

**LAW JOURNAL MANAGEMENT – NATIONAL SECURITY LAW JOURNAL**

**SPRING 2022**

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**SYLLABUS**

**COURSE OVERVIEW AND LEARNING OBJECTIVES**

As an incoming editor of the National Security Law Journal (NSLJ), you are tasked with continuing and progressing the Journal's critical role in shaping the field of national security law and policy. The course covers, among other things, author recruitment, article section and editing, production process, membership selection, and outreach.

Specifically, this Law Journal Management (LJM) course is designed to facilitate the following learning objectives:

- (1) Obtain knowledge applicable to your specific Editor position and understand your role in the successful publication of the journal edition.
- (2) Develop a team relationship with fellow incoming Editors and confidence in your ability to publish a high quality product.
- (3) Leverage the transfer of knowledge, experience, and best practices of outgoing Editors to improve the management of the journal.
- (4) Be able to create a plan of action for summer/fall 2022 (including recruitment and draft budget).
- (5) Be able to draft a tentative plan of action for the 2022-23 year for successful publication of the journal editions.

The format for the in-class component will be the same as last year and be heavily focused on working together as a Board.

**COVID CONTINGENCY PLAN**

This class will meet in person at the law school. However, if you have been exposed to COVID or are experiencing any COVID symptoms, a remote option will be available. If this occurs, please contact me as soon as possible and I will provide you with a Zoom link to the class.

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<sup>1</sup> Rick is a 2016 graduate of the Antonin Scalia Law School at George Mason University and is currently an Attorney with the Disability Evaluation System Counsel Program, Office of the Judge Advocate General, U.S. Navy. He served as the Editor-in-Chief of NSLJ from 2015 to 2016. Rick is a retired Naval Officer and completed 21 years of active duty service.

## 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:

**1. Attend class meetings** as required by Academic Regulation 4-1 and participate in classroom discussion. Attendance will be recorded.

- **If you cannot attend a class, e-mail both the instructor and your Editor-in-Chief ahead of time and they will work with you to make up that class.**

**2. Schedule and attend mentoring meetings** (individual or small group meetings with outgoing Editors) as described later in this syllabus.

- Academic Regulation 4-1 requires each student to be responsible for maintaining a record of his or her attendance in each class, which would include a record of individual or group meetings.
- A summary of your individual or group meetings, including the date and time, must be sent to the instructor within 48 hours of the meeting.

**3. Participate in class discussions** as described in the next section.

**4. Prepare a final presentation** summarizing what you hope to achieve in 2022-23 and the best practices and lessons learned unique to your position(s).

- **These presentations will be given in Class 3.** They should represent the culmination of your classwork, individual and group meetings, and other projects throughout this course.
- There should be one presentation for each functional area of the Journal represented by the: Editor-in-Chief, Managing Editor, Executive Editor, Senior Articles Editor, Senior Research Editor, Senior Notes Editor.
  - Because the position of Symposium Editor has in recent years been given to a 2L after write-on selection, we will discuss in Class 2 how this area/duty of this position will be delegated and how it will be presented in Class 3.
  - You will also need to discuss the Articles Selection process in Class 2 and have someone make that presentation in Class 3.
- Each presentation should be approximately 20 minutes in length and should include a PowerPoint presentation.

## GROUP PROJECTS AND CLASS DISCUSSIONS

An important aspect of this course is getting hands-on experience with some of the management and administrative aspects of running a successful law journal. All new incoming Editors will work together to design and execute the following projects.

While some class time is allotted in Class 2 to plan these projects, a majority of the work is expected to be completed outside of class. All students have a shared responsibility for working collaboratively to ensure the course deliverables described below are completed.

