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Widener Law Review Handbook & Bylaws

I. INTRODUCTION

A. *Widener Law Review* — Purpose and Process

The *Widener Law Review* (*Law Review*) is dedicated to publishing scholarship pertaining to current legal issues. Such legal topics may also be explored through symposia organized and hosted by the *Law Review*. Unsolicited articles authored by professors, judges, practitioners, as well as articles solicited from symposia speakers form the core of the *Law Review*'s publication. Student-authored notes, comments, essays, book reviews and other appropriate pieces provide additional material for publication. All submissions undergo the *Law Review*'s rigorous editorial process designed to enhance the overall quality of the authors' work.

B. History

The *Widener Law Review* (f/k/a the *Widener Law Symposium Journal*) is the Law School's third and newest law review journal. The *Law Review* is the result of several years of student, faculty and administration efforts to increase the opportunity for, and diversity of scholarly legal publication at the Law School. A faculty committee developed the general framework for the *Law Review* and selected the first Editorial Board (Board) in the fall of 1993. The Board began organizational efforts in the spring of 1994. The first Symposium was held in March 1995 and publication of the inaugural issue was in May 1996.

C. Purpose and Status of the Handbook

This Handbook is designed to provide a general overview of the process of producing a law review journal and to define your responsibilities as a Staff or Board member. In addition, this Handbook (and the Bylaws) shall guide all policies and procedures governing every aspects of *Law Review* membership. You must familiarize yourself with the information provided and contact the Internal Managing Editor with any questions you may have regarding policies and procedures.

The Board will develop and distribute additional policies and procedures as the need arises. The Handbook is an evolving document and is likely to change substantially to reflect experiences over the coming years. Its value to future Staff members hinges on your feedback. Consequently, please do not hesitate to discuss your comments and suggestions with the Internal Managing Editor.

II. ORGANIZATIONAL STRUCTURE

An Editorial Board governs the *Law Review*. Editorial Board roles are outlined briefly below. Prior to selecting the Board for the upcoming issue, the incumbent Board will evaluate the current structure and propose appropriate changes based upon their experiences.

The Board's goal is to enable each Staff member to participate in every aspect of the Law Review process. Staff will be assigned specific responsibilities as described throughout this Handbook. In addition, all Staff members should approach appropriate Board members about getting involved with other areas of the process in which they are particularly interested.

A. Editorial Board

The Editorial Board governs all aspects of the operation of the *Law Review*. Board members serve for one year. The incumbent Board selects its successors during the Spring semester and turns over responsibility to the new Board upon graduation.

1. General Editorial Board Duties

The general administrative duties of the Board include, but are not limited to, the following:

- Formulating and implementing policies and procedures;
- Determining membership size;
- Managing the writing competition for membership to the *Law Review*;
- Selecting new Board members;
- Providing Staff training;
- Aiding the Faculty Advisor(s) and/or Faculty Symposium Advisor(s) select student-written pieces for publication;
- Editing all pieces submitted for publication;
- Identifying and recommending future symposia and/or publication topics in cooperation with Faculty Advisor(s) and/or Faculty Symposium Advisor(s);
- School and the Faculty Advisory Committee;
- Implementing the disciplinary process; and
- Enforcing the Student Code of Conduct and all Law School policies.

2. Editorial Board Positions and Specific Duties

a. **Editor-in-Chief**

The Editor-in-Chief has final responsibility for the quality of the *Law Review* and oversees all aspects of the publication and the live/silent symposium. He or she presides over all Board and Staff meetings and, with the guidance of the Faculty Advisor(s), acts as liaison with the Law School faculty and administration. The Editor-in-Chief reviews and selects which unsolicited articles, notes, comments, essays, book reviews and other appropriate pieces of legal scholarship shall be published in the *Law Review*.

b. **Internal Managing Editor**

The Internal Managing Editor supervises the internal editing process. This includes, but is not limited to, the Staff writing process and training. The Internal Managing Editor is also responsible for planning and managing all writing competitions, including the superior authorship competition for membership on the *Law Review*. Duties include, but are not limited to: coordinating the research of appropriate topics for future competitions; proposing competition topics for Board consideration; managing production and distribution of competition packets; coordinating the collection and grading of competition submissions; and presenting scoring results to the Board for use in the selection process. The Internal Managing Editor is responsible for enforcing the disciplinary procedures. The Internal Managing Editor also oversees the mentor-mentee program and conducts semi-final reads on the articles to be published. The Internal Managing Editor reports directly to the Editor-in-Chief.

c. **External Managing Editor**

The External Managing Editor has primary responsibility for coordinating the work of the Articles Editors and the Staff in editing articles selected for publication. He or she acts as the liaison between the *Law Review* and all authors during the editing process. The External Managing Editor reports directly to the Editor-in-Chief.

d. **Business/Symposium Managers**

The Business/Symposium Managers are responsible for all *Law*

Review business activities including, but not limited to tracking the budget; maintaining the accounting records; negotiating printing contracts; soliciting and managing subscriptions; maintaining relations with WESTLAW and LEXIS; and managing the offices. The Business/Symposium Managers are required to do semi-final reads on the articles to be published. The Business/Symposium Managers' duties also include, but are not limited to, organizing all aspects for any live/silent symposia hosted by the *Law Review*. The Business/Symposium Managers also maintain contact with expected Symposia speakers, coordinate all travel and hotel accommodations for Symposia speakers, plan any meals for speakers and guests, as well as handling all advertising and publication regarding all live/silent symposia hosted by the *Law Review*.

e. **Articles Editors**

Four Articles Editors have primary responsibility for overseeing and conducting the actual editing of articles selected for publication. The Articles Editors will assign and supervise the work of editorial teams who are responsible for the substantive editing and proofreading of articles selected for publication. The Articles Editors report directly to the External Managing Editor.

f. **Bluebook Editors**

The Bluebook Editors supervise all cite checking and Bluebook editing. These editors are ultimately responsible for ensuring that all sources are cited and every citation is completely accurate in form and content. Bluebook Editors are also responsible for providing Bluebook training to the new Staff. Bluebook editors conduct semi-final reads on the papers to be published. The Bluebook Editors report directly to the External Managing Editor.

g. **Research Editor**

The Research Editor is responsible for dividing each article into workable segments for source collection, assigning and supervising Staff source collections, working with the Articles Editors to locate any sources not obtained through source collection, collecting all sources added to source lists due to subsequent revisions by the authors, acting as a liaison between the *Law Review* and Interlibrary Loan, and compiling all source boxes and keeping track of all sources. The Research Editor is also responsible for supervising the research training of all new Staff members and for updating the Board at weekly Board Meetings on the status of all ongoing source collections. The Research Editor shall do semi-final reads of articles and assist the Internal Managing Editor with the Research for the Summer Writing Competition. The Research Editor reports directly to the External Managing Editor.

h. **Technology Manager**

The Technology Manager is responsible for the selection, development and implementation of computer-based information systems that serve the *Law Review* Staff. These activities may include, but are not limited to, determining current and future information technology needs by consulting with the *Law Review's* Staff about the current work systems and how improvements could be made. The Technology Manager is also responsible for supervising the training of all new Staff members by introducing them to collaborative document editing, e.g., *Law Review* presence on the Web, and Widener University's

CampusCruiser site. The Technology Manager may also be required to help Staff members enhance their information technology skills, through training, user guides and individual support. The Technology Manager shall do semi-final reads of articles selected for publication. The Technology Manager reports directly to the Editor-in-Chief.

B. Faculty Support

1. Faculty Advisor

The Faculty Advisors, appointed by the Dean of the Law School, provide guidance on administrative and policy matters, supports the overall goals of the *Law Review* and acts as liaison with the Law School administration.

2. Faculty Symposium Chair

The *Law Review's* Board may request or a Faculty Symposium Chair, with expertise in the topic selected for the new issue, may volunteer to take a lead role in developing a Symposium program and soliciting speakers; provides guidance on researching the Symposium topic and selecting appropriate student-authored pieces; and supports the External Managing Editor in working with Symposium speakers regarding their contributions.

3. Faculty Advisory Committee

The Faculty Advisory Committee is composed of past Symposia Chairpersons and faculty advisors. This Committee assists faculty who are planning a Symposium. It also reviews proposals for possible upcoming symposium and assists the *Law Review* in planning for upcoming Symposia. The Committee is also involved in the mediation process.

III. STAFF DUTIES AND RESPONSIBILITIES

Participation on a Law Review Staff is a demanding, multi-faceted experience. It requires commitment, diligence, attention to detail and strict compliance with assignment deadlines. During your tenure on the *Law Review*, you will gain valuable experience in legal research, analysis, writing and editing. Your support in the editorial process and of any symposia will enable you to meet and learn from a variety of experts regarding a different timely legal topic. In addition, you will have the option of learning more about the technical and administrative aspects of producing a scholarly publication.

Your duties as a member of the *Law Review* Staff fall into the following categories:

A. Writing Requirement

Each Staff member shall write an original note, comment, or casenote of publishable quality during either of their first two semesters of *Law Review* membership. Section V, "Writing Requirement", provides details regarding this aspect of Staff membership.

B. The Editorial Process

The editing of lead articles and notes and comments selected for publication is an essential element in the production of the *Law Review*. Editorial activities include:

- Source Collection;
- Citechecks;
- Substantive Editing; and
- Proofreading.

Thoroughness and accuracy in this phase of the Law Review process is key to the

production of a quality publication. Compliance with deadlines is critical. These activities are discussed in detail in Section VI., The Editorial Process.

C. Administrative Duties

All board and Staff members assist in the general editorial, managerial and administrative activities required to insure timely publication of a quality journal.

1. General Staff Meetings

General Staff meetings are held on a regular basis and are usually called by the Editor-in-Chief.

a. Purpose and Format

Consistent, open communication among the Staff regarding publication activities and issues is essential to the smooth operation of the *Law Review*. General Staff meetings provide a primary vehicle for this communication. The Editor-in-Chief, or his/her designated representative, presides over all general Staff meetings, and may conduct them according to *Robert's Rules of Order*. All general Staff meetings are held on the Delaware campus of the Law School.

b. Notification

General Staff meetings will be announced at least seven days in advance. Notices should be communicated via e-mail, by a CampusCruiser announcement, posted in the *Law Review* offices, and/or placed in Staff mailboxes.

c. Attendance

Attendance at Staff/Board meetings is mandatory. If an emergency will preclude your attendance at a scheduled Staff/Board meeting, you must notify the Internal Managing Editor **in advance or as soon as possible after the Staff/Board meeting**. The Internal Managing Editor will then respond in writing or orally by phone whether the absence will be excused before the meeting. You will then receive written notification of the excused or unexcused absence if you were given a verbal response. Two unexcused absences from a general Staff/Board meeting, unacceptable work, or absence from training sessions is cause for disciplinary action under the *Law Review* Bylaws. Three unexcused absences from Staff/Board meetings or training sessions shall be grounds for a dismissal hearing.

d. Agenda

The Editorial Board (in particular the Editor-in-Chief and Internal Managing Editor) develops each general Staff meeting agenda. Any Staff member wishing to place an item on the agenda must submit a written request to the Editor-in-Chief at least 48 hours in advance of the meeting.

e. Staff-Initiated Meetings.

Any Staff member(s) wishing to convene a general Staff meeting must submit a written request to the Internal Managing Editor, who will schedule a meeting of the Staff member(s), the Editor-in-Chief, and the External and Internal Managing Editors to discuss the purpose of and need for the requested meeting. See the *Law Review* Bylaws for details.

2. Editorial Board Meetings

The Editorial Board meets regularly during the semester (frequency at

the Editor-in-Chief's discretion) and on an as-needed basis during semester breaks, spring break and the summer months. Board meetings are generally closed. However, any Staff member wishing to address a Board meeting may submit a written request to the Editor-in-Chief, who has sole discretion in granting or denying the request.

