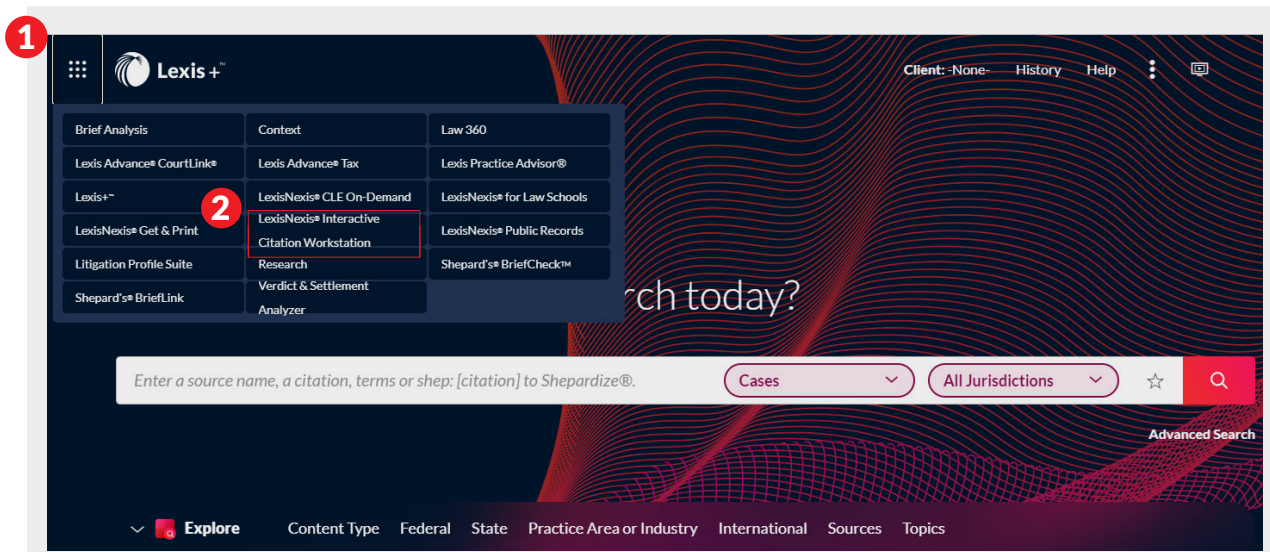


# LEXISNEXIS® INTERACTIVE CITATION WORKSTATION

## GUIDE FOR STUDENTS

Efficiently sharpen and test your citation skills and become familiar with the organization and use of either The Bluebook: A Uniform System of Citation® or ALWD Guide to Legal Citation. Your instructor follows your progress as you complete problems, while ICW builds on and reinforces the skills you learned in previous exercises.



### Accessing ICW

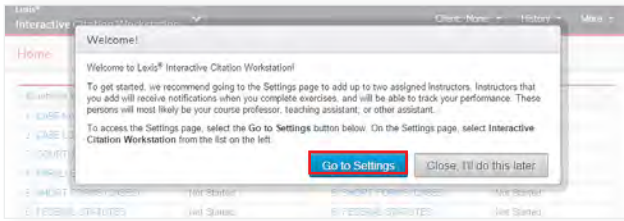
- Go to [www.lexisnexis.com/lawschool](http://www.lexisnexis.com/lawschool) and sign in using your LexisNexis® ID and password. That will bring you to the LexisNexis® Law School Home Page.
- Click on **Go to Lexis+™**.

**Step 1:** At the upper left, click on grid icon to locate and switch products.

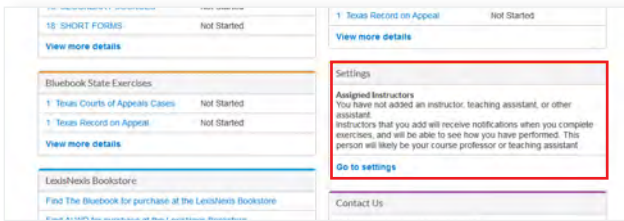
**Step 2:** Choose Lexis® Interactive Citation Workstation from the pull-down menu.

## Assigning Instructors

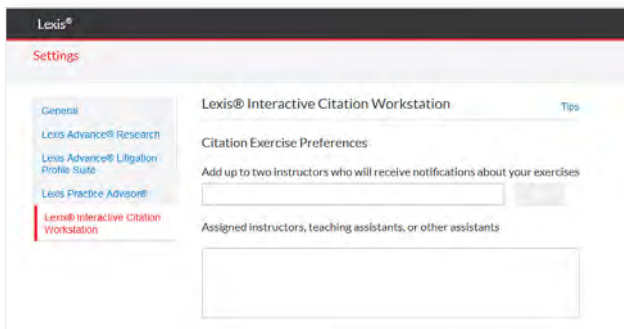
**Step 1a:** The very first time you enroll, a Welcome window will pop up. Click on Go to Settings to assign your course instructors.



