FACULTY RA’S LEGAL RESEARCH PRIMER

GEORGETOWN LAW LIBRARY

2019
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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
- Chat With a Librarian
- Research Consultation
  - www.law.georgetown.edu/library/research-help/consultations/
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Legal Research Strategy

The Research Process

- Rombauer Strategy
- Guidelines for Research Memos, Literature Reviews & Annotated Bibliographies
- General Research Tips
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Rombauer Strategy: Four Step Approach to Legal Research

1. Preliminary Analysis
   - Identify issues
   - Identify main concepts
   - Select key terms and phrases to use as search terms
   - Identify the disciplines / jurisdiction involved
   - Assess your knowledge of the topic
   - Look at research guides, treatises, hornbooks, journal articles and other secondary sources to get some background in the law. From these treatises, pick out key statutes and cases.

2. Statutory Law (and Administrative materials)
   - Go to an annotated code (e.g. U.S.C.A.).
   - If you know the citation, review the statute and any annotations to find case law.
   - If you don’t know the citation, use the index or popular names table or table of contents to find what you’re looking for.

3. Case Law
   - From steps 1 and 2, look up the cases cited.
   - From cases that you’ve found that you like, use the applicable key numbers to find additional cases.
   - Use a digest or keysearch to find additional cases in your topical area.

4. Update / Shepardize
   - Using Keycite or Shepards, update the cases and statutes you’ve found.
   - Use the citing references to find additional journal articles and cases that have cited your cases – a great way to find newer materials.
Guidelines for Research Memos, Literature Reviews & Annotated Bibliographies

General Recommendations
Write in plain but precise language. Pay attention to spelling, grammar and layout. If your memo is unreadable and is not professionally presented, your content will lose its utility and you will lose credibility.

Make your memos easy to read by using short paragraphs, boldface headings, footnoted citations and ample white space. Double-spaced text is difficult to read; use single spacing with a double space between paragraphs.

Remain objective and present all sides to arguments. Although you may have been asked to find support for a specific statement or position, you should present an unbiased set of results that fully reflect the state of the literature.

Write all memos with the assumption that they will be read immediately and filed for later use. Make your memos usable in the future by including all information that might be relevant to someone not familiar with the assigned project and to someone who is updating your work. At a minimum, this should include detailed questions presented and sources consulted sections.

Research Memos
Basic Requirements: In general, all memos should contain the following elements

I. Heading
II. Question(s) Presented
III. Brief Answer(s)
IV. Discussion
V. Sources Consulted

I. Heading: Your heading should contain the following information:
TO: (readers’ names)
FROM: (your name, title)
DATE: (complete and current date)
SUBJECT: (what the memo is about – be descriptive, specific and concise)

II. Question(s) Presented:
The Question Presented and Brief Answer sections should work together to provide the reader with a quick summary and evaluation of the research project. They should permit the reader to pick up the memo a year or two after it was written and quickly be reminded of the details of the project and its results.
The Question Presented section should restate the request as you understand it – don’t simply cut and paste the request into this section. This will help to highlight any differences between what the faculty member intended to request and what you actually researched.

If the project entailed answering multiple questions, give each question its own line. You should always research and answer separate questions separately.

Also state any assumptions you made about the question. Did you only research federal law? Did you restrict your search to legal materials? Did you interpret “recent” to mean within the last 5 years?

Finally, be as specific as possible. Don’t use generalities, and incorporate the issues that are key to your conclusion into the question.

III. Brief Answer(s)

The Brief Answer section should summarize your findings. It should also highlight any difficulties you encountered while researching and any surprising research results. It should be able to stand on its own without requiring the reader to review the Discussion section to understand your conclusions. Thus, a simple yes or no, without more, is not appropriate.

Depending on the project, your Question(s) Presented and Brief Answer(s) sections may be combined into one section. This often works well when you have been asked to research multiple questions. Having each question followed directly by its brief answer permits the reader to quickly grasp your conclusions without needing to jump between sections.

IV. Discussion

The Discussion section should provide all the details and background information to support your Brief Answer. Use section headers to break up this section so the reader can quickly skip to a paragraph of interest. Section headers should be concise, descriptive and consistently formatted.

V. Sources Consulted

The Sources Consulted section will help the reader evaluate your research and gain a fuller understanding of the available literature. It also can also give a head start to a future researcher asked to update your memo.

This section should include all search terms used, all databases searched and basic qualitative information about the results of searches.

If you were unable to find relevant information, you should always include details about your unsuccessful searches. This will help the reader understand the scope of the available literature and that your lack of results was not due to incomplete research.

Literature Reviews & Annotated Bibliographies

Literature reviews and annotated bibliographies both entail reviewing the available literature on a specific topic. Whereas annotated bibliographies provide a descriptive list of all material available on a
given subject, literature reviews synthesize and analyze the most important literature on a particular topic.

**Research Steps in Conducting a Literature Review or Compiling an Annotated Bibliography**

1. Identify the databases and other sources that will be relevant to your inquiry:
   - a. Speak to a reference librarian to learn about the resources available to you
   - b. Ensure that you review a wide variety of types of materials, including:
      - i. Primary material
      - ii. Articles (law and nonlaw)
      - iii. Books and book chapters
      - iv. Newspaper and magazine articles
      - v. Web sites and material published to the Web

2. Use a variety of search methods:
   - a. Known item
   - b. Full-text and keyword searching
   - c. Subject and index-based searching
   - d. Citation searching:
      - i. Browse the footnotes
      - ii. Search for articles that cite your article
      - iii. Search for articles that have footnotes in common (Related Records searching using Web of Science)
   - e. Browsing
      - i. Physically browse shelves in the library
      - ii. Look at the tables of contents for journals that cover your subject area
      - iii. Review the CVs of authors that often write in your subject area

3. Unless you’ve been asked to look for recent works or works from a specified time period, make sure your sources reflect a wide variety of dates of publication:
   - a. Search retrospective indexes
   - b. Search full-text databases with retrospective coverage, such as JSTOR and Hein

4. Identify the most important works:
   - a. Look for articles that are cited and discussed often
   - b. Assess the reputation of the author and the publication

**Basic Requirements**

In general, all bibliographies and literature reviews should contain many of the same elements of a research memo:

I. **Heading**
   II. **Question Presented**
   III. **Summary**
   IV. **Annotated Bibliography / Literature Review**
   V. **Sources Consulted**
I. Heading & II. Question Presented
These should follow the same layout as provided for the research memo above.

