

# Learning Citation Format using LexisNexis® Interactive Citation Workstation

## What Is the *Interactive Citation Workstation*?

It's an innovative print-and-electronic approach to learning citation format. There are two components to the Interactive Citation Workstation:

- **ICW Workbooks** contain small units that teach citation rules while building and reinforcing citation drafting skills.
- **ICW Online** provides an interactive way to complete the citation exercises presented at the end of each chapter.

By using the ICW Workbook and ICW Online together, you receive an enhanced learning experience that provides hands-on training and immediate feedback.

NOTE: The ICW Workbooks and ICW Online are not a substitute for a citation guide. Citation exercises require you to find rules in *The Bluebook: A Uniform System of Citation* (18th ed.) (*Bluebook*) or *The ALWD Citation Manual: A Professional System of Citation* (3rd ed.) (*ALWD*).

## Why Should I Use the *Interactive Citation Workstation*?

The ICW Workbooks provide:

- Clear explanations of citation rules
- Step-by-step examples that gradually build citation skills
- Helpful checklists that can be used in completing citation exercises AND in future legal writing projects

The ICW Online provides:

- An interactive "personal tutor" for learning citation format
- 24/7 accessibility
- The ability to work at your own pace, from your own computer
- Completion Certificates that can be used as review guides

## At A Glance

### Getting Started

To obtain ICW Workbooks, visit your local bookstore OR go to the LexisNexis® Bookstore at [www.bookstore.lexis.com](http://www.bookstore.lexis.com)

To access the ICW Online, follow these steps:

1. Go to [www.lexisnexis.com/icw](http://www.lexisnexis.com/icw)
2. Select either the **ALWD** or **Bluebook** tab.
3. Select an exercise.
4. When prompted, enter your **LexisNexis Custom ID & Password** and click **Sign On**.\*
5. Confirm or update the information displayed on your screen and click **Submit**.\*\*
6. A list of citation exercises will display on your screen. Click on an exercise to view a list of problems associated with it.

NOTE: When you first sign on to ICW, you will be required to complete the Online Intro Quiz, which provides a quick overview of ICW functionality. You can access the Quiz multiple times.

\*If you do not have a LexisNexis ID, notify your professor that an ID is needed for access to ICW or see your school's LexisNexis account representative for help in getting one.

\*\*On the ICW Registration Confirmation screen click box to "Display all information on certificate" if you wish the correct answers and all result information displayed. Otherwise, the correct answer is displayed after the third incorrect attempt for a problem.

Please note that two e-mail addresses are required. Enter your own e-mail address for both the student and professor fields if your instructor does not wish to receive notification.

## Completing Problems — Typical ICW Problem Page

**A** General instructions: Put the following information in correct *Bluebook* citation form. All cases are being cited in citation sentences. Although this exercise builds on the rules used in previous exercises, this exercise focuses on Rules 10.3.1 and B5.1.3. You will also need to refer to T.1 for information on reporters containing cases in the appropriate jurisdiction and any required public domain information.

**B** Problem text: 2) In a brief to the United States Supreme Court, you cite the 1950 Supreme Court of Oklahoma case *West Edmond Salt Water Disposal Association versus L.T. Rosecrans, et al.* This case is reported in volume 204, page 9, of *Oklahoma Reports* and in volume 226, page 965, of *Pacific Reporter*, Second Series.

**C** Solution:

**D** Symbols: \$ % # ¶ £ & \* *Italic*

**F** Preview **H** Submit **G** Clear **E** Help

Note: If the section symbol doesn't appear properly, type ^s where the section symbol should appear. If the paragraph symbol doesn't appear properly, type ^p where the paragraph symbol should appear. If the British pound symbol doesn't appear properly, type ^b where the British pound symbol should appear.

- A General instructions:** The general instructions for the entire exercise.
- B Problem text:** The information you will use in drafting a citation.
- C Solution textbox:** The area where you type your citation solution.
- D Symbols:** The individual symbols you may use for your citation solution. Click on a symbol to insert it in the **Solution** textbox.
- E Italic button:** Use this button to italicize highlighted text in the **Solution** textbox.
- F Preview button:** Use this button to preview your solution, particularly if your citation contains italics or if the complete solution cannot be seen in the **Solution** textbox.
- G Clear button:** Use this button to “start over” rather than edit your solution.
- H Submit button:** Use this button to submit your solution and receive feedback.
- I Exercise set (ALWD or Bluebook):** Each time you log into ICW, be sure to select the correct group of exercises from the red tabs.
- J Problems:** All of the problems that can be completed under this exercise.
- K Done:** Click here to indicate that you have finished all of the problems that you need to do within this exercise.

