For more than three-quarters of a century, turning to the scholars in our profession has meant turning to the student-edited law journals. In these publications, practicing lawyers and professors have recorded their views on the pressing issues of their times and student authors have often contributed fresh outlooks to problems which have bewildered the experienced attorney. A strong law journal is a forum in which able minds subject existing legal principles to critical analysis within the context of changing conditions and in which imaginative alternatives to today’s solutions are aired and tested through vigorous informal debate. As such, the virile law journal is a repository of fresh ideas not only on the domestic issues with which our dynamic society must grapple, but also on the international problems which must be solved if we are to establish a peaceful community of nations. There are many such publications, and the Supreme Court looks upon them as its most responsible critics.


COURSE OVERVIEW AND OBJECTIVES

As an incoming editor of the National Security Law Journal, you are tasked with continuing and progressing the Journal’s critical role in shaping the field of national security law. Specifically, this Law Journal Management course is designed to facilitate two general objectives: (1) the transfer of knowledge and experience between outgoing and incoming editors and (2) to improve the management of GMUSL journals as a whole. The course covers, *inter alia*, article selection and editing, production process, membership selection, etc.

By the end of this course, incoming NSLJ Editors will have:

- developed a team relationship with fellow incoming Editors;
- completed a full Editorial Board Operating Manual to document how the *National Security Law Journal* is managed;
- created a plan of action for summer/fall 2014;
- discussed best practices, lessons learned, hints, tips, and tricks with outgoing editors;
- gained a meta view of successfully managing a law journal and identify things to think about for each function, including selecting and editing articles, publishing the journal, and selecting journal membership;
- obtained specific knowledge applicable to their specific Editor position; and
- participated in a dialogue with representatives from other journals at GMUSL.
- reviewed and possibly revised the Candidate Member handbook
• discussed the fall 2014 budget request
• drafted a tentative calendar for the 2014-15 year.

TEXT/RESOURCES

Required Materials: While you are not required to purchase any textbook for this course, you are required to have the print edition of both issues of the Journal (available at https://www.nslj.org/print-version/). You must review these copies before the first class and bring them with you for reference throughout the course.

Other Resources: Included below are other resources for your reference:
• National Conference of Law Reviews, resources from 2000 conference addressing general law journal management and specific editor positions (http://justice.law.stetson.edu/LAWREV/backissueindv.asp?vol=30-2)
• General Leadership & Management Tips

COURSE GRADING AND REQUIREMENTS

Law Journal Management will be graded on a pass/fail basis. Those passing the course will receive one academic credit. To receive a passing grade, students must:

1. Attend class meetings (attendance will be recorded) as required by Academic Regulation 4-1.
   o **If you cannot attend a class, email both the professor and your Editor-in-Chief ahead of time and they will work with you to make up that class.
   o Academic Regulation 4-1 requires each student to be responsible for maintaining a record of his or her attendance in each class, which would include a record of these individual meetings. **A summary of these individual meetings, including the date and time, must be sent to the professor within 48 hours of the meeting.
2. Participate in classroom discussion.
3. Attend individual meetings as described by this syllabus.
4. Meet deadlines and other editorial requirements set forth by the journal.
5. Actively contribute to the course goals, objectives, and assignments described in this syllabus including working on the course project of developing an Editorial Board Operating Manual.
Required
Meeting #1: Week of February 24, 2014 – Individual Meeting One (1 hour)
• Incoming Editors should schedule a one-hour meeting with an outgoing Editor in their respective section. For example, the incoming Senior Notes Editor should meet with the outgoing Senior Notes Editor. Editors discuss the requirements of the position, tips, and any advice that the outgoing Editor can bestow upon the incoming Editor.