III. Summary
For an annotated bibliography, the Summary section should provide a brief analysis of the materials that were found. You should also indicate the search strategy, any omissions and any surprising results (i.e. “We omitted all sources that did not specifically address Justice Thomas’s views on race. In general, these omitted sources relate solely to sexual harassment, Anita Hill and Justice Thomas’s confirmation. A smaller subset of omitted articles relate to Justice Thomas’s First Amendment jurisprudence.”). Finally, highlight any particularly good or prominent sources.

For a literature review, in addition to providing a brief overview of the materials included and highlighting the best sources, you should identify areas of controversy in the existing literature and gaps which warrant further research.

IV. Annotated Bibliography
The annotated bibliography section includes a list of citations to books, articles and other resources on a particular topic. Each citation is followed by a brief description of the resource, permitting the reader to quickly assess which items are of greatest interest.

Organization of an annotated bibliography will depend on the request. If it is possible to organize the material by theme, do so. Otherwise, list sources organized first by type (book, article, web site) and second in reverse chronological order.

All sources should be listed in journal Bluebook citation form (unless otherwise requested).

Make your bibliography easy to read by putting the annotations in a standalone and indented paragraph.

Sample entry:


This Article analyzes Justice Thomas’s appointment to the Supreme Court and contends that his nomination to and performance on the Court ironically make the case for forward-looking affirmative action. Specifically, this Article examines various pro-affirmative action arguments, such as the benefit of cross-racial understanding through interracial diversity, the destruction of stereotypes through an exposure to intraracial diversity of viewpoints, and the redefining of traditional standards of merit, and then utilizes such reasoning to explain how Justice Thomas himself actually lends support to a continuation of forward-looking affirmative action.
Literature Review
A literature review offers a critical analysis and synthesis of the current state of the literature and of the most important literature on a particular topic.

Literature reviews do not simply provide a laundry list of all published works. Instead, a literature review is typically organized thematically and synthesizes the literature relevant to those themes. Thematic organization, as opposed to a chronological organization, permits the reader to examine contrasting perspectives and to find gaps in the literature. Therefore, a literature review should identify areas of controversy in the existing literature and gaps which warrant further research.

The first step in producing a literature review is typically an annotated bibliography for your topic. After compiling the literature, identify common themes and the most important and relevant works. The common themes will provide the organizational structure for your review and can be subject-based or can trace the intellectual development of a field, including the major areas of controversy and any debates.

After developing a structure for your review, discuss how the works relate to the themes and how they relate to each other. Provide a criticism of the works, identifying weaknesses and novel approaches. Do not simply summarize each article and do not discuss each article individually.

• General Research Tips
Whether researching a pure legal issue or an issue that is interdisciplinary in nature, it is important to expand your search beyond Westlaw and Lexis. While Westlaw and Lexis have a wide array of secondary sources, the law library has hundreds of other databases that should be consulted to ensure that your research is comprehensive. For instance, whenever conducting a literature review, creating an annotated bibliography, or performing a preemption check, there are several databases and sources beyond Westlaw or Lexis that must be utilized before your research is complete. Here are a few tips to maximizing your researching potential.

1) Start with a research guide to locate the most relevant sources.
   • The Law Library has roughly 200 research guides (http://guides.ll.georgetown.edu/home) that either focus on a particular U.S. legal subject (e.g., Tax Research – Federal), a jurisdiction (e.g., Virginia Research In-Depth), an international subject (e.g., International Commercial Arbitration), or a research process (e.g., Legislative History).
     o To locate the research guide from the Law Library homepage (www.law.georgetown.edu/library/), choose Research Help, then Research Guides. Notice that the Foreign & International guides as well as guides on research process may be accessed via the table of contents on the left of the page.
   • Each subject matter research guide provides a list of sources (i.e., databases, treatises, books, reports, and websites) where you can locate related primary law and secondary sources. Most of the research guides provide an introduction page that also includes the most utilized resources or key resources. If you are trying to stay current on a topic, many (but not all) of the guides have a page focusing on current awareness resources and tools.
2) Also check Lauinger Library (main campus) for research guides (guides.library.georgetown.edu/researchcourseguides) if your research project calls for interdisciplinary (or non-legal) sources.
3) Ensure your research is comprehensive by checking Frequently Used Databases.
   - To locate these database from the Law Library (www.law.georgetown.edu/library/), choose Databases, then Frequently Used Databases. Using this list, at a minimum, always check Academic Search Premier, HeinOnline, JSTOR, Legal Periodicals & Books, Lexis, ProQuest Research Library (great for theses and dissertations), and Westlaw. If the subject matter includes foreign or international content, also check the following: Cambridge Core – Books & Journals, Index to Foreign Legal Periodicals, and Oxford Journals. If the project requires searching legislative history, don’t forget about checking ProQuest Congressional, as it has most legislative materials going back to the Founding. Finally, if you are performing tax research, CCH IntelliConnect, Cheetah, and RIA Checkpoint.
   - Of course, if the research project calls for interdisciplinary (or non-legal) sources as well, then you should also check Lauinger Library (main campus) research guides (guides.library.georgetown.edu/researchcourseguides) to locate additional databases relating to the relevant subject matter. For instance, if you are researching recidivism of former prisoners, you could check the Criminal Justice research guide (http://guides.library.georgetown.edu/crime), then choose the heading Articles. This will provide a list of the primary databases used to locate articles related to criminal justice.

4) Check our Treatise Finders (http://guides.ll.georgetown.edu/home/treatise-finders) (under Research Help) to find the most authoritative secondary sources on the subject (if you haven’t come across them in the research guides).
   - Note that if you are having difficulty understanding the basic concepts of a particular subject or just need a refresher, the Treatise Finder related to your subject will also provide you a list of the most used study aids to help get you up to speed.

- **50-State Surveys**

When asked to conduct a 50-state survey, follow these steps to minimize the amount of time needed to compile laws and regulations:

1) Attempt to locate a previously-created 50-state survey addressing the issues/topics that you are researching. If unable to locate a survey focusing directly on your topic/sub-topic, broaden your subject search.
   - Databases to search for 50-state surveys include:
     - Hein’s Subject Compilations of State Laws
     - Hein’s National Survey of State Laws
     - Westlaw’s 50-State Surveys
     - Lexis’s 50-State Surveys, Statutes & Regulations
     - Bloomberg Law’s Chart Builders & State Law Surveys
     - National Conference of State Legislatures
     - Child Welfare Information Gateway
     - Education Commission of the States
     - ABA Commission on Domestic Violence & Sexual Violence’s Statutory Summary Charts
     - ABA Commission on Law and Aging’s State Laws and Policy
     - Harvard’s 50-State Criminal Justice Debt Reform Builder
     - various Smart Charts available through Wolters Kluwer’s Cheetah (pick a subject from the home page, then look for “Smart Charts” from Practice Tools).
• For additional resources, check the 50-state survey research guide by Cheryl Nyberg (author of Subject Compilations of State Laws).
• Also, perform website searches for non-profit organizations or think tanks that focus on the broad area of law being researched.
• Perform Google searches that include the subject and “50-state survey” or “state law summary.”