3. **Training**

The Board will announce a schedule of formal training sessions at the beginning of the semester. Participation in these training sessions is essential to effectively carrying out Staff responsibilities. Consequently, attendance is mandatory. In scheduling these sessions, the Staff will submit a class and work schedule to the Internal Managing Editor in the beginning of each semester. In the event of a conflict, a Staff member must contact the Internal Managing Editor **in advance** of the training session to explain the conflict and discuss alternative means of obtaining the required training. Three unexcused absences from Staff/Board meetings, unacceptable work, or absence from training sessions shall be grounds for a dismissal hearing.

4. **General Administrative Duties**

Each Staff member will spend time handling general administrative duties necessary to the efficient operation of the *Law Review*. These activities may be assigned by any Board members and may include, but are not limited to:

- word processing;
- tracking the publication process;
- researching;
- communicating with authors;
- providing logistical/clerical assistance regarding the Symposium;
- assisting with preparations for meeting, training sessions, etc.;
- performing general office duties.

5. **The Desktop Publishing Process**

The *Law Review* is produced via desktop publishing. Once an article has been through the complete editorial process, the *Law Review* Secretary and/or Board or Staff members execute a series of macros provided by the printer for formatting the publication. The macros add headers, footers, pagination, etc. When all elements of the issue have been formatted, the entire document is proofed, corrected, reproofed and printed in final form. At this point, the laser-printed document is a camera-ready copy from which the *Law Review* will be printed. On approval of the Editor-in-Chief, the entire issue is then submitted for printing.

Staff members should inform the Internal or External Managing Editor if they are interested in working on specific aspects of the desktop publishing process. Staff members not submitting preferences may receive assignments as needed.

D. Editorial Board Support

Early in the note and comment process, each Staff member will be assigned to a Board member or Associate Editor who will serve as a mentor throughout the writing process. These mentors will meet with their assigned Staff members regularly throughout the writing process to provide support and guidance regarding research, analysis, construction, style, etc. Each Staff member should feel free to contact his or her assigned mentor regarding any issue related to the *Law Review*.

IV. STAFF EVALUATION AND THE DISCIPLINARY PROCESS

Participation on *Law Review* is a privilege and demands a professional attitude towards all

assignments. The reputation of the *Law Review* hinges on flawless performance of every assignment. The Board will make every effort to provide all reasonable training and support necessary to enable Staff members to successfully complete assignments. Board members will strive to identify performance problems early and to outline strategies for resolving those problems. This section briefly describes what you can expect in terms of feedback, Board support and disciplinary action if you fail to meet the required standard of performance.

A. Assignments Subject to Evaluation

Each Staff member will receive feedback in the following assignment categories:

- Source collection;
- Citechecking;
- Substantive editing;
- Proofreading; and
- Other projects as appropriate.

All work must reflect a thorough and detailed effort in completing the assigned tasks while adhering to established deadlines.

B. Staff Expectations

Staff can expect to receive reasonable deadlines. Editors will be accessible to answer questions or provide guidance on completing assignments. Feedback will be timely, appropriate, constructive and intended to promote Staff development and enhance team building. Editors will meet with their assigned Staff members periodically to discuss performance and, when necessary, to jointly develop strategies for improvement. The Board encourages Staff to provide feedback regarding this evaluation process.

C. Rating

The assigning editor addresses specific tasks or skills via assignment-specific checklists and rating sheets. Staff members receive copies of their evaluations; the Internal Managing Editor retains the originals.

D. Academic Dishonesty

Plagiarism, dishonesty or violation of the Student Code of Conduct will result in formal dismissal from the *Law Review*.

E. Unexcused Absences, Missed Deadlines and Unacceptable Work

Attendance at all general Staff/Board meetings and training sessions is mandatory unless otherwise announced by the Editorial Board. Members must notify the Internal Managing Editor in advance if extreme circumstances will preclude attendance. The Internal Managing Editor will then respond in writing or by phone whether the absence will be excused before the meeting. You will then receive written notification of the excused or unexcused absence if you were given a verbal response. Any member who is excused from a training session must make arrangements to receive subsequent training. Two unexcused absences from Staff/Board meetings, unacceptable work, or a missed training session requires a mediation conference with the Editor-in-Chief, the Internal Managing Editor, a member from the Faculty Advisory Committee, and other Board members that are involved with the disciplinary matter.

Any Staff member submitting unacceptable work will be treated as having missed a deadline. An assigning editor has the discretion to grant a deadline extension in the event of extenuating circumstances. Extensions will be considered only if the Staff member notifies the assigning editor in advance of the original deadline. If the assigning editor is unavailable for notification, the Staff member may notify the Internal or External Managing Editor. Failure to meet any deadline will result in the following actions:

1. Remedial Efforts Prior to Disciplinary Action

- a. The Staff member is entitled to written or oral notice of the missed deadline.
- b. The assigning editor may return the incomplete or unacceptable work and clearly specify a deadline for proper completion. The assigning editor then monitors progress and provides ongoing evaluation.
- c. If unacceptable performance continues and supervisory efforts prove unsuccessful, the assigning editor submits an evaluation to the Editor-in-Chief.
- d. The Staff member will receive an unexcused absence for the unacceptable work.

2. **Disciplinary Action**

Two unexcused absences triggers the formal disciplinary process.

a. **Mediation Conference**

Upon issuance of the second unexcused absence the Internal Managing Editor will notify the Editor-in-Chief, who will contact a member of the Faculty Advisory Committee and the Staff/Board member to set up the date for the mediation conference. The purpose of the conference is to define the circumstances prompting disciplinary action and to allow the Staff/Board member to respond. The format is not an adversarial procedure. Each side will be given a chance to speak uninterrupted. The goal of the mediation is to provide a vehicle for both sides to try and come to a consensus to alleviate the disciplinary matter.

b. **Post Mediation**

In the event that the problems have been satisfactorily resolved during the mediation conference, no further disciplinary action will be taken. Otherwise, the attending Board members may be called upon to outline a program of further remedial measures.

i. Remedial measures may include, but are not limited to:

- Probation;
- Counseling with the Editor-in-Chief or other Board members;
- Leave of absence; and
- Demotion from Board to Staff status, which may result in a loss of academic credit(s).

c. **Dismissal**

Three unexcused absences from Staff/Board meetings, training sessions, or unacceptable work may be grounds for a dismissal hearing. This applies to ALL BOARD, ASSOCIATE EDITORS AND STAFF MEMBERS. Dismissal of a *Widener Law Review* member is a serious matter and should be undertaken after a mediation conference has failed and the member has received another unexcused absence. Prior to dismissal, Board members concerned with the disciplinary matter shall strive to identify performance problems early and outline specific strategies to resolve those problems. This shall be done in writing and a copy placed in the member's file, a copy given to the member, and a copy to the Internal Managing Editor and the Editor-in-Chief. Throughout this process the supervising Board member(s) shall keep the *Law Review* member informed of his/her progress or lack thereof and shall provide adequate warning of impending disciplinary action. Time is of the essence for graduating members due to the credits.

An example of a format for the dismissal hearing may include

the following:

- Staff/Board member will be given fifteen minutes uninterrupted time to state his/her case.
- Board member involved with the disciplinary matter will have fifteen minutes uninterrupted time to state his/her case.
- The rest of the Board will be given time to ask questions of the Board member or Staff/Board member to fully understand the issue prior to taking a vote.
- After questions have ceased, the Staff/Board member will be asked to leave the room while the Board votes. All deliberations are confidential.
- Each vote will be recorded and the Board member will sign his/her name next to their vote.
- The Staff/Board member will then return to the dismissal hearing and the Editor-in-Chief will announce the decision of the Board.

Dismissal requires at least a three-fourths vote of at least nine (9) members of the Board in attendance for the Dismissal Hearing. If the *Law Review* member is a member of the Board, the member does not get to vote. The Editor-in Chief shall provide the Faculty Advisor with the results of the dismissal vote and a summarization of the incidents leading to the dismissal hearing. In the event the dismissal is a Board member, replacement of the Board member shall be at the sole discretion of the Editorial Board.

d. **Resignation**

Members may terminate their membership in the *Law Review* at any time by notifying the Editor-in-Chief and the Faculty Advisor in writing. In the event that a member resigns from the *Law Review*, the Editorial Board shall delegate his/her duties and responsibilities to other *Law Review* members. The Editor-in-Chief shall inform the Faculty Advisor in writing of the action taken. A member must provide two weeks' notice in writing and must complete the assignment given prior to written notice of resignation with the exception of the paper requirement.

e. **Accumulation of Absences**

Unexcused absences accumulate through an academic year-- the first day after the end of the spring semester through the last day of the fall semester; and the first day after the end of the fall semester through the last day of the spring semester. At the start of the next academic year, unexcused absences are eliminated and the members start the academic year without unexcused absences.

V. THE STAFF WRITING REQUIREMENT

A. Introduction

Each Staff member must write a note or comment of publishable quality during his or her first or second semester of *Law Review* membership. Completion of the writing requirement is a prerequisite for receiving academic credit for Law Review participation. Those Staff members who are selected for Board or Associate Editor positions for the next issue, or whose note or comment has been selected for publication, will be exempt from subsequent writing requirements. However, they are free to submit a note or comment for consideration for publication if they choose. Senior Staff must write a note or comment in their third semester of membership. Notes and comments must be approved by the Board, the Faculty Advisor(s), and/or the Faculty Symposia Chairs.

The Staff writing requirement serves a dual purpose. First, it generates a pool of articles from which the Board will select several for publication. Second, and equally important, it provides a framework within which each Staff member can develop and sharpen his or her research and writing skills.

All Notes and Comments remain the sole property of the *Widener Law Review* for six months from the date of submission and may not be used by the author for any purpose other than as a writing sample incident to employment application during that period.

B. Editorial Support and Writing Requirement Deadlines

The assigned mentor will guide each Staff member through the writing requirement process by providing procedural and strategic direction. The Internal Managing Editor will establish deadlines and, together with the assigned mentors, review assignment submissions and provide appropriate feedback. Deadline schedules will be designed to ensure that all writing requirements will be completed prior to the final examination period each semester.

C. Topic Selection

At the beginning of each semester, the Internal Managing Editor will announce a topic selection deadline and distribute a list of pre-approved research topics based upon an upcoming Symposium. Staff members may select their paper topic or choose from the pre-approved list. Based on their preliminary research, Staff members are encouraged to discuss topic selection with the Internal Managing Editor. All Staff members must submit their topic selections to the Internal Managing Editor in writing by the announced deadline.

To aid the Internal Managing Editor in evaluating the topic, the proposal must demonstrate sufficient preliminary research to confirm that adequate legal sources are available and that the topic has not already been fully addressed by other Law Review articles or preempted by new case law, statutes or regulations. Approval of Staff-proposed topics is completely within the Internal Managing Editor's discretion.

D. Note and Comment

A **Comment** analyzes the precedential impact or value of a particular case. It may discuss the meaning of the case within a developing area of the law, or it may explore how to avoid problems or uncertainties raised by the decision.

In contrast, a **Note** provides an in-depth analysis of an issue within a particular area of the law. It typically focuses on the comparative handling of the issue among different circuits or jurisdictions and then recommends a unified response or "best solution" to the issue.

Similarly, a **Casenote** is also an analysis of a particular judicial opinion, however, it provides a thoughtful and original evaluation of the decision. Casenote analysis is critical writing which evaluates both the result and reasoning of a judicial opinion.

