

**General Guidelines – these apply to all types of research guides**

1. Titles of guides and introduction
  - a. Should contain the subject matter and the phrase “Research Guide” at the end of the title (this is for cataloging)
  - b. Should be styled as Heading 2
  - c. Opening paragraph should contain this phrase, “Members of the Georgetown University community may seek additional assistance at the reference desk or [online](#).”
  
2. Citation format: use Bluebook format as a guide
  - a. Any journal articles should be listed with the full Bluebook citation.
  - b. For items other than journal articles, we don’t need to use a full Bluebook citation, but just list the elements discussed in section 3, below.
  - c. Except for Web sites, where we should just include the elements discussed in section 4, below.
  - d. For all citations, do not use small caps.
  
3. Individual items should be listed in the following format when possible (for all items excluding free Web sites):
  - a. For every listed item we should include a title, dates of coverage, a link to the resource, and a brief description.
  - b. Listed alphabetically by title.
  - c. Publication titles should first be listed in italics and bold type.
  - d. Add dates of coverage for resources whenever possible in parentheses (*e.g.*, 1998 -). When an item is no longer updated, follow dates of coverage with “now cancelled” (*e.g.*, “1973-2004, now cancelled”). To determine whether an item is still updated, we may need to log in to My GULLiver and look at the full record. We should also indicate when there is a gap in journal coverage as the result of an embargo (*e.g.*, “1995-present; most recent 3 issues excluded”).
  - e. Call numbers should be included in parentheses after the title and dates of coverage.
  - f. Call numbers should be linked directly to the permalink in the catalog.
  - g. No location information should be included (*e.g.*, “Fifth Floor”), unless it is particularly helpful, as with Wolff locations.
  - h. Include a brief narrative description of the item. In narrative text, the title of the item should be just italicized, not in bold. When using abbreviations, the abbreviated item should be spelled out in full the first time it is used. Make sure that the description is original. If it’s borrowed from another source, you must put it in quotations. We prefer original descriptions.
  - i. Include links to subscription databases and free Web sources.

- j. Subscription databases should be linked to the ColdFusion redirect file (.cfm) which will automatically send the user to the database. To get this link:
1. Go to our alphabetical list of databases  
([http://www.ll.georgetown.edu/research/browse\\_alpha.cfm?1](http://www.ll.georgetown.edu/research/browse_alpha.cfm?1)),
  2. Find the database you are looking for,
  3. Right click the name of the database, and
  4. Choose "Copy Link Location."
- k. For Westlaw databases, list the database abbreviation, linked directly to the database location. You can get the direct link to the database location by:
1. Clicking on the scope information link (the "I" next to the database name)
  2. Right-click on the database abbreviation hyperlink
  3. Select "Copy Link Location"
  4. Use that URL to create the direct link
- l. For Lexis databases, include the name of the database (not the path to the source or the abbreviation), linked directly to the database location. You can get the direct link to the database location by:
- o Use: <http://www.lexis.com/xlink?source=name> of library;name of database
  - o Example: <http://www.lexis.com/xlink?source=canada;cansta>
  - o Notes: everything needs to be in lower case. If you don't know the name of the library and/or database try <http://www.lexisnexis.com/sources>
- OR
- o Use: the "copy link location" in Firefox using the right mouse button.
  - o Notes: could be risky if Lexis changes anything, but Todd as had easy success with this. Doesn't work in IE (or I couldn't get it to work)
- OR
- o You can also link to a group of databases using the category ID listed on the page. It has a red \* by it.
  - o Use: [www.lexis.com/xlink?category=#####](http://www.lexis.com/xlink?category=#####)
  - o Example: <http://www.lexis.com/xlink?category=3006808> would take you to all the Canadian legislative databases
  - o WARNING: I spoke with Lexis usability folks and they are in the process of changing most of the category numbers at this time! Everyone should wait before doing this.