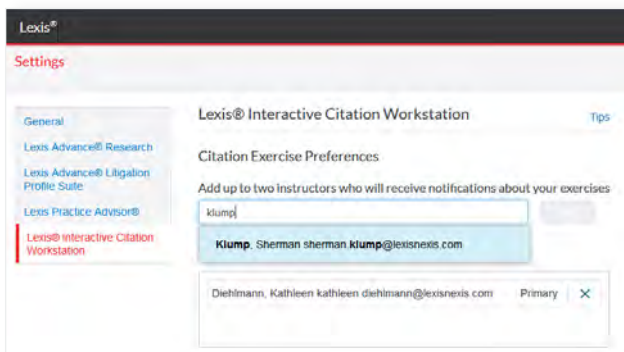
**Or Step 1b:** If you click Close, I'll do this later, you can add your instructors in Settings on your dashboard:



**Step 2:** On the Settings page, choose Lexis® Interactive Citation Workstation from the menu on the left.

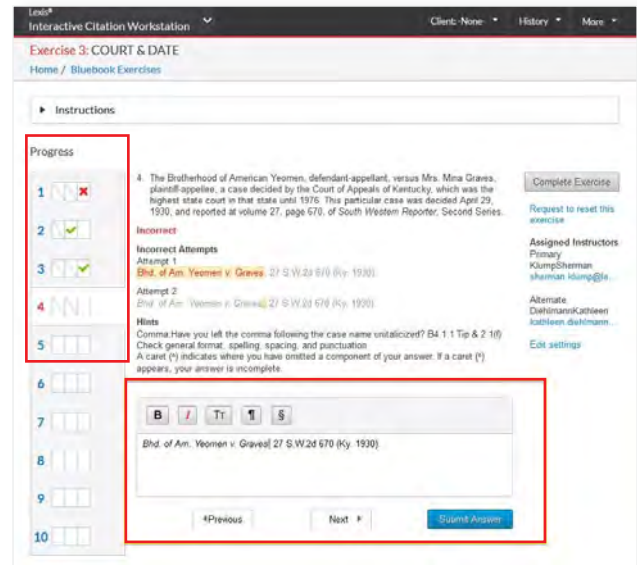


**Step 3:** Begin typing your instructor's last name, then choose the correct option from the list that appears. Click **Add**, then click **Save Changes** and Close.



## Completing an Exercise

1. Complete any or all problems within each exercise or only the ones your instructor has assigned. Your progress is shown on the left side in the progress bar. The default for each problem in ICW is three attempts, but your professor can change this from 1 to 5 attempts.



2. Use the textbox to enter your citation attempt. The textbox also has specific formatting features that include Bold, Italics, Small Caps, the section symbol and the paragraph symbol.

3. After you have entered your attempt in the text box, click on **Submit Answer**.



4. When you are done with all of the problems you were assigned for an exercise, and you are ready to send your results to your instructor, click on **Complete Exercise**.



## Viewing Your Results

1. The ICW dashboard provides a snapshot of your progress across all exercises and includes the last access date and time to help you meet assigned deadlines.

ALWD Exercises	
1: CASE NAMES	Not Started
2: CASE LOCATION	Not Started
3: COURT & DATE	Not Started
4: PARALLEL CITATIONS	Not Started
5: SHORT FORMS (CASES)	Not Started
6: FEDERAL STATUTES	Not Started
7: STATE STATUTES	In Progress: Dec 09, 2014 11:23:11 a.m. EST
8: SHORT FORMS (STATUTES)	Not Started
9: COMPREHENSIVE CORE EXERCISE	Not Started
10: PRIOR & SUBSEQUENT CASE HISTORY	Not Started
11: SECONDARY SOURCES	Completed: Dec 16, 2014 03:03:55 p.m. EST
12: PARENTHETICALS	In Progress: Dec 09, 2014 11:29:05 a.m. EST
13: SIGNALS	Not Started
14: LEGISLATIVE HISTORY	Not Started
14: ADMINISTRATIVE RESOURCES	Not Started
15: ELECTRONIC, INTERNET & NONPRINT SOURCES	Not Started
16: WHEN DO I CITE?	Not Started
17: COURT DOCUMENTS: TRIAL & APPELLATE	Not Started
<a href="#">View more details</a>	

2. Click on **View more details** to see additional information regarding your progress for each exercise, including the number of correct, incorrect or remaining problems you have to complete.

Exercise	Status	Grade	Total Problems	Correct	Incorrect	Remaining/Skipped	Last Accessed	Actions
1: CASE NAMES	Completed	-	15	2	0	13	Dec 09, 2014 10:31:17 a.m. EST	Actions
2: CASE LOCATION	Completed	A	10	1	0	9	Dec 09, 2014 03:06:05 p.m. EST	Actions
3: COURT & DATE	In Progress	-	10	2	1	7	Feb 19, 2015 03:08:56 p.m. EST	Request to reset this exercise
4: PARALLEL CITATIONS	Completed	-	10	1	0	9	Dec 10, 2014 03:08:30 p.m. EST	Actions
5: SHORT FORMS (CASES)	Completed	-	10	1	0	9	Dec 10, 2014 03:11:04 p.m. EST	Actions

3. You may also review the completion certificate for an individual exercise either in the dashboard view under Actions or in the individual exercise.