2) If a relevant 50-state survey is located, check the currency. If more updated information is required, use Lexis’s or Westlaw’s state codes to check the relevant codes sections to update the information provided in the survey and to ensure that the code sections have not been replaced or ruled unconstitutional.

3) If a survey has not been completed that directly addresses your topic, but a survey was located that addresses broader topics, use the located survey to get an idea of where in each state’s code the information you are searching for is located. Browse and/or search that area of the code to locate the relevant laws. Do the same for provided regulations.
• For example, if you were asked to locate each state’s law regarding religious exemptions to immunization requirements within private schools, you could first find a survey that focuses on regulating private schools generally, such as the DOE’s 2009 State Regulations of Private Schools survey. By checking through the Health and Safety requirements section of each state within the survey, you can locate the general area of the code that discusses immunization. Browse or search the surrounding code sections to locate possible religious exemptions.

4) If no 50-state survey is located, then one must be created from scratch. The most comprehensive way to do this would be to check each state’s statutory and administrative code on Westlaw and Lexis. Try a set of words that leads to one relevant code section. Browse sections nearby (by looking at the table of contents) to locate additionally relevant statutes or regulations.
• While a good search string will be crucial to locate statutory and regulatory codes on-point, browsing will also be necessary because statutes and regulations that are relevant will not always reference the words in the search string (even if the search string is exhaustive).
  o For example, while trying to locate all state laws and regulations relating to drones, a possible search might include: drone! OR "unmanned aerial vehicle" OR "unmanned aircraft system" OR "unmanned aircraft vehicle" OR "unmanned aerial system" OR UAV OR UAS OR (model pre/3 aircraft) OR (hobby pre/3 aircraft) OR (hobbyist /3 aircraft) OR (unmanned /3 vehicle) OR (unmanned /3 aircraft).
  o While this search would certainly pick up any instance when the various state designations for drone is used, the search would be insufficient where the only reference to drones is in the definition section. For instance, a state code may indicate that section 8 of Chapter 5 are applicable to vehicles as defined in section 1 of Chapter 5. An adequate search string would have located this definition section of Chapter 5, but only by browsing nearby chapters and sections would section 8 have been recognized as applying to drones. Because reference by definition occurs with some regularity at the state level, it is exceptionally important to browse nearby chapters and sections to be comprehensive. As an additional measure, if a definition section includes the relevant term(s), a search of the code for references to definition section itself would also help to locate applicable laws and regulations.
• **Additional Guidance on Research Processes**

If you need further assistance or guidance on particular aspects of legal research, be sure to check the following guides and tutorials.

<table>
<thead>
<tr>
<th>Research Guides</th>
<th>Video Tutorials</th>
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<tbody>
<tr>
<td>Articles for Legal and Non-Legal Research</td>
<td>Administrative Law</td>
</tr>
<tr>
<td>Bluebook Guide</td>
<td>Case Law Research</td>
</tr>
<tr>
<td>Case Law Research</td>
<td>Legislative History Research</td>
</tr>
<tr>
<td>Finding Statutes</td>
<td>News Databases</td>
</tr>
<tr>
<td>Legislative History Research Guide</td>
<td>ProQuest Congressional and Legislative Insight</td>
</tr>
<tr>
<td>News Research</td>
<td>Regulatory History</td>
</tr>
<tr>
<td>Research Strategies for Seminar Papers</td>
<td>Secondary Sources</td>
</tr>
<tr>
<td>Secondary Sources</td>
<td>Statutory Research</td>
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</tbody>
</table>

See Library Guides & Tutorials section of this manual for urls.

• **Bluebooking Tips**

Use the Index – it’s incredibly detailed and will often lead you directly to the answer.

Look at the front inside cover for “quick reference.” Do not use the back inside cover unless preparing material as a court document.

Use the white pages for scholarly writing footnote. Do not use the blue pages in the front of the book – they’re for documents submitted to courts.

**Primary Sources**

*Cases (Rule 10)*

First party v. second party, reporter volume no. reporter abbreviation first page of case pinpoint page(s) (deciding court year of decision)

*Supreme Court case example:*


*Supreme Court concurring or dissenting case opinion example:*


*Federal Court of Appeals case example:*

Cody v. Cox, 509 F.3d 606 (D.C. Cir. 2007).

*Federal District Court published case example:*


*State High Court case example:*

State Appeals Court case example:

Case citation tips:

- Full case names are not italicized when used as citations in footnotes.
- Case names are italicized when used in the main text.
- Case or party name abbreviations are found in Table 6.
- Reporter abbreviations are organized by jurisdiction in Table 1.
- State abbreviations are found in Table 10.

Federal Statutes & Regulations (Rules 12 & 15)

Federal statute example:

Federal regulation example:

Statute & regulation citation tips:

- Always cite to United States Code, U.S.C., and not to the annotated West or Lexis codes, U.S.C.A. or U.S.C.S. respectively, unless the law has been enacted or amended since the latest publication of the U.S.C.
- The date for U.S.C. will generally be the latest print edition (published every six years), unless the law you’re citing has been amended or enacted after the date of the latest edition. You will then need to cite to the U.S.C.A. or U.S.C.S., using the copyright date of the volume as the date.
- Use §§ if you are citing to multiple sections.
- For state statutory and regulatory/administrative compilation abbreviations and citation format see Table 1.

Constitutions (Rule 11)

U.S. Constitution examples:
U.S. CONST. art. IV, § 3.
U.S. CONST. amend. XIV, § 5.

State constitution example:
MISS. CONST. art. 8, § 201.
Formatting

General:

- Do not abbreviate words that the Bluebook does not abbreviate.
- Block quotes if they are longer than 50 words in the text and footnotes.
- Punctuation is always inserted inside the quotation mark.
- Never underline in footnotes for scholarly writing.

