# Lexis® *for* Microsoft Office®
# Tip Sheet–Check Cite Format*

## General Information

- **Check Cite Format** finds citations in your document and checks them against the style manual selected in Set Cite Format. When proceeding through your document, Check Cite Format uses read order and will go from a footnote reference to the footnote itself and then back to the body of the document.

- Use **Set Cite Format** to 1) choose your style manual and 2) set your formatting preferences such as underlining or italicizing case names or whether to use "Id." when citing a source multiple times.

- You can achieve optimal results by performing Check Cite Format before using 1) Check Quotes or 2) Prepare TOA (Table of Authorities). However, you are not required to perform Check Cite Format first. You do need to perform Check Cite Format to automatically update the long/short formats of a citation.

- Lexis® *for* Microsoft Office® *may* automatically update the long and short formats of citations when you do the following:

  – Move the location of the citations or

  – Reference the citations more than once in the document

  See "Decisions to consider" below for the specific scenarios under which Lexis *for* Microsoft Office will automatically update long and short formats without additional user input.

- In finding citations, a Lexis *for* Microsoft Office search is "over inclusive." It may pick up text that is not a citation. You may elect to treat the citation in the following ways:

  1. If the entire text is not a citation (e.g., the product identifies a ZIP code as a citation), simply select **Not a Citation**. Lexis *for* Microsoft Office will not include the citation in the TOA.

  2. If some of the text (but not all) is a citation, you can use **Change cite boundaries** to highlight what you specifically want to include as part of the citation to be checked.
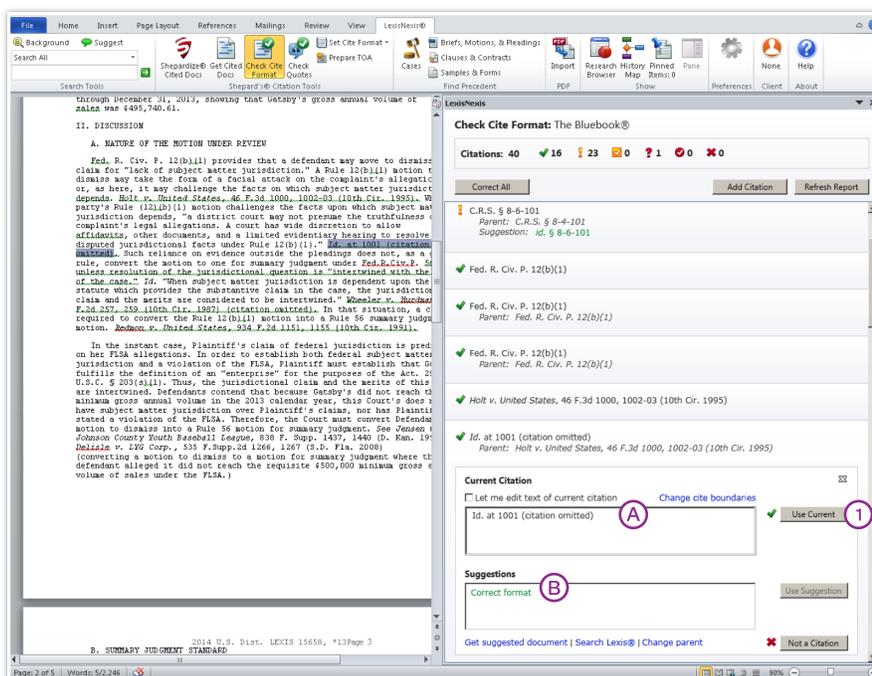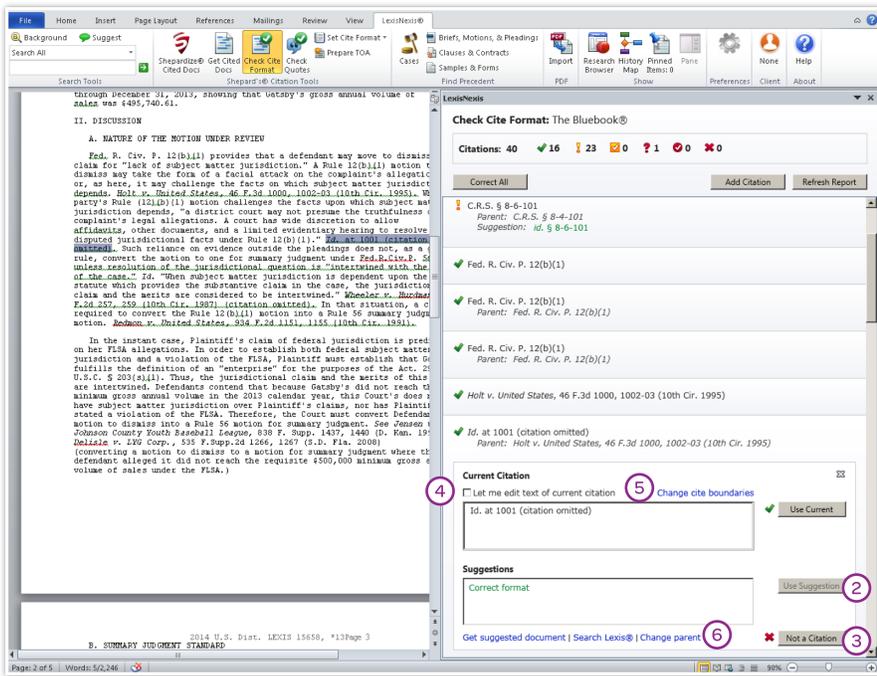


