Widener Law Review
Handbook & By Laws

Widener Law Review
Widener University School of Law
4601 Concord Pike
Wilmington, DE 19803
www.widenerlawreview.org

Widener Law Review
Handbook & By Laws

Table of Contents

Widener Law Review
Handbook & By Laws

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

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 symposium. His or her main responsibility is a complete and final edit of each piece of legal scholarship that is published by the law review. He or she works very closely with the External Managing Editor on the publication schedule and decisions. The Editor-in-Chief 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. He or she also reviews and makes the final selection of which unsolicited articles, notes, comments, essays, book reviews and other appropriate pieces of legal scholarship shall be published in the Law Review.

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 is also in charge of directing the Staff writing requirement process. The Internal Managing Editor reports directly to the Editor-in-Chief.

External Managing Editor
The External Managing Editor schedules each and every step of the editing process, maintains the master schedule and ensures that the law review is running on schedule. The External Managing Editor collects and reviews copies of every revision of every article in the editing process as well as answering questions from authors and staff, and resolve problems that arise in the editing process. The External Managing Editor is responsible for most communication that is sent to authors and communicates with authors if major problems arise. The External Managing Editor completes a sub-edit on every article which includes: grammar and punctuation, bluebooking, revision of awkward or unclear language. In addition, the EME contacts Symposium authors to collect papers and author journal agreements.

Manuscript Editor
The Manuscript Editor has the sole responsibility for reviewing incoming article submissions and accepting them or rejecting them for publication in the Law Review. This responsibility includes daily monitoring of the Law Review email account for new submissions, reviewing each submitted article and the CV of the submitting author, and responding to each author with either a rejection or an offer for publication. Upon receiving an acceptance of an offer for publication, the Manuscript Editor is responsible for forwarding to the accepted author an Author/Journal Agreement to be completed and returned to the Law Review. The Manuscript Editor is not involved in the editing process of articles already accepted for publication, except as needed.

Research Editor
The Research Editor is responsible for extracting all the sources in each article, assigning and supervising Staff source collections, working with the Articles Editors to locate any sources not obtained through source collection, 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 reports directly to the External Managing Editor.

Business Editor/Associate Business Editor
The Business Editor and Associate Business Editor work closely with the secretary6, the Law Review’s support staff, to ensure the smooth operation of the publication’s internal and external business activities. For instance, the

Business Editors are responsible for tracking the budget, maintaining all accounting records, negotiating printing contracts, soliciting and maintaining subscriptions, and general office management. Additionally, the Business Editors are responsible for organizing all aspects of the annual symposium hosted by the Law Review, including the advertising and publication of such symposia. The Business Editors are also charged with updating and maintaining the Widener Law Review website. The Business Editors are also responsible for updating and maintaining the database of Widener Law Review alumni contact information. The maintenance of this contact information is critical to ensuring that alumni can be contacted and invited to attend the two annual networking events organized and managed by the Business Editors. Finally, the Business Editors are responsible for planning the annual Widener Law Review banquet. It is critical that the Business Editors know many of the administrators on campus in order to effectively communicate and facilitate the scheduling of events. In particular, the editors work closely with the Dean's Office and the Alumni Development Office. As needed, the Business Editors may also be required to do semi-final reads on the articles to be published..

Articles Editor

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.

Bluebook Editor

The Bluebook Editors supervise all cite checking and Bluebook editing. Bluebook Editors are also responsible for providing Bluebook training to the new Staff. Bluebook editors conduct their edits twice during the progression of an article (known as the BB1 and the BB2). In each edit, which occur at different stages before the article's publication, the bluebook editor is responsible for verifying that every cite (both in the footnotes and in the text) conforms to the bluebooking rules. Additionally, the bluebook editor must still verify that each citation in the article stands for the proposition that its accompanying source states. Ultimately, bluebook editors are responsible for ensuring that all sources are cited and every citation is completely accurate in form and content. Bluebook Editors conduct semi-final reads on the papers to be published as well as two levels of Bluebook editing. The Bluebook Editors report directly to the External Managing Editor.

Associate Editor

The primary responsibility of an associate editor is to perform semi-final reads, which is a sub-edit of the entire article. Associate editors may also be asked to perform other editorial tasks, such as cite verification. Associate editors work mainly with the executive board to remedy any article difficulties.B. Faculty Support

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.

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.

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 & 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:

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.

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.

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.

General Staff Meetings

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

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.

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.

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.

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.

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.

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.

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.

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.

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.

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 & 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.

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 <u>must</u> reflect a thorough and detailed effort in completing the assigned tasks while adhering to established deadlines.

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.

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.

Academic Dishonesty

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

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 <u>**in advance**</u> 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:

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.

Disciplinary Action

Two unexcused absences triggers the formal disciplinary process.

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.

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.

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).

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.

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.

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

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.

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.

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.

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.

"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.

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.

EDITING PROCESS BY POSITION

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.

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 make 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. <u>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</u>**.** 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.
- <u>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</u>

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.

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

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 theses sources are verified
- Semi-final reader will alert EME immediately if there are <u>major</u> 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 <u>major</u> 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.

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 <u>two blueline copies</u>.

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.

ARITICLES 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:

  Large/Small Caps– Blue
  Delete– Green
  Normal Type– Yellow
  Italics - 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. <u>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</u>

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.

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 doe 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.

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.

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 imputed. (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.

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.

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.

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.

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 Editior-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 Widener Law Review 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 & RESOURCES

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.

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.
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.

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

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.
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.

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.

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.

Supplies - 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.

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.

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.

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

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.

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

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.

Term of Office

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

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.

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.

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.

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

Membership Selection

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.

Writing Competitions

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.

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.

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

(7) All Editorial Board decisions made under this Section are final.

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.

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.

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.

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.