



VIRGINIA ENVIRONMENTAL LAW JOURNAL

INSTRUCTIONS FOR *SUBSTANTIATORS*

- I. **Go to www.dropbox.com/login, which is where you will find your assigned footnote range and upload all of your work.** To sign in, use the following information:

Email (username): velj.management@gmail.com

Password: citecheck

Once you sign into Dropbox, click into the folder for your assigned author. In the author's folder, the top most *file* ("0. Footnote Assignments") will tell you your footnote range. In the below *folders*, you will upload all your work. If you encounter problems, please contact Kieran Hartley (kdh3pb@virginia.edu).

- II. **Have your Substantiation Grid ready to use and saved, following the VELJ naming convention.** Make sure you understand what information you will need to look for to complete each entry. Fill your grid out as you go along, so you do not have to retrace your steps. To name the file, first type "Grid," followed by a comma, followed by a space, followed by your assigned footnote range, followed by the author initials, followed by a comma, followed by a space, followed by your last name.

EXAMPLE: Grid, 1-60, AL, Ludmer

In the above example, cite-checker Margo Ludmer has been assigned footnotes 1 through 60 of an article authored by Andrew Lee.

- III. **Locate your assigned sources.** If you have trouble finding any of your assigned sources, contact Cathy Palombi (ccp7m@virginia.edu), our Journal's library liaison, and if you still cannot find the sources or will be delayed in obtaining them, please notify your assigned Articles Editor as soon as possible.
- IV. **Name each source file, following the VELJ naming convention.** To name the file, first type the footnote number, followed by a period, followed by the order in which the source appears within the footnote, followed by a comma, followed by a space, followed by the initials of the author's first and last name.

FIRST EXAMPLE: 1.01, AL

SECOND EXAMPLE: 2.15, AL

In the first example, the source cited is the first source appearing within the first footnote, and the author of the article is Andrew Lee. In the second example, the source cited is the fifteenth source appearing within the second footnote (don't worry, one footnote will never have this many sources).

- V. **Read the proposition in your assigned article that the footnote is meant to support.** This will ordinarily be the sentence before which the footnote symbol appears.
- VI. **Make sure the propositions are supported by the cited sources.**
- VII. **HIGHLIGHT** the portions of the sources supporting the propositions. If you do not highlight, your Articles Editor will have no choice but to make you redo all of the previous steps, so please make sure you do this.
- VIII. **Make sure the author of the article is referring to the relevant portions of sources.** If you find that the citation (1) does not provide specific page numbers or (2) does not provide the *relevant* page numbers, provide a pincite correction under the “Pincite Correction?” column of the substantiation grid.
- IX. **Make sure that everything is saved, and upload all source files into Dropbox – placing them in the “1. Substantiated Sources” folder.** Once you are in the correct folder, you can either drag and drop files onto the webpage (Dropbox will immediately start uploading), or you can click on the little document icon at the top of the page to bring up a separate window for choosing what files you want to upload.
- X. **Complete your substantiation grid, and upload the correctly named file into Dropbox – placing it in the “2. Substantiation Grids” folder.** Once you are in the correct folder, you can either drag and drop files onto the webpage (Dropbox will immediately start uploading), or you can click on the little document icon at the top of the page to bring up a separate window for choosing what files you want to upload.