E. “Publishable Quality” and Being “Published” in the *Widener Law Review*

While it is difficult to articulate a clear, concise definition of what constitutes publishable quality, there are characteristics that are common to all publishable works. In evaluating Staff writing, the Board will look for the following:

1. **Good Writing Style**
 - a. Correct use of language
 - b. Correct grammar
 - c. Proper sentence structure

- d. Clarity and precision in expression of ideas
2. **Well-Structured Note or Comment**
 - a. Clear, logical flow of ideas
 - b. Continuity between sections
 - c. Smooth transitions
 - d. Effective use of headings and subheadings
 3. **Accurate Treatment of the Law**
 - a. Clear and accurate presentation of the relevant established law
 - b. Thorough analysis of the topic in relation to established law
 - c. Thoughtful discussion of the impact of the decision, statute, etc. on the future development of law and policy
 - d. Substantial and accurate use of authority
 4. **Footnote Development**
 - a. Citations accurate in both form and substance
 - b. Effective use of substantive footnotes
 - c. Effective distribution of substantive material between text and footnotes

Showcasing outstanding Staff contributions is key to the *Law Review*. Your goal in completing the Staff writing requirement should be publication in the *Law Review*. The Faculty Advisors, Faculty Symposia Chairs, and/or the Editorial Board will supervise selection of Staff writing requirements for publication in the *Law Review*. The Internal Managing Editor will determine which Staff writing requirements received the highest rating from the prior Editorial Board. Once this determination is made, the Editor-in-Chief will discuss with the Faculty Advisors and/or Faculty Symposium Chair how the Editorial Board would like the papers chosen. Some of the options include the Faculty Symposium Chair, the Faculty Advisory Board, the Editor-in-Chief, or some or all of the members of the Board choosing the papers for publication. If your submission is selected, you will work with your assigned editor and the Internal Managing Editor to complete required revisions prior to publication. If your submission is not selected, you will be free to submit it to other Law Review journals for consideration.

F. Plagiarism

The act of instance of copying or stealing another's words or ideas and attributing them as one's own.

BLACK'S LAW DICTIONARY 1170 (7th Ed. 1999).

Plagiarism is a violation of both the Widener University School of Law Code of Student Conduct and the policies of the *Law Review*. To establish and maintain an impeccable reputation, the Board will rigorously enforce a high standard of ethics. Plagiarism is grounds for immediate dismissal from the *Law Review* Staff.

VI. THE EDITORIAL PROCESS

The editing of lead articles and student-authored Notes and Comments selected for publication is the most critical task in the publication process. It requires dedication, diligence and intense attention to detail. The reputation of the *Law Review* hinges on the effectiveness of the editorial process.

A. Editing Process By Position

1. RESEARCH EDITOR (RE):

- Article received

- RE will discuss schedule with EME to ensure that sources are collected expediently and placed in the boxes.
- RE will break up and assign a source collection to the Staff. (If time allows, the RE should ensure that they mark on the assignment every footnote that cites to the source so that the Staff member can look at the article to ensure that they copy all pages of the source. If not done at this point, the RE should ensure when the source comes in that all the appropriate pages have been copied to ensure that the source does not need to be retrieved and recopied at a later date.) RE has already provided the source collection training by this point and the Staff is clear about what they must do to properly complete assignment.
- Any source that appears difficult to locate will be flagged and the RE will speak with AE about contacting the author to get the source instead of sending it out for source collection.
- The RE will ensure that sources cited within sources are also collected since they must also be cite verified.
- RE will ensure that the deadline for an average article source collection is 4-5 days. (An average source collection is between 5-9 sources.)
- RE shall follow up—in a timely manner—with Staff and/or Board members regarding ILL'ed sources and other sources the Staff and/or Board members were unable to collect after a diligent search.
- RE is responsible for personally collecting or overseeing the collection of all sources—in a timely manner—of all sources added to articles submitted for publication.
- RE needs to update the Board each week in the form of a memo about the status of all outstanding sources, including ILLs and problem sources.

a. SOURCE COLLECTION PROCEDURE REITERATED

1. Staff will use the computer to check to see if the source is in our law library. If it is, then copies can be made. (If it is checked out, the Staff member should ask when it is due back. If the librarian cannot give them that information, it usually means that a professor has checked it out and the Staff member should alert the RE immediately, so the RE can speak with the library and try to borrow the source to make the necessary copies).
2. If a source is available at another Widener campus (Main or Harrisburg), the Staff member should immediately “request” this book through the library catalogue. The book will be received in less than one week and should be copied by the Staff member as soon as it arrives. If the request is made immediately, the assignment will likely be completed by the due date.
3. If the source cannot be found in our library, the Staff member must check to see if the source is available on a website. Websites are considered primary sources.
4. If the source is not located in our library or any other Widener libraries, the Staff member must use the computer and check all the local schools in the area to see if any of them have the source. (All the schools should be checked. Even if you've found the book at Villanova we need to know all the schools where the source is available.) The Staff member can access the local schools libraries by typing in the name of the university

and going to the university's homepage and clicking into their library site. The Staff can also access local libraries through the Wolfgram cite on Widener's homepage.

5. Inform the RE on your source collection form of the list of local schools that have a copy of the source.
6. If the source is not in our library or a local library, or cannot be found with the information given, the Staff member must contact the RE immediately so another plan of action can be put in place.
 - If the source is located in a local library, the RE should assign a Staff or Board member to retrieve this source. (They can make copies and get reimbursed or if the member has privileges there they can opt to check out the book.) The RE should have a list of what Staff members can pick up at the different libraries. Local libraries include **Penn, Temple, Villanova and University of Delaware.**
 - If the source is located outside the area or cannot be located anywhere, the RE should have the source collecting Staff member do an ILL for the source, and the Staff member should submit a copy of the collection form with the date the ILL was sent to the library in lieu of the copied article. Staff member should keep original source form to keep track of outstanding ILLs.
 - RE must keep a list of all ILL'ed sources and date the ILL was requested.
 - If the source does not have enough information, the RE will immediately notify the AE about this so the AE can contact the author and try and find out more information or see if the author can send us a copy of the source.
 - As the sources come in the RE must check to ensure that the Staff member followed the procedure and that all pages are clearly copied and include the page number and the statement that supports the article is highlighted. RE must also ensure that the correct source was copied by checking the title, publication year, and edition report number. (RE need not read through the highlighted text; the RE need only ensure that a part of the text has been highlighted by the source collecting Staff member). If the Staff member did not follow the proper procedure, then the RE should contact the Staff member at home and inform the Staff member of the problem and that the Staff member needs to come into the Law Review office to correct the problem in the next two days. RE must follow up on these problems to ensure all problems are taken care of and the properly copied and highlighted sources are placed in the source box. RE will fill out evaluation forms for each Staff member after each source collection. A copy of the evaluation form will be given to the Staff member, *Law Review's* Secretary, and to the IME if there is a problem. RE will retain a copy for his/her records. If, after the evaluation is completed, the RE finds out that there was a problem with the Staff member regarding a particular source, then the RE will

fill out another evaluation form updating the IME and Staff of the problem and how the issue will be resolved.

- The RE must stress to the Staff that a Westlaw/Lexis copy is not a primary source, except those materials—in particular cases—in pdf format. If the Westlaw/Lexis source is not the primary source, then the hard copy must be located. If the Staff cannot locate the hard copy and the RE has also tried and failed to find a hard copy then the EME and AE should be so advised, so a decision can be made whether to delete the source or to use the Westlaw or Lexis copy
- Before the source collection is due, the *Law Review's* Secretary will complete typing up folders for every source and creating a master source list. The RE should get a preliminary source list to the *Law Review's* Secretary as soon as possible.
- RE will then take all copied sources and put them in the proper folders. An average article should take no longer than four school days or a weekend to complete and have in the Staff office for cite verification. If the RE cannot meet this deadline they must speak with the EME prior and work out a deadline to have the box completed. (An average article would be approximately 100 sources.)
- Two weeks after a source has been ILL'ed the Staff member must report to the RE on the status of the ILL. The RE must closely keep track of any ILLs so that at the two-week deadline, they can report to the Board. (This means that the RE should also check the local libraries, check with the ILL librarian, check the Internet, check the online bookstores before the two-week deadline to ensure that the source cannot be located anywhere.) If a source comes back from ILL prior to the two weeks and it is indicated that it can not be filled the RE should inform both the EME and the appropriate AE immediately so that the AE can contact the author and try and obtain the source from them.
- If the RE will not be at a Board meeting, they must e-mail the weekly status list to the IME or EME to report at the meeting.
- The RE will need to sign off on the AE checklist that all the sources are in prior to the start of semi-final read. If the sources are not in, the RE must report this to EME directly and then collect these sources immediately. After collecting these sources, then, and only then, should the RE sign the AE checklist.
- The RE is ultimately responsible to ensure that all sources are collected and inserted in their respective source box.

2. External Managing Editor (EME):

- Receives article (If article has not been received in a timely manner the EME may be asked by the EIC to contact the author.)
- looks through article for number of pages, number of footnotes, and footnote completion

- assigns article to Article Editor (AE) and Bluebook Editor (BBE) and gives them a schedule for completion (must touch base with the Research Editor (RE) when creating schedule, finding out when source box will be ready for cite verification)
- this schedule will be discussed with the Editor-in-Chief. The schedule should be given to AE when AE is assigned the article. EME will keep in touch with the RE and the AEs on all articles and problems that arise
- EME will meet at least weekly with AE to discuss progress of the article.
- EME may need to be in contact with the author if there are major problems, but otherwise, the AE will be sole contact with author
- EME will report status of articles at the Board meeting if one of the AE will not be attending the meeting
- article will be returned to the EME after the AE compiles all the changes from their Staff and the BBE
- EME will look over and have *Law Review's* Secretary type in changes, format the article and return to AE to check to ensure all changes have been made
- EME will then ensure that AE sends a letter and a strike out copy of the article, by overnight mail, to the author to look over the changes and make any additions to the article (This letter must include a due date and also a sentence concerning the need to send a hard copy for any added sources.)
- EME will go over the changes made when the article is returned to the AE
- authors changes will then be inputted by the *Law Review's* Secretary and double-checked by AE
- AE will then give EME the article and the Staff and AE checklists (The EME must look through the checklist to ensure everything has been completed before proceeding to semi-final read. EME must ensure that the RE has signed off on the AE checklist verifying that all sources have been collected and AE must initial that all sources have been cite verified and double-checked.) If all is completed then the article is ready for semi-final read

a. SEMI FINAL READ PROCESS

- EME will then assign the article to a semi-final reader (e.g., Symposium/Business Managers, Research Editor, Internal Managing Editor, and Technology Manager) who will check above and below the line
- The EME will also give the semi-final reader a semi-final read checklist to fill out and explain how the semi-final read process works. (The EME will also note anything in the article that the author does not want changed and EME will stress to the semi-final reader that the authors words should not be changed unless they are unclear or grammatically incorrect)
- The semi-final reader must select at least ten (10) random sources and ensure all quotes and citations to these sources are verified
- Semi-final reader will alert EME immediately if there are major problems with the article (i.e., many mistakes, plagiarism and many sources that do not support the article. Remember that we are in the editing process and there will be mistakes; that's why we have so many Staff members checking the article. Only many mistakes warrant the EME to be notified immediately.)
- if there are problems the EME will alert the EIC immediately

and a plan of action will be put in place

- EME will try and resolve these problems with AE
- if there are no major problems then the semi-final reader will hand in their changes along with the completed checklist to the EME
- EME should meet with AE about any minor problems and try and clear them up quickly
- EME will also assign the BBE who did not Bluebook the article initially to do a semi-final read on the Bluebooking to ensure that everything below the line is properly formatted. The BBE will also read the article for general grammatical clarity, spacing above the line and that the proper heading numbers and letters follow each other.
- changes will then be inputted by the *Law Review's* Secretary and the EME will check to ensure all changes were made
- the EME will then do a semi-final read using and completing the semi-final read checklist (ensuring to check all quotes and all sources, including those pulled by the first semi-final reader, and checking all footnotes that pertain to that source)
- The EME will alert the EIC immediately if there are major problems with the article. If not the EME will complete the article, have the *Law Review's* Secretary input changes and ensure that all changes have been made to the article
- The EME will then give the EIC the checklist from the first and second semi-final read along with a copy of the article and the last semi-final read will be done by the EIC. At this point the changes to the article should be minor and if there are still major problems these will be addressed by the EIC with all involved in the editing of the article.