### Drafting a Citation

- You will have three tries to correctly answer a problem. Once you submit a correct answer OR three incorrect answers, you will no longer have access to the problem.
  - Once you have completed an exercise, you cannot go back and do it again.
1. Select a problem from the left navigation bar.
  2. Read the general instructions and the problem text.
  3. Click in the **Solution** textbox and type your citation, using italics and symbols as appropriate.
  4. OPTIONAL: Click **Preview** to review your solution.
  5. Click **Submit**.

**E** Italic button: Use this button to italicize highlighted text in the **Solution** textbox.

**F** Preview button: Use this button to preview your solution, particularly if your citation contains italics or if the complete solution cannot be seen in the **Solution** textbox.

**G** Clear button: Use this button to “start over” rather than edit your solution.

**H** Submit button: Use this button to submit your solution and receive feedback.

**I** Exercise set (ALWD or Bluebook): Each time you log into ICW, be sure to select the correct group of exercises from the red tabs.

**J** Problems: All of the problems that can be completed under this exercise.

**K** Done: Click here to indicate that you have finished all of the problems that you need to do within this exercise.

### Using Italics

1. In the **Solution** textbox, highlight the text you wish to italicize.
2. Click **Italic** to italicize the highlighted material. HTML “tags” indicate that the text between them will appear italicized.
3. Click **Preview** to see how the text will actually appear. The preview will display under the symbols in the **Solution** box.

NOTE: To remove italics, highlight each HTML “tag” and press the **Delete** key on your keyboard. Both tags must be deleted. Extra spaces are recognized as a character and can cause the answer to be marked incorrect.

### Inserting Symbols

1. Click on the symbol you wish to insert into your answer.
  - The symbol appears in the **Solution** textbox.
2. Position your cursor in the **Solution** textbox and click to continue typing your solution.

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Instructions ALWD Bluebook FAQ Contact

BLUEBOOK  
Exercise 4  
Problem 1  
Problem 2   
Problem 3  
Problem 4  
Problem 5  
Problem 6  
Problem 7  
Problem 8  
Problem 9  
Problem 10

**Congratulations, Citation Wizard!**

Exercise 4  
Parallel Citations

2) In a brief to the United States Supreme Court, you cite the 1950 Supreme Court of Oklahoma case *West Edmond Salt Water Disposal Association versus L.T. Rosecrans, et al.* This case is reported in volume 204, page 9, of *Oklahoma Reports* and in volume 226, page 965, of *Pacific Reporter*, Second Series.

**Correct Citation:** *W. Edmond Salt Water Disposal Ass'n v. Rosecrans*, 226 P.2d 965 (Okla. 1950).

Done

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[information for professors](#) | [about the authors](#) | [lexisnexis.com/lawschool](#)

**Feedback and Corrections**

If the first, second, or third citation you submit is correct, a screen similar to this will appear. You may then select another problem from the left navigational menu.

If the first citation you submit is incorrect, a screen similar to this will appear.

- The blue portion of the displayed citation is correct.
- The red portion of the displayed citation is incorrect. Adjacent blank spaces are identified by ^^ to identify this type of spacing error.
- Hints to help you correct the citation.

Indicates that 2 incorrect citations were submitted for this problem.

Indicates that you have correctly completed this problem.

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BLUEBOOK  
Exercise 4  
Problem 1  
Problem 2   
Problem 3  
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Problem 5   
Problem 6  
Problem 7  
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Problem 10 2

Exercise 4  
Parallel Citations

Put the following information in correct *Bluebook* citation form. All cases are being cited in citation sentences. Although this exercise builds on the rules used in previous exercises, this exercise focuses on Rules 10.3.1 and B5.1.3. You will also need to refer to T.1 for information on reporters containing cases in the appropriate jurisdiction and any required public domain information.

10) In a brief filed with the Montana Supreme Court, you cite the 2005 Montana Supreme Court case *Gary Winslow, Appellant, versus Montana Rail Link, Incorporated, a Montana Corporation, Appellee*. This case is reported in volume 121, page 506, of *Pacific Reporter*, Third Series. It was given the sequential number of 217 by the Montana Supreme Court.

**Incorrect Citation:** *Winslow v. Mont. Rail Link, Inc.*, ^2004 MT 217, 121 P.3d 506.

**Hints:**  
Reporter: Is a parallel citation necessary? B5.1.3 & 10.3.3  
Adjacent spaces were detected in the solution.  
The symbol ^ shows where adjacent spaces were detected in the solution. In the Solution textbox, delete the extra space.  
Check general format, spelling, spacing, and punctuation.

