

**LAW JOURNAL MANAGEMENT – CRLJ**  
**GEORGE MASON UNIVERSITY CIVIL RIGHTS LAW JOURNAL**  
**SPRING 2024**  
**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.**

## 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 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.
- Scheduling of the class will be finalized once editor selections are made. As a result, the majority of the classes will likely take place on weekends when everyone is available. It is imperative that you evaluate your schedule and attend the classes.
- Participate in class discussion. **This course will be in person this semester.**
- 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 – [sgroff2@gmu.edu](mailto:sgroff2@gmu.edu)

## QUESTIONS OR CONCERNS

If you have any questions or concerns regarding the class or topics discussed during the semester, students can reach out to Professors Groff at any time. Students are also encouraged to reach out to Annamaria Niels, Associate Dean for Administration and Student Affairs, at [aniels@gmu.edu](mailto:aniels@gmu.edu).

In addition, the University has many offices students can contact as well. For more information about these offices, click on the links below.

- [Compliance Diversity and Ethics](#)
- [Bias Incident Report](#)
- [Title IX](#)
- [Student Support and Advocacy Center](#)

## CLASS SCHEDULE

### Class 1: (2 Hours)

#### **Introduction and Overview**

- 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**

- 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: 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: (2 hours)**

**Research and Spading**

- 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”**

- 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: (2 Hours)**

**Symposium/Speaker Events**

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

**Selecting Members/Managing Candidate Members/Student Casenotes**

- 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: (2 hours)**

**Articles Selection and Process**

- Article Selection, including preemption checks and rating
- Copyright/Licensing agreements
- Record retention
- Faculty relations
- Ideas for expanding published materials

### **Editing Articles**

- 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:**

#### **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: (2 hours)**

#### **Editor-in-chief & Executive Editor**

- 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**

- 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**

- Mock Board Meeting
- Reviewing goals
- What happens now?
- Evaluations

**Class 6: All-Journal Joint Roundtable Discussions, Date and Time TBD**

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