b. FORMATTED PROOF COPY PROCESS

- The *Law Review's* Secretary will format all the articles and front pages of the *Law Review*. This will look like a copy of the final version of the Journal.
- The EME and EIC will thoroughly go through the entire volume to ensure that everything is accurate (including front cover of volume, copy right page, subscription page, table of contents and page numbers, Masthead(s), Foreword, and all articles.) Pay particular attention to any *id.* at the top of the page, title of article should be at top on right page, *Widener Law Review* should be on top left page, articles must start on the right hand page, ensure page numbers are correct, and spacing throughout Volume. This is not an inclusive list.
- Be thorough. ALL PROBLEMS SHOULD BE CAUGHT AT THIS POINT BECAUSE IT IS EXTREMELY EXPENSIVE TO CHANGE THE VOLUME ONCE IT IS IN BLUELINE FORM.
- After everything is correct this will be sent in to the publisher by the EIC with a request for two blueline copies.

c. FINAL READ PROCESS

- Blueline copy will come from the publisher in approximately 7-10 days.
- Along with the EIC, the EME, and possibly the Faculty Symposium Chair(s), the blueline copy will be checked.
- At this point there should be no need to go through the content of

the articles because they should be in perfect shape.

- EME must check format and accuracy of the front pages, page with information for the spine of the volume, pages in the table of contents should again be checked with the beginning pages of each article, top of the page of every article should be checked to ensure *Widener Law Review* is on the left along with the Vol. number and correct page the article started on the right page should be the year of the Volume and the title of the article. Also, every article should begin on the right page.
- VERY FEW, IF ANY, CHANGES SHOULD BE MADE AT THIS POINT BECAUSE THESE CHANGES ARE EXPENSIVE.
- EME will go over any NECESSARY changes with EIC.
- The *Law Review's* Secretary will confirm how the changes should be made and the EIC will send in changes to the publisher.
- The Volume will be ready in approximately two weeks although shipping of all the journals will take longer.

3. ARTICLES EDITOR (AE):

- Articles will be assigned by the EME, and the AEs will receive a deadline schedule when the articles are assigned to them
- AEs will alert the Staff as to when they plan to work on the article and when the Staff must perform the cite verifications and when all work is due.
- AE will read through the article looking for any major problems and these will be discussed with the EME along with any schedule issues.
- AE will give the Staff the article and have them all do an initial read of the entire article so they understand the content.
- At the same time the AEs will also review the Staff members' schedules, and the Staff will have **4 days to complete the cite verification** for an average length article. (An average length article contains approximately 100 sources.)
- All *Law Review* members will use the highlighters as follows to make corrections to the articles:

Italics	– Yellow
Large/Small Caps	– Blue
Delete	– Green
Normal Type	– Pink
- AE will meet with the Staff on the first day of this cite verification and go through the first five footnoted sources in the article with the Staff so the Staff understands how the procedure is to be done. **It is very confusing when cite verification directions are written down or given via the phone and this is a very important step so the time must be taken to physically work with your Staff.** Use the Staff checklist to ensure that you touch on everything and give your Staff each a checksheet to follow. Show them where the Bluebook and Chicago style manual are kept so they can use it throughout the process. Show them how to fill out the cite verification sheet and explain to them that the statement in the source that supports the article must be highlighted (although this should already have been done during source collection) and the Staff's initials should be placed neatly next to this highlighted portion along with the number of the footnote. Please also remind the Staff that although they can check regular sources by themselves, any quotations must be checked with a partner, making note of where letters are capitalized, proper

spelling of words and placement of punctuation marks. The quote in the source must match exactly the quote in the article. (Please remember that any double quotes in the source will now become single quotes in the paper.)

- After all this is explained the AEs will divide up the articles between the Staff and make themselves available during the cite verification either by being in the office or being available via the telephone. (Again, this is a crucial stage and the Staff need to be able to reach you to ensure that their work is being accurately completed or they will waste time that they simply do not have.)
- At this same time the AEs should give the article to Sr. Staff and Associate Editors (A.E.s)[if there are any]. They will read through the paper and make any grammatical corrections necessary and hand these into the AE. The AEs must stress that changes to an author's writing style should not be made unless it is not understandable as written or the Chicago Style Manual indicates that it is grammatically inaccurate. They will hand in their corrections to the AE.
- The BBE will be doing their blue book edit during this time.
- Each Staff member will hand in their cite verification on the due date, making a copy for themselves.
- AEs will then work with the A.E.s and Sr. Staff and double check the Staff cite verifications. Everyone should work on this together and any problems should be addressed immediately by the AEs after discussing the issue(s) with the EME.
- During this double-check of the cites, the AEs will have the Staff assigned to the article do an above the line read using the Chicago Manual of Style for guidance. This should take **two days** for an average article. The AE will make clear to the Staff that the authors' words should not be changed unless they are not understandable or they are grammatically incorrect. Staff members will then submit their changes to their respective AE.
- The Sr. Staff and A.E.s will hand in a copy of their cite verification changes to the AEs.
- AE will then compile all these changes into one article.
- AE will then meet with the BBE and they will go over further changes that should be made below the line.
- AE will include these changes in their article and submit it to the *Law Review's* Secretary.
- AE will keep in contact with the author throughout the process and call if there are any questions about the article or sources used by the author.
- AE will get the article back from the *Law Review's* Secretary and must ensure that all the changes have been properly inputted. If they have not, then the AE must meet with the Secretary or leave a copy of the article with the changes. AE will then get back another copy to verify that all changes have been inputted.
- AE will then send a strike out copy of the article along with a letter, by overnight mail, asking the author to look over the article and make any necessary changes. It should be stressed in the letter that if any sources have been added a hard copy of the source must be returned with the article. **Due date of 14 days.**
- AEs should complete a Staff evaluation form for the Staff, A.E.s and Sr. Staff. AEs should meet with Staff member and go over evaluation, have them sign, and give Staff member a copy. AE should retain a copy for their records. EME should be given a copy and the IME if there are any problems with the evaluation.

- AE will get back the article and must go through it and call author if there are any questions.
- AEs will then have *Law Review's* Secretary type in the changes, and the AEs will check to ensure the changes are all made.
- At this time the article should be entirely completed which means that all sources are in and have been cite verified and double-checked by the team. AE will complete the AE checklist and have the RE sign off on the checklist that all the sources are in the source box.
- AE will hand in the checklist and the article to the EME. The checklist should include anything in the article that the author expressly requested not be changed or that the AE feels should be left as is.
- ARTICLE THEN ENTERS SEMI-FINAL READ.

4. SEMI-FINAL READER

- EME will assign you the article along with a checklist to follow and the due date. EME will point out anything that should not be changed and stress that the authors words should not be changed unless grammatically incorrect per The Chicago Style Manual or if the sentence does not make sense.
- Above the line read must be done checking spacing, grammar, and cite verifying at least 10 random sources.
- All semi-final readers must follow the checklist and not any problems on a problem tracking sheet.
- Below the line must also be checked using the checklist as a reference.
- If major problems are discovered the EME should be alerted immediately. **(Please remember that there will be some mistakes found and this is not a major problem.)**
- All changes should be turned into the EME who will have the *Law Review's* Secretary input and then the EME will check to ensure all changes were made.

5. STAFF

- **Most important part of the editing process.**
- AE will assign you an article and give you the schedule ASAP.
- Staff will be given a copy of the article and will read it all the way through at least once so they have an overall understanding of the paper.
- Staff will meet with the AE to go over the cite verification process using the first five sources of the article.
- AE will divide up the footnotes/pages of the article between the Staff, and the Staff members will follow the cite verification process. (ie going through each source and checking that the proper Bluebook format is being used, looking through the source and finding the proposition for what the footnote stands for, highlighting the proposition and putting their initials neatly next to the highlighted portion). If there is a quote above or below the line the Staff must work together and go through the quote to ensure it matches exactly [capitals, punctuation, and any double quote turns into a single quote in the article.] Any changes must be made in red pen, using the proper highlighter if needed, on the copy of the article the Staff member was given. A cite verification sheet should also be completed for every source in a footnote. If there is no source in the box, that should be written on the cite verification sheet and kept in a separate pile to give to AE at the end of cite verification.
- Staff should contact the AE with any questions they have and not wait until the end of the process.
- Staff will have **four days** to complete the average cite verification and

this should always be through a weekend or block of days that the Staff will have off from class. If you have class on Saturday you still only will get the three-four days. Although everyone wants to be able to do their tasks over the weekend there are not enough weekends to allow for this but the cite verification is very time intensive and must be done accurately the first, and only time, or the publication schedule will fall apart. For this reason a weekend or a block of days that the Staff have off from class shall be allotted.

- Staff will submit the article with changes, the cite verification sheets grouped into three categories [problem cites, no source, and ok cites] and the Staff checklist.
- Staff will attach a note explaining anything that needs further explanation.
- Staff will then do an above the line edit using The Chicago Style Manual located in the office. AE will explain how this is done. AE will stress that the author's words are only to be changed if the thought is unclear or if there are grammatical mistakes.
- Staff will be given two days to complete an above the line edit for an average article. Any changes should be clearly written in the margins using red pen.
- Staff will turn in the above-the-line edit to the AE along with the completed Staff checklist on the due date.
- Staff will meet with the AE and go over their evaluation from the article. Staff will sign and be given a copy of the evaluation for their records.

6. *Law Review's Secretary (LRS):*

- LRS will make copies of the article for EIC, EME, RE, and Faculty Chair. This will be done every time the author sends a revised copy of the article.
- After article is received the *Law Review's Secretary* will create a master source list and folders for each source. For an average article, this will take approximately two to three days.
- If the author has not already done so, LRS will send the author an author-journal agreement to sign and return.
- LRS will put in changes after the subedit has been completed and turned in by the AE.
- AE will receive the copy with the changes and the clean copy to ensure all changes have been inputted. (An average article will take two to three days to input.)
- A strike-out copy will be copied and given to AE to send to the author for any comments and changes.
- After the author's changes are received, these are inputted by the LRS and given to the AE to check and ensure all changes have been inputted.
- LRS will then format the article and give to EME to send out for semi-final read.
- After each semi-final read the LRS will hand back the copy of the changes and the clean copy so that the semi-final reader can ensure that all the changes were made.
- LRS will then format entire Volume as it will appear in print.
- EIC and EME will make any necessary changes and LRS will input these.

7. *Editor-In-Chief (EIC)*

- EIC will receive a copy of all unsolicited articles when they arrive and will scan them for content, quality, length, amount of footnotes and

footnote development and ultimately decide whether to publish said articles.

