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Library Contacts

Don’t spend more than 20 minutes looking for something!

- Reference Desk, Williams Library
  - lawlibref@georgetown.edu, lawintlref@georgetown.edu
  - 202-662-9140 (U.S. law), 202-662-4195 (International law)
- Chat With a Librarian
- Journal Liaison
- Research Consultation
  - https://www.law.georgetown.edu/library/research-help/consultations/
- Interlibrary Loan
  - law-ill@georgetown.edu
  - 202-662-9154
Journal Liaisons

- American Criminal Law Review
  Anne Guha, amg300@georgetown.edu
- Food and Drug Law Journal
  Andrea Muto, amm574@georgetown.edu
- Georgetown Environmental Law Review
  Mabel Shaw, shawm@georgetown.edu
- Georgetown Immigration Law Journal
  Thanh Nguyen, nguyent2@georgetown.edu
- Georgetown Journal of Gender and the Law
  Jorge Juarez, jj863@georgetown.edu
- Georgetown Journal of International Law
  Heather Casey, hec29@georgetown.edu
- Georgetown Journal of Law & Modern Critical Race Perspectives
  Rachel Jorgensen, roj2@georgetown.edu
- Georgetown Journal of Law & Public Policy
  Cattleya Concepcion, cmc462@georgetown.edu
- Georgetown Journal of Legal Ethics
  Savana Nolan, sn647@georgetown.edu
- Georgetown Journal on Poverty Law & Policy
  Savana Nolan, sn647@georgetown.edu
- Georgetown Law Journal
  Savana Nolan, sn647@georgetown.edu
- Georgetown Law Technology Review
  Charles Bjork, chb39@georgetown.edu
- Journal of National Security Law and Policy
  Jeremy McCabe, jjm323@georgetown.edu
There is a Journal Staff information page on the Law Library’s website:

guides.ll.georgetown.edu/journal-staff
Source Collection

Starting with the Citation

- Decoding Abbreviations
- Understanding Acronyms
- Legal Citation Guides (other than the Bluebook)
- Missing or poor citation information
• De-coding Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Bluebook</td>
<td>See Tables section for abbreviations to U.S. and foreign legal publications</td>
</tr>
<tr>
<td>CARDIFF INDEX TO LEGAL ABBREVIATIONS</td>
<td><a href="http://www.legalabbrevs.cardiff.ac.uk/">http://www.legalabbrevs.cardiff.ac.uk/</a></td>
</tr>
<tr>
<td>PRINCE’S BIEBER DICTIONARY OF LEGAL ABBREVIATIONS</td>
<td>KF246 .B46 2017, Reference &amp; Reference Desk</td>
</tr>
<tr>
<td>INDEX TO LEGAL CITATIONS AND ABBREVIATIONS (Raistrick)</td>
<td>K85 .R3, Reference Desk</td>
</tr>
<tr>
<td>GUIDE TO FOREIGN AND INTERNATIONAL LEGAL CITATIONS (Aspen Publishers)</td>
<td>K89 G85, Reference</td>
</tr>
</tbody>
</table>

For more publications Check “Law Library Catalog” in Advanced Search for
- Subject contains: “Law -- [country] -- Abbreviations” (two dashes between the subject headings)
- Example: “Law -- United States -- Abbreviations” or “Law -- Germany -- Abbreviations”

• Understanding Acronyms

| Acronym finder | www.acronymfinder.com/ |
| INTERNATIONAL ACRONYMS, INITIALISMS & ABBREVIATIONS DICTIONARY AND REVERSE INTERNATIONAL ACRONYMS, INITIALISMS & ABBREVIATIONS DICTIONARY | P365 .I57, Reference |
| DICTIONARY OF MILITARY TERMS | www.dtic.mil/doctrine/dod_dictionary/ |

• Legal Citation Guides (other than The Bluebook)

<table>
<thead>
<tr>
<th>Citation Manual</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALWD CITATION MANUAL: A PROFESSIONAL SYSTEM OF CITATION</td>
<td>KF245 .A45, Reference</td>
</tr>
<tr>
<td>THE MAROONBOOK: UNIVERSITY OF CHICAGO MANUAL OF LEGAL CITATION</td>
<td>lawreview.uchicago.edu/sites/lawreview.uchicago.edu/files/v86%20Maroonbook.pdf</td>
</tr>
<tr>
<td>TAXCITE: A FEDERAL TAX CITATION AND REFERENCE MANUAL</td>
<td>KF245. T39, 5th floor stacks</td>
</tr>
<tr>
<td>GUIDE TO FOREIGN AND INTERNATIONAL LEGAL CITATIONS</td>
<td>K89 .G85, Reference</td>
</tr>
</tbody>
</table>

For non-U.S. citation guides Check “Law Library Catalog” in Advanced Search for
- Subject: “Citation of legal authorities -- [country]” (two dashes between the subject headings)
- Example: “Citation of legal authorities -- Australia”
• Missing or Poor Citation Information? Unsure what kind of citation it is?

Ask for assistance from the Reference Desk or your Journal Liaison to help you interpret a difficult citation, identify missing citation information, find the source for a given quotation, etc.
Source Collection

Secondary Sources

• Finding Cited Journal Articles
  o What format do you need?

• Finding Cited Newspaper Articles
  o What format do you need?

• Finding Cited Books
  o Do you need the whole book? Will an e-book do?
• Finding Cited Journal Articles

For Electronic Access

• Search Option 1: On Library’s Homepage, click on "Journals" tab. Enter journal or newspaper title only. Results will include library’s print journal volumes whose articles may not be exist in electronic format.
• Search Option 2: In Advanced Search, select "Articles." Enter article title only.
• Search Option 3: In Advanced Search, click on Search by Citation tab, then select "Article." Enter article and/or journal, or newspaper, title.
• Search Option 4: In Advanced Search, click on Search by Citation tab, then select "Journal." Enter journal or newspaper title only.