1. Based on classroom discussions and meetings with outgoing Editors, review, edit, and enhance relevant portions of the NSLJ Operating Guide to include revised processes, updated administrative details, and new best practices and lessons learned (*all positions*). Consolidate revisions of separate sections into one document and distribute to the full Editorial Board (*Executive Editor*).
  - ***Course Deliverable 1: Revised NSLJ Operating Guide distributed to all Editorial Board members within one week of the Incoming Editor Meeting.***
  
2. Develop a plan to promote and manage the May write-on competition and the June comment-on process (*EIC, Executive Editor, Notes Editor*).
  - ***Course Deliverable 2: Information session slides, promotional flyers, and updated write-on and comment-on procedures presented in Class 3.***
  
3. Draft a tentative production timeline for the fall issue (*Articles and Research Teams*).
  - ***Course Deliverable 3: Tentative production schedule for fall issue presented to the full Editorial Board in Class 3.***
  
4. Develop a spading tutorial and helpful reference guides for new Candidate Members to help improve the quality of spading. Put together a collection of good spading samples relevant to national security law, particularly for sources that are unique to the field and difficult to cite. (*Research Team*).
  - ***Course Deliverable 4: Spading tutorial and guides presented in Class 3 and posted on TWEN within one week of the Incoming Editor Meeting.***
  
5. Review past Student Bar Association budget submissions for NSLJ and other journals, and prepare the Fall 2022 budget proposal for NSLJ (*Managing Editor*).
  - ***Course Deliverable 5: Fall 2022 budget proposal presented in Class 3.***
  
6. Review and revise the Candidate Member Handbook (*all positions*), including spading guidelines and worksheets (*Research Team*); guidance, forms, and suggested topics for Notes or Comments (*Notes Team*); descriptions of Editorial Board positions (*all positions*); and the NSLJ Style Guide (*Executive Team*).
  - ***Course Deliverable 6: New 2022-2023 Candidate Member Handbook distributed to Editorial Board within one week of the Incoming Editor Meeting and posted on TWEN.***

## CLASS SCHEDULE

### Mentoring

#### Meeting #1: **Week of February 28, 2022 – Individual Meeting (30 minutes)**

- Incoming Editors should schedule a 30 minute mentoring meeting with their assigned mentor.
- Discussion should center around the requirements of the position, tips, and any advice that the outgoing Editor can bestow upon the incoming Editor.
- Each incoming Editor should request all documents relevant to their position from outgoing Editors so that all new incoming Editors may discuss them at Class 2.
  - The Incoming EIC should request all relevant documents from any editors who will not be in attendance at the classes.

#### Class 1: **Friday, March 4, 2022** **Time: 5:30pm-8:00pm (2.5 hours)** **Room TBD, Hazel Hall**

##### **Introduction to LJM**

- Introduction to course
- Overview of in-class discussions and expectations for course deliverables
- Introductions / Icebreakers
- Personality Test and Exercises/Discussion
- Initial discussion of plan for next year – brainstorming session

#### Class 2: **Saturday, March 5, 2022** **Time: 10:00am-1:30pm (3.5 hours)** **Room TBD, Hazel Hall** **Food and Beverages provided (LUNCH)**

##### **2021 Retrospective**

- The outgoing Editor-in-Chief will provide a retrospective on NSLJ's major accomplishments and events from 2020.

##### **Alumni Panel (Tentative)**

- Question & Answer session with NSLJ alumni editors

##### **Group Discussion**

- New incoming editors should plan to:
  - Discuss in depth the day-to-day responsibilities for all positions;
  - Compare notes of lessons learned and best practices discussed in initial individual meetings with outgoing Editors;
  - Review and begin to propose edits and enhancements to the NSLJ Operating Guide and Candidate Member Handbook;
  - Review and begin to propose ideas, changes, improvements for NSLJ generally with regard to specific positions.
    - Some ideas of things to focus on – recruitment, write-on process, symposium

## Mentoring

### Meeting #2: Sometime in Between Class 2 and Class 3 – Individual or Small Group Meetings (1 hour)

- Incoming and outgoing Editors should meet for **at least one hour** to have an in-depth review of their respective positions and what will be expected of the incoming Editors once the final transition occurs to the new NSLJ Editorial Board.
- This meeting may be held individually (e.g., outgoing and incoming Managing Editor meeting one-on-one) or in small groups by team (e.g., outgoing and incoming Symposium Editors meeting in a small group).
- Incoming Editors are responsible for reaching out to the outgoing Editors to schedule this meeting.
- *Incoming Editors should use this meeting to get as many details as possible to help prepare for the presentations in Class 3.*
- *If your meeting does not last the entire hour, please use the remaining time to work on presentations for Class 3.*

Below are some topics that might be worth discussing at this meeting. For an overview of position responsibilities, refer to the Candidate Member Handbook.