- m. For items in CCH IntelliConnect that do not have a record in GULLiver, obtain the URL to the resource as follows:
- Use Internet Explorer to access the title on IntelliConnect. (Firefox seems to have issues with permitting access to the clipboard, which you'll need to copy URLs.)
  - Check the box to the left of the item title within the IntelliConnect TOC tree. (If you want URLs for more than one item, you should check all items at once.)
  - At the top of the TOC pane, click the button with the "chain" icon (when you hover your cursor over it, it says "Save Links to Content").
  - At the bottom of the box that pops up, click the button that says "Copy selected URLs to Windows Clipboard." (The box will disappear.)
  - Open a MS Word document, and press CTRL+V to paste the URL(s) into the document so you can then see them. Then copy and paste the URLs within Contribute using Right Click > Insert Link to hyperlink the CCH title within your research guide.
  - Note: Because such links will not automatically pass through GU authentication like a GULLiver record, users may need to create an account with IntelliConnect to access the item directly at its URL. Thus it's best to request that any CCH item you'd like to put in a research guide be included in the catalog.
- Example (print item):  
***Uniform Laws Annotated*** (1968-Present) [KF165 .A5](#)  
This title is particularly useful because it notes state adoptions and variations of each UCC provision. Along with other uniform and model laws, the *Uniform Laws Annotated* contains the UCC Official Text as well as Official Comments and PEB Commentaries. The annotations include citations to relevant cases and secondary sources.
- Westlaw: [ULA](#) (Current through 2007) (GULC students, faculty, and staff only).
  - Lexis: Not available
- Example (journal article):  
Paul D. Carrington, *Of Law and the River*, 34 J. Legal Education 222 (1984).
- Example (database only):  
***American Law Institute Library***  
Contains the Uniform Commercial Code and all superseded restatements, codifications, proceedings, reports and other special publications published by the ALI. Also contains ALI-ABA periodicals and material from the Statement of Essential Human Rights archive.
- Available through [HeinOnline](#) (GULC students, faculty, and staff only).

4. Links to free Web sources should include:
  - a. A title for the Web page, which should also be hyperlinked to the page.
  - b. A brief description of the content of the Web page.
  - c. The organization responsible for the site and its content (e.g., “from the Arkansas Secretary of State”).
  - d. Example:  
[The Judicial Research Initiative](#) (sponsored by the University of South Carolina)  
This project contains databases on the United States Supreme Court, United States Courts of Appeals, and State Supreme Courts.
  
5. Links generally
  - a. All links should be anchored to reasonably descriptive text. Reasonably descriptive text gives the user an indication of where the link will take them. For example, do not use “click here” as a link, since the words “click here” tell the user nothing about where the link goes.
  - b. When possible, avoid anchoring different links to very similar text. (E.g., if a guide has links to multiple unique tutorials, don’t call all links simply “Tutorial”.)
  
6. Don’t use color as the only means of conveying information.
  
7. Alternative text for images
  - a. Images that convey information should have brief alternative text explaining that information. To insert alternative text in Contribute for an image that doesn’t have it:
    - i. Right click the image.
    - ii. Choose “Image Properties” from the menu.
    - iii. Enter your alternative text in the box labeled “Description.”
  - b. Images that are purely decorative (including book cover images in Treatise Finders) should have alternative text of “” only.
  
8. Tables
  - a. Data tables should have designated headers.
  - b. To designate table headers when creating a table in Contribute:
    - i. Select “Table”, “Insert”, “Table” from Contribute’s menu.
    - ii. After setting the number of rows and columns, select the appropriate header orientation from the pictures provided under the “Header” portion of the “Insert Table” dialog box.
  - c. To designate table headers in a previously created table, contact ERS for assistance.

### **Guidelines For Substantive Legal Subject Guides**

1. These sections should be included in this order. When one of these sections is not applicable, we should indicate that with a brief explanation. The headings for each of the sections should use a specific style, indicated in parentheses.
  - a. A brief introduction describing the scope and purpose of the guide, as well as its limitations (e.g., “This guide covers U.S. state and federal materials, but not international materials.”). The introduction should also include some basic information about the relevant area of law, as it pertains to legal research (e.g., “Since bankruptcy law in the United States is a specific responsibility of the Congress and the federal government, this guide concerns itself with federal law only, and does not address state debtor-creditor laws.”).
  - b. Introductory Resources/Getting Started (Heading 3)
    - i. List the top 3 secondary sources in that area of law (treatise, looseleaf, database, etc.)
  - c. Primary Law Sources (Heading 3)
    - i. Case Law (specialized reporters and databases, links to our case law tutorial and case law research guide) (Heading 4)
    - ii. Statutes (Heading 4)
    - iii. Regulations (Heading 4)
  - d. Secondary Sources (Heading 3)
    - i. Treatises (Heading 4)
    - ii. Academic Journals (Heading 4)
    - iii. News & Current Awareness (including blogs and other resources that might help a student identify a paper topic) (Heading 4)
    - iv. Study Aids (Heading 4)
  - e. Other resources (if any) (Heading 3)
    - i. Professional organizations & associations (Heading 4)
    - ii. Policy-oriented materials, think-tanks, and advocacy groups (Heading 4)
    - iii. Sources for statistics in the area or subject (Heading 4)
  - f. Further research tools(Heading 3)
    - i. Subject headings and call number ranges (Heading 4)
    - ii. Other relevant research guides (including those from other libraries)(Heading 4)