For Other Online Options

• Search Google Scholar (Settings > Library Links > select all Georgetown options> Save). Adequate in finding electronic articles in interdisciplinary databases.
• Enter article title in the search box.

Interlibrary Loan

• If unavailable at Georgetown Law, submit an Interlibrary Loan (photocopy) request via ILLiad. See ILL Example 1.
• See Interlibrary Loan Instructions for Journal Staff, guides.ll.georgetown.edu/ill-journal-instructions.

In general:

Legal Periodicals

• Georgetown Law Library has almost all law reviews and many other core legal journals either in print or electronically.

Non-Legal Periodicals Databases

Try ● Academic Search Premier ● Proquest Research Library ● Periodicals Index Online ● Ingenta Connect. For foreign & international articles, try ● Index to Foreign Legal Periodicals ● LegalTrac ● Legal Journals Index ● Kluwer Law International ● Oxford University Press ● Cambridge University Press. But there are many others.

See Law Library Homepage > Databases > Frequently Used Databases (www.law.georgetown.edu/library/databases/frequently-used-databases/).

When searching within a database, search by article title or citation information.

Subject Specific Mega Indexes

Try ● Web of Science ● Science Direct ● Sociological Abstract ● EconLit. But there are many others.

See Lauinger Library’s A-Z Database list: guides.library.georgetown.edu/az.php
These guides will list and link to the databases commonly used for finding full-text articles and researching a topic:

*Articles for Legal & Non-Legal Library Research Guide:*
guides.ll.georgetown.edu/articles

- **What format do you need?** A transcribed version of print? A print equivalent (in PDF)? Is an HTML version acceptable? Check in your journal’s manual or with your editor to find what format is acceptable.

**PDF or print equivalent options:**
The following databases and publishers provide print equivalent of many or all articles in PDF:
- HeinOnline
- Academic Search Premier
- JSTOR
- Proquest
- EBSCOHost
- Web of Science
- Project Muse
- Oxford
- Cambridge
- Springer.

**Transcribed versions:**
Some databases may provide the transcribed (HTML) version of the print, but with ‘star’ pagination. These versions may have to be consulted when under short deadlines.

**Web-only works:**
Some publishers now publish only through the web without print equivalents (hardcopy version or PDFs of print). For these instances, you will have to cite the HTML versions.

- **Working with web only citations and their urls?**

**Is the citation’s URL no longer live or does not display expected content?:**
Try the URL in Internet Archives’ **Wayback Machine**: https://archive.org/web/

**Want to save a cited web site/url?:**
- **Best option:** Perma.cc (https://perma.cc/). Contact your Journal Liaison to discuss perma.cc which caches the contents of a cited web page, creates a permanent link and provides access to the cached and current version of the web page for your present and future law review readers.

- **Alternate option:** Wayback Machine’s “Save Page Now” feature. A permanent Internet Archive URL will be generated for the saved webpage.
Finding Cited Newspaper Articles

For Electronic Access

- Follow search steps above for Finding Cited Journal or Newspaper Articles.
- Quick links to e-newspapers: See Introduction section of News Research Guide: guides.ll.georgetown.edu/FindingNewspaperArticle

For Microfilm

- See Newspaper Holdings in Microform in News Research Guide.

For Print


Interlibrary Loan

- If unavailable at Georgetown Law, submit an Interlibrary Loan (photocopy) request via ILLiad. See ILL Example 1.
  - See Interlibrary Loan Instructions for Journal Staff, guides.ll.georgetown.edu/ill-journal-instructions.

What format do you need? A transcribed version of print? A print equivalent (in PDF)? Is an HTML version acceptable? Check in your journal’s manual or with your editor to find what format is acceptable.

PDF or print equivalent options: Database: Proquest Historical Newspapers


Transcribed versions: Some databases may provide the transcribed (HTML) version of the print, but with ‘star’ pagination. These versions may have to be consulted when under short deadlines.
Web-only works: Some publishers now publish only through the web without print equivalents (hardcopy version or PDFs of print). For these instances, you will have to cite the HTML versions.

- Working with web only citations and their urls?

Is the citation’s URL no longer live or does not display expected content?
Try the URL in Internet Archives’ Wayback Machine: https://archive.org/web/

Want to save a cited web site/url?
- Best option: Perma.cc (https://perma.cc/). Contact your Journal Liaison to discuss perma.cc which caches the contents of a cited web page, creates a permanent link and provides access to the cached and current version of the web page for your present and future law review readers.
- Alternate option: Use the Wayback Machine’s “Save Page Now” feature. A permanent Internet Archive URL will be generated for the saved webpage.
ILL Example 1: Sample ILLiad Photocopy Request Form to Obtain a Journal or Newspaper Article

- In the Use of Material form field,
  - Include your Journal Office Name if you are submitting under your own ILLiad account.
  - Include Your Name if submitting under Journal’s ILLiad account.
  - Include any internal office information required by your journal editor.

For newspaper article, include Month and Date.
Finding Cited Books

How does your editor want you to borrow books?

If your editor permits you to check out books under your own name for source collection, there are two approaches.

Method 1:

- **Law Library Catalog Advanced Search**
  - Select "WRLC (Georgetown U. + Consortium) to search for Any field: Title.
  - Click on the “Request” or "Request from a Consortium Library"
  - Sign in with your NetID and Pasword, and select Georgetown University Law Library as Pickup Institution.

- **Interlibrary Loan**
  - If unavailable through above, submit an Interlibrary Loan (loan) request under your ILLiad account.
  - See *Interlibrary Loan Instructions for Journal Staff*, guides.ll.georgetown.edu/ill-journal-instructions.
Method 2:

- **WorldCat**
  - If the Law Library owns a copy, the search results will show a green "Georgetown Law Library" icon.
  - Perform a Law Library Search for the book title.
  - If there is at least one "available" copy in Georgetown Law, Georgetown U. or a consortium library, submit a "Request" or "Request from a Consortium Library," sign-in with your NetID and Password, and select Georgetown University Law Library as Pick-up Institution.