- **Editor-in-Chief**: Setting overall goals, managing competing priorities, publication timetable from article selection to distribution, the role of each Editor and/or Member during the process, what to look for during final edits, symposium/speaker events, budget, relations with the administration and other journals, outreach, etc.
- **Executive Editor**: Publication timetable, weekly update/snapshot, what to look for during final edits, journal policies including participation and discipline, the role of each Editor and/or Candidate Member during the process, publish-on, Candidate Member orientation planning, E-Board selection, student article publication selection process, and reaching out to outside publishers (e.g., Westlaw and Lexis).
- **Managing Editors**: Managing NSLJ's image and brand, managing communications and alumni relations, advertising the journal, submitting SBA budget requests, obtaining reimbursements, collecting and depositing payments/donations, maintaining and expanding subscriber list, formatting print edition, and managing write-on competition.
- **Symposium Editor**: Selecting speakers and topics, event planning (venue, catering, budget, logistics, etc.), promotion and advertising, coordinating with outside organizations, working with the school and the media.
  - The Board needs to determine how the responsibilities from this position will be divided among the new Board members.
- **Articles Editors**: Reviewing submissions referred by Articles Selection Editor and determining which articles are worthy of an offer, preparing production timeline, extensively editing articles scheduled for publication, working with authors, how to best present edits, and meeting strict deadlines.
- **Articles Selection Editor**: Soliciting articles, selection process, editing responsibilities and schedule, and communications with authors.
- **Notes Editors**: Mentoring and guiding Candidate Members, orientation process, and working with Candidate Members to produce quality articles.

- The Board needs to determine how the responsibilities from this position will be divided among the new Board members.
- **Research Editors:** Source gathering field trip (meet with GMU law library staff, review online sources/TWEN), the spading process and timeline, updating spading guidelines, and preparing a spading workshop for NSLJ orientation.
- **Online Development Editor:** Updating website, using social media (Facebook and Twitter), updating TWEN, printing flyers for events.

**Class 3: Saturday, March 26, 2022**  
**Time: 10:00am-1:30pm (3.5 hour class meeting)**  
**Room TBD, Hazel Hall**  
**Food and Beverages provided (LUNCH)**

#### **Final Presentations**

- The Editors for each functional area will present what they hope to achieve in 2022-2023 and the best practices and lessons learned related to their positions.
- Each presentation should be approximately 20 minutes in length. The order of presentations will be as follows (subject to change):
  - Editor-in-Chief
  - Executive Editor
  - Managing Editor
  - Senior Articles Editor
  - Articles Selection Editor
  - Senior Research Editor
  - Senior Notes Editor
- The presentations should include a PowerPoint component.
- As noted previously, because some positions will be filled by 2Ls after write-on selection, we will discuss in Class 2 how the objectives of those positions will be conveyed, and by whom, to the new incoming Editors during this class.

#### **Brainstorming Session**

- Hot topics/current trends in national security
  - **Each participant should come to class and be ready to discuss a timely article or topic related to national security for possible inclusion in Candidate Member Handbook topic suggestions.**
  - Broadly discuss potential topics/speakers/locations for symposium.

## **Mentoring**

### **Meeting #3: Week of March 28 – Individual or Group Meeting (1 hour)**

- Continuation of previous mentoring meeting. Incoming and outgoing Editors should meet for **at least one hour**.
- Incoming Editors should brief outgoing Editors on Class 3 presentations and any proposed changes or ideas regarding their individual positions and for the journal as whole. Outgoing Editors should provide feedback to incoming Editors regarding the proposed changes and offer any advice based on past experience in that position.

### **Class 4: All Journal Joint Session**

**Date:** *April 8 or April 15 (tentatively)*

**Time:** 6:30pm -8:30pm (2 hours)

**Room** TBD, Hazel Hall

This is a joint session where the incoming Editors for all Mason law journals to gather and discuss 2021-2022. The likely format will be a networking activity followed by small group discussion roundtables. Updates to this final class will be provided as they become available.