. *On The Popular Image of the Lawyer: Reflections In a Dark Glass*, 75 CALIF. L. REV. 379). Case names in full citation form should **not** be italicized, case names in *short* citation form should be italicized; if the name is part of a textual sentence it should also be italicized (e.g. "In *Bakke v. Regents of the University of California*, the plaintiff was a tool."). Introductory signals (*See, See Also, But See, Cf.*) should be italicized.
 - Rule 4 (among others): Short Citations Forms (p. 64 of the 18th ed.) is very important – lots of errors are made with short form citations. Some particularly vexatious ones include: using *id* after a string cite to refer to a small portion of that cite; and it's *supra* note 29, not *supra* n.29. For specific rules on how to cite particular sources (cases, statutes, articles, etc.) in short form consult the rule specific to that source (a listing of the relevant rules can be found on p. 64 of the 18th ed.)
 - It's "See, e.g.," not "See, e.g.," or "See, e.g.," -- pay attention to the commas!
 - Always check Table 6 (p. 335 of the 18th ed.) for case name abbreviations and Table 13 (p. 349 of the 18th ed.) for periodical abbreviations. Note that T.6 abbreviates the "California Law Review" as "Cal. L. Rev.", but we, following the lead of CLR itself, abbreviate that journal "Calif. L. Rev." All other Bluebook abbreviations apply.

- Rule 18 covers electronic media (p. 151 of the 18th ed.) note its intricacies.
- Rule 21 covers international sources (p. 168 of the 18th ed.) and Table 2 (p. 243 of the 18th ed.) details rules for many, but not all, foreign jurisdictions. It is quite likely that you will come across a foreign jurisdiction or other international source that the Bluebook does not squarely address. When this happens use common sense, try to reason by analogy from what you can find in the Bluebook, and try to make all the footnotes in your section consistent. If you do come across such a source please notify your editor via email so that she can ensure consistency throughout the entire article.

Finishing Up:

When you have finished your packet "save as" your footnote list according to the following convention: [AUTHORNAME].footnote_list.PACKET[YOUR PACKET NUMBER HERE].doc. Email this document to your editor and be sure to note any special concerns that came up during editing process in this message.

That's it, your work is done! Thank you for all of your hard work -- we'll party when the issue is printed!