- **Interlibrary Loan**
  - If a green "Georgetown Law Library" icon does not appear in WorldCat record, then click on the gray "Click here to request via ILL" button in WorldCat to submit request using your ILLiad account.

- Books requested under your ILLiad and Law Library accounts will be held for you at the Circulation Desk. Books checked out to your individual accounts should not be left in your journal office nor out of your full control.

- You as the borrower will receive arrival notices, reminders and overdue notifications. Do not ignore them.
If your editor instructs you to use only the journal’s account to obtain non-Georgetown Law books, check:

- **WorldCat**
  - If the Law Library owns a copy, the search results will show a green "Georgetown Law Library" icon.
  - Perform a Law Library Search for the book title.
  - If there is at least one "available" copy in Georgetown Law, Georgetown U. or a consortium library, submit a "Request" or "Request from a Consortium Library," sign-in with your NetID and Password, and select Georgetown University Law Library as Pick-up Institution.

- **Interlibrary Loan**
  - If green "Georgetown Law Library" icon does not appear in WorldCat record, then click on the gray "Click here to request via ILL" button in WorldCat to submit request using your ILLiad account.

- ILL Books requested under your Journal Office ILLiad account will be delivered to your journal office mailbox located behind the Office of Journal Administration reception desk, Suite 170, Williams Library. Notifications are sent to your journal office or editor, not to you.
ILL Example 2: Sample ILLiad Book Request Form to Obtain a Loan

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author/editors</td>
<td>Monkman, Betty C</td>
</tr>
<tr>
<td>Title</td>
<td>The White House: ice historic furnishing and first families</td>
</tr>
<tr>
<td>Publisher</td>
<td>White House Historical Association ; ; Abbeville Press</td>
</tr>
<tr>
<td>Place of Publication</td>
<td>Washington D.C. ; New York</td>
</tr>
<tr>
<td>Date of Publication</td>
<td>2009</td>
</tr>
<tr>
<td>Edition</td>
<td>1st ed.</td>
</tr>
<tr>
<td>ISBN (Intl Standard Book Number)</td>
<td>9780789206244</td>
</tr>
<tr>
<td>OCLC or WorldCat Accession Number</td>
<td>43590342</td>
</tr>
<tr>
<td>Not Wanted After Date</td>
<td>12/31/2015</td>
</tr>
<tr>
<td>Will you accept the item in a language other than English?</td>
<td>No</td>
</tr>
<tr>
<td>Will you accept an alternate edition of this item?</td>
<td>Yes</td>
</tr>
<tr>
<td>Use of Material: Specify journal office name, course name, faculty name if RA, leisure, etc.</td>
<td>Include your Journal Office Name if submitting under your own ILLiad account, Include Your Name If submitting under Journal’s ILLiad account, Include any internal office information required by your journal editor.</td>
</tr>
<tr>
<td></td>
<td>Contact ILL Office for questions or assistance.</td>
</tr>
</tbody>
</table>

- In Use of Material form field:
  - Include your Journal Office Name if submitting under your own ILLiad account
  - Include Your Name If submitting under Journal’s ILLiad account.
  - Include any internal office information required by your journal editor.

- Do you need the whole book, or a chapter or pages? Will an ebook do?
  - If you need a few pages, a section or a chapter from a book, check both GULLiver and George catalogs for **e-book** versions of the print edition.
    - Most vendors provide e-books with pages appearing as they would in the print edition. They allow you to save or print some pages.
  - If you need pages from a book that is not physically available at the Law Library or electronically accessible via Georgetown, then submit an Interlibrary Loan request, but include the pages that you need into the form. See ILL Examples 3a and 3b.
    - Contact ILL Office for questions or assistance.
- Note: Intercampus Loan Service (via main campus library) will not provide a copy out of a book.
- Note: Consortium Loan Service, with WRLC, does accept copy request of chapters from a book. But complicated requests (e.g. request for title page, verso, table of contents, disparate set of pages, etc.) may be best filled via ILL Service.

**ILL Example 3a: Sample of ILLiad Book Request Form to Obtain Copy of Pages from a Book**

![Book Request Form](image)

- In Use of Material form field:
  - **Include page information**, providing as much citation information as you have with regards to starting and/or ending page numbers or name of chapter, etc.
  - Include your Journal Office Name if submitting under your own ILLiad account
  - Include Your Name if submitting under Journal’s ILLiad account.
  - Include any internal office information required by your journal editor.

- **Note**: There are copying limits set by libraries and copyrights that must observed. The ILL Office reserves the right to process the request as a loan.
**ILL Example 3b: Sample of ILLiad Photocopy Request Form to Obtain Copy of Pages from a Book**

- **Do not include lengthy pagination information into the Inclusive Pages field.** There is a field character limit (that cannot be made obvious on the form).

- **Include page information in the Article/Chapter Title or the Use of Material form field.** Provide as much citation information as you have with regards to starting and/or ending page numbers or name of chapter, section number, entry name, etc.

- **In Use of Material form field:**
  - Include the Journal Name if submitting under your own ILLiad account
  - Include Your Name if submitting under Journal’s ILLiad account.
  - Include any internal office information required by your journal editor.

- **There are copying limits set by libraries and copyrights that must be observed. The ILL Office reserves the right to process the request as a loan.**
Need help with any of the above?

Ask for assistance from the Reference Desk or your Journal Liaison. If you need help in researching a topic, then make an appointment for a research consultation.
Source Collection

Primary Sources

- Finding Legislation or Statutes: Print, Print Equivalent & Historical*
- Finding Regulations: Print, Print Equivalent & Historical*
- Finding Congressional Documents: Print, Print Equivalent & Historical*
- Finding Administrative Decisions
- Finding Records, Briefs & Court Filings

* This manual provides sources for print materials for the instances where the online or transcribed versions that appear in Westlaw, Lexis, Bloomberg Law or the internet are not accepted by your Journal.

