



2008

## Overview of the KJEANRL Paperless Substantiation Method

The Kentucky Journal of Equine, Agriculture, & Natural Resources Law

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### Recommended Citation

The Kentucky Journal of Equine, Agriculture, & Natural Resources Law (2008) "Overview of the KJEANRL Paperless Substantiation Method," *Kentucky Journal of Equine, Agriculture, & Natural Resources Law*: Vol. 1 : Iss. 1 , Article 11.  
Available at: <https://uknowledge.uky.edu/kjeanrl/vol1/iss1/11>

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## OVERVIEW OF THE KJEANRL PAPERLESS SUBSTANTIATION METHOD

As we prepared this first book of the Kentucky Journal of Equine, Agriculture, and Natural Resources Law, we developed and utilized what we feel to be an invaluable alternative to the traditional source and cite process. In doing so, we have found that a paperless substantiation method is preferable to the traditional source and cite because of the tremendous reduction in the usage and storage of paper required to document the materials cited by each author. Not only does reducing paper usage significantly reduce operating costs, but it also helps our Journal to become one step closer to toward environmental friendliness. As a result, KJEANRL will be utilizing this electronic source and cite method to prepare our future Books. For your review, we have included the instructions for following our process below. It is our hope that this template will be useful to other law journals as they work to lower operating costs and “go green.”

This document provides an overview of our entire Source and Cite process, as well as the instructions for the “paperless” process. Completing this process may require the purchase of additional hardware and software. KJEANRL uses a basic scanner, Microsoft Word, and Adobe Acrobat Pro, but other programs may be substituted. When used together, these pieces of technology allow the conversion of hard-copy documents to editable electronic media. Additionally, the process may also require the creation of several forms mentioned below but not reproduced here. These worksheets have not been included because their specific forms are not essential to the paperless substantiation process, and it is likely that each law journal already has a document providing a similar function.

As your journal tries out this method, we hope that you will share any changes and improvements that you find with us so that we may share them with others. We can be reached by postal mail at: Kentucky Journal of Equine, Agriculture, and Environmental Law, University of Kentucky College of Law, Law Building Room 54, Lexington, Kentucky 40506-0048. We may also be reached by electronic mail at: [rs\\_KJEANRL@email.uky.edu](mailto:rs_KJEANRL@email.uky.edu) or [kjeanrl@gmail.com](mailto:kjeanrl@gmail.com).

### “PAPERLESS” INSTRUCTIONS

1. Save the Source and Cite worksheet with a name according to the following formula. Be sure to incorporate both your name and the

author's name. If Pat Day works on the Baffert Article, then the worksheet name is "Baffert SourceCiteWorksheet Day." Your name must always go at the end of the document name in case multiple staffers work on the same article.

2. Print out the Staffer Source and Cite Checklist and a hard copy of the article. Check off your progress on the Checklist as you go along.
3. Perform a literary edit on a hard copy of the article *before* you complete the Source and Cite. Make corrections using a pen, preferably with ink in a color *other than* black or blue.
4. Locate each of the sources cited in your footnote series. The next step will depend upon what form the source takes.

If the source is an *electronic document* . . .

Download a copy, preferably as a Microsoft Word document. If you must download it in some other format, Word may convert the source into a Word document for you. If not, you can convert it to a PDF format using Adobe Acrobat Pro. Adobe can then be used to convert ".pdf" documents in Word documents using the "Save As" function.

If the source is a *web page* . . .

If it is a webpage, save the page as "Web Page, Html Only" in Microsoft Word. You can then edit the html document with Word.

If the source is only available in *hard copy* . . .

Check out the material from the appropriate library or make a photocopy of the appropriate pages and bring the copies to the Staff Office. Scan the copies into the computer and convert them to PDF format using the following process. First, place the document on the scanner bed. Next, open Adobe Acrobat Pro, click on the Document menu, and select "Scan to PDF" and then "Black and White Document." The machine will then scan the page and ask you if you want to scan additional pages. When you are finished scanning all of the pages, Adobe will then perform an optical character recognition on the image. When that process is finished, save the document according to the naming convention described above.

5. To “source” each cite in the sources that you have found, choose from the following two methods, depending upon which program you will be using.

If editing in *Microsoft Word* . . .

Find the substance in the source for each footnote and use the “Highlight” function to highlight the relevant text it in yellow. Then, insert a “Comment” next to the text and type the comment “substance for fn \_\_\_” in the Comment box, substituting the appropriate footnote number. To insert a comment in Microsoft Word, click either the “Comment” button on the reviewing toolbar or choose the “Insert” menu and then click “Comment.”

If editing in *Adobe Acrobat* . . .

To highlight text in Adobe Acrobat, first select the “Highlight” tool and then select the text you wish to highlight. To insert a comment, click the “Comment” button and select “Sticky Note.”

6. Use the Source and Cite Worksheet to document your work. When the substance of the footnote is correct, put “Y” in the Substance column. When the citation is correct, put “Y” in the Cite column. Write the Bluebook Rule that supports your conclusion that the citation is correct in the Notes column. When you Shepardize a case or statute to verify that it is still good law, put a “Y” in the Shepardize column.
7. If the substance of a footnote is *not* correct, first try and *find the correct substance* if at all possible. In all likelihood, support for the cited material will be found on another page within the cited source. Make notes about your search in the “Notes” column of the Worksheet. If you cannot find the correct substance in the source, consider editing the sentence to make the text fir with the substance of the source. However, if you come across a major substance problem that cannot easily be fixed, contact your editor immediately with a thorough description of the problem.
8. When you are completely finished with the Source and Cite process, save your Source and Cite Worksheet and all sources used to complete it to the appropriate folder on the Journal’s server.
9. Once all of your work is saved to the appropriate electronic file, place your literary edit and Source and Cite Checklist in your editor’s mailbox.

10. Whenever you have ideas about how to improve or streamline this process, please share them with your editor and the executive editor.