

Guide for Cite-Checkers

July 2013

The cite-checker reviews citations in a submitted article to ensure that the citations comply with the rules established by *Canadian Guide to Uniform Legal Citation*. To accomplish this task, the cite-checker identifies, locates, and retrieves copies of all cited sources.

This document describes tools and strategies for identifying, locating, and retrieving sources in the Nahum Gelber Law Library, other libraries, and in online databases.

You can also access an interactive copy of this guide at the [Guide for McGill Law school journal editors](#)

Getting Started

Search for **Books and other treatises** by using library catalogues, in the following order:

McGill [Classic Catalogue](#) - will check the McGill library system

McGill [WorldCat Catalogue](#) - will simultaneously check McGill, Crepuq and worldwide libraries

Check out books available at the Nahum Gelber Law Library (click on the Map link in the Classic Catalogue to find the location of a book).

Search for **Journal titles** in the [Classic Catalogue](#). The catalogue record will indicate if the law review or journal is also available electronically on [HeinOnline](#) or [JSTOR](#), which provide scanned PDF images of articles.

Search for **court reporters** and other primary legal sources.

- a. [Library catalogue](#) by title of the reporter.
- b. [Legal databases](#) Some cases will be available in PDF format. If not, check the parallel citations for the case and re-check the catalogue for the reporters listed.

Retrieving Cited Sources in Print

Using the classic library catalogue

The [Classic Catalogue](#) is the first stop for locating copies of printed books, law reviews, primary legal sources, government publications, and many legal and law-related materials. Note that the library catalogue contains information on most material owned by or on order for **all** McGill University [branch libraries and collections](#).

You can search the [Classic Catalogue](#) by author, title, subject or keyword. Record the call number and library location of each item found. Also note if any of the items are currently checked out by viewing the Copies Owned/Out column.

You might also use the McGill [WorldCat catalogue](#) which will simultaneously check McGill, Crepuq and worldwide libraries. For information about borrowing (loans), please see the [Borrowers' guide for McGill students](#). If you have any questions about the status of an item, feel free to ask for assistance at the Loans Desk.

Library item status	Definitions
[By Consultation]	Ask the Librarian on duty for assistance.
[Law Library Primary Materials]	Statutes, regulations, codes, official treaties, law reports and McGill Law Casebooks may only be used within the library and cannot be borrowed by students
[In Library Use]	The item may only be used within the library and cannot be borrowed.
[In process]	The item has been selected for purchase and has been received for processing. It should be available on the library shelves shortly. McGill students and staff may request these books through the Library Catalogue.
[In transit]	<ol style="list-style-type: none"> 1. If an item has been returned to the library, but has not been re-shelved in its call number location, the catalogue will indicate the item status as [In Transit]. 2. Newly processed library items that are en route from Library Technical Services to the McGill Library branch that owns the item. <p>If you need [In transit] items immediately, inquire at the Loans Desk</p>
[On order]	Items that a library has ordered but have not yet arrived on campus. You can put a hold on the documents with this status. Please note that the date of availability depends on many factors ex. Book published in Canada or abroad. In order to get the book as soon as possible go to the Librarian on duty who will make a rush catalogue request.

Making interlibrary loan requests via Colombo

Please refer to the **Working Agreements (Appendix A)** created for your Law journal, Central ILL Service and the Nahum Gelber Law Library. The goal of this agreement is to create a practical working structure among your editors, the ILL Service and the Law Library regarding interlibrary loan service.

As you conduct your research, you may come across references to items (journals, books, conference proceedings, etc.) which are not available in the McGill Library system. In this case, you can request these items from our [Interlibrary Loan Service](#).

Once you have registered, you can search **Colombo**, the web-based service ILL system to:

- **search** Canadian university or other library catalogues simultaneously
- **request** items not held at McGill on interlibrary loan; and
- **track** the progress of your requests

Detailed instructions can be found on the [Colombo webpage](#).

Retrieving Cited Sources Online

Several types of printed sources can be obtained through online databases. Obtaining and printing PDF documents may be more efficient than tracking down the original printed sources.

a) West Reporter Images

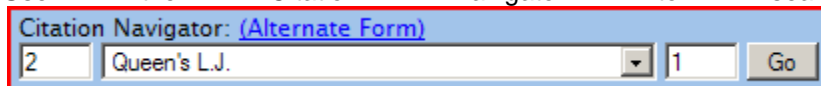
In October 2002, Westlaw began offering PDF images of cases published in West's National Reporter System. When you search Westlaw, look for the West Reporter Image (PDF) link near

the top of the page:  or 

West Reporter Images are available for West's federal and regional reporters back to 1960.

b) [Hein Online](#) is a database that offers PDF copies of law reviews, including extensive coverage of law reviews pre-dating inclusion in LexisNexis and Westlaw.

