

LAW JOURNAL MANAGEMENT

GEORGE MASON INTERNATIONAL LAW JOURNAL
SPRING 2022

PROFESSOR CHAD B. CROWELL

OVERVIEW

Welcome to Law Journal Management, and congratulations on being selected as an editor for the 2022-2023 *George Mason International Law Journal*!

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

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

COURSE OBJECTIVES

By the end of this course, incoming editors will:

- begin to build a team relationship with fellow editors;
- discuss lessons learned, hints, tips, and tricks with outgoing editors;
- identify opportunities for improvement, growth, or revision, and develop a strategy to execute those adjustments over the next 12 months;
- gain an overall view of law journal management and identify things to think about for each function, including selecting and editing articles, publishing the journal, and selecting journal membership;
- obtain specific knowledge applicable to their editor position;
- participate in a dialogue with representatives from other journals; and
- consider the role of student-run law journals in legal scholarship.

TEXT/RESOURCES

No text is required for this class.

Law review articles and other written materials are available as *optional* readings and resources. Several such readings can be found at or include:

- U.D.C. David A. Clarke School of Law's Resources for Law Review Editors

- W&L Law Journals: Submissions and Ranking, 2008-2015
- Espresso: Legal Repository
- Alfred L. Brophy, *The Emerging Importance of Law Review Rankings for Law School Rankings, 2003-2007*, 78 U. COLO. L. REV. 35 (2007).
- James W. Harper, *Why Student-Run Law Reviews?*, 82 MINN. L. REV. 1261 (1998)
- Against the Law Reviews, Richard A. Posner, LEGAL AFFAIRS (2004)
- Natalie C. Cotton, Comment, *The Competence of Students as Editors of Law Reviews: A Response to Judge Posner*, 154 U. PA. L. REV. 951 (2006)
- James Lingren, *Reforming American Law Reviews*, 47 STAN. L. REV. 1123 (1995)
- Christian C. Day, *The Case for Professionally-Edited Law Reviews*, 33. OHIO N. U. L. REV. 563 (2007)
- Eugene Volokh, Academic Legal Writing: Law Review Articles, Student Notes, Seminar Papers, and Getting on Law Review (2007)

COURSE GRADING AND REQUIREMENTS

Law Journal Management will be graded on a pass-fail basis. Those passing the course will receive one academic credit.

To receive a passing grade, students must:

- Attend class meetings (attendance will be recorded) as required by Academic Reg. 4-1.
 - **If you cannot attend a class, email both me and the Editor-in-Chief ahead of time and they will work with you to try to make up that class.*
- Participate! Our classes will require active participation. Guest speakers are a resource for answering questions, and the lectures are designed to provide frameworks to identify, prioritize, and address issues to ultimately generate quality publications.
 - *Because participation is essential, I ask that you bring pen and paper to class along with your laptop, as there will be some no-laptop times in class.*
- Attend individual meetings as described by this syllabus. Academic Regulation 4-1 requires each student to be responsible for maintaining a record of their attendance in each class, which would include a record of these individual meetings.
 - **A summary of these individual meetings, including the date and time, must be sent to me within 48 hours of the meeting.*
- Meet deadlines and other editorial requirements set forth by the Journal.

The procedure for registering for Law Journal Management will be discussed during the first class period.

CONTACT INFORMATION

Email (preferred): CCrowel@gmu.edu

CLASS SCHEDULE

Summary

Class #1	Friday, March 25, 2022	6pm – 10pm
Class #2	Saturday, March 26, 2022	11am – 4pm
Class #3	Friday, April 8, 2022	8pm – 10pm
All-Journal Meeting	Friday, April 8, 2022	6pm – 8pm
Individual Meeting #1	March 7 – March 25	
Individual Meeting #2	March 14 – March 25	
Individual Meeting #3	April 4 – April 8	

Individual Meetings

Individual Meeting One (1 hr)

March 7 – March 25

Incoming editors should schedule a one hour meeting with outgoing editors to transfer any relevant documents/logins, review editorial responsibilities, and discuss the transition.

Individual Meetings Two & Three (2 hrs total)

March 14 – March 25 -&- April 4 – April 8

Incoming editors should schedule at least two hours of meetings with outgoing editors to discuss lessons that the outgoing editors learned during their term, as well as the following:

Editor-in-Chief: The publication timetable from article selection to distribution; the role of each editor, full member, and candidate member on the Journal; how to manage fellow Journal members; how to handle any problems that may arise with Journal members, articles, etc.; symposium and speaker events; budget; website; and outreach.

Executive Editor: The publication timetable; journal policies, participation, and discipline; and the role of each editor, full member, and candidate member.

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

Development Editor: Article solicitation and selection for the online forum; managing the Journal's website and online presence.

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

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

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

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

Associate Editor: How to best assist the Research and Articles teams.

Class Meetings

Class #1 *Friday, March 25, 2022*
6:00pm - 10:00pm
Room:

Introduction and Overview

- Introductions of Adjunct and Students
- Outline and purpose of the course
- The planned transition between editorial boards

Budget, Subscriptions, and Managing a “Business” (Guest Speaker Emily Bordelon)

- Formulating Budget Requests to the SBA
- Presenting Budget Requests to the SBA
- Treasurer responsibilities
- Subscription fulfillment
- Customer and alumni relations
- Managing the website and TWEN
- Development Editor responsibilities

Symposium and Speaker Events

(Guest Speaker John McInerney)

- Selecting a topic and location
- Finding speakers
- Logistics (food, audio/visual, materials)
- Ideas for improvements

Selecting Members, Managing Candidate Members, and Student Case Notes

(Guest Speaker Stuart Cerutti)

- Write-on process and membership selection
- Orientation
- Giving feedback
- Getting CMs involved
- Student casenote and comment selection process

Planning for this year, next year, and in 10 years

- The landscape of legal scholarship
- The role of a student-run law journal and the editorial board
- Rankings/Citations
- Building readership and expertise

Class #2 *Saturday, March 26, 2022*
11:00am - 4:00pm
Room:

View from the Top

(Guest Speaker Sally Alghazali)

- Publication Schedule
- Faculty Advisors
- Campus presence and outreach
- Constitutions, handbooks, and other institutional materials
- Communications with journal members
- Short and long-term planning

Articles Selection and Editing Process

(Guest Speakers Hope D'Amico & John Allaire)

- Article Selection, including preemption checks and rating
- Copyright/Licensing agreements
- Editing professional pieces
- Relationships with authors
- Ideas for expanding published materials

View from the Top: Round 2

(Guest Speaker Rachael Griffin)

- Setting Goals/Managing Expectations
- Publication Schedule
- Division of Responsibilities
- Succession Planning

Research and Spading

(Guest Speakers Suzanne Schultz & Shannon Thielen)

- Source gathering
- Training candidate members
- Spading process, including dividing up spading assignments
- Style Guide/Bluebook
- Article reconciliation
- Meeting publication deadlines

All-Journal Meeting *Friday, April 8, 2022*
Time 6:00pm - 8:00pm
Room:

Roundtable Discussions

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

Class #3 *Friday, April 8, 2022*
8:00pm - 10:00pm
Room:

Managing up, managing down, and being an effective team

- How to delegate
- Improving member/editor performance
- Building a cohesive team
- Lead where appropriate, follow where appropriate
- Scheduling Editorial Board Meetings and General Membership Meetings
- Improving member attendance and engagement

Outreach and Planning

- Building or maintaining
- Priorities and goals (group and individual)
- Outreach to Alumni, Academic organizations, the Hill, and the federal government
- Administrative matters