**Solution:**  
<|>Winslow v. Mont. Rail Link, Inc.</|>, 2004 MT 217, 121 P.3d 506.

**Symbols:** \$ % \$ ¶ £ & \* *Italic*

Preview Submit Clear Help!

**To correct a citation**

1. In the **Solution** textbox, change the citation that appears OR click **Clear** to start over and draft a new citation.
2. Click **Preview** to see how your citation will appear.
3. Click **Submit**.

If you submit an incorrect citation for the same problem three times, the correct solution will display, along with the rules used to draft the corrected citation. This is the only time the correct citation will be displayed.

## Finishing an Exercise

1. Click the red **DONE** button.
2. Click **OK**.
3. A Completion Certificate page will display. The results shown on this page will be sent automatically to any professor's e-mail addresses that you have provided.

NOTE: Once you have clicked the **DONE** button, you will not be able to access any of the problems in that exercise. Your only option is to print a Completion Certificate.

## Printing a Completion Certificate

Even if you e-mail your results to someone, you should print and save a hard copy of the Completion Certificate as proof that you have completed the exercise.

1. Click **Printable View** at the bottom of the Certificate.
2. Click **Print** on the popup window.
3. Click **Close Window**.

**Your Completion Certificate**

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**A** Interactive Citation Workstation  
**B** Bluebook  
**B** Exercise 4  
**B** Parallel Citations  
**B** Completion Certificate

**C** **JANE DOUGH** had the following results:

**D** Number of Problems Completed: 3

**E** Number of Correct Problems: 2  
2 - *W. Edmond Salt Water Disposal Ass'n v. Rosecrans*, 226 P.2d 965 (Okla. 1950).  
5 - *Daugert v. Pappas*, 704 P.2d 600 (Wash. 1985).

**F** Total Attempts: 5

**G** Average Number of Attempts per Problem: 1.67

**H** Incorrect Answers: 1  
10 - *Winslow v. Mont. Rail Link, Inc.*, 2005 MT 217, 121 P.3d 505.

These Results were Emailed to the following locations:  
**I** User Email: jane.dough@school.edu  
Professor Email: professor.email@school.edu  
Secondary Professor Email:

**J** Previous Attempts for Incorrect Answers:  
10 - *Winslow v. Mont. Rail Link, Inc.*, 2004 MT 217, 121 P.3d 506.  
- *Winslow v. Mont. Rail Link, Inc.*, 2004 MT 217, 121 P.3d 506.

**K** Correct Answers for Problems Missed:  
10 - *Winslow v. Mont. Rail Link, Inc.*, 2005 MT 217, 121 P.3d 506.

[Printable View \(formatted\)](#)   [Printable View \(unformatted\)](#)

- A** The exercise set (ALWD or Bluebook)
- B** The exercise number and name
- C** Your name
- D** Number of problems completed
- E** Number of correct problems, followed by the correct citations
- F** Total attempts
- G** Average number of attempts per problem
- H** Number of incorrect answers, followed by the last submitted incorrect citation; correct portions of the citation appear in blue, incorrect portions in red
- I** The e-mail addresses to which the results were sent
- J** Previous attempts for incorrect answers, followed by previously submitted incorrect citations; correct portions of the each previous citation appear in blue, incorrect portions in red
- K** Correct Answers for Problems Missed provided you checked the box "Display all information on certificate" on the registration screen

\*Names are fictitious and used for illustrative purposes only.

## Helpful Tips

### Skipping Problems Within an Exercise

If your professor does not assign every problem in an exercise, select only the assigned problems from the left navigation menu. When the assigned problems are completed, click **DONE**; then, click **OK**. Your Completion Certificate will show only the results of the problems selected.

### Partially Completing an Exercise

To leave ICW at any time, simply close your browser. The work that you have done will be saved and you may return at any time to complete any uncompleted exercise.

NOTE: If you are using a shared computer workstation (e.g., in a school lab), be sure to close ALL open browser windows to preserve your work and to ensure that others cannot access your work.

Be careful not to click the "Done" button until you have completed all the problems you plan to do in that exercise. Closing all open browser windows saves your work and logs you off ICW; using this "log off" procedure allows you to return to an exercise.

### Reset an Exercise

Your professor can reset/clear an exercise or submit a request via the ICW "Contact" tab to have your results cleared (include student name, ALWD/Bluebook, Exercise). We cannot clear a student's results unless requested by his/her instructor.

Instructor's view/reset student's results from the link at the top of the ICW home page "Professors: Click here to login and access ICW results for your students."

**For help using LexisNexis  
Interactive Citation Workstation,  
call  
LexisNexis Customer Support,  
24 hours a day, 7 days a week.  
1-800-45-LEXIS**

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