Use the Citation Navigator to search by citation:



c) [JSTOR](#) is a not-for-profit organization with a dual mission to create and maintain a trusted archive of important scholarly journals, and to provide access to these journals as widely as possible. The journals archived in JSTOR span many disciplines.

Note that **JSTOR is not a current issues database**. Because of JSTOR's archival mission, there is a gap, typically from 1 to 5 years, between the most recently published journal issue and the back issues available in JSTOR.

d) Full-Text Databases with PDF Articles

Numerous other databases provide PDF images of case law (e.g. AZIMUT for Quebec and Justis.com for the UK), periodical and journal articles as well as governmental and intergovernmental information. Consult with a Law librarian to find out if your cited material can be found in these types of databases.

Frequently Asked Questions: Cite-checking

Question: I'm not finding any reference whatsoever to the document that's cited. What should I do?

It could be that there's a slight typo in your citation or that your citation is incomplete. To ensure that you have an accurate citation for a **book** or another type of monograph (e.g. yearbook) you may wish to consult McGill's [WorldCat catalogue](#). Searching this catalogue may help you discover that an author's name is misspelled or that words in the titles are arranged differently. To ensure that you have an accurate citation for a journal article, you may need to check in [periodical indexes](#).

Question: How do I find parallel citations?

i) If you have a **Canadian** or **U.S. case**, check in both Westlaw Canada and Quicklaw. Parallel citations to Canadian cases can also be found in the Canadian Abridgment's *Consolidated Table of Cases* (2nd floor, Reference section).

ii) If you have a **Quebec case**, check in Azimut (cases in PDF format are often available here).

iii) If you have a **U.K. case**, check in Justis.com (this database does not require a password although it can only be accessed from the McGill network either on-site or remotely (wireless, VPN). Note that the *English Reports* and the *Weekly Law Reports* are available in PDF format within Justis.

Question: What do you mean when you refer to a neutral citation?

Remember that although a neutral citation identifies a case, it does not tell the reader where to find it. If your author has only included a neutral citation, you'll probably want to see if there are any *parallel citations* to the case. Refer to FAQ #3 above.

Question: I'm not really sure how to interpret this citation. Any hints?

To decipher legal abbreviations in general, refer to these online sources:

- [Liste des abréviations juridiques](#) (Université de Montréal)
- [Cardiff Index to Legal Abbreviations](#) (Cardiff University)

or any of the legal abbreviation books that we have in the reference section of the library (ground floor).

Final Note: If you require assistance, do not hesitate to come to the main desk on the ground floor of the Nahum Gelber Law Library or contact us via email at law.library@mcgill.ca

Appendix A: Working Agreement-McGill Law Journal

January 25, 2007

Working Agreement

among

the McGill Law Journal (MLJ), Central ILL Service, and Nahum Gelber Law Library

The following working agreement is in addition to normal ILL policies.

<http://www.mcgill.ca/library/library-using/otherloans/>

Goal: To create a practical working structure among the editors of the McGill Law Journal, the Library's Central ILL Service (ILL), and the Nahum Gelber Law Library regarding interlibrary loan service.

1. Communications:

- Each year the McGill Law Journal will send via email to the Central ILL Service of the McGill Library, ***colombo.library@mcgill.ca*** a list of names of all the editors who might submit ILL requests, as well as the names of members of the Editorial Executive.
- The Library has been informed that email correspondence sent to the McGill Law Journal's email service account, journal.law@mcgill.ca is read only by members of the Editorial Executive.

2. Library Training:

Each year the new MLJ editorial staff will meet with the law reference librarians to learn how to search relevant resources, including non-law databases, and to review the path for submitting ILL requests.

3. Online resources:

- In principle, if McGill Library holds materials e.g. journal articles, in image/pdf format, i.e. an exact scan of the item as it appeared in print, ILL will not acquire it.
- Other electronic formats: In principle, ILL does not acquire material already owned in the McGill Library in electronic format (html, text, etc). However, occasional exceptions may or will be made on a case-by-case basis, for example, for case law reporters...Discussion on this point is ongoing.