Spacing:

- Close up all adjacent single capitals.
- Do not close up single capitals followed by longer abbreviations.
- All abbreviations for institutions should stand alone.
- Individual numbers are treated as single capitals (including 2d, 3rd, 4th, etc.)

<table>
<thead>
<tr>
<th>Right</th>
<th>Wrong</th>
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<tbody>
<tr>
<td>S.D.N.Y. (no space between S.D. and N.Y.)</td>
<td>S.D. N.Y. (space between S.D. and N.Y.)</td>
</tr>
<tr>
<td>F. Supp. (space between F. and Supp.)</td>
<td>F.Supp. (no space between F. and Supp.)</td>
</tr>
</tbody>
</table>

Numbers:

- With respect to page numbers, only retain the last two digits (i.e., 123-34).

Secondary Sources

Law Review & Journal Articles (Rule 16)

Author(s) full name(s), article title (in italics), journal volume number, abbreviation of journal (in small caps), article's first page, specific page(s) cited, (date of publication).

Non-student law review article example:


Book review example:

Student-authored law review article example:
David C. Fortney, Note, Thinking Outside the “Black Box”: Tailored Enforcement in Environmental Criminal Law, 81 Texas L. Rev. 1609 (2003).

Law review tips:

- Use "&" to join two author names. If you have 3 or more authors, do not put in a comma before the "&".
- Use Table 13 for the appropriate abbreviation of a journal title.
- Omit the words "a", "at", "in", "of" and "the" from journal title abbreviations, but do not omit "on".
- If there is a case name in the article title, do not italicize it.
- Search for the citation in the Westlaw, Lexis, and HeinOnline journals database to see how other law reviews have cited your source. Be sure to look for a recent article (Bluebook rules change regularly).

Newspaper Articles (Rule 16)

Author(s) full name(s), article title or headline (in italics), abbreviation of newspaper or magazine (in small caps), date of article at article's first page.

Newspaper article example:

Magazine Articles (Rule 16)

Author(s) full name(s), article title or headline (in italics), abbreviation of newspaper or magazine (in small caps), date of article at article's first page, specific page(s) cited.

Magazine article example:
Maxwell Gregg Bloche, Tax Preferences for Nonprofits: From Per Se Exemption to Pay-for-Performance, HEALTH AFF., Jan./June 2006, at W304, W306.

Books (Rule 15)

Author(s) full name(s) (in small caps), book title (in small caps) page cited (editor(s) name(s) eds., edition cited publication year).

Book examples:


Book Chapters (Rule 15)

Chapter author(s) name(s), chapter title (in italics), in (in italics) book title (in small caps) chapter's starting page, specific page(s) cited (editor(s) name(s) eds., edition cited publication year).
Common Mistakes to Avoid with Bluebooking

As an initial matter when Bluebooking an article, do not assume a citation is correct as is. There is probably at least something inaccurate in most citations. Additionally, remember that there is likely a rule (or rules) governing a particular citation, so consult the Bluebook. If you are unfamiliar with the material cited and do not know the applicable rules, consult the Table of Contents (back cover) or the index.

The following is a list of rules often forgotten and mistakes commonly made in formatting citations. These are the rules and examples for citations in law review footnotes (as opposed to practice materials). Please read these rules if you are unfamiliar with them.

Order of Signals (Rule 1.3)

The Bluebook dictates the order in which signals (e.g., “see,” “see also,” et cetera) appear in a footnote with more than one signal.

Signals of the same type (e.g., supportive signals) are listed in a citation sentence, separated by semi-colons. Signals of different types, must appear in different citation sentences.


A common mistake is to put a period between the citations to Jones v. Smith and Thompson v. Plymouth and capitalize “See also.”

Order of Authorities (Rule 1.4)

The Bluebook also dictates the order in which authorities must appear within each signal when there is more than one authority (e.g., statutes before cases).

This rule is often overlooked. Do not forget to check the order of authorities!

Supras/Hereinafter (Rule 4.2)

Always check the notes to which supras, infras, and internal cross-references refer to make sure they are correct.

The typeface of author or title in a supra reference should be same as it is in the original (Rule 4.2(a)).


Footnote 10: SCALIA, supra note 1, at __. (Not SCALIA, supra note 1, at __.)


Footnote 15: SCALIA, supra note 11, at __. (SCALIA is in ordinary type, like the original citation)
If more than one work by the same author of the same type is cited in a footnote and referenced later, a shortened form should be used along with “hereinafter.” See the example in Rule 4.2(b). Often, a shortened form/hereinafter is established but not consistently used throughout a paper; be sure to check this.

**Cases (Rule 10)**

The two most common mistakes made in citations to court opinions are (1) not formatting the case name correctly in accordance with Rule 10.2 and (2) omitting or not using the correct court abbreviation in accordance with Rule 10.4. Do not forget to consult these rules in addition to Tables 1, 6, 7, and 10 when formatting case citations. The following citation to a (fake) Wisconsin Court of Appeals case, for example, has several formatting errors:


The correct citation is as follows:


See Table 1 (p. 301), Table 6, Table 10, and Rule 10.2.1(h).

**Statutes (Rule 12)**

The most common mistake made in statutory citations is using the incorrect date or forgetting the date for citations to the United States Code (U.S.C.) in print (Rule 12.3.2). If an article is citing to the U.S.C. in print, consult Rule 12.3.2. If you need assistance determining the correct date, ask a librarian. Note: The correct date is generally not simply the current year. If an article is citing to statutes on Westlaw or Lexis, simply follow Rule 12.5.

**Book Chapters/Shorter Works (Rule 15.5 & 15.6)**

Citations to book chapters and shorter works within a collection are often incorrect. The correct way to cite a chapter in a book where there is only one author, is as follows (Bluebook, p. 154):

OLIVER WENDELL HOLMES, Law in Science and Science in Law, in COLLECTED LEGAL PAPERS 210, 210 (1920).

Small Caps

in (italics)

First page of chapter

A chapter or shorter work in a book by various authors is the same except that the author of the shorter work is in ordinary type, not small capitals (Bluebook, p. 153):

Ordinary type

Journal Articles (Rule 16)
The title of the journal should be in small capitals. Always check Table 13 to make sure the journal abbreviation is correct.