- EIC (or the EME) may need contact the author if the author has not submitted the article or there are problems with the article or sources.
- EIC will meet with EME for updates on the progress of the editorial process. Updates will also be given by the EIC and EME with regard to the publication status during Board Meetings.
- EIC will receive copies of the two semi-final read checklists filled out by the first semi-final reader and the EME. The EIC will then complete a semi-final read.

a. FORMATTED PROOF COPY PROCESS

- *Law Review's* Secretary will format all the articles and front pages of the Volume and corresponding Issue, which will resemble a copy of the final version of the Volume and Issue.
- The EME and EIC will thoroughly go through the entire Volume to ensure that everything is accurate (including front cover of volume, copy right page, subscription page, table of contents and page numbers, Masthead, Foreword, and all articles.) Pay particular attention to any id. at the top of the page, title of article should be at top on right page, *Widener Law Review* should be on top left page, articles must start on the right hand page, ensure page numbers are correct, and spacing throughout Volume. This is not an inclusive list.
- Be thorough. ALL PROBLEMS SHOULD BE CAUGHT AT THIS POINT BECAUSE IT IS EXTREMELY EXPENSIVE TO CHANGE THE VOLUME ONCE IT IS IN BLUELINE FORM.
- After everything is correct, Volume will be sent in to the publisher by the EIC with a request for two blueline copies.

b. FINAL READ PROCESS

- Blueline copy will come from the publisher in approximately 7-10 days.
- Along with the EIC, the EME, and possibly the Faculty Symposium Chair, the blueline copy will be checked.
- At this point there should be no need to go through the content of the articles because they should be in perfect shape.
- The EIC and EME must check format and accuracy of the front pages, page with information for the spine of the Volume, pages in the table of contents should again be checked with the beginning pages of each article, top of the page of every article should be checked to ensure *Widener Law Review* is on the left along with the Vol. number and correct page the article started on the right page should be the year of the volume and the title of the article. Also, every article should begin on the right page.
- VERY FEW, IF ANY, CHANGES SHOULD BE MADE AT THIS POINT BECAUSE THESE CHANGES ARE EXPENSIVE.
- EME will go over any NECESSARY changes with EIC.
- The *Law Review's* Secretary will confirm how the changes should be made and the EIC will send in changes to the publisher.
- The Volume will be ready in approximately two weeks although shipping of all the journals will take longer.

VII. THE SYMPOSIUM PROCESS

A. Symposia Hosted by the Widener Law Review

The Law School, in cooperation with the *Law Review*, may sponsor symposia to be held at the Law School, if possible. These events shall bring together experts to speak on various facets of timely legal issues. The expert presentations should inspire both solicited and unsolicited articles for a publication in a subsequent *Law Review* Volume. Continuing Legal Education (CLE) credits are available for attending such symposia, and the regional Continuing Legal Education organizations should work with the Law School to promote the event.

B. Logistical Support

The Faculty Symposium Chair takes the lead in planning and coordinating Symposia. The Business/Symposium Managers provide support as needed and may call on Staff for assistance. The extent of Staff involvement will vary with the Faculty Symposium Chair's access to administrative support. Any Staff member who is particularly interested in working on Symposium logistics should inform the Business/Symposium Manager.

C. How a Symposium is Chosen

The Faculty Advisory Committee will inform the faculty members that we are looking for a Faculty Chair to host a live or silent symposium on a current legal topic. The faculty shall receive this information through a memo and/or announcement at a faculty meeting.

Law Review members may also select a symposium topic and approach faculty members about hosting a symposium on the legal issue.

1. Faculty Member expresses interest:

The faculty member will discuss with the Faculty Advisory Committee and the Editor-in-Chief and the External Managing Editor their idea for a symposium. The faculty member should be aware of the allotted dates that the symposium can be held and understand the huge undertaking to be a Faculty Symposium Chair. It must be decided if the symposium should be live or silent. The faculty member can opt for a silent symposium if they do not have the time to devote to planning a live symposium where the faculty member will have to get commitments from professionals in the field to speak at the symposium and to write a timely paper for the *Law Review*. Also, the faculty member must keep in mind the costliness of a live symposium and if the topic does not have a broad based interest it might be best to organize a silent symposium. To keep up the integrity of the *Law Review*, the Faculty Symposium Chair should try and attract authors from both inside and outside the Widener community.

The faculty member can present their plan keeping all of the above in mind and the Faculty Advisory Board **along with** the Editor-in-Chief and the External Managing Editor must decide if the symposium is feasible, taking into account the following considerations:

- a. Live symposia are costly so the topic should be of interest to a broad base of participants or it may not be worth the cost.
- b. How many participants does the Faculty Symposium Chair realistically think will attend based on past symposia or conferences on the topic?
- c. If there is a discussion about offering ethics credits to pull in participants, how many credits will CLE approve of this topic and ethics credits?

(Many topics do not meet the ethics credits requirement, so this must be researched.)

- d. What are the dates of the proposed live symposium? Does it fit into the publication schedule? Remember to consider not only the current year's schedule, but also how it will affect the future *Law Review* Board/Staff members. Also, keep in mind that there must be a topic chosen in time for the Staff writing requirement to be completed (should the Staff members decide to write on the Symposium topic), whether that be in the first or second semester of their first year as Staff.
- e. Only one live symposium should be scheduled for a school year and the other should be silent. It is preferable that the live symposium be held in the fall and the silent symposium be held in the spring due to weather concerns and training necessary to have a live symposium. The Incumbent Board members can train newly elected/incoming Board members, Associate Editors, Sr. Staff, and the new Staff while planning for the next school year's live symposium. If held in the winter, the new Business/Symposium Managers would not get much hands-on training from the outgoing board the school year before.

D. Suggested Symposium Schedule:

- | | |
|------------------|---|
| Live Symposium | Fall Semester-end of Sept. is preferable but should not go any later than the first week of October. Must keep in mind that it takes six months to publish an Issue in a <i>Widener Law Review</i> Volume. |
| Silent Symposium | Spring Semester-February. By February the live Law Review should ideally be in semi-final read stage so the Research Editor, Article Editors and their Staff will be ready to start the next volume. Unlike the live symposium all articles should be in within a week of the due date so source collection can begin immediately. |

If the *Law Review* has not been involved in the selection of the symposium and its date, the *Law Review* has the option of declining to host the symposium. Some of the reasons may include: fitting it into the publication schedule, not enough money in the budget, something was already scheduled for the same day by another organization on campus, or the *Law Review* has something else scheduled around the same time. The Editor-in-Chief will speak with the Faculty Advisor(s) about the situation and the reason for the need to decline participation.

VIII. FACILITIES AND RESOURCES

A. Use of the Law Review Offices

Offices are located in the Law Review Center in Polishook (formerly the Legal Writing Center). Doors to the offices must remain locked when the offices are vacant during non-business hours.

Remember that the *Law Review* offices are shared work areas and that Law Review work requires concentration. Consequently, all Staff and Board members should make an effort to keep unnecessary noise to a minimum. Common courtesy requires that each Staff and Board member keep the offices clean.

B. Computers

The office computers are for *Law Review* work. Staff members' personal work is of secondary importance and must always yield to *Law Review* activities. Staff and Board members must not store personal files on the office computer hard drives. Files will be deleted on a regular basis and the Board will not be responsible for the loss of personal files. Staff and Board members should store all their *Law Review* assignment files and writing requirement files on their own disks.

Warning!!! Computer files are fragile. Keep current backup copies on a separate disk. Problems with computer disks do not constitute excuses for missed deadlines.

C. Telephones - The office telephones are for *Law Review* business. Personal use of the phones should be kept to a minimum. Personal long distance calls are prohibited.

D. The *Law Review* Secretary - Debbie Patrick is the *Law Review* secretary. Her office is located in the Law Review Center in Polishook. Her number is (302) 477-2014.

E. Copying - Copying sources and other materials using the *Law Review* copying number and password is restricted to *Law Review* assignments only. Large copying jobs must be submitted to the Campus Duplicating Center. Check the Procedure Notebook in the *Law Review* offices for the necessary forms and approval process for submitting jobs to the Campus Duplicating Center. All large duplicating jobs must be submitted well in advance of the date they are needed.

F. Mail - All mail will be sent via the centralized Law School mail system. Outgoing mail can be left with the Law Review Secretary. To avoid the unnecessary cost and inconvenience of express mail services, send all outgoing materials through regular mail well in advance of any deadlines. Any use of express mail service requires prior approval by a Board member.

G. Personal Expenditures for *Law Review* Purposes - Any expenditure of personal funds on behalf of the *Law Review* requires the prior authorization of the *Law Review* Secretary.

H. Reimbursement - Staff members seeking reimbursement must submit a completed, authorized Payment Request Voucher, together with all receipts, to the *Law Review* Secretary for processing. Allow several weeks for payment.

I. Office Supplies - are available from the *Law Review's* Secretary. Supplies are ordered by the *Law Review's* Secretary, using Purchase Orders supplied by the Business/Administration Coordinator. The *Law Review's* Secretary fills out the order and returns the order to the Business/Administration Coordinator. Supplies for all law school offices are ordered at the same time: **July**, for the first semester; **December**, for the second semester.

J. Digest Submissions.

All *Digest* submissions must be approved by the Editor-in-Chief. Upon approval, submit the completed *Digest* submission form to the Dean of Students' secretary for processing. You should seek Editor-in-Chief approval and deliver the completed submission form to the Dean of Students' secretary well in advance of the *Digest* submission deadline.

K. Room Reservations - Room Reservation Request Forms must be submitted to the Registrar's Office at least two weeks prior to the planned event. The Dean of Students' approval must be obtained prior to sending the reservation form to the Registrar's office.

L. Forms

All forms discussed above are available from the *Law Review's* Secretary.

M. LEXIS and WESTLAW Access

There are LEXIS and WESTLAW terminals designated for use of *Law Review* members in the *Law Review's* Office in Polishook Hall. Staff/Board members should limit their use to the designated *Law Review* terminals.

IX. EDITORIAL BOARD SELECTION

During each spring semester, interested *Law Review* Staff will be encouraged to apply for positions on the Editorial Board. The incumbent Board will complete the selection process by the end of February.

A. Application Requirements

Each applicant must submit a resume and a cover letter to the Editor-in-Chief and include the following:

- Positions requested and why the applicant feels qualified for said positions;
- Anticipated outside time commitments, including, but not limited to employment, co-curricular activities and extra-curricular activities;
- Course load; and
- Other information relevant to the selection

B. Selection Process

A panel of at least seven (7) Board members will interview each candidate. The length and format of the interview shall be determined by the incumbent Board. Selection to the Board requires at least a two-thirds vote of the interviewing panel. Selection is solely at the discretion of the incumbent Board and its decision is final. All deliberations are confidential.

C. Term of Office

Editorial Board members serve for one year, beginning on the graduation date of the outgoing Board.

D. Delegation of Authority After Editorial Board Selection

During the transition period following selection of the new Board, the incumbent Board retains supervisory control over all aspects of the *Law Review*. While in training, the incoming Board members continue to perform their Staff duties under the direction of the incumbent Board.

X. ASSOCIATE EDITORS

Associate Editors will be selected by the incoming/newly-elected Editorial Board on an as needed basis. All Staff members will be notified of available Associate Editor positions.

A. Application Requirements

Each applicant shall submit a resume and a cover letter to include the following:

- Positions requested and why the applicant feels qualified for said positions;
- Anticipated outside time commitments, including, but not limited to employment, co-curricular activities and extra-curricular activities;
- Course load; and

- Other information relevant to the selection process.

B. Selection Process

Selection of Associate Editors will be based upon the submitted materials, past performance of *Law Review* duties, and an interview (if determined necessary). Selection is solely at the discretion of the incoming/newly-elected Board and its decision is final. All deliberations are confidential.

C. Term of Office

Associate Editors serve from the time of their selection until the conclusion of their service at the *Law Review*.

XI. STAFF SELECTION

A. Membership Selection

1. Statement of Policy

All administrative procedures relating to the writing competition, such as preparation, fees, distribution and time limit, shall be determined at the discretion of the Editorial Board.