Class 1: Saturday, March 1, 2014
Time: 11:00am-1pm (2 hour class meeting)
Room: Hazel Hall 221

Introduction and Overview (1 hour)
• Outline and purpose of Law Journal Management
• The role of a student-run law journal and the editorial board
• A history of the Journal
• The planned transition between the incoming and outgoing editorial boards

Managing up, managing down, and being a team (1 hour)
• Planning for this year, next year, and in 10 years
• How to delegate responsibility
• Improving Member/Editor performance
• Building a cohesive team
• Lead where appropriate, follow where appropriate
• Scheduling Editorial Board Meetings and General Membership Meetings
• How to thrive in a fluctuating law school environment

Class 2: Sunday, March 16, 2013
Time: 12:00pm-4:00pm (4 hour class meeting #1)
Room: Hazel Hall 221

Overview of the Journal
• To ensure all incoming Editors are aware of how each section works, a general overview of each section will be provided at the beginning of this class.

Workshops for Each Journal Section
• Editors for Articles, Notes, Articles Selection, Research, and the Executive Committee (i.e. EiC, EE, ME) will break into section groups for a workshop.
• During the workshop, an outgoing Editor will provide lessons learned to the incoming Editors during the past year. This will provide a baseline for the incoming Editors to collaborate and develop the Editorial Board Operating Manual.
Objective for this meeting: Create a 2-5 page Executive Section Overview for each section that will be incorporated into the Operating Manual. This summary should be drafted by the incoming Senior Editor for each respective section.

Meeting #2: Week of March 17, 2013 – Individual Meeting Two (2 hours)
Incoming Editors should schedule at least two hours of meetings with outgoing Editors to have an in-depth review of their positions and what will be expected of the Incoming Editors once the final transition occurs to the new NSLJ Editorial Board. Two hours is required because these meetings should be much more detail-specific. Incoming Editors should be prepared with questions to ask the outgoing Editor during these meetings.

Below is a condensed summary of each position on the Editorial Board. For a comprehensive overview of each position, refer to the Candidate Member handbook.

Editor-in-Chief: The publication timetable from article selection to distribution, the role of each Editor and/or Member during the process, what to look for during final edits, TWEN, symposium/speaker events, budget, relations with the administration and other journals, outreach, and lessons learned.

Executive Editor: The publication timetable, what to look for during final edits, journal polices including participation and discipline, the role of each Editor and/or Member during the process, publish-on, and lessons learned/best practices guide.

Managing Editor: Balancing the budget, managing communications and alumni relations, advertising the journal, submitting SBA requests, obtaining reimbursements, maintaining and expanding the subscriber list, online presence (including nslj.org, Facebook, and Twitter), collecting and depositing payments/donations, and lessons learned.

Symposium Editor: Event planning (including speakers, topics, location, catering, and budget), coordinating with outside organizations and representatives, and lessons learned.

Articles Editors: Reviewing article submissions and determining which articles are worthy of an offer. Extensively editing articles scheduled for publication. Working with authors and how to best present edits. Meeting strict deadlines set by the Editor-in-Chief.

Articles Selection: Solicitation, selection, editing responsibilities and schedule, communications with authors, and lessons learned.
Notes Editors: Mentoring and guiding candidate members, the write-on process and working with the candidate members to produce quality articles, and lessons learned.

Research Editors: Source gathering field trip (GMU library (meet with staff), Library of Congress (get library card/tour), online sources/TWEN), the spading process and timeline, updating the spading guidelines, preparing a spading workshop for NSLJ orientation, and lessons learned.

Class 3: Sunday, March 23, 2013
Time: 12:00pm-3:30pm (3.5 hour class meeting)
Room: Hazel Hall 432C

Executive Section Summary Presentations

• The incoming Senior Editor for each section will present a PowerPoint presentation summarizing their Executive Section Overview to the incoming Editorial Board.
• A hard copy of the 2-5 page Executive Section Overview should be provided to the Editor-in-Chief for incorporation into the new NSLJ Operating Manual.

Class 4: All-Journal Joint Session - TBA
Time: TBA
Room: TBA

A panel of former editors from the various journals talking about the challenges and rewards of running a law journal. Q&A to follow.