Interactive Citation Workstation

Client: None | History | More

Exercise 3: COURT & DATE

Home / Bluebook Exercises

Instructions

Put the following information in correct Bluebook form. All cases are being cited in citation sentences. Although this exercise builds on the rules used in the previous exercise, this exercise focuses on §4.1.3 and Rules 10.4 and 10.5. You will also need to refer to T1.1 and T1.3 for information on courts and reporters and on any required public domain formats. For each question, you must use the correct typeface given in §1 and the correct spacing given in Rule 6.1.

Progress

1 L.M. Dennis versus Nelson Gary, a case from the Supreme Court of Washington, decided November 30, 1909, and reported at volume 105, page 172, of Pacific Reporter.

Exercise completed on Feb 19, 2015 03:27:22 p.m. EST

Incorrect  
You have used the maximum number of attempts allowed.

Correct Citation  
Dennis v. Gary, 105 P. 172 (Wash. 1909).

Incorrect Attempts  
Attempt 1  
Dennis v. Gary, 105 P. 172

Attempt 2

Assigned Instructors  
You have not added a professor or instructor.

[View completion certificate](#)  
[Practice for practice](#)

4. A link to your completion certificate will be sent to your assigned instructors upon completion (as long as you have assigned instructors in Settings). You may also send to others or download for your files by using the delivery options at the top of the screen. This includes the ability to Save to a Folder, Print, Download or Email the document..

Interactive Citation Workstation

Client: None | History | More

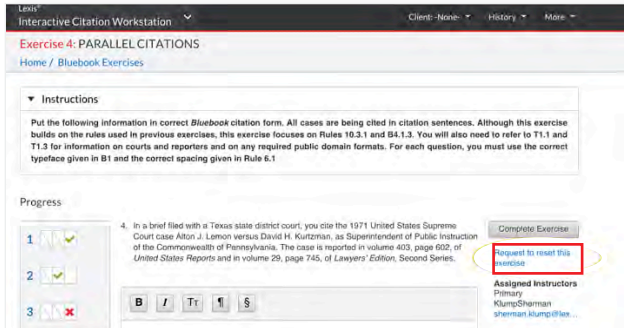
Completion Certificate: The Bluebook Manual - 3: COURT & DATE

Home

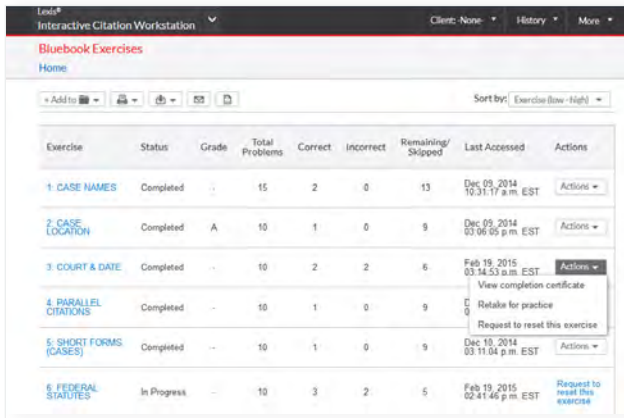
+ Add to | Print | Download | Email

## Requesting a Reset

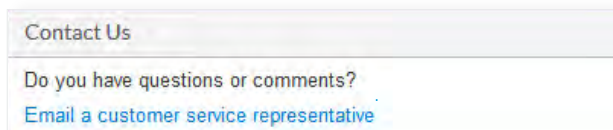
You have several ways to request a reset of a completed exercise. In the individual exercise, there is an option to reset:



Or in the dashboard under **View more details** you can make this request in Actions:



Questions? Send us an email using the student dashboard.



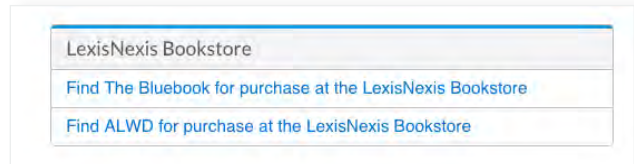
or contact us at **1-800-45-LEXIS**



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## Interactive Citation Workstation

It is strongly recommended that students use the Interactive Citation Workbooks to accompany their work on the Interactive Citation Workstation. These workbooks are available for sale on the LexisNexis Store in eBook or print. Students may purchase the workbook via the Dashboard.



## Need help?

For additional information about ICW, please click on **More** in the upper-right corner and then click on **Help** in the pull-down menu.



Various topics are covered in this section to help assist you in using ICW.