The Editorial Board shall consider the following factors in determining the number of candidates to be accepted for membership:

- The number of members required to accomplish the goals of the *Law Review*, as foreseen by the Editorial Board;
- The number of candidates who qualify through Superior Authorship as described in **A.2.c.(3)** of this part; and
- The composite scores (i.e., written submission grade and grade point average combined in the ratio described in **A.2.c.(4)** of this part) of the remaining candidates.

2. Writing Competitions

a. Schedule—Summer/Winter Write-on Competition

The *Law Review* shall hold at least one writing competition each academic year. The competition will have one or two packet pick-up dates (number of pick-up dates is at the discretion of the Internal Managing Editor). If there are two packet pick-up dates, they will begin within one week of each other. The exact dates shall be proposed by the Internal Managing Editor and set at the discretion of the Editor-in-Chief. Upon recommendation of the Editor-in-Chief, the Editorial Board reserves the right to schedule additional competitions as appropriate.

Law Review membership may be gained through the summer and/or winter writing competitions. Any student wishing to participate in the summer and/or winter writing competitions must have completed either: (1) thirty (30) law school credit hours for a regular division student (i.e., the equivalent of completing his/her first year in regular division); (2) at least thirty-two (32) law school credit hours for an extended division student (i.e., the equivalent of completing his/her second year in the extended division, including any summer courses taken, if any); (3) for Mid-year Admission Program (MAP)—regular division students, at least thirty (30) law school credit hours (i.e., the equivalent of completing his/her first semester of his/her second year [spring and fall semesters, including any summer courses taken, if any]), or (4) for MAP—extended division students, at least thirty (30) law school credit hours (i.e., the equivalent of completing his/her second semester of their second year [spring, fall, and spring semesters, including any summer courses taken, if any]). Further,

the student must have achieved a minimum cumulative grade point average of 2.7/4.

b. Submission Procedure—Summer/Winter Write-on Competition

- (1) Papers shall be submitted according to instructions provided in the competition packet;
- (2) Anonymous numbers shall be assigned for grading purposes;
- (3) All papers submitted under this procedure shall remain confidential and anonymous at all times;
- (4) Absolutely no submissions shall be accepted after the competition deadline; and
- (5) Competition submissions remain the exclusive property of the *Law Review* for a period of six months following the competition and may not be used for any purpose other than a writing sample incident to employment application during that period.

c. Evaluation—Summer/Winter Write-on Competition

- (1) Three Editorial Board members shall evaluate each submission according to defined criteria;
- (2) The three scores shall be averaged, rounding to the nearest one tenth, to arrive at the submission score;
- (3) The Editorial Board shall meet to discuss all submissions;
- (4) The Editorial Board shall discuss the quality and scoring of each submission;
- (5) The Editorial Board shall vote on each submission on whether to extend an invitation to join the *Law Review*;
- (6) A majority vote is required by the Editorial Board to invite a Staff member to join the *Law Review*; and
- (6) All Editorial Board decisions made under this Section are final.

d. Schedule—Superior Authorship Competition

Law Review membership may also be gained through the summer or winter Superior Authorship competitions. Any student wishing to participate in the summer or winter Superior Authorship competitions must have completed either: (1) sixty (60) law school credit hours for a regular division student (i.e., the equivalent of completing his/her second year in regular division); (2) sixty (60) law school credit hours for an extended division student (i.e., the equivalent of completing his/her third year in the extended division, including any summer courses taken, if any); (3) for Mid-year Admission Program (MAP)—regular division students, at least forty-five (45) law school credit hours (i.e., the equivalent of completing his/her second semester of his/her second year [spring, fall and spring semesters, including any summer courses taken, if any]), or (4) for MAP—extended division students, at least forty-five (45) law school credit hours (i.e., the equivalent of completing his/her second semester of their third year [spring, fall, spring, fall, and spring semesters, including any summer courses taken, if any]). Further, the student must have achieved a minimum cumulative grade point average of 2.7/4. Holding a summer or winter Superior Authorship competition is at the discretion of the Editorial Board after recommendation by the Editor-in-Chief. Ultimately, the number of superior authorship competition invitations shall not exceed thirty-five percent (35%) of the available Staff positions.

e. Submission—Superior Authorship Competition

The Internal Managing Editor will announce upcoming superior

authorship competitions. All interested students must submit a topic idea to the Internal Managing Editor, who will determine if the selected topic is suitable. If the Internal Managing Editor approves the topic submission, the student will have a pre-determined amount of time to complete a Note or Comment of publishable quality. To be deemed publishable, the Note or Comment must be near flawless and be greater to or equal in quality of current *Law Review* Notes or Comments.

f) Evaluation—Superior Authorship Competition

- (1) Three Editorial Board members shall evaluate each submission according to defined criteria;
- (2) The Editorial Board shall meet to discuss all submissions;
- (3) The Editorial Board shall discuss the quality and scoring of each submission;
- (4) Superior Author—the submission receiving the highest score may qualify the authors for an automatic invitation for membership, subject to Editorial Board approval.
- (5) The remaining submissions shall fall into the composite score category described below.
- (6) Composite Score—any candidate whose submission does not qualify as the Superior Author shall receive a composite score calculated by combining the candidate's submission grade and cumulative grade point average in a 65% submission grade 35% grade point average ratio.
- (7) The Editorial Board shall discuss the quality and scoring of the remaining submissions (i.e., composite score papers); and
- (8) The Editorial Board shall vote on whether to invite those candidates receiving the highest composite scores to accept the remaining *Law Review* Staff positions.
- (9) A majority vote is required by the Editorial Board to invite a Staff member to join the *Law Review*; and
- (10) All Editorial Board decisions made under this Section are final.

(3) Grade-on Requirements

The *Law Review* shall offer membership to students in the top 5% of cumulative grade point average in their respective sections. These offers shall not be conditioned upon subsequent completion of a paper as a prerequisite to admission. However, grade-on members may be required to write a paper so the Board can evaluate said students' writing ability. Such offers shall be extended to students who have completed: (1) fifteen (15) law school credit hours for regular division students (i.e., the equivalent of completing their first semester in regular division); (2) at least eighteen (18) law school credit hours for extended division students (i.e., the equivalent of completing their second semester of their first year in the extended division); (3) for Mid-year Admission Program (MAP)—regular division students, fifteen (15) law school credit hours (i.e., the equivalent of completing their first semester of their first spring (i.e., spring semester), or (4) for MAP—extended division students, at least eighteen (18) law school credit hours (i.e., the equivalent of completing their first semester of their second year [spring, and fall semesters, including any summer courses, if any]). Students receiving offers in accordance with this procedure are required to accept or reject such offers in the time period designated by the Editorial Board.

Mentors

Law Review membership is not only a way to develop important skills, it is also a great opportunity to meet and work with other people. In working towards publication goals, it is extremely important for all of us to work as a team. To better facilitate this environment, each new staff member will be coupled with a mentor. Your mentor will be available to answer any questions you might have and will assist you with any problems regarding journal assignments, as well as your writing requirement paper this semester.

It is expected that you meet with your mentor on a regular basis. The mentor program is not meant to be yet another task to complete or meeting to attend but is intended to help you feel competent and comfortable on the *Law Review*. Your peers can offer a wealth of knowledge not just about the *Law Review*, but about classes, professors, job opportunities, etc. The mentor assignments are listed below. It is your responsibility to schedule meetings with your mentor. Your mentor looks forward to hearing from you soon!

Mentor	Staff Member
Robyn Airey-Rose	Ben Smyth
Kieran Lambert	Dan Herr
Evan Miller	Jennifer Iacono
Kristina Miller	Cameron Brown
Beau Grove	YooNieh Ahn
Jonathan Blake	Ryan Carlson
Nicole Franchetti	Vanessa George
Christina Marinakis	Erin Padovani
Julie Miller	Jaclyn Peterson
Dennis Vondran	Lindsay Anderson
Mark Nelms	Michael Grillo
Nicole DeSouza	Ashley Wilson Jessica Schuler
Lorraine Gordon	David Carney
Shana Pinter	Ryan Cicoski Harry Taylor
Matthew DeNucci	Michael DiCindio
Lawrence Wind	Periann Doko
Malynn Kuangparichat	Kevin McDermott
Sara McGeever	Sabrina Sandhu Tariq Rahman
Sylvia Siegel	Caroline Jones
Ryan Grace	Dawn Kurtz
Gina Serra	Michael Noonan
Melissa Smith	Gwenn Miller
Damien Tancredi	Keith Salador

Articles Editors Team Assignments

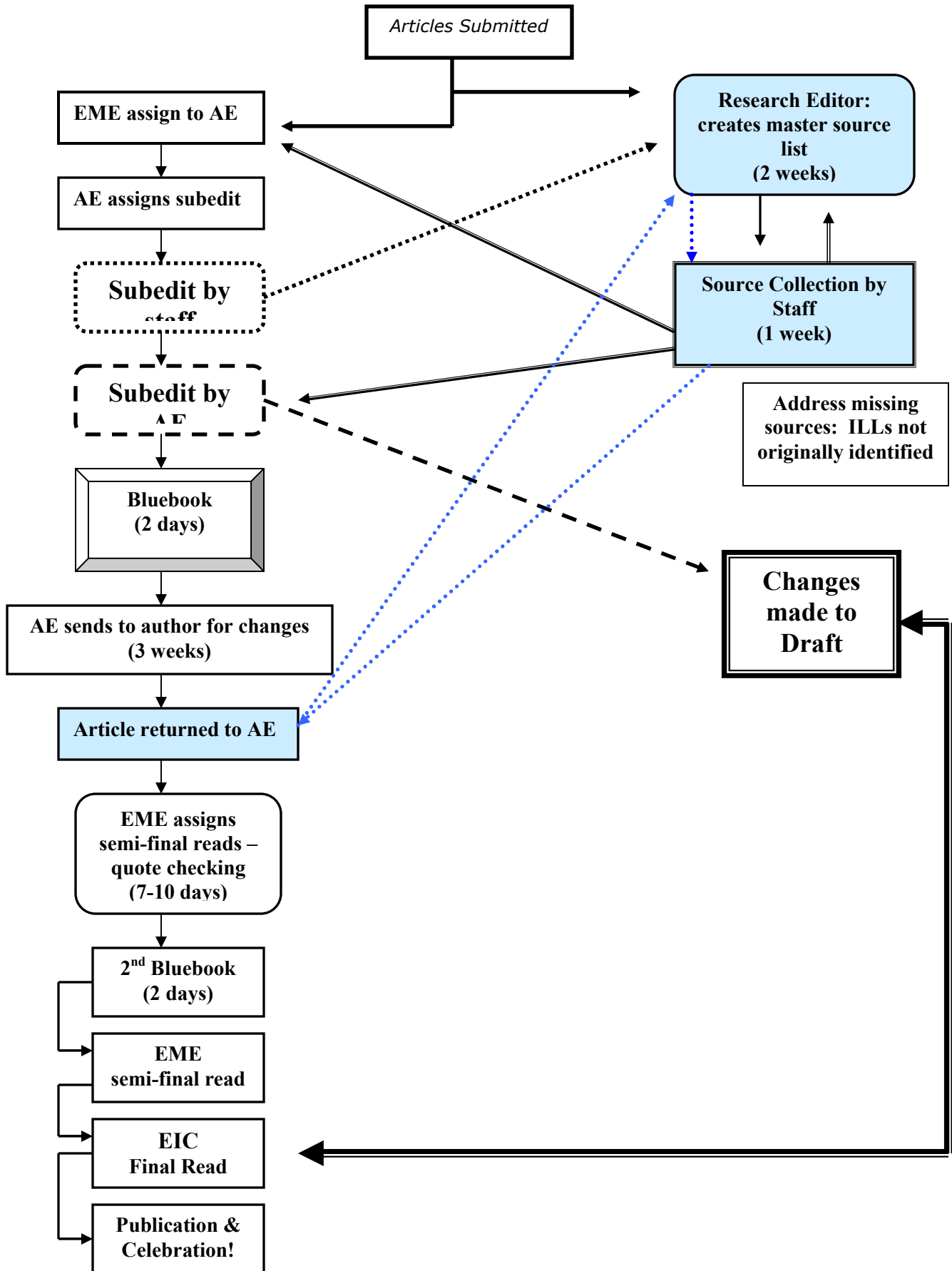
Below are the articles team assignments for this school year. The articles editor to whom you are assigned will schedule various training opportunities to better familiarize you with the publication process.