If you need assistance in finding primary materials within Westlaw, Lexis or Bloomberg Law, please contact the Reference Desk or your Journal Liaison.
### Finding Legislation or Statutes - Print, Print Equivalent & Historical

#### Federal Session Laws

**Print Equivalent in PDF**
- HeinOnline
- LLMC Digital

**Official Print:**
-UNITED STATES STATUTES AT LARGE
  Reading Room KF50 .U5 for current edition.
- Superseded Law KF50 .U5 for superseded editions located in closed stacks. Consult Circulation or Reference Desk for access.

**Unofficial Print:**
-UNITED STATES CODE CONGRESSIONAL AND ADMINISTRATIVE NEWS (U.S.C.C.A.N.)
  Reading Room KF48 .U54

#### State Sessions Laws

**Print Equivalent in PDF**
- HeinOnline
  Coverage varies per state but typically starts from first publication.
- LLMC Digital
  Coverage varies per state but typically starts from first publication.

**Other Resources**
Look in the Law Library’s State Research Guides (Library Homepage > Research Help > Research Guides, or guides.ll.georgetown.edu/home). The state guides provide resources and links to each state’s legislative materials.

#### Federal Codes

**Print Equivalent in PDF**
HeinOnline

**Official Print:**
-UNITED STATES CODE (U.S.C.)
<table>
<thead>
<tr>
<th>Media (1st Fl) Microfiche Row B, Cabinet 18 (coverage 1940-2013).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unofficial Print:</td>
</tr>
<tr>
<td><strong>UNITED STATES CODE ANNOTATED (U.S.C.A.)</strong></td>
</tr>
<tr>
<td>Reading Room KF62 1927 .A3</td>
</tr>
<tr>
<td>Unofficial Print:</td>
</tr>
<tr>
<td><strong>UNITED STATES CODE SERVICE (U.S.C.S.)</strong></td>
</tr>
<tr>
<td>Reading Room KF62 1972 .U5</td>
</tr>
</tbody>
</table>

**State Codes**

| **Print Equivalent in PDF** | HeinOnline  
> Collections > State Statutes: A Historical Archive.  
Coverage varies per state but typically starts with first publication. |
|---|
| **Print States at Law Library** | The states that the Law Library is still updating in print include: District of Columbia, Maryland, Virginia, California, Delaware, Florida, Georgia, Illinois, Louisiana, Massachusetts, New Jersey, New York, Ohio, Pennsylvania, Texas.  
All state materials (KFA1 through KFW3240) located on the first floor. |
| **Print Statutes at Washington College of Law Library (WCL)** | The states that Washington College of Law (WCL, American Univ.) still updates: Alaska, Arizona, Arkansas, Colorado, Connecticut, Hawaii, Idaho, Indiana, Iowa, Kansas, Kentucky, Maine, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska (as well as DC, MD, and VA).  
Copies from the print statutes held at WCL can be requested via Interlibrary Loan.  
For extremely tight deadlines or large volume of requests, you may visit WCL Library to make copies/scans from these materials. |
| **Print Statutes at George Washington Law Library** | The states that George Washington Law still updates: Nevada, New Hampshire, New Mexico, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Rhode Island, South Carolina, South Dakota, Tennessee, Utah, Vermont, Washington, West Virginia, Wisconsin, Wyoming (as well as DC, MD, and VA).  
Copies from the print statutes held at GW can be requested via Interlibrary Loan.  
For extremely tight deadlines or large volume of requests, you may visit GW Law Library to make copies/scans from these materials. |

- If the Law Library does not have the state code year or publication edition that you need in print, then submit an Interlibrary Loan (photocopy) request.
Submitting Interlibrary Loan Photocopy request out of print statutory compilations? Follow these tips for completing the ILLiad form:

**For Journal / Source Title Field**
- Enter full official title or official abbreviations of publication (publisher). Look in Bluebook T1 for this information.
- Example: "Baldwin's Kentucky revised statutes annotated (West). Not "KY Statutes."
- Example: "Acts of Kentucky." Not "unofficial or uncodified law for KY."

**For Article Title Field**
- For statute update only: "$YYYY update to § xxx," e.g. 2016 update to § 431.220. [A copy of the 2016 pocket part/supplement will be obtained].
- For statute text from latest main (hardcover) volume and an update: "$§ xxx in main volume & YYYY update," e.g. § 431.220 in main volume & 2016 update. [A copy from the main volume, e.g. 2010, and the 2016 pocket part/supplement will be obtained].
- For statute from superceded edition: "$§ xxx as it appeared in YYYY [main volume, pocket part/supplement]", e.g. § 431.220 as it appeared in 2008 volume. [A copy out of the 2008 main volume will be obtained].
- For session law, enter the citation as found in your article, e.g. 2014 N.C. Sess. Laws 767; also provide other available information, e.g. chapter number, name of act, etc.

**For Year Field**
- For statute update only: "$YYYY"
- For statute text from the latest main (hardcover) volume and an update: "main+YYYY," e.g. main+2016
- For superceded statute: "$YYYY"
- For session law: "$YYYY"

**For Inclusive Pages Field**
- For statute: "§ xxx," e.g. § 432.220
- For session law: page number or chapter number, e.g. 767

**For Use of Material Field**
- Enter **lengthy pagination information** in this field.
- Include your Journal Office Name if submitting under your own ILLiad account.
- Include Your Name if submitting under Journal's ILLiad account.
- Include any internal office information required by your journal editor.
Finding Regulations – Print, Print Equivalent & Historical

Federal Register

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regulations.gov (current).</td>
</tr>
</tbody>
</table>

Code of Federal Regulations

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
<td>Williams Reading Room KF70 .A3 Title # (Current edition).</td>
</tr>
<tr>
<td></td>
<td>Temporary Storage KF70 .A3 Title # (1949 - prior to current edition). Resort to Interlibrary Loan.</td>
</tr>
<tr>
<td>Microfiche</td>
<td>Media (1st FL), Microfiche, Row B, Cabinets 12-13 (1938-2004).</td>
</tr>
</tbody>
</table>