While most journals are consecutively paginated (Rule 16.4), some journals are non-consecutively paginated, i.e., pagination starts at one within each issue rather than continuing throughout an entire volume (Rule 16.5). Note that there is a different format for non-consecutively paginated journals.
Source Collection

Starting with a Citation

- Decoding Abbreviations
- Understanding Acronyms
- Legal Citation Guides (other than The Bluebook)
- Missing or Poor Citation Information
• De-coding Abbreviations

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<th>THE BLUEBOOK</th>
<th>See Tables section for abbreviations to U.S. and foreign legal publications</th>
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<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 Reference</td>
</tr>
</tbody>
</table>
| INDEX TO LEGAL CITATIONS AND ABBREVIATIONS (Raistrick) | K85 .R3, Reference Desk
  ○ Useful UK legal authorities |
| GUIDE TO FOREIGN AND INTERNATIONAL LEGAL CITATIONS (Aspen Publishers) | K89 G85 Reference |

For more publications
- Perform an Advanced Search in the Law Library’s catalog for:
  - Subject contains: “Law -- [country] -- Abbreviations” (two dashes between the subject headings)
  - Examples: “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)

| ALWD CITATION MANUAL : A PROFESSIONAL SYSTEM OF CITATION | KF245 .A45 Reference & Stacks |
| THE UNIVERSITY OF CHICAGO MANUAL OF LEGAL CITATION | http://lawreview.uchicago.edu/sites/lawreview.uchicago.edu/files/v86%20Maroonbook.pdf |
| TAXCITE : A FEDERAL TAX CITATION AND REFERENCE MANUAL | KF245. T39 Stacks |
| GUIDE TO FOREIGN AND INTERNATIONAL LEGAL CITATIONS | K89 .G85 Reference |

For non-U.S. citation guides
- Perform an Advanced Search in the Law Library’s catalog for:
  - Subject contains: “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 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
  - What format do you need?
- Finding Cited Newspaper Articles
  - What format do you need?
- Finding Cited Books
  - Do you need the whole book? Will an e-book do?
Finding Cited Journal Articles

**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 > Research > List of Frequently Used Databases (www.law.georgetown.edu/library/databases/frequently-used-databases/).

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

---

**For Electronic Access & Print Versions**

- **Search Option 1:** On Law 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 exist in electronic format.

- **Search Option 2:** In Law Library search box, select Articles. Enter by *article title* only.

- **Search Option 3:** In catalog's Advanced Search, click on Search by Citation, then select "Articles." Enter *article and/or journal, or newspaper title*.

- **Search Option 4:** In catalog's Advanced Search, click on Search by Citation tab, then select "Journal." Enter *journal or newspaper title* only.

---

**For Other Online Options**

- **Google Scholar** (Settings > Library Links > select all Georgetown options > Save).
  - Search by *article title*.
  - Adequate in finding electronic articles in interdisciplinary databases.

---

**Interlibrary Loan**

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

Law Library Guides

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

Articles for Foreign and International Legal and Non-Legal Journal Articles Research Guide: guides.ll.georgetown.edu/LocatingJournalArticlesForeignInternational

- What format do you need? A transcribed version of print? A print equivalent (in PDF)? Is an HTML version acceptable? Check with the faculty or Blue Book 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 use and 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?:

- 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 Articles.
• Quick links to e-newspaper, see Introduction section of News Research Guide: guides.ll.georgetown.edu/FindingNewspaperArticle

For Microfilm

• See Newspaper Holdings in Microfilm in News Research Guide.
• Media Services (1st Fl) holds microfilm of: Financial Times • Independent • Journal of Commerce • Los Angeles Times • New York Times • The Times (London) • Wall Street Journal • Washington Post • Washiington Star

For Print

• Circulation Desk (202-662-9131) keeps one month's worth of these titles:
  • Washington Post • New York Times • Financial Times • Wall Street Journal

Interlibrary Loan

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

• What format do you need? A transcribed version of print? A print equivalent (in PDF)? Is an HTML version acceptable? Check in the faculty or the Blue Book to find what format is acceptable.

PDF or print equivalent options:

Proquest Historical Newspapers provide PDFs of print version for older articles: Baltimore Sun • Chicago Tribune • Los Angeles Times • New York Times • Wall Street Journal • Washington Post.
(https://www.law.georgetown.edu/library/databases/?query=proquest+historical)

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 use and 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?:**
  
  - **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 faculty’s name if submitting under your own ILLiad account
- Include Your Name If submitting under faculty RA ILLiad account.
Finding Cited Books

Who will use the book?

If you will use the book exclusively and the material will be checked out in your name:

Method 1:

- On the Law Library's homepage, select "WRLC (Georgetown U. + Consortium above the search box and enter book's title.
- Click on a matching catalog record and while in the record, sign in with your NetID and Password.
- If at least one copy is available at the Law Library, click on "Request" to have book paged and held for you by Circulation Desk.

Method 2:

- If none of the owned copies are available, then click on either "Request from a Consortium Library (CLS)" or "Request this item through Interlibrary Loan (ILL)"
- If there is no matching catalog record, then click on "Interlibrary Loan" tab on the top menu bar & submit a "Book" request.
- See Interlibrary Loan Instructions for Research Assistant, guides.ll.georgetown.edu/ill-ra-instructions.

Secondary Sources

- No books checked to your individual library and ILLiad accounts should be given to the faculty.
- You will receive arrival notices, reminders and overdue notifications. Do not ignore them.
Method 2:

- **WorldCat**
  - If the Law Library owns a copy, the search results will show a green "Georgetown Law Library" icon.
  - Go to Law Library's homepage, select "Law Library Catalog" above the search box and enter the book title.
  - Click on a matching catalog record and sign in with your NetID and Password.
  - If at least one copy is available at the Law Library, click on "Request" to have book paged and held for you by Circulation Desk.

- **Interlibrary Loan**
  - If a green "Georgetown Law Library" icon does not appear in WorldCat record, or if the Law Library's copy is checked out, missing, lost or unavailable, then click on the gray "ILLiad - Click here to request via ILL" button in WorldCat to submit a "Book" request through your ILLiad account.
  - See *Interlibrary Loan Instructions for RA* guide: guides.ll.georgetown.edu/ill-ra-instructions
  - See *Borrowing from Non-Georgetown Institutions Tutorial*: guides.ll.georgetown.edu/ill_tutorial.

- No books checked to your individual library and ILLiad accounts should be given to the faculty.
- You will receive arrival notices, reminders and overdue notifications. Do not ignore them.
Who will use the book?

