LAW JOURNAL MANAGEMENT – CRLJ
GEORGE MASON UNIVERSITY CIVIL RIGHTS LAW JOURNAL
SPRING 2022
PROFESSOR STEPHANIE GROFF (she/her)

SYLLABUS

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

Law Journal Management is designed to facilitate the transfer of knowledge between outgoing and incoming editors and to improve the management of ASLS journals as a whole. The course covers, *inter alia*, article selection and editing, production process, membership selection, and the role of student-run law journals in legal scholarship. In addition, this course seeks to help establish your new editorial board's momentum and knowledge of this process, in addition to increasing the dialogue among the journals with the goal of improving journal management at ASLS.

COURSE OBJECTIVES

By the end of this course, incoming editors will:

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

TEXT/RESOURCES

Students are required to read the CRLJ Constitution and Handbook prior to the first class meeting. Additional *recommended* law review articles and other written materials can be found at or include:
- 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)
- 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): https://www2.law.ucla.edu/volokh/writing/aextract.pdf

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:

Syllabus

- Attend all class meetings (attendance will be recorded) as required by Academic Regulation 4-1.
  - This means that you must attend a minimum of **11 hours** of instruction.
  - Please note that there will be a total of 15 hours of instruction this semester, including required meetings. It is strongly recommended that you attend all class meetings.
  - If you cannot attend a class, email the professor, the outgoing editor-in-chief (EIC), the outgoing executive editor (EE), the incoming EIC, and the incoming EE prior to the beginning of class and we will work with you to make up that class.
- Participate in class discussion. **This course will be in person this semester**. If for a specific reason you need to attend the class remotely on zoom, please reach out to the professor and be prepared to have your camera on for class sessions. If, for whatever reason (including connectivity issues), you are unable to appear on camera, please reach out to me prior to 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, will be sent to the professor within **48 hours** of the meeting copying the editor with which you met and your newly selected EIC and EE.
- Meet deadlines and other editorial requirements set forth by the journal.

CONTACT INFORMATION

Professor's Contact Information: Email – slgroff15@gmail.com

Class 1: **Sunday March 6, 2022 (2 hours) Hazel Hall**
2:00 p.m. – 4:00 p.m.

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

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

**Required
Meeting #1:** **During the two-week period of March 7, 2022 - March 21, 2022 - Individual Meeting One (2 hours)**

Incoming editors should schedule at least two hours of meetings with outgoing editors. A summary of these individual meetings, including the date and time, will be sent to the professor within **48 hours** of the meeting copying the editor with which you met and your EIC and EE. Please plan to discuss the following, as well as the lessons that the outgoing editors learned during their term:

EIC: The publication timetable from article selection to distribution and the role of each editor, full member, and candidate member; symposium and speaker events; budget; website; and outreach.
EE: The publication timetable, journal polices participation and discipline, and the role of each editor, full member, and candidate member.
Articles: Article solicitation and selection, editing responsibilities, meeting the publication timeline, dealing with the publisher, author requests, and making the final edits.
Notes: Mentoring and guiding candidate members, the write-on process and working with the candidate members to produce quality articles.
Research: Editing responsibilities, article reconciliation, working with candidate members, and meeting the publication timeline.
Managing: Balancing the budget, making SBA requests, obtaining reimbursements, collecting and depositing payments, best practices for working with alumni and customers, and publication documentation management.

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

Class 2: **Tuesday March 22, 2022 (2 hours) Hazel Hall**
8:00 p.m. – 9:50 p.m.

Research and Spading (1 hour)
- Source gathering
- Training candidate members
- Spading process, including dividing up spading assignments
- Style Guide/Bluebook
- Article reconciliation
- Meeting publication deadlines

Budget, Subscriptions, and Managing a "Business" (1 hour)
- 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

Class 3: **Saturday March 26, 2022 (2 hours) Hazel Hall**
12:00 p.m. – 2:00 p.m.

Symposium/Speaker Events (30 Minutes)
- Selecting a topic and location
- Finding Speakers
- Logistics (food, audio/visual, materials)
- Ideas for improvements

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

Class 4:   **Sunday March 27, 2022 (2 hours) Hazel Hall**
2:00 p.m. – 4:00 p.m.

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

Editing Articles (1 hour)
- Publication schedule
- Editing Professional Pieces
- Coordinating the Editing Process
- Relationships with Authors
- Roles of/interaction with EE or EIC
- Usage and consistency issues
- Editing student pieces

Required Meeting #2:   **Week of April 4, 2022**
Individual Meeting Two (1 hour)

- Incoming editors should schedule a one-hour meeting with outgoing editors to transfer any relevant documents, review editorial responsibilities, and discuss the transition.
- This should be a wrap up meeting where the incoming editor asks all last-minute questions of the out-going editor.
- A summary of these individual meetings, including the date and time, will be sent to the professor within **48 hours** of the meeting copying the editor with which you met and your EIC.

Class 5:   **Friday April 8, 2022, All-Journal Joint Roundtable Discussions**
6:00 p.m. – 8:00 p.m. (2 hours)

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

Class 6:   **Saturday April 16, 2022 (2 hours) Hazel Hall**
12:00 p.m. – 2:00 p.m.

Editor-in-chief & Executive Editor (30 Minutes)
- How to properly transition
- Working with other journals
- How to advocate for CRLJ

- Interacting with the publisher and authors
- Management of the team

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

Editor Workshop + Class Wrap Up (1 hour)
- Mock Board Meeting
- Reviewing goals
- What happens now?
- Evaluations