Finding Congressional Documents – Print, Print Equivalent & Historical

Print Equivalent in PDF

| Proquest Congressional (Library homepage > Databases > Frequently Used Databases). |
| Single comprehensive source for congressional documents, in PDF, related to legislative history, including bills, vote reports, committee prints, congressional record (bound and daily edition), house & senate committee hearings and house, senate & conference documents and reports. |
| Bills                     | Microform: Media Room 1st Fl, Cabinets A9 & B1 (73rd Congress to present).                                               |
|                          | American Memory (memory.loc.gov/ammem/amlaw/lwhbsb.html) (~6th to 42nd Congresses).                                    |
| House and Senate Committee Hearings | Print: Enter the hearing title in the Law Library Search box. |
House, Senate and Conference Reports

American Memory (memory.loc.gov/ammem/amlaw/lwss.html)

Print: U.S. CONGRESSIONAL SERIAL SET, Reading Room Mezzanine KF29 .U5 (97th Congress to present)

Print: UNITED STATES CODE CONGRESSIONAL AND ADMINISTRATIVE NEWS (U.S.C.C.A.N.), Williams Reading Room KF48 .U54

Print: UNITED STATES CODE CONGRESSIONAL AND ADMINISTRATIVE NEWS (U.S.C.C.A.N.), Williams Reading Room KF48 .U54

- Other helpful resources for legislative and regulation materials:
  - Ask a librarian for help in finding the print publications of congressional materials in our collection.
  - Legislative History Resources Reference Chart: Library Homepage > Research > Research Guides > Research Process (guides.ll.georgetown.edu/legislative_history_chart).
    - Identifies the resources that provide access to bills, hearings, committee reports and congressional debates.
  - If the Law Library does not have or provide electronic access to the congressional citation in the format that you need, then submit an Interlibrary Loan request.
    - See Interlibrary Loan Instructions for Journal Staff (http://guides.ll.georgetown.edu/ill-journal-instructions) and Interlibrary Loan section in this manual.

- Finding Administrative Decisions

<table>
<thead>
<tr>
<th>Finding Decisions</th>
<th>Lexis and Westlaw</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency’s web site</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Finding Titles to Decision Reporters, Other Sources for Decisions &amp; Publications</th>
<th>Check THE BLUEBOOK, see T1.2 Federal Administrative and Executive Materials. Then search for the title in the Law Library catalog.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check THE BLUEBOOK, see T15 Services for a list of frequently cited services. Then search for the title in the Law Library catalog.</td>
<td>See Using Looseleaf Services Library Research Guide: guides.ll.georgetown.edu/lls</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Research Guides on Finding Decisions</th>
<th>University of Virginia Library’s Administrative Decisions Research Guide: guides.lib.virginia.edu/administrative_decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pace University Law Library’s Federal Administrative Decisions and Resources Guide: libraryguides.law.pace.edu/administrative</td>
</tr>
</tbody>
</table>

- If the Law Library does not have the print decision reporter or looseleaf nor provides electronic access to the decision reporter, then submit an Interlibrary Loan (photocopy) request.
See *Interlibrary Loan Instructions for Journal Staff* (guides.ll.georgetown.edu/ill-journal-instructions) and Interlibrary Loan section in this manual.

- **Finding Records, Briefs & Court Filings:**

  In general, for electronic court documents, search:

<table>
<thead>
<tr>
<th>For federal, select state, select international dockets</th>
<th>Bloomberg Law. Coverage varies by jurisdiction.</th>
</tr>
</thead>
<tbody>
<tr>
<td>For federal courts</td>
<td>PACER (Public Access to Court Electronic Records). Coverage varies by jurisdiction. Accessible by Law Library staff only. Contact the Reference Desk or your Journal Liaison to have a search performed.</td>
</tr>
<tr>
<td>For federal and state appellate courts</td>
<td>LLRX Court Rules, Forms and Dockets, <a href="http://www.llrx.com/courtrules/">www.llrx.com/courtrules/</a></td>
</tr>
<tr>
<td>State appellate courts</td>
<td>For potential sources, check:</td>
</tr>
<tr>
<td></td>
<td>• Free and Fee-Based Appellate Court Briefs Online, <a href="http://www.infotoday.com/OnlineSearcher/Extras/Whiteman--Appellate-Briefs.pdf">www.infotoday.com/OnlineSearcher/Extras/Whiteman--Appellate-Briefs.pdf</a></td>
</tr>
<tr>
<td></td>
<td>• The Law Library’s State Research Guides for possible recommended sources.</td>
</tr>
<tr>
<td></td>
<td>• ReCAPthelaw.org • courtport.com • advocacy groups’ websites</td>
</tr>
<tr>
<td>Notable historical trials’ documents, transcripts, etc.</td>
<td>Law Library Database: American State Trials (17th-20th century)</td>
</tr>
<tr>
<td></td>
<td>Law Library Database: Making of Modern Law: Trials (1600-1926)</td>
</tr>
<tr>
<td></td>
<td>Law Library Database: HeinOnline World Trials Library</td>
</tr>
</tbody>
</table>

For court materials not online, check:

<table>
<thead>
<tr>
<th>Resources on where to find court records</th>
<th>THE SOURCEBOOK TO PUBLIC RECORD INFORMATION: THE COMPREHENSIVE GUIDE TO COUNTY, STATE, &amp; FEDERAL PUBLIC RECORDS SOURCES, Reference Desk JK468.P76 S693 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A UNION LIST OF APPELLATE COURT RECORDS AND BRIEFS: FEDERAL AND STATE, Reference KF105.9 .W49 1999</td>
</tr>
<tr>
<td></td>
<td><em>Briefs, Oral Arguments and Other Court Documents Research Guide</em>, guides.ll.georgetown.edu/briefs_arguments</td>
</tr>
</tbody>
</table>
A UNION LIST OF APPELLATE COURT RECORDS AND BRIEFS: FEDERAL AND STATE (1999), 0-
www.heinonline.org.gull.georgetown.edu/HOL/Page?handle=hein.lbr/auniapc0001&i