If the book is to be used by the faculty:

- In order to have Law Library books checked out to a proxy account, you must first submit to the Circulation Desk a completed Faculty Research Assistant Authorization Form: guides.ll.georgetown.edu/ld.php?content_id=42328334
- Books borrowed under your name from Consortium Libraries may or may not be permitted to be checked out to a proxy account. Please consult the Circulation Desk.
- If an ILLiad proxy accounts for faculty does not yet exist, you may register one, contact the ILL Office for assistance (law-ill@georgetown.edu, 202-662-9154) or see the Interlibrary Loan Instructions for Research Assistants guide: http://guides.ll.georgetown.edu/ill-ra-instructions
- ILL Books requested under faculty RA ILLiad account will be delivered to the faculty’s office or mail folder by Research Services. Notifications are sent to faculty, not to you. Should you wish to

WorldCat

- If the Law Library owns a copy, the search results will show a green "Georgetown Law Library" icon.
- Go to the Law Library’s homepage, select "Law Library Catalog" above the search box and enter the book title.
- Click on a matching catalog record and sign in with your NetID and Password.
- If at least one copy is available at the Law Library, click on "Request" to have the book paged and held for you by the Circulation Desk.
- When you pick-up the book, ask desk staff to check the book out to the faculty proxy account under your name.

Interlibrary Loan

- If a green "Georgetown Law Library" icon does not appear in WorldCat record, or if the Law Library’s copy is checked out, missing, lost or unavailable, then click on the gray "ILLiad - Click here to request via ILL" button in WorldCat to submit request using the faculty proxy ILLiad account.
- See Interlibrary Loan Instructions for RA guide: guides.ll.georgetown.edu/ill-ra-instructions
see the status of the ILL request, log back into the faculty proxy ILLiad account to view the transaction.

