

**LAW JOURNAL MANAGEMENT**  
***GEORGE MASON INTERNATIONAL LAW JOURNAL***  
***SPRING 2023***

**PROFESSOR CHAD B. CROWELL**

**OVERVIEW**

Welcome to Law Journal Management, and congratulations on being selected as an editor for the 2023-2024 *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

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## CLASS SCHEDULE

### Summary

Class #1

Class #2

Class #3

All-Journal Meeting

Individual Meeting #1

Individual Meeting #2

Individual Meeting #3

### Individual Meetings

**Individual Meeting One (1 hr)**

TBD

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)**

TBD

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**

### **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 Angelica Banks)**

- 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 Heidi High)**

- 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 T.J. Gleason, Faith Harrison)**

- 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

### **View from the Top**

#### **(Guest Speaker Besa Bucaj)**

- 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 Narae Cho & Seoyi Kim)**

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 Kyle Manuel)**

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

### **Research and Spading**

#### **(Guest Speakers Anna Sracic, Lauren Talbert)**

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

### **All-Journal Meeting**

#### **Roundtable Discussions**

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

#### **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