Court Clerk, Court Law Library, State Law Library, or Federal or State Archives. Examples:

- United States Federal Circuit/District Court locator:
  www.uscourts.gov/court_locator.aspx
  
  o “Most case files created prior to 1999 are maintained in paper format only. Paper case files may be stored at the courthouse or at one of the Federal Records Centers (FRCs). A case file may be obtained through the court or directly from the FRC. Contact the court in which the case was filed for more information.”

  o “Some case files are maintained permanently and some are destroyed after a period of time. Case files are preserved in accordance with established records schedules.”

  o “When court records (case files) are eligible for permanent preservation, they are transferred to the National Archives and Records Administration (NARA) for storage and preservation. Records in the National Archives are available for public access from NARA. Those who conduct genealogical research are typical customers serviced by NARA.”

  o If a case is sealed, there will be no electronic copy of the file in PACER, Westlaw, Lexis or Bloomberg. Copies of sealed cases are held in paper only. Contact the clerk’s office for information.

United States Federal Court Recording (Transcripts) Program:

Responsible agencies or repositories

- See U.S. Court Records Held by the National Archives (generally, records older than 15 years ago): https://www.archives.gov/research/court-records/
- See Records of the United States Courts of Appeals at NARA:
  http://www.archives.gov/research/guide-fed-records/groups/276.html
- See Records of the District Courts of the United States at NARA:
  http://www.archives.gov/research/guide-fed-records/groups/021.html
- See Obtaining Copies of Court Records in the Federal Records Centers:
  https://www.archives.gov/research/court-records/bankruptcy.html

National Archives & Records Administration (NARA) for federal courts

For U.S. Supreme Court
| Microforms (These may not contain all cases and are produced with significant delays). | For U.S.C.A. District of Columbia Circuit | Catalog title: UNITED STATES SUPREME COURT RECORDS AND BRIEFS  
Location: Media 1st Fl, Cabinet D18-27, microfiche.  
|---|---|---|
Location: Media 1st Fl, Cabinet E1-4, microfilm |
Location: Media 1st Fl, Cabinet E1-5, 1972 - , microfiche.  
There is no finding aid for this set. Briefs are generally in numerical order, but there is no quick way to find a particular case's brief. |
| For Maryland Court of Appeals | Catalog title: RECORDS AND BRIEFS OF THE U.S.C.A., SECOND CIRCUIT  
Location: Media 1st Fl, Cabinet E7-11, 1974-1999/2000 term, microfiche. |
| | Catalog title: RECORDS AND BRIEFS OF THE MARYLAND COURT OF APPEALS AND MARYLAND COURT OF SPECIAL APPEALS  
Location: Media 1st Fl, Cabinet E14, Court of Special Appeals 1979 -, Court of Appeals 1980 -,microfiche. |

- To obtain copies from or loans of “Records and Briefs” microforms that are not available at the Law Library:
  - Request via Interlibrary Loan.
    - See Interlibrary Loan Instructions for Journal Staff (guides.ll.georgetown.edu/ill-journal-instructions) and Interlibrary Loan section in this manual.
  - Or visit the Library of Congress to view and copy out of these microforms:

<table>
<thead>
<tr>
<th>Catalog Title of Records and Briefs</th>
<th>Library of Congress Catalog Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Records and briefs of the United States Supreme Court]</td>
<td><a href="http://lccn.loc.gov/92644396">http://lccn.loc.gov/92644396</a></td>
</tr>
<tr>
<td>Records and briefs of the United States Court of Appeals for the First Circuit</td>
<td><a href="http://lccn.loc.gov/sf93090318">http://lccn.loc.gov/sf93090318</a></td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>Records and briefs of the United States Circuit Court of Appeals for the Seventh Circuit</td>
<td><a href="http://lccn.loc.gov/sf94091149">http://lccn.loc.gov/sf94091149</a></td>
</tr>
<tr>
<td>Records and briefs of the United States Circuit Court of Appeals for the Tenth Circuit</td>
<td><a href="http://lccn.loc.gov/2009217047">http://lccn.loc.gov/2009217047</a></td>
</tr>
<tr>
<td>Records and briefs, U.S. Court of Appeals D.C.</td>
<td><a href="http://lccn.loc.gov/sf93096717">http://lccn.loc.gov/sf93096717</a></td>
</tr>
</tbody>
</table>

Note: Requests for court documents held in court clerk’s offices and at National Archives are not processed by the Interlibrary Loan Office.

Need help with any of the above?

Ask for assistance from the Reference Desk or your Journal Liaison.
Library Services

More Services to Assist You

- Library Shelves for Journals
- Law Library Book Paging Service
- Intercampus, Consortium & Interlibrary Loan Services: Comparisons
- Group Training & Individual Research Consultations
- Data and Web Preservation
- Plagiarism Checks
- Guides and Tutorials
**• Library Shelves for Journals**

**How to Use:**
- Bring Law Library book to the Williams Circulation Desk & ask to have it checked out to your Journal Shelf. Each journal is provided library shelves in Williams (4th Fl. West).
- Contact Circulation Desk, 202-662-9131, for more information.

**When to Use:**
- If your editor does *not* let you check out Law Library books under your own library account.
- To consolidate Law Library books in one location.

**Advantages:**
- No daily late fines, recall fines, replacement fines.
- Other journal staff has access to same material for source collection.

**But:**
- Books cannot leave library.
- Cannot be used to house non-Law Library books from main campus, WRLC or ILL books. (Such books must be kept by journal staff or in journal office).

**• Law Library Book Paging Service (for Law Library books)**

**How to Use:**
- Submit a request for an “available” Stacks book found through the Law Library search box.
- Contact Williams Circulation, 202-662-9131, for more information.

**When to Use:**
- When stacks book has an available status at the Law Library.

**Advantages:**
- Convenient service should you not have time to pull books off shelves yourself.
- Paged books for your retrieval are held at the Circulation Desk.

**But:**
- Paging service cannot accommodate urgent retrieval requests.
- Does not include chapter / article scanning service.