Team Leader	Team
Nicole Franchetti	Michael Grillo Jennifer Iacono Kevin McDermott Gwenn Miller Benjamin Smyth Ashley Wilson
Christina Marinakis	Lindsay Anderson Cameron Brown Periann Doko Dawn Kurtz Jessica Schuler
Julie Miller	Younieh Ahn Ryan Carlson Ryan Cicoski Vanessa George Caroline Jones Erin Padovani Jaclyn Peterson Keith Salador Harry Taylor
Dennis Vondran	David Carney Michael DiCindio Daniel Herr Michael Noonan Tariq Rahman Sabrina Sandhu

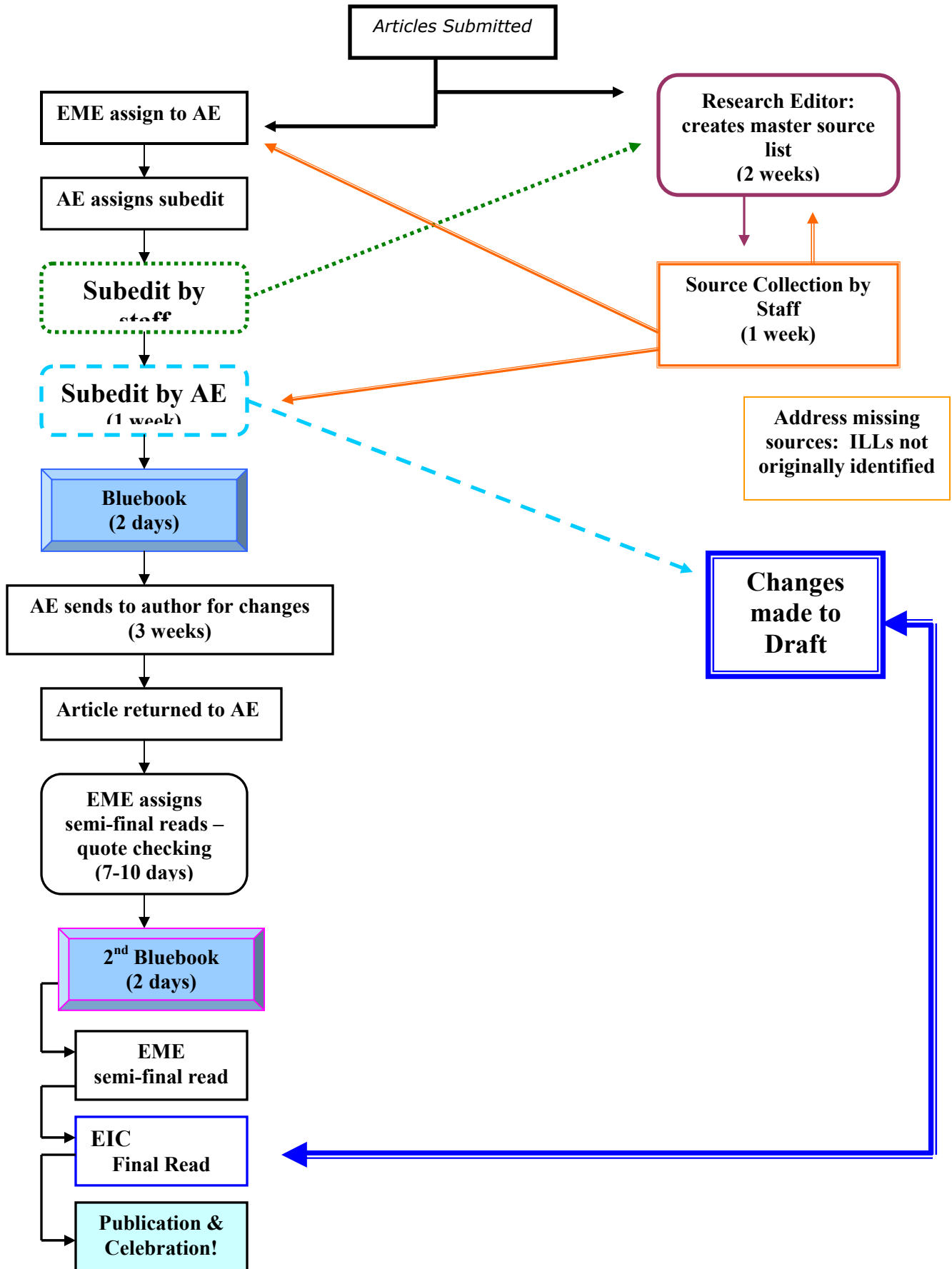
The Life of An Article

1. Manuscript Editor (ME)
<ul style="list-style-type: none">• Unsolicited submissions come in to WLR email account managed by ME.• Initial contact is made to all authors that ME received his/her article.• Rejected Articles - ME contacts author with decision.• Accepted Articles - ME extends offer.• If author accepts, ME sends letter with Author Journal Agreement ("AJA").• ME sends a copy of article to secretary, which is kept on secretary's hard-drive.• Author returns signed AJA to Secretary.• Editor-in-Chief signs AJA, and a copy is returned to author with AJA Confirmation Letter.
2. Articles Editors (AE), Research Editor (RE), Bluebook Editors (BE)
<ul style="list-style-type: none">• AE gets copy of original article from secretary.• AE makes initial changes and contacts author.• Capsule Process:<ul style="list-style-type: none">○ Research on citations begin (BE)○ first edit (AE)○ author edit (Author)○ bluebook edit (BE)○ semi-final edit (EME)○ camera-ready (Secretary)○ Final Read (Editor-in-Chief)
3. Secretary (DP)
<ul style="list-style-type: none">• DP converts to camera-ready status<ul style="list-style-type: none">○ R & L margins = 1.917"○ Top & bottom margins = 1.667○ No spaces at end of footnotes○ First article in volume has standard masthead.○ Subsequent articles in volume will not have a masthead or page number on the first page.○ Odd pages - all articles begin on an odd page.• Preliminary pages<ul style="list-style-type: none">○ Secretary responsible for: cover, title page, TOC → foreword○ Foreword numbered lower-case Roman numeral○ Forwards & acknowledgments do not have running header
4. External Managing Editor (EME)
<ul style="list-style-type: none">• Final edit sent to author for approval• Author approval must be in hard form (printed email, fax, letter, memo).• When approvals from all authors come back place articles in publishing order in notebook for EIC approval.
5. Publishing Process (DP)
<ul style="list-style-type: none">• Sends Western (publisher) all articles and preliminary pages in pdf format.• Receive "blue-line" copy back from Western.• EIC checks blue line and makes changes (if any)• Send back to publisher for final publication.• Send re-print letters to authors and prepare list for printer.• Request copyright from Library of Congress.<ol style="list-style-type: none">1. Form SE2. Check (request check)3. Two copies of journal• Prepare labels for printer to mail to subscribers.

Flow Chart-1



Flow Chart-2



Source Collection

What it means:

Every article turned in by an author will list dozens of sources, ranging from cases to statutes to obscure journal articles. Our job is to collect every source that the author cites. This means all written materials have to be photocopied or in a PDF format. Within the written source, we have to locate and highlight the specific material the author is citing

Why it is important:

It's all about integrity. If an author mistakenly cites the wrong source, it makes the author look bad, to say the least. At a minimum, it undercuts the whole premise of his paper. That hurts his reputation. If we don't catch the mistake, we look just as bad. Our integrity as a Law Review is at stake too.

What this means for you:

Source Collectors are our front line of defense. We need you to do the best job possible, from making every effort to gather the right source, to blue-booking the source correctly from the beginning.

The Problems of Source Collecting:

Authors. Some authors are great about blue-booking. Other authors will have you wondering how this person ever got through law school without learning to blue-book. Sometimes their cites will be incomprehensible. Sometimes their cites will be unavailable. Sometimes the author will forget to cite a source at all, leaving you scratching your head. Thus are the many joys of working on Law Review.

The Purpose of the Source Collection Section:

This section is designed to help you through the process. You'll find: (1) the Source Collection Checklist, which is a list of things that you must do for each source; (2) the Helpful Hints list, for when you're stumped where to look for a source; and (3) the ILL checklist, to keep track of your ILLs.

Source Collection Checklist

- Always turn in a hard copy of each source.

- Copy all pages for all sources except for books. If it is a general cite to a book, copy the cover page and the table of contents.

- Make sure all page numbers are visible and copies are clear enough to read.

- Make sure to copy all title pages, copyright pages, and any other pages with bluebook information.

- Always turn in the most current version of any source, unless an older version is cited for a specific reason.

- For cases and statutes, always use "Shepards" on the internet version of Lexis (or Keycite History on Westlaw), if possible, and submit a copy of the Shepardization.

- When a case or statute has been appealed, repealed, reversed or overruled, always copy the case or statute that changes the law.

- When a case has been appealed to a higher court, remember to turn in the most recent opinion in addition to the case cited.

- If you are copying a case, make sure to get all concurring and dissenting opinions associated with it.

- If a cite is incorrect, always do a thorough search for the correct cite.

- Anything that is not in the library, request through ILL.

- If you put in an ILL for a newspaper/magazine article, always obtain an interim copy of the article from the internet, Lexis or Westlaw and hand this in with your source collection form noting the ILL.

- You must follow up and turn in a completed source collection for each ILL source when they come in.

- When in doubt check with the Reference Librarian. They are extremely helpful!

- Don't forget the internet - it can help find some tough sources! When you turn in internet pages, be sure that the COMPLETE web address is noted.