3. Newspapers and the popular press:

MLJ Editors will systematically check for titles in the McGill library catalogue <http://catalogue.mcgill.ca/F/>

Factiva or Lexis Nexis (LN available at library workstations only), or in PressDisplay (pdf of current 60 days only and other sources using the newspaper link on the library website

<http://www.mcgill.ca/library/library-findinfo/newspapers/>

In some cases, it may be necessary to accept the text from the online archive of the publisher.

Occasional exceptions may or will or may be made on a case-by-case basis for newspapers available on microfilm.

4. All ILL requests for the McGill Law Journal will be vetted by Law reference librarians (Maryvon Cote, Louisa Piatti,) for citation accuracy before submission of the ILL request. Response time for verification of citation accuracy will normally be within 48 hours.

Email to law.library@mcgill.ca or call 514-398-4715 ext 00171 or visit the Law library's Information Desk on weekdays, 9 a.m. – 5 p.m.

5. On the Colombo ILL request form, in the box called Special Instructions, please indicate

"For MLJ; verified by... [Maryvon or Louisa or ?]".

The screenshot shows a web form titled "Additional Information". It contains the following elements:

- A label "This item is not needed after:" followed by an empty date input field and a "Click to enter date" link.
- A label "Special Instructions:" followed by a text area containing the text "For MLJ;verified by[Cecilia or Louisa or ?]".
- A label "Pickup Location:" followed by a dropdown menu currently showing "McGill Humanities and Social Sciences".
- A blue "SUBMIT" button at the bottom.

6. All ILL materials will be picked up, and, in the case of loans from external libraries, returned to ILL, in a timely manner.

7. From time to time, it may be more practical for MLJ editors to obtain materials directly at Montreal area libraries before attempting to get an ILL.

8. A working agreement will form part of permanent files and manual of the McGill Law Journal so that succeeding generations of editors may know how to proceed with interlibrary loan requests.

Sincerely yours,

Valerie Mayman, Librarian
Interlibrary Loan Service
McGill University Library

valerie.mayman@mcgill.ca
514-398-4730

Appendix B: Working Agreement-McGill Health Law Publication

January 25, 2007

Working Agreement

among

The McGill Health Law Publication (MHLP), Central ILL Service, and Nahum Gelber Law Library

The following working agreement is in addition to normal ILL policies.

<http://www.mcgill.ca/library/library-using/otherloans/>

Goal: To create a practical working structure among the editors of the McGill Health Law Publication, the Library's Central ILL Service (ILL), and the Nahum Gelber Law Library regarding interlibrary loan service.

1. Communications:

- Each year the McGill Health Law Publication will send via email to the Central ILL Service of the McGill Library, ***colombo.library@mcgill.ca*** a list of names of all the editors who might submit ILL requests, as well as the names of members of the Editorial Executive.
- The Library has been informed that email correspondence sent to the McGill Health Law Publication's email service account, editor.mhlp@mcgill.ca is read only by members or the Editorial Executive.

2. Library Training:

Each year the new MHLP editorial staff will meet with the law reference librarians to learn how to search relevant resources, including non-law databases, and to review the path for submitting ILL requests.

3. Online resources:

- In principle, if McGill Library holds materials e.g. journal articles, in image/pdf format, i.e. an exact scan of the item as it appeared in print, ILL will not acquire it.
- Other electronic formats: In principle, ILL does not acquire material already owned in the McGill Library in electronic format (html, text, etc). However, occasional exceptions may or will be made on a case-by-case basis, for example, for case law reporters...Discussion on this point is ongoing.

3. Newspapers and the popular press:

MHLP Editors will systematically check for titles in the McGill library catalogue <http://catalogue.mcgill.ca/F/>

Factiva or Lexis Nexis (LN available at library workstations only), or in PressDisplay (pdf of current 60 days only) and other sources using the newspaper link on the library website

<http://www.mcgill.ca/library/library-findinfo/newspapers/>

In some cases, it may be necessary to accept the text from the online archive of the publisher.

Occasional exceptions may or will or may be made on a case-by-case basis for newspapers available on microfilm.

4. All ILL requests for the McGill Health Law Publication will be vetted by Law reference librarians (Maryvon Cote, Louisa Piatti) for citation accuracy before submission of the ILL request. Response time for verification of citation accuracy will normally be within 48 hours.

Email to law.library@mcgill.ca or call 514-398-4715 ext 00171 or visit the Law library's Information Desk on weekdays, 9 a.m. – 5 p.m.

