

## SUMMARY OF THE DICKINSON LAW REVIEW PRODUCTION PROCESS

**Governing Authorities.** Your article will be edited to conform to the 21st Edition of *The Bluebook: A Uniform System of Citation*, the Second Edition of *The Redbook*, and various rules adhered to by the *Dickinson Law Review*. A short list of *Bluebook* citation format examples, along with selected *Dickinson Law Review* specific rules, is included at the end of this document. For a list of the changes from the 20th Edition of *The Bluebook* in the 21st edition, please see <https://www.legalbluebook.com/preface-to-the-twenty-first-edition>.

**Abstract.** The *Dickinson Law Review* requires a short abstract to accompany each article. To avoid delays in the production process, we ask that you submit your abstract as soon as possible.

**Editing.** We will assign your article to one of our Articles. The Articles Editor will be your primary point of contact throughout the editing process.

**Above-the-Line Edit.** This is the first stage of the editing process. The Articles Editor will carefully study your Article and do a comprehensive edit of the above-the-line text. This edit focuses on the organization of your article, style, and grammar. The Articles Editor will complete this edit in approximately 14 calendar days.

At the conclusion of this edit, the Articles Editor will send you a copy of your article in Track Changes Mode that reflects any suggested and mandatory<sup>1</sup> changes, in addition to any in-text comments. You will be asked to accept or reject any changes made to your article in the Microsoft Word review tab. The Articles Editor will also send you a memo explaining any particular issues that require further elaboration.

You will have approximately **14 calendar days** to make these changes. Any additional changes that you wish to make to your article should be made during this period. Upon receipt of your revisions, the Articles Editor will have approximately three (3) calendar days to incorporate your changes into the article. The Articles Editor will then submit your article to the Editor-in-Chief and Research Editor for the Source Check stage.

**Source Check.** During this stage, our staff will collect the sources to which you cite in your article. The staff will then use the sources to check the substantive accuracy of your article. We may ask you to provide complete or partial copies of any sources that we are unable to locate. Additionally, all below-the-line text will be examined to ensure that your article conforms to the *Law Review's* governing authorities. This check will be completed in approximately 16 calendar days.

While staff are conducting the source check, your articles editor will also be conducting another substantive edit of the article.

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<sup>1</sup> Mandatory changes include those made to conform to the *Bluebook* and *Dickinson Law Review* specific rules. If you reject a mandatory change, we will need an explanation as to why the change was rejected.

Once the staff has completed their review, the Research Editor will have approximately three (3) calendar days to consolidate the staff's edits into one document and submit the document to your Articles Editor. The Articles Editor will then send you a copy of your article in Track Changes Mode that reflects any changes to both the substantive content and the citations. You will be asked again to accept or reject any changes in the Microsoft Word review tab. You will also receive a memo explaining any particular issues that require additional elaboration.

You will have approximately **10 calendar days** to make these changes. We strongly discourage you from making any additional changes to your article at this point, as any changes will delay our production process. Upon receipt of your revisions, the Articles Editor will have approximately three (3) calendar days to incorporate your changes into the article. The Articles Editor will then submit your article to the Editor-in-Chief and Executive Articles Editor for the Technical Edit.

**Technical Edit.** At this stage, the Editor-in-Chief and Executive Articles Editor will have approximately 14 calendar days to perform comprehensive technical edits of your article to ensure that each citation conforms to both the *Bluebook* and *Dickinson Law Review* specific rules. They will also perform technical line edits to correct any mechanical, grammatical, or usage errors.

At the conclusion of this edit, the Editor-in-Chief will send you (1) a copy of your article in Track Changes Mode that reflects any changes and (2) a memo detailing any other issues or concerns. You will have approximately **14 calendar days** to make these changes. Upon receipt of your revisions, the Editor-in-Chief and Executive Articles Editor will incorporate your changes into the article. Once your changes have been incorporated, your article will be in its final form.