Information presented and decisions to consider when using Check Cite Format

## Information presented:

Ⓐ Citation as it appears in your brief
Ⓑ Citation format suggested by Lexis *for* Microsoft Office

## Decisions to consider:

① Use Current
  a. If Correct format appears in the bottom box, clicking simply confirms that citation is correct.

  b. If a suggestion appears in the bottom box, clicking indicates that you want to leave the cite "as is" in the brief.

  c. If no suggestion appears in the bottom box, clicking indicates that you want to leave the cite "as is" in the brief.

LexisNexis®

**② Use Suggestion**

a. If Correct format or no suggestion appears in the bottom box, this option will be grayed out.

b. If a suggestion appears in the bottom box, clicking indicates that you want the suggestion used in your brief. A green checkmark will appear next to the button.

**③ Not a Citation**

This indicates the text identified as a cite by Lexis *for* Microsoft Office is "not a citation." The product will not include this text in the TOA.

**④ Let me edit text of current citation**

After checking the box, you can edit the current citation in the top box. You then click **Check Current** to have the new citation reviewed.

**⑤ Change cite boundaries**

If the content highlighted does not contain part of the citation's text, click the link in the dialog box to activate a pop-up (see left) and highlight the text you want the product to check for citation formats. Then click **Submit** for the citation to be reviewed.

Also, use this feature to remove text extraneous to a citation.