5. On the Colombo ILL request form, in the box called Special Instructions, please indicate

"For MHLP; verified by... [Maryvon or Louisa or ?]".

The screenshot shows a web form titled "Additional Information". It contains three main input areas: a date field with a calendar icon and a "Click to enter date" link; a text box for "Special Instructions" containing the text "For MHLP; verified by [Cecilia or Louisa]"; and a dropdown menu for "Pickup Location" currently set to "McGill Humanities and Social Sciences". A blue "SUBMIT" button is at the bottom.

6. All ILL materials will be picked up, and, in the case of loans from external libraries, returned to ILL, in a timely manner.

7. From time to time, it may be more practical for MHLP editors to obtain materials directly at Montreal area libraries before attempting to get an ILL.

8. A working agreement will form part of permanent files and manual of the McGill Health Law Publication so that succeeding generations of editors may know how to proceed with interlibrary loan requests.

Sincerely yours,

Valerie Mayman, Librarian
Interlibrary Loan Service
McGill University Library

valerie.mayman@mcgill.ca
514-398-4730

Appendix C: Working Agreement-McGill International Journal of Sustainable Development Law & Policy

January 25, 2007

Working Agreement
among

The McGill International Journal of Sustainable Development Law & Policy, Central ILL Service,
and Nahum Gelber Law Library

The following working agreement is in addition to normal ILL policies.

<http://www.mcgill.ca/library/library-using/otherloans/>

Goal: To create a practical working structure among the editors of the McGill International Journal of Sustainable Development Law & Policy (JSDLP), the Library's Central ILL Service (ILL), and the Nahum Gelber Law Library regarding interlibrary loan service.

1. Communications:

- Each year the McGill International Journal of Sustainable Development Law & Policy will send via email to the Central ILL Service of the McGill Library, ***colombo.library@mcgill.ca*** a list of names of all the editors who might submit ILL requests, as well as the names of members of the Editorial Executive.
- The Library has been informed that email correspondence sent to the McGill International Journal of Sustainable Development Law & Policy email service account, jsdlp.law@mcgill.ca is read only by members of the Editorial Executive.

2. Library Training:

Each year the new JSDLP editorial staff will meet with the law reference librarians to learn how to search relevant resources, including non-law databases, and to review the path for submitting ILL requests.

3. Online resources:

- In principle, if McGill Library holds materials e.g. journal articles, in image/pdf format, i.e. an exact scan of the item as it appeared in print, ILL will not acquire it.
- Other electronic formats: In principle, ILL does not acquire material already owned in the McGill Library in electronic format (html, text, etc). However, occasional exceptions may or will be made on a case-by-case basis, for example, for case law reporters. Discussion on this point is ongoing.

3. Newspapers and the popular press:

JSDLP Editors will systematically check for titles in the McGill library catalogue <http://catalogue.mcgill.ca/F/> Factiva or Lexis Nexis (LN available at library workstations only), or in PressDisplay (pdf of current 60 days only)

and other sources using the newspaper link on the library website
<http://www.mcgill.ca/library/library-findinfo/newspapers/>

In some cases, it may be necessary to accept the text from the online archive of the publisher.

Occasional exceptions may or will or may be made on a case-by-case basis for newspapers available on microfilm.

4. All ILL requests for the McGill International Journal of Sustainable Development Law & Policy will be vetted by Law reference librarians (Maryvon Cote, Louisa Piatti) for citation accuracy before submission of the ILL request. Response time for verification of citation accuracy will normally be within 48 hours.

Email to law.library@mcgill.ca or call 514-398-4715 ext 00171 or visit the Law library's Information Desk on weekdays, 9 a.m. – 5 p.m.

5. On the Colombo ILL request form, in the box called Special Instructions, please indicate

"For JSDLP; verified by... [Maryvon or Louisa or ?]".

Additional Information

This item is not needed after: Click to enter date

Special Instructions:

Pickup Location:

SUBMIT

6. All ILL materials will be picked up, and, in the case of loans from external libraries, returned to ILL, in a timely manner.

7. From time to time, it may be more practical for JSDLP editors to obtain materials directly at Montreal area libraries before attempting to get an ILL.

8. A working agreement will form part of permanent files and manual of the McGill International Journal of Sustainable Development Law & Policy so that succeeding generations of editors may know how to proceed with interlibrary loan requests.

Sincerely yours,

Valerie Mayman, Librarian
Interlibrary Loan Service
McGill University Library
valerie.mayman@mcgill.ca
514-398-4730