**ILL Example 2: Sample ILLiad Book Request Form to Obtain a Loan**

```
In Use of Material form field:
- Include faculty's name if submitting under your own ILLiad account
- Include Your Name If submitting under faculty RA ILLiad account.

- 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, search for book title in the Law Library's catalog 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 nor digitally available at the Law Library, 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: Consortium Loan Service 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

![ILLiad 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 faculty’s name if submitting under your own ILLiad account
  - Include your name if submitting under faculty RA ILLiad account.

- **Note:** 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.
ILL Example 3b: Sample of ILLiad Photocopy Request Form to Obtain Copy of Pages from a Book

<table>
<thead>
<tr>
<th><strong>Photocopy Request: Obtain a copy of a journal, magazine or newspaper article or a chapter or section from a book, proceedings, report, etc.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title (Journal, Magazine, Newspaper, Book, Proceedings, Report, etc.)</strong></td>
</tr>
<tr>
<td>The White House: its historic furnishings and first families</td>
</tr>
<tr>
<td><strong>Volume</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Issue Number or Designation</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Month (and Date if applicable, e.g. for newspaper or magazine article)</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Year</strong></td>
</tr>
<tr>
<td>2000 (1st ed)</td>
</tr>
<tr>
<td><strong>Inclusive Pages (e.g. 22-42, 22-2 end. Not &quot;All&quot;).</strong></td>
</tr>
<tr>
<td>For lengthy page info., enter into Article Title or Use of Material field.</td>
</tr>
<tr>
<td><strong>ISSN/ISBN (Int'l Standard Serial/Book Number)</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>OCLC or WorldCat Accession Number</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Article/Chapter Author</strong></td>
</tr>
<tr>
<td>Title pg. copyright pg. pp. 143-157 OR Title pg. copyright pg. Chap. 1: National Identity and the Colonial Revival, 1900-1950s</td>
</tr>
<tr>
<td><strong>Not Wanted After Date</strong></td>
</tr>
<tr>
<td>10/28/2015</td>
</tr>
<tr>
<td><strong>Will you accept the item in a language other than English?</strong></td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td><strong>Use of Material: Specify journal office name, course name, faculty name if RA, leisure, etc.</strong></td>
</tr>
<tr>
<td>Also include any information that may expedite your request.</td>
</tr>
<tr>
<td>Your Name if Submitting under Journal Acct.</td>
</tr>
<tr>
<td>Journal name if submitting under your Accts.</td>
</tr>
<tr>
<td>Your Journal may require inclusion of internal office notes. Follow your Editor's instructions.</td>
</tr>
</tbody>
</table>

- **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 faculty’s name if submitting under your own ILLiad account
  - Include your name if submitting under faculty RA ILLiad account.

- 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. 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 on the internet are not acceptable by your faculty.

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

## Federal Session Laws

**Print Equivalent in PDF**


**Official Print:**
- *UNITED STATES STATUTES AT LARGE*
  - Closed stacks KF50 .U5 for superseded editions. Request at Circulation Desk.

**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**
  - Coverage varies per state but typically starts from first publication.

  - 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 (http://guides.ll.georgetown.edu/). The state guides provide resources and links to each state’s legislative materials.

## Federal Codes

**Print Equivalent in PDF**

**Official Print:**
- *UNITED STATES CODE (U.S.C.)*
<table>
<thead>
<tr>
<th>Media Microfiche Row B, Cabinet 18 (coverage 1940-2013).</th>
</tr>
</thead>
</table>

### Unofficial Print:
**UNITED STATES CODE ANNOTATED (U.S.C.A.)**
Reading Room KF62 1927 .A3

### Unofficial Print:
**UNITED STATES CODE SERVICE (U.S.C.S.)**
Reading Room KF62 1972 .U5

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### State Codes

<table>
<thead>
<tr>
<th>Print Equivalent in PDF</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Print States at Law Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

All state materials (KFA1 through KFW3240) located on first floor.

<table>
<thead>
<tr>
<th>Print Statutes at Washington College of Law Library (WCL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>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).</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Print Statutes at George Washington Law Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>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).</td>
</tr>
</tbody>
</table>

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 faculty's name if submitting under your own ILLiad account.
- Include your name if submitting under faculty RA ILLiad account.
### Finding Regulations – Print, Print Equivalent & Historical

#### Federal Register

|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### Code of Federal Regulations

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GPO.gov (1996 – for selected titles; 1997 – for all titles)</td>
</tr>
<tr>
<td>Print</td>
<td>Reading Room KF70 .A3 Title # (Current edition).</td>
</tr>
<tr>
<td></td>
<td>Closed Stacks KF70 .A3 Title # for superseded editions (1949 - prior to current edition). Request at Circulation Desk.</td>
</tr>
</tbody>
</table>

**State Regulations**, in electronic and print form, see our individual state research guides (Library Homepage > Research Help > Research Guides [http://guides.ll.georgetown.edu/]). Note that some states no longer publish their regulations in print and for other states, copies from current print editions are practically impossible to obtain via Interlibrary Loan. In these instances, you may have to use digitally available versions. Consult the Reference Desk to determine what source would be considered official.

### Finding Congressional Documents – Print, Print Equivalent & Historical

<table>
<thead>
<tr>
<th>Print Equivalent in PDF</th>
<th>Proquest Congressional (Library homepage &gt; Databases &gt; Frequently Used Databases)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Single comprehensive source for congressional documents, in PDF, related to legislative history, including bills, vote reports, committee prints, congressional</td>
</tr>
</tbody>
</table>
Bills

Microform: Media Room, 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: Search for hearing title as a book in Law Library Catalog.


House, Senate and Conference Reports

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

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

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

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

• Other helpful resources for legislative and regulation materials:
  
  o Ask a librarian for help in finding the print publications of congressional materials in our collection.
  
  o 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.
  
  o See Interlibrary Loan Instructions for Research Assistants (guides.ll.georgetown.edu/ill-ra-instructions) and Interlibrary Loan section in this manual.

• Finding Administrative Decisions

Finding Decisions

Lexis and Westlaw

Agency’s web site

Finding Titles to Decision Reporters, Other Sources for Decisions & Publications

Check THE BLUEBOOK, see T1.2 Federal Administrative and Executive Materials. Then search for the title in the Law Library catalog.

Look at U.S. Primary Sources & Topical Reporters Research Guide which lists frequently cited reporters (as found in THE BLUEBOOK, Section T15) & links to the library’s electronic access: http://guides.ll.georgetown.edu/usprimarysources

Arizona State University Law Library’s Agency Decisions and Orders Research Guide:

| Research Guides on Finding Decisions | University of Virginia Library’s *Administrative Decisions Research Guide*: guides.lib.virginia.edu/administrative_decisions  
| | Pace University Law Library’s *Federal Administrative Decisions and Resources Guide*: libraryguides.law.pace.edu/administrative |

- 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 Research Assistance* (guides.ll.georgetown.edu/ill-ra-instructions) and Interlibrary Loan section in this manual.

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

**In general, for electronic court documents, search:**

| For federal, select state, select international dockets | Bloomberg Law. Coverage varies by jurisdiction. |
| For federal courts | PACER (Public Access to Court Electronic Records). Coverage varies by jurisdiction.  
Accessible by Law Library staff only. Contact the Reference Desk to have a search performed for you. |
| For federal and state appellate courts | LLRX Court Rules, Forms and Dockets, www.llrx.com/courtrules/ |

**State appellate courts**

For potential sources, check:
- The Law Library’s State Research Guides for possible recommended sources.
- ReCAPthelaw.org • courtport.com • advocacy groups’ websites

**Notable historical trials’ documents, transcripts, etc.**

Search for these titles in the Law Library’s catalog for access:
- American State Trials (17th-20th century)
- Making of Modern Law: Trials (1600-1926)
- HeinOnline World Trials Library
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, REF 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, REF KF105.9.W49 1999</td>
</tr>
<tr>
<td>Web &amp; Online Guides</td>
<td>Briefs, Oral Arguments and Other Court Documents Research Guide, guides.ill.georgetown.edu/briefs_arguments</td>
</tr>
<tr>
<td></td>
<td>A Union List of Appellate Court Records and Briefs: Federal and State (1999), accessible through HeinOnline</td>
</tr>
<tr>
<td>Responsible agencies or repositories</td>
<td>Court Clerk, Court Law Library, State Law Library, or Federal or State Archives. Examples:</td>
</tr>
<tr>
<td></td>
<td>• United States Federal Circuit/District Court locator: <a href="http://www.uscourts.gov/court_locator.aspx">www.uscourts.gov/court_locator.aspx</a></td>
</tr>
<tr>
<td></td>
<td>• “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.”</td>