**• Intercampus or Consortium Loan (books from main campus & WRLC libraries):**

**How to Use:**
- Submit a request for an “available” book found through the Law Library search box.
- Contact the Circulation Desk, 202-662-9131, for more information.

**When to Use:**
- When a book is available at main campus, Off-Campus Shelving or other consortium libraries (e.g. American U., Geo. Wash. U., Catholic U., etc.) AND if your editor permits or instructs you to borrow books under your own library account. (If not, use Interlibrary Loan).
- For chapter copying service, if you have an *unambiguous* citation (i.e. known start & end pages), or copying order is straightforward and uncomplicated. (If copying citation is complicated, then use Interlibrary Loan).

**Advantages:**
- Books routed to the Law Library from other campuses.
You may also visit a main campus or consortium library and check out the book on-site if your need is immediate. (Consortium Loan Service nor on-site borrowing privilege are observed by the law libraries).

- Copy service available for book chapters (within copyrights).

**But:**

- No journal office accounts.
- Scanning out of journal or newspaper articles are not included in service. Use Interlibrary Loan service instead.
- Daily late fines, recall fines, etc. apply to you. Fines may have to be paid at the owning institution.
- Some problems can only be resolved with owning institution’s circulation desk.
- Law libraries are not full WRLC members. Use ILL service for loans or copies of materials held at the law libraries.

### Interlibrary Loan

**How to Use:**

- Requests are made through the ILLiad system: law.georgetown.edu/library/services/borrowing/interlibrary-loan/
- Interlibrary Loan Instructions for Journal Staff: guides.ll.georgetown.edu/ill-journal-instructions
- Contact Interlibrary Loan, law-ill@georgetown.edu, 202-662-9154, M-F 9am-5pm, Suite 204, for any questions about the service and how the service can assist in your journal’s source collection process and workflow.

**When to Use:**

- For any book, report, microfilm, etc. that is not owned by or physically available in the Law Library. Though this excludes titles that are held in Reference or Reserves (e.g. Reading Room and Course Reserves), it does include items whose statuses are checked out, missing or lost.
- For a copy of (1) an article from a journal, magazine, or newspaper that is not available in print or microform at the Law Library or accessible electronically through a subscription or (2) pages, section(s) or chapter(s) within a book, reporter, encyclopedia, casebook, dictionary etc. that is not available at the Law Library, including those titles that are checked out, lost, missing, etc.
- This is the default service to use if you are instructed by your editor to borrow or obtain materials not owned or on the shelf at the Law Library under a journal office account.
- But you may use your own ILLiad account if permitted by your editor.

**Advantages:**

- No daily late fines.
- Recall/ replacement fines paid by your journal.
- Accounts for journal offices.
- Citation verification part of ILL processing so service can accommodate requests for poor or scant citations.
• You may submit an ILL request without having to first check “WRLC (Georgetown U. + Consortium Advanced Search).

But:
• Loan period may be shorter than borrowing via Intercampus or Consortium Loan service.
• One renewal only. Renewal period can be shorter than initial loan period.
• Turnaround for books from libraries outside of local area is 5-7 working days.

• Comparison of Interlibrary Loan submissions made under your ILLiad account versus Journal Office’s account.

<table>
<thead>
<tr>
<th>Submissions under your ILLiad account</th>
<th>Submissions under your Journal Office account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received ILL books are held under your name at the Circulation Desk.</td>
<td>Received ILL books are delivered to the journal’s mailbox behind the Office of Journal Administration reception desk.</td>
</tr>
<tr>
<td>Copies of pages are deposited electronically into your ILLiad account.</td>
<td>Copies of pages are deposited electronically into the journal office’s ILLiad account.</td>
</tr>
<tr>
<td>You will be point of contact and will receive emailed questions, arrival notices, reminders and overdue messages.</td>
<td>The journal office will be point of contact and will receive emailed questions, arrival notices, reminders and overdue messages. (The editor may then forward any relevant notices to the submitter).</td>
</tr>
<tr>
<td>You will be held responsible for returning borrowed ILLs.</td>
<td>The office will be held responsible for returning borrowed ILLs.</td>
</tr>
<tr>
<td>The borrowed material should be held in your possession, not kept in the journal office nor handed to another journal staff.</td>
<td>The borrowed material should remain in the journal office and not circulated to a journal staff for non-office use.</td>
</tr>
<tr>
<td>Any charges and fines related to grossly overdue, lost or damaged ILL books are forwarded to the journal office for payment.</td>
<td>Any charges and fines related to grossly overdue, lost or damaged ILL books are forwarded to the journal office for payment.</td>
</tr>
<tr>
<td>ILL books cannot be transferred between two ILLiad accounts, i.e. between your account and a journal’s account.</td>
<td>ILL books cannot be transferred between two ILLiad accounts, i.e. between a journal’s account and your account.</td>
</tr>
</tbody>
</table>

• What are the different policies in borrowing Law Library books, main campus books, consortium books and all other library books for journal staff?

<table>
<thead>
<tr>
<th></th>
<th>Law Library</th>
<th>Intercampus Loan (books from main campus)</th>
<th>Consortium Loan (books from WRLC)</th>
<th>Interlibrary Loan (books from other libraries)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loan Period</td>
<td>6 weeks.</td>
<td>6 weeks.</td>
<td>6 weeks.</td>
<td>Varies by lender.</td>
</tr>
<tr>
<td>Daily late /recall fines?</td>
<td>Yes!*</td>
<td>Yes!*</td>
<td>Yes!*</td>
<td>No.</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>
### Comparison of Services: What services to use when, advantages and disadvantages?

