Syllabus

Scholarly publication in the legal profession is unique. With few exceptions law student editors—not professors, scholars, or other paid professionals—select and edit the articles that appear on the influential pages of law journals. Student editors gain invaluable editing and management skills over the course of their tenure. However, all too often, their institutional knowledge is lost when they graduate.

Law Journal Management is designed to facilitate the transfer of knowledge between outgoing and incoming editors and to improve the management of ASLS journals as a whole. The course covers, *inter alia*, article selection and editing, production process, membership selection, and the role of student-run law journals in legal scholarship. In addition, this course seeks to increase the dialogue among the journals; each sharing their ideas on how to improve journal management at ASLS.

Course Objectives

By the end of this course, incoming editors will:

- Begin to build a team relationship with fellow editors;
- Consider the role of student-run law journals in legal scholarship;
- Hear and learn from outgoing editors’ experiences;
- Discuss lessons learned, hints, tips, and tricks with outgoing editors;
- Gain an overall view of law journal management and identify things to think about for each function, including selecting and editing articles, publishing the journal, and selecting journal membership;
- Obtain specific knowledge applicable to their editor position;
- Brainstorm goals for the coming year; and
- Participate in a dialogue with representatives from other journals.

Text/Resources

Students are required to read the CRLJ Constitution and Handbook prior to the first class meeting. Additional recommended law review articles and other written materials can be found at or include:


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:
• Attend all class meetings (attendance will be recorded) as required by Academic Regulation 4-1.
  o This means that you must attend a minimum of 11 hours of instruction.
  o If you cannot attend a class, email the professor, the outgoing editor-in-chief, and the incoming editor-in-chief prior to the beginning of class and we will work with you to make up that class.
• Participate in classroom discussion. Several of the classes have planned classroom discussion at the end for the incoming board to discuss what they’ve just heard and how they plan to implement or possibly change the processes.
• Attend individual meetings as described by this syllabus.
• 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.
  o A summary of these individual meetings, including the date and time, will be sent to the professor within 48 hours of the meeting copying the editor with which you met and your EIC.
• Meet deadlines and other editorial requirements set forth by the journal.

CONTACT INFORMATION

Professor’s Contact Information: Email – slgroff15@gmail.com
**CLASS SCHEDULE**

**Class 1:**

Date: Friday, February 21, 2020  
Time: 6:00pm-8:00pm (2 hours)  
Room: TBD

**Introduction and Overview (1 hour)**
- Introductions of Adjunct and Students  
- Outline and purpose of the course  
- The role of a student-run law journal and the editorial board  
- A history of the Journal  
- The planned transition between editorial board

**CRLJ Constitution Review (1 hour)**
- Mission and purpose of CRLJ  
- Composition and responsibilities of Board of Editors  
- General membership qualification and duties  
- Disciplinary action, including sanction system  
- Meeting requirements and procedures  
- Procedure for amending the Constitution

**Class 2:**

Date: Saturday, February 22, 2020  
Time: 12:00pm-2:00pm (2 hour class meeting)  
Room: TBD

**Articles Selection and Process (1 hour)**
- Article Selection, including preemption checks and rating  
- Copyright/Licensing agreements  
- Record retention  
- Faculty relations  
- Ideas for expanding published materials

**Editing Articles (1 hour)**
- Publication schedule  
- Editing Professional Pieces  
- Coordinating the Editing Process  
- Relationships with Authors  
- Roles of/interaction with EE or EIC  
- Usage and consistency issues  
- Editing student pieces
Required Meeting #1: Week of February 24, 2020 - Individual Meeting One (2 hours)
Incoming editors should schedule at least two hours of meetings with outgoing editors to discuss the following, as well as the lessons that the outgoing editors learned during their term:

**EIC:** The publication timetable from article selection to distribution and the role of each editor, full member, and candidate member; symposium and speaker events; budget; website; and outreach.

**EE:** The publication timetable, journal polices participation and discipline, and the role of each editor, full member, and candidate member.

**Articles:** Article solicitation and selection, editing responsibilities, meeting the publication timeline, dealing with the publisher, author requests, and making the final edits.

**Notes:** Mentoring and guiding candidate members, the write-on process and working with the candidate members to produce quality articles.

**Research:** Editing responsibilities, article reconciliation, working with candidate members, and meeting the publication timeline.

**Managing:** Balancing the budget, making SBA requests, obtaining reimbursements, collecting and depositing payments, best practices for working with alumni and customers, and publication documentation management.

**Symposium:** Discuss the next symposium or speaker event topic, and stages in planning and executing the events.

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**Spring Break – March 9-15, 2020**

**Class 3 & 4:** Date: Saturday, March 21, 2020
Time: 12:00pm-4:30pm (4 hour class meeting, 30 minute break)
Room: TBD

**Symposium/Speaker Events (45 minutes)**
- Selecting a topic and location
- Finding Speakers
- Logistics (food, audio/visual, materials)
- Ideas for improvements

**Research and Spading (1 hour)**
- Source gathering
- Training candidate members
- Spading process, including dividing up spading assignments
- Style Guide/Bluebook
- Article reconciliation
- Meeting publication deadlines
Budget, Subscriptions, and Managing a “Business” (45 minutes)
- Formulating Budget Requests to the SBA
- Presenting Budget Requests to the SBA
- Treasurer responsibilities
- Subscription fulfillment
- Customer and alumni relations
  Managing the website and TWEN

Selecting Members/Managing Candidate Members/Student Casenotes (1 hour, 30 minutes)
- Write-on process and membership selection
- Orientation
- Giving feedback
- Role of notes editors and student mentors
- Getting CMs involved
- Keeping Records
- Student casenote and comment selection process
- Publishing casenote/comments

Class 5: Date: Friday March 27, 2020
Time: 6:00pm – 8:00pm (2 hour class meeting)
Room: TBD

Outreach and Planning (30 minutes)
- Faculty Advisors
- Campus presence
- Outreach to Alumni, Academic organizations, the Hill, and the federal government
- Administrative matters
- Communications with journal members
- Short and long-term planning

Editor Workshop (1 hour)
- Outgoing Board Panel Q&A
- Team Breakout Sessions Run By Outgoing Editors

Class Wrap Up (30 minutes)
- Reviewing goals
- What happens now?
- Evaluations
Class 6: All-Journal Joint Roundtable Discussions (2 hour)
Date: Friday, April 3, 2020
Time: 6:00pm-8:00pm
Room: Atrium

- Network with editors from each of the GMUSL journals to share ideas about building journal morale, succession planning, and leading a journal.

Required Meeting #2: Week of April 6, 2020
Individual Meeting One (1 hour)

- In-coming editors should schedule a one-hour meeting with outgoing editors to transfer any relevant documents, review editorial responsibilities, and discuss the transition.
- This should be a wrap up meeting where the incoming editor asks all last-minute questions of the out-going editor.