**⑥ Change parent**

When a short form or id. citation is not properly associated with a full (parent) citation, click the link in the dialog box to activate a pop-up (see left). Choose the correct full (parent) citation from the pull-down menu, and click **Check parent**. If the new parent citation is validated, click **Submit** to effect the change.
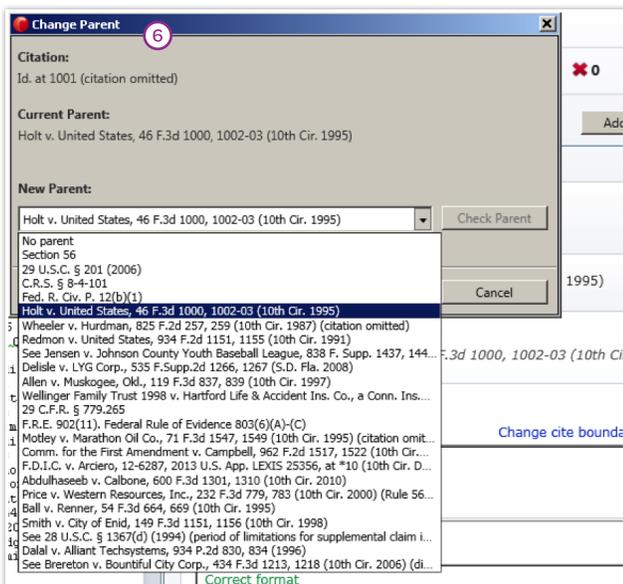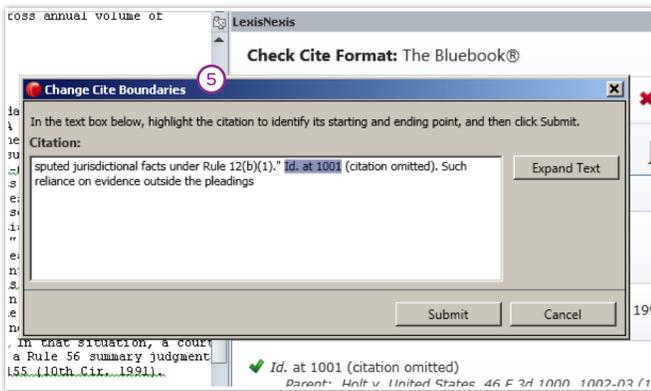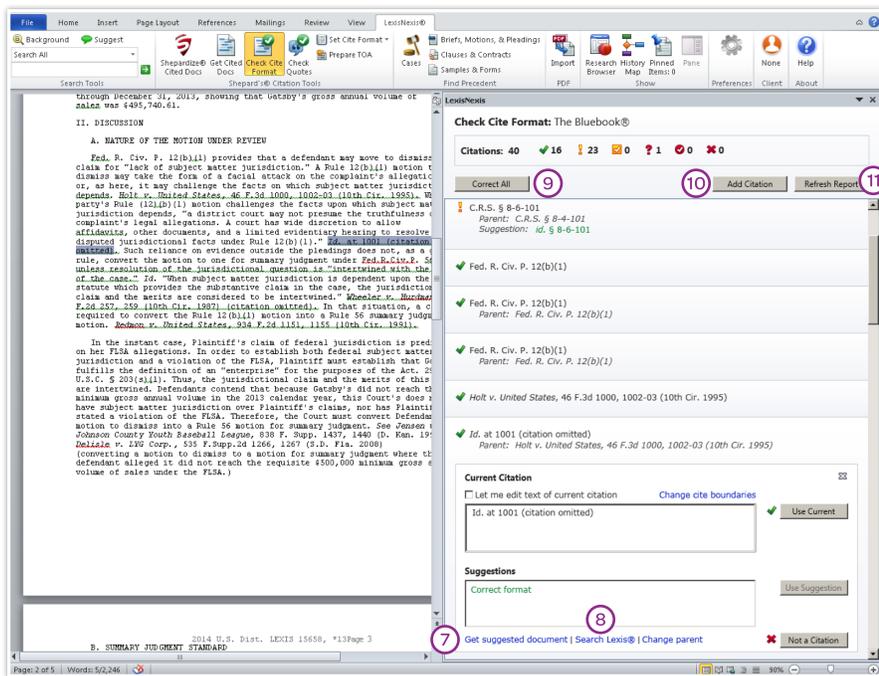
**7** Get suggested document
View the source document in the Research Browser.

**8** Search Lexis® for the source document at Lexis Advance®.

**9** Correct All
Click **Correct All** to validate all citations with one suggestion for correction. A confirmation pop-up with a list of all citations to be corrected and the suggestions for correction will appear. Citations that have already been confirmed and corrected, confirmed and uncorrected or marked as "Not a Citation" will not be affected.

**10** Add Citation
Highlight text that Lexis *for* Microsoft Office did not recognize as a citation and click the **Add Citation** button to include the text as a citation in the Check Cite Format report.

**11** Refresh Report
After initially running Check Cite Format, you add text to your document in the left-hand pane that includes new citations. Click **Refresh Report** to have those new citations reviewed/validated.

## Lexis® *for* Microsoft Office®
24/7 Customer Support: 888.539.4770
www.lexisnexis.com/newlexis/office

*This tip sheet is applicable to Lexis *for* Microsoft Office customers who 1) have access to the Check Cite Format feature as a part of their product subscription and 2) have Version 4.2 of the product. (To verify your version, click the Help button within the Lexis *for* Microsoft Office ribbon in Microsoft® Word or Microsoft® Outlook®.)