<table>
<thead>
<tr>
<th>Service</th>
<th>When to Use:</th>
<th>Advantages:</th>
<th>But:</th>
</tr>
</thead>
</table>
| **Intercampus Loan (books or chapter scans from main campus)** | • If your editor lets you check out books in your own name. (If not, use Interlibrary Loan).  
• For chapter copying service, if you have an unambiguous citation | • Books delivered to Law Library.  
• You have privilege to visit Lauinger Library * check out book if your need is immediate. | • No journal office accounts.  
• No copy service for journal articles. Use ILL Service.  
• Daily late fines, recall fines, etc. apply to you.  
• Fines must be paid at main campus. |
| **Consortium Loan**                          | • If your editor lets you check out books in your own name. (If not, use Interlibrary Loan).  
• For chapter copying service, if you have an unambiguous citation. | • Copy service available for books (within copyrights).  
• You have the privilege to visit a WRLC library & check out a book if your need is immediate. (Privilege does not extend to WRLC law libraries). | • No journal office accounts.  
• Daily late fines, recall fines, etc. apply to you.  
• Any copy service problem must be resolved with the supplying WRLC library directly.  
• Law libraries do not participate in Consortium Loan Service. They will not lend via CLS nor will allow walk-ins for direct check-outs. |
| **Interlibrary Loan**                        | • Regardless if your editor wants you to use a journal account or your own ILLiad account.  
• For any books or journal articles not readily available/accessible at the Law Library.  
• To obtain copies of articles, newspapers, book chapters/pages/sections. | • No daily late fines.  
• Recall/ replacement fines paid by your journal.  
• Accounts for Journal Offices.  
• Citation verification part of ILL processing so service can accommodate | • Loan period may be shorter than borrowing via Intercampus or Consortium Loan Service.  
• One renewal only. Renewal period can be shorter than initial loan period.  
• Turnaround for books from libraries outside of local area is 5-7 working days. |
• For copies out of books where citation is scant or copying order is complex (e.g. request for title page, verso, table of content, several ranges of pages, etc.) requests for poor or scant citations.
• You may submit an ILL request without having to first check other libraries’ catalog.

• Group Trainings & Individual Research Consultations
  o Contact your Journal Liaison if your journal would like customized training on source collection, pre-emption checking, research strategies for student notes or comments, general orientation to journal-specific library services, etc.
  o Contact your Journal Liaison for individual consultations if you would like subject-specific research strategies, especially for note writing. You may also schedule a research consultation with a reference librarian at: law.georgetown.edu/library/research-help/consultations/

• Data and Web Preservation
  o Contact your Journal Liaison if you need assistance with preserving data associated with an article. The Law Library’s Dataverse program provides permanent access and formal citation to the saved data.
  o Contact your Journal Liaison if you need assistance in preserving websites and other digital sources cited in an article. The Law Library is a member of perma.cc. The Law Library can help you generate permanent links and cache the web content.

• Law Library Guides and Tutorials with Source Collection Focus

<table>
<thead>
<tr>
<th>Guides &amp; Tutorials</th>
<th>Webpage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abbreviations and Acronyms Research Guide</td>
<td>guides.ll.georgetown.edu/abbreviations</td>
</tr>
<tr>
<td>Finding E-Journals Tutorial</td>
<td>guides.ll.georgetown.edu/ejournal_finder_tutorial</td>
</tr>
<tr>
<td>Articles for Legal and Non-Legal Research</td>
<td>guides.ll.georgetown.edu/articles</td>
</tr>
<tr>
<td>News Research</td>
<td>guides.ll.georgetown.edu/FindingNewspaperArticles</td>
</tr>
<tr>
<td>Brief, Oral Arguments and Other Court Documents Research Guide</td>
<td>guides.ll.georgetown.edu/briefs_arguments</td>
</tr>
<tr>
<td>Court Document/Docket Retrieval on Bloomberg Law Tutorial</td>
<td>guides.ll.georgetown.edu/blaw_lexis_west_tutorial</td>
</tr>
<tr>
<td>Using Looseleaf Services</td>
<td>guides.ll.georgetown.edu/lls</td>
</tr>
<tr>
<td>Guide to the Bluebook</td>
<td>guides.ll.georgetown.edu/bluebook</td>
</tr>
<tr>
<td>Bluebook Tutorial</td>
<td>guides.ll.georgetown.edu/bluebook_tutorial</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>guides.ll.georgetown.edu/ill_tutorial</td>
</tr>
</tbody>
</table>
## Interlibrary Loan Instructions for Journal Staff
guides.ll.georgetown.edu/ill-journal-instructions

- **Law Library Guides and Tutorials with Research and Writing Focus**

<table>
<thead>
<tr>
<th>Guides &amp; Tutorials</th>
<th>Webpage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Strategies for Seminar Papers Guide</td>
<td>guides.ll.georgetown.edu/seminar_papers</td>
</tr>
<tr>
<td>Secondary Source Research Tutorial</td>
<td>guides.ll.georgetown.edu/seminar_papers</td>
</tr>
<tr>
<td>Subject-Based Searching Tutorial</td>
<td>guides.ll.georgetown.edu/seminar_papers</td>
</tr>
<tr>
<td>Publishing Articles in Law Reviews and Journals Guide</td>
<td>guides.ll.georgetown.edu/Publishing</td>
</tr>
<tr>
<td>Citation Tools Guide</td>
<td>guides.ll.georgetown.edu/citation_tools</td>
</tr>
<tr>
<td>Zotero Citation Tool Tutorial</td>
<td>guides.ll.georgetown.edu/zotero_tutorial</td>
</tr>
</tbody>
</table>

- **All Law Library Guides and Tutorials**

<table>
<thead>
<tr>
<th>Guides &amp; Tutorials</th>
<th>Webpage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full listing of Law library Databases</td>
<td>law.georgetown.edu/library/databases/</td>
</tr>
<tr>
<td>Full listing of Law Library Research Guides</td>
<td>guides.ll.georgetown.edu/home</td>
</tr>
<tr>
<td>Full listing of Law Library Treatise Finders</td>
<td>guides.ll.georgetown.edu/home/treatise-finders</td>
</tr>
<tr>
<td>Full listing of Law Library Tutorials</td>
<td>guides.ll.georgetown.edu/home/tutorials</td>
</tr>
</tbody>
</table>