### **Guidelines for U.S. Jurisdictional Guides**

1. State and territorial guides should include these elements:
  - a. Brief introduction stating whether the guide is brief or in-depth, along with the phrase, “Members of the Georgetown University community may seek additional assistance at the reference desk or [online](#).”

- b. State Government Information  
The state's main homepage and any other important state-wide government pages.
- c. State Constitutions  
Including current constitution and any other relevant links (older editions of the constitution, history of constitution, constitution revision commission, etc.)
- d. Session Laws from HeinOnline  
Hein has been adding historical collections, so verify the coverage. (Note that Hein has been adding older content in 5-year increments rather quickly and adding entire backfiles for other states.)
- e. Legislative Information  
State codes and legislative history, including session laws, bill tracking, reports, and committees (if available). Also include home pages of each chamber of state legislature.
- f. Executive Information  
Include administrative code, administrative register, governor's homepage, directory of state agencies and departments, and attorney general opinions.
- g. Case Law  
Include regional & state reporters and online sources.
- h. Other Judicial Information  
Include home page for state court system, home page of state supreme court, directory of state courts, directory of court rules.
- i. Local Government Sites  
Include directories of counties and/or cities, associations of counties and/or cities, and a directory of municipal codes or ordinances.
- j. Law & Bar Journals  
Include major law school's main journal and state bar journal, in print & online (if available).
- k. Other Resources  
Include state law library and/or state library, state bar home page, ethics opinions and code of ethics, home pages of major cities' bar associations, [FindLaw](#) page for this state, [Legal Information Institute](#) page for this state, [Law Library of Congress](#) state pages, state tax forms, home pages of publications for lawyers, such as legal newspapers or bar journals in that state, and practice resources, eg. state encyclopedias (be very selective)
- l. Further research tools
  - i. Subject headings and call number ranges
  - ii. Other relevant research guides (including those from other libraries)

### **Guidelines for Non-Legal Subject Guides**

1. These guides should include the following sections
  - a. A brief introduction describing the subject area and its relationship to legal research.
  - b. Major print sources, including titles, locations, and scope of content.
  - c. Major online databases, including titles, locations, and scope of content.

- d. Free Web sources (with links) including:
  - i. Organizations and associations
  - ii. News sources and blogs
- e. Further research tools
  - i. Subject headings and call number ranges
  - ii. Other relevant research guides (including those from other libraries)

### **Guidelines for Legal Research Process & Materials Guides**

1. These guides will vary widely in terms of their content. Generally, these guides should include the following sections
  - a. A brief introduction describing the materials or processes involved and their importance in legal research.
  - b. Major federal law sources in print and online, including titles, locations, and scope of content.
  - c. Major state law sources in print and online, including titles, locations, and scope of content.
  - d. Major local law sources in print and online (if applicable).
  - e. Citation format – a section describing the citation format for this type of material, including examples.
  - f. Further research tools
    - i. Our tutorials (copy and paste tutorial URLs from the Tutorial Index to Electronic Sources on SharePoint wiki, and insert TV graphic via “Insert” pull-down menu: Insert > Image > From Internet > <http://www.ll.georgetown.edu/images/television.png>)
    - ii. Major legal research texts
    - iii. Other relevant research guides (including those from other libraries)

### **Notations**

When creating or making changes to a guide, add the following notations:

Created 06/09 (initials)

Revised 06/09 (initials)

Updated 06/09 (initials)

Links 6/09 (initials)

**Revised:** Means there were substantial changes to the guide (e.g., entire sections were rewritten or significant content was added.)

**Updated:** Means that the content was checked to make sure that the sources still exist, have the same type of materials, and we have listed the most current edition. Links were checked to make sure they still work and point to relevant content. Small changes or additions were made.

**Links:** Means that the URLs were checked to make sure they still work and point to relevant content (Foreign and International sometimes does this by itself).