Helpful Hints about Source Collecting

Practical Hints:

1. Don't wait until the last minute, if you can avoid it. The last thing you want to do is to blow your whole weekend trying to catch up on your source collecting. You may find it easier to do the work in small chunks, instead of trying to do it all in one sitting. For budgeting your time, you might want to figure about an hour per source. Some sources will be shorter, while others may take hours. Also, the copiers in the library frequently break down, so you may waste big chunks of time just hunting around for a copier that works. Similarly, the printers in the library have also been known to just go wonky.
 2. The copiers in the library have guidelines on how to fix paper jams. These guidelines are your friends. By the end of the semester, you will be a pro at un-jamming these things :)
 3. If possible, try to go to the library at off-peak hours. The fewer people around, the more time the librarians have to help you on your source hunt.
 4. Always check with a librarian before you do an ILL. Some librarians actually seem to enjoy helping to hunt down sources... if you get those librarians, take advantage of them.
 5. On the Source Name Document, you may want to just print out only the page with your initials.
 6. You may want to print out the page(s) from the article which contain your footnote, so you can see how the FN fits into the context of the article.
-

"I have no idea what this cite means" Hints:

1. If you can't understand the author's cite at all (for example, perhaps the author uses mysterious abbreviations), then when in doubt, just google what information the author *does* provide. It may not lead to the direct source, but the google may give you more information, such as if you're dealing with a book or a journal article, etc....
 2. If it looks like a legal citation, but you're unsure what the abbreviation stands for, try doing a natural language or terms & connectors search on Westlaw/Lexis, with whatever relevant information you have. This is particularly helpful when an author is referring to some obscure statute, using an abbreviation that has you stumped.
 3. The librarians also have a book of legal abbreviations behind the desk.
-

Supreme Court Cases:

1. You can't print these cases off of Westlaw/Lexis, because these databases don't have the right version we need. We can only use U.S. Reports.
 2. Hein Online has PDF version of U.S. Reports. But be aware, Hein has the title page/table of contents information in separate PDFs. You can't do it all in one printing.
 3. Bluebook Rule 10 covers cases. Rule 10.7 covers prior and subsequent history, in case you get the odd case that has been overruled or abrogated, etc...
-

Regular Cases:

1. Check Westlaw/Lexis for the PDF version. If there's no PDF version, you just have to photocopy. If you do have a PDF version, don't forget that you still need the title page/copyright information from the book.
 2. Bluebook Rule 10 covers cases. Rule 10.6 gives helpful information on parentheticals.
 3. If a case is unreported, then we have no choice but to get the case off of Westlaw/Lexis. Rule 10.9(a)(ii) covers how to cite commercial electronic databases.
-

Statutes:

1. Hein Online has the Federal Register in PDF format.
 2. Rule 14.1 discusses how to cite administrative and executive materials. Rule 14.10 discusses the Short Forms for Regulations.
-

Journal Articles:

1. For legal articles, Hein Online is a Source Collector's best friend. But remember, the title page/table of contents information is located on a different PDF than the actual article.
 2. Proquest and EBSCOHost are also great sources for periodicals, particularly non-legal ones.
 3. If there's no PDF version, check our library catalog. Sometimes you've got no choice but to photocopy.
 4. Bluebook Rule 16 covers Periodical Materials. Don't forget to check Table T.13 in the back of the Bluebook for the correct way to abbreviate the periodical.
 5. Rule 4.2 discusses how to use "supra" and "hereinafter."
-

Newspapers:

1. Worst. Sources. Ever. Some newspapers will allow you access to an HTML article, but a lot of newspapers want you to pay to read the article. We don't pay.
 2. Good Places to try: ProQuest, EBSCOHost, Westlaw/Lexis (look under their tabs for secondary sources. Sometimes they have really obscure articles.)
 3. You'll probably have to do an ILL for these, but always check with the librarian first. Even if you place an ILL, try to find an HTML copy to turn in, so the editors can at least make sure the content of the article matches the proposition that the author puts forward.
 4. Bluebook Rule 16.5 covers newspapers.
-

Internet Sources:

1. Second. Worst. Sources. Ever. Finding the initial source is usually easy, because the author will provide you with a web address; however, oftentimes the author will only provide you with a general cite to the homepage or an index. That means you have to take the time to surf the cite to find any material that *more*

specifically will support the author’s proposition. These sources within the website will often have more specific html addresses.

2. Bluebook Rule 18.2.2 discusses how to cite sources that are available in both print and the internet; Rule 18.2.3 discusses direct citations to the internet. (Authors frequently will give internet citations that are incomplete.)

3. A lot of official government reports are posted on the web. Rule 15 discusses how to cite Reports, which can be followed up with the internet cite.

4. A lot of Press Releases and Speeches are posted on the web. Rule 17.1.3 discusses how to cite Letters, Memoranda, and Press Releases. Rule 17.1.5 discusses Speeches and Addresses.

Books:

1. If the author is a professor on campus, there’s an excellent chance that the book being cited is actually in our library, in some dark, obscure corner. The Library Catalog is our friend.

2. A lot of times the author may give you a title that you can’t find, only for you to find out that it’s actually a shorter work within a book. Rule 15.5 discusses how to cite Shorter Works in Collection.

3. If you can’t find the book on the shelf, double check with the librarian. The book may be out in circulation, or it may be in a back room somewhere. If the library catalog shows an “M” for location, that means the book is at the main college campus in West Chester.

Your Own Helpful Hints:

As you source collect, you might come up with your own discoveries in how to make life easier. Here’s a place to write down your discoveries and time-savers:

Memo from Joe Youngblood

TO: Articles Editors
FROM: Joe Youngblood
RE: How I expect you to edit
DATE: April 17, 1999

Unless specifically directed otherwise by your author, your responsibilities when editing an article are as follows:

YOU MAY:

- Correct spelling errors
- Add punctuation for *flow* purposes
- Correct *blatant* punctuation errors
- Add footnotes only if the reasonably intelligent reader would need them
- Add one or two words for *flow* purposes *only*
- Correct *blatant* grammatical errors

YOU MAY NOT:

- Add anything of substance
- Change an *author's style*
- Change *confusing* grammatical choices by the author

THE STANDARD:

Here is the standard I expect you to use concerning the italicized word I have chosen above:

- *Flow purposes* – not just sounds better, but is absolutely necessary for the purpose of conveying coherent thoughts.
- *Blatant* – someone with an extremely low IQ (at or below 65) should and would know better
- *Author's style* – where an author exhibits consistency in making certain errors (run on sentences, improper grammar, misuse of words). This is his/her style and may NOT be changed however incorrect or confusing it may be.
- *Confusing* – that which is technically correct but could be said in a better manner.

You MUST assume that if an author is unclear, incorrect, improper, or just a poor writer, this is his/her intention. Therefore, if you find that an author is attempting to further confusion in a particular area of law dealing with the investigation of high government officials, then allow him/her to do so.

This being established, I DO NOT expect to receive any letters (like attached) next year regarding complaints of over-editing!!!!!!!!!!!!!!

(This is an actual letter of complaint that WLR received from an author with names deleted.)

Widener University School of Law
4601 Concord Pike
P.O. Box 7474
Wilmington, DE 19803-0474

Dear “WLR Editor”:

Enclosed are my comments regarding your changes to my essay and the pages from the Bernardin book. I have tried to keep my changes to your changes to a minimum and anticipate that you will accept the limited changes I have made “as is.” I confess that I am greatly surprised by the nature and extent of your changes. I have published three books and over thirty articles, many in major law reviews, and I have never received the kind of edit I received from your Journal. If your edit is reflective of any uneasiness on your part, in terms of your publication standards, I am happy to withdraw my article and place it elsewhere. You need not publish it, if you have any uneasiness about its content or style.

I also hope that you will seriously consider the nature of your editorial process in the future. It is outside the norm in legal education, in my opinion, and may cause other authors to feel as I do. I also want you to know that I have never had to write a letter of this sort. Despite the inordinate length of time that the editorial process has taken, I felt reasonably good about my experience with your Journal, until I received your extensive edit. Certainly, some of the editorial changes were helpful, although many seemed to be little more than strange stylistic changes.

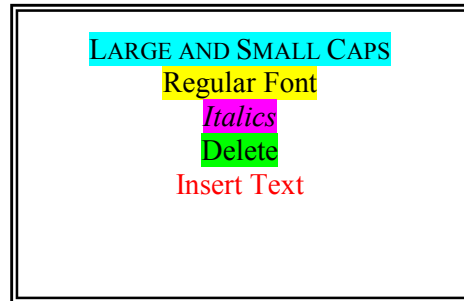
I regret the tenor of this letter. I debated simply letting matters “slide,” but I feel that I owe the Journal and Widener a more candid appraisal of my experience.

Respectfully yours,

“Author”

Copies: Professor Robert Lipkin and Dean Douglas Ray

General Formatting



Special Italics

<i>See supra</i>	No commas
<i>See generally</i>	No commas
<i>But see also</i>	No commas
<i>See id</i>	No commas
<i>See</i>	No commas
<i>See also</i>	No commas
<i>See also id.</i>	No commas
<i>See, e.g.,</i>	Always has commas, commas NOT italicized
<i>See, e.g., supra</i>	Two commas, but not after supra
<i>Also, see</i>	Comma after also, not after see
<i>Id.</i>	<i>Id.</i> always gets a period, always gets italicized

Common Errors in Citing

I. Books - Big and Small Caps

1. EXAMPLE: PETER SINGER, ANIMAL LIBERATION 101 (Harper Collins Publishers 2002); (Author, Title, Page cited, Editor if available, publisher, date)
2. You only need the publisher/edition when they have changed since the previous editions; if this is not the case, only the date [& editor if available] is needed. (This is rather difficult to ascertain, so if you aren't sure, it probably makes more sense to add the extra information.)
3. You don't need a comma when citing number editions and publishers, but do need them for editors:
 - o EXAMPLE: (Harper Collins Publishers 2005) (no comma)
 - o EXAMPLE: (2 ed. 2005) (no comma)
 - o EXAMPLE: (Freud ed., 2005) (comma)

II. Law Review Articles/Magazines/ Newspapers - ITALICS

1. EXAMPLE: Amy Mosel, *What About Wilbur? Proposing a Federal Statute to Provide Minimum Humane Living Conditions for Farm Animals Raised for Food Production*, 73 U. DAYTON L. REV. 161, 164 (2001).
2. (Author, *Title of Article*, Journal Volume Number, abbreviation for Journal, page where article begins, paged cited, date of publication).

III. Supra

1. When referring to an article or book that has been cited before, only the last name of the author needs to be cited, (comma) then write *supra* (in *italics*) note (note where book, etc. was originally cited), (comma) at (page number).
2. EXAMPLE: If Singer in the above example was cited originally in footnote #1, when citing it again it would read → Author, *supra* note 1, at 96.

***EXCEPTION: If the original citation provides a [hereinafter "x"], "x" shall substitute the author's name in the subsequent *supra* footnotes.**

1. **note: the "x" must appear in the same form as it does in the original footnotes [i.e., small caps, italics]**
2. **note: hereinafter is not appropriate for statutes**

*The author's name shall be written in the formal appropriate for the source

1. Book – small/large caps
2. Law Review Article – regular font
3. If you have used an author before, but are discussing a brand new article she wrote, *supra* will not work. You have to cite the new document in its entirety.
(Author's name, *italicized supra*, footnote where originally cited, page now cited.)

IV. See - Italicized

1. *See, see also, see, e.g., is italicized.*
2. Only put a comma after *see, e.g.,*

V. Internet Cites - There are 2 types of internet cites and they are cited a little differently. You never just use *at*.

1. When there is a cite and it can also be accessed on the internet, it is cited as: *available at*. Here, you can put the date when the cite was written/established. You don't need to use "last visited."
2. When it is just a website, there is no need to put "*available at*"; just the website needs to be cited. In this case, you would use last visited, unless the source provides a date, in which case the year would be placed in () before the website

EXAMPLE: Article, (2000), <http://www.yahoo.com>

VI. Abbreviations – Several abbreviations should be referenced for all law reviews and several well-known periodicals.

VII. Ampersand – When citing a book, etc., by more than one author, use the "\$" symbol and not the word "and."

EXCEPTION: if there is more than one author, you may use "et al." following the name of the first author (example: Author, et al., Title, Source (year)).

VIII. Id. – for Law Review articles, *id.* shall *NEVER* be the first footnote on a page. Even if the same source was cited in the previous footnote, either the short cite or *supra* shall be used if it is the first footnote on the page.

1. There shall never be five consecutive *ids* – after the fourth, use the short cite form or *supra*
2. for cases – if there is no citation to the case within the previous five footnotes peither in short form or *id*] the **full** citation shall be used.

IX. Consecutive Paginated vs. Non-consecutively Paginated Articles – The citations for the two are **completely** different → this is why collecting the **Table of Contents** is essential!

1. Consecutively Paginated [most Law Reviews]: Paul Hudson, *Why I Like the Color Green*, GREEN J. 214, 216 (1978).
2. Non-consecutively Paginated [most magazines]: Paul Hudson, *Why I Like the Color Green*, GREEN MAG., Sept. 19, 1978, at 216.

Widener Law Review Cite Verification Form

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