</tr>
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<td></td>
<td>• “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.”</td>
</tr>
<tr>
<td></td>
<td>• “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.”</td>
</tr>
<tr>
<td></td>
<td>• 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.</td>
</tr>
<tr>
<td>National Archives &amp; Records Administration (NARA) for federal courts</td>
<td>See U.S. Court Records Held by the National Archives (generally, records older than 15 years ago): <a href="https://www.archives.gov/research/court-records/">https://www.archives.gov/research/court-records/</a></td>
</tr>
</tbody>
</table>

| Microforms | For U.S. Supreme Court | Catalog title: UNITED STATES SUPREME COURT RECORDS AND BRIEFS  
| --- | --- | Location: Media, Cabinet D18-27, microfiche.  
| (These may not contain all cases and are produced with significant delays.) | Coverage: Full Opinions 1897/1898 - 2015, Certiorari Denied 1990/91 – 2010/11. |
| | Location: Williams Media, Cabinet E1-4, microfilm Digitized microfilm records, 1899-1934: https://repository.library.georgetown.edu/handle/10822/1043324 |
| | Location: Media, Cabinet E1-5, 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. |
| | Location: Media, Cabinet E7-11, 1974-1999/2000 term, microfiche. Digitized microfiche records, 1974: https://repository.library.georgetown.edu/handle/10822/1043059 |
| | For Maryland Court of Appeals | Catalog title: RECORDS AND BRIEFS OF THE MARYLAND COURT OF APPEALS AND MARYLAND COURT OF SPECIAL APPEALS  
| | Location: Media, 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 Research Assistant* (guides.ll.georgetown.edu/ill-ra-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>[Records and briefs of the United States Court of Appeals for the Fourth Circuit]</td>
<td><a href="http://lccn.loc.gov/sf93090315">http://lccn.loc.gov/sf93090315</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>
</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.
Library Services

More Services to Assist You

• Carrels & Research Shelves for Research Assistants

• Law Library Book Paging Service

• Consortium Loan & Interlibrary Loan Services: Comparisons

• RA Trainings & Individual Research Consultations

• Library Research Guides and Tutorials
### Carrels & Research Shelves

**How to Use:**
- Visit the Circulation Desk for eligibility, availability and application.
- See also [www.law.georgetown.edu/library/services/carrels-research-shelves/](http://www.law.georgetown.edu/library/services/carrels-research-shelves/)

**When to Use:**
- If you prefer to consolidate all Law Library in one location.

**Advantages:**
- Books are checked out to the carrel or shelf therefore there are no daily late fines, recall fines, replacement fines.

**But:**
- Books cannot leave library.
- Cannot be used to house non-Law Library books from other libraries.

### Law Library Book Paging Service (for Law Library books)

**How to Use**
- Click on “Request” in a catalog record for a Law Library’s copy that is available.
- Contact Circulation, 202-662-9131, for more information.

**When to Use**
- When book is available 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 not includes scanning service.

### Consortium Loan Service (from main campus & WRLC)

**How to Use**
- Submit a “Request from a consortium library (CLS)” for an “available” copy of a book found through a WRLC (Georgetown U. + Consortium) search in the catalog.
- Contact 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.).
- 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, the use Interlibrary Loan).

**Advantages**
- Books are routed to the Law Library from other campuses.
- You may also visit a main campus or consortium library and check out book on-site if your need is immediate. (Consortium Loan Service nor on-site borrowing privileges are observed the consortium law libraries).
- Copy service available from book chapters (within copyrights).
- Books may be checked out to proxy account for faculty.

**But**
- Daily late fines, recall fines, etc. apply.
- Some problems can only be resolved with owning institution’s circulation desk.
• Consortium law libraries are **not** full WRLC members. Use ILL service for loans or copies of materials held only at these 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 Research Assistants: http://guides.ll.georgetown.edu/ill-ra-instructions
- Contact Interlibrary Loan, law-ill@georgetown.edu, 202-662-9154, M-F 9am-5pm, for any questions about the service and how the service can assist in your RA research

#### When to Use
- For a copy of the following:
  (a) an article from a journal, magazine, or newspaper that is not available in print or microform at the Law Library nor accessible digitally through the university’s electronic subscription
  (b) pages, section(s) or chapter(s) within a book, reporter, encyclopedia, casebook, dictionary etc. that is not available at the Law Library, which can include those titles that are checked out, lost, missing, etc.
- 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.

#### Advantages
- No hourly nor daily late fines.
- Faculty proxy accounts available.
- 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 performing a “WRLC (Georgetown U. + Consortium)” search in the catalog.

#### But
- Loan period may be shorter than borrowing 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 Faculty RA ILLiad account.

<table>
<thead>
<tr>
<th>Submissions under your ILLiad account</th>
<th>Submissions under faculty RA ILLiad account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received ILL books are held under your name at the Williams Circulation Desk.</td>
<td>Received ILL books are delivered to the faculty by Research Services.</td>
</tr>
</tbody>
</table>
Copies are deposited electronically into your ILLiad account. 
You will be point of contact and will receive emailed questions, arrival notices, reminders and overdue messages.

Copies are delivered (electronically or in print) to the faculty by Research Services.
The faculty will be point of contact and will receive emailed questions, arrival notices, reminders and overdue messages. (You may check the status of the ILL by logging back into the RA ILLiad account).

You will be held responsible for returning borrowed ILLs.
The borrowed material should be held in your possession, not loaned to the faculty. (Obtain another loan for the faculty to use).

The faculty will be held responsible for returning borrowed ILLs.
The borrowed material should remain with faculty and not loaned to you. (Obtain another loan for you to use).

Any charges and fines related to grossly overdue, lost or damaged ILL books are entered into your student account.
Any charges and fines related to grossly overdue, lost or damaged ILL books are paid through faculty’s research fund.

I LL books cannot be transferred between two ILLiad accounts, i.e. between your account and a RA ILLiad account.

<table>
<thead>
<tr>
<th>Loan Period</th>
<th>Law Library</th>
<th>Consortium Loan (books from WRLC)</th>
<th>Interlibrary Loan (books from other libraries)</th>
</tr>
</thead>
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<tr>
<td></td>
<td>6 weeks.</td>
<td>6 weeks.</td>
<td>Varies by lender.</td>
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</tbody>
</table>


| Daily late /recall fines? | Yes!* | Yes!* | No. |

| Replacement fines? | Yes!* | Yes!* | Yes!* |

| Fines payable at/to: | GULC Student Accounts. | GULC Student Accounts. | GULC Student Accounts. |


| RA Proxy Accounts? | Yes. | Yes. | Yes. |

| Turnaround time? | 1-2 days for paging service. | 3-4 working days. | 3-7 working days. (copies 1-3 days). |

| Contact for problems: | lawcirc@georgetown.edu | lawcirc@georgetown.edu | law-ill@georgetown.edu |

*Amount & when fines are imposed vary. Contact respective library services for more information.
• RA Trainings & Research Consultations
  o Watch for library announcements for faculty RA trainings, held several times throughout the year at the beginning of each term.
  o Make an appointment for an individual research consultation: https://www.law.georgetown.edu/library/research-help/consultations/

• Library Guides & Tutorials on Research Process & Writing

<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>Administrative Law Tutorial</td>
<td>guides.ll.georgetown.edu/admin_tutorial</td>
</tr>
<tr>
<td>Articles for Legal and Non-Legal Research</td>
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</tr>
<tr>
<td>Bluebook Guide</td>
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<td>Citation Tools Guide</td>
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</tr>
<tr>
<td>Court Document/Docket Retrieval on Bloomberg Law Tutorial</td>
<td>guides.ll.georgetown.edu/blaw_lexis_west_tutorial</td>
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<tr>
<td>Finding Statutes</td>
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<td>guides.ll.georgetown.edu/ill_tutorial</td>
</tr>
<tr>
<td>Journal Articles (Foreign and International) Research Guide</td>
<td>guides.ll.georgetown.edu/LocatingJournalArticlesForForeignInternational</td>
</tr>
<tr>
<td>Juris-M (Zotero) Citation Tool Tutorial</td>
<td>guides.ll.georgetown.edu/zotero_tutorial</td>
</tr>
<tr>
<td>Legislative History Research Guide</td>
<td>guides.ll.georgetown.edu/legislative_history</td>
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<td>guides.ll.georgetown.edu/leg_hist_tutorial</td>
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<tr>
<td>News Databases Tutorial</td>
<td>guides.ll.georgetown.edu/c.php?g=587736</td>
</tr>
<tr>
<td>News Research</td>
<td>guides.ll.georgetown.edu/FindingNewspaperArticles</td>
</tr>
<tr>
<td>Proquest Congressional and Legislative Insight</td>
<td>guides.ll.georgetown.edu/proquest_tutorial</td>
</tr>
<tr>
<td>Regulatory History Tutorial</td>
<td>guides.ll.georgetown.edu/regulatory_history</td>
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</table>
All Law Library Guides and Tutorials

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<thead>
<tr>
<th>Guides &amp; Tutorials</th>
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<tbody>
<tr>
<td>Full listing of Law library Databases</td>
<td><a href="https://www.law.georgetown.edu/library/databases/">https://www.law.georgetown.edu/library/databases/</a></td>
</tr>
<tr>
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