**Proof Edits.** At this stage, your article will be converted into its finalized print form. The Editor-in-Chief and Executive Articles Editor will review the article in its print form to resolve any lingering technical issues before sending the article to the publisher. Finally, the Editor-in-Chief and Executive Articles Editor will review the contract proofs received from the publisher to check for any errors that occurred during the print process.

## Bluebook (21st ed.) Citation Examples

### 1. Book published by a single publisher:

EDITH L. FISCH, *THE CY PRES DOCTRINE IN THE UNITED STATES* 1 (1950).

### 2. Book published in editions by multiple publishers:

CHARLES DICKENS, *BLEAK HOUSE* 49–55 (Norman Page ed., Penguin Books 1971) (1853).

### 3. Journal article:

Elizabeth F. Emens, *Integrating Accommodation*, 156 U. PA. L. REV. 839, 894 (2008).

### 4. Newspaper article:

Scott Martelle, *ID Law Keeps Nuns, Students from Polls*, L.A. TIMES, May 7, 2008, at A14.

### 5. Shorter work in a collection by multiple authors:

Andrew G. Ferguson, *Continuing Seizure: Fourth Amendment Seizure in Section 1983 Malicious Prosecution Cases*, in 15 NAT'L LAWYERS GUILD, CIVIL RIGHTS LITIGATION AND ATTORNEY FEES ANNUAL HANDBOOK 54-1 (Steven Saltzman ed., 1999).

### 6. Shorter work in a collection by a single author:

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

### 7. Unpublished manuscript:

Anatoliy Bizhko, *Capitalism and Democracy* 25 (Feb. 29, 2000) (unpublished manuscript) (on file with author).

### 8. U.S. case:

Cooper v. Dupnik, 924 F.2d 1520, 1530 (9th Cir. 1991), *rev'd en banc*, 963 F.2d 1220 (9th Cir. 1992).

### 9. U.K. case:

R v. Lockwood (1782) 99 Eng. Rep. 379 (K.B).

### 10. Constitution:

U.S. CONST. art. I, § 9, cl. 2.

### 11. Codified statute:

National Environmental Policy Act of 1969 § 102, 42 U.S.C. § 4332.

### 12. Session law:

Foreign Assistance Act of 1961, Pub. L. No. 87-195, 75 Stat. 424.

### 13. International agreement:

North Atlantic Treaty art. 5, Apr. 4, 1949, 63 Stat. 2241, 34 U.N.T.S. 243.

### 14. Internet document:

Elizabeth McNichol & Iris J. Lav, *New Fiscal Year Brings No Relief from Unprecedented State Budget Problems*, CTR. ON BUDGET & POL'Y PRIORITIES 1 (Sept. 3, 2009), <http://www.cbpp.org/9-8-08sfp.pdf>.

### 15. Short forms:

DICKENS, *supra* note 4.  
Emens, *supra* note 3, at 890.  
*Id.* at 1529.

## **Selected Dickinson Law Review Specific Rules**

### **Spaces After Sentences**

The *Dickinson Law Review* rules require there to be one space between each sentence.

### **Consecutive Uses of *Id.***

The *Law Review* limits the use of *id.* to nine (9) consecutive footnotes. After the ninth consecutive footnote, a “short form” must be used.

### **Spaces After Colons**

There must be one space after any colon that appears within main or footnote text. Colons appearing within citations should only contain one space after the colon.

### **Dashes and Hyphens**

The *Law Review* uses hyphens to join two words and to cite to sources that are sub-divided with “dashes.” En-dashes are used to indicate a range of items, such as numbers. Em-dashes are used to set off a short sentence informally.

### **Ellipses**

The *Law Review* uses three spaced periods ( . . . ) rather than the Microsoft Word auto-formatted ellipses (...).

### **Numbers**

The *Law Review* uses numerals for numbers higher than ten. Numbers zero through ten should be spelled out.

### **Percentages**

The *Law Review* does not use the percent symbol (%). The word “percent” must be used in the main text and textual sentences within the footnotes.