

# NRJ Editorial Handbook

Last Updated January 17, 2017

This document should be stored with:

1. Bylaws,
2. Publication Agreement templates,
3. Printer’s template.
* Journals LibGuide: <http://libguides.law.unm.edu/LawJournals>
* Journals One Drive: <https://onedrive.live.com/redir?resid=964C2F61B9C90039!164&authkey=!APN0b_inbzNejvo&ithint=folder%2c>
* Purchases: <https://forms.unm.edu/forms/journals_purchase>
* Archive: <http://digitalrepository.unm.edu/nrj/>
* Journal Annual Reports: <http://digitalrepository.unm.edu/lawjournals_annualreports/>

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# Introduction

## Overview

The school publishes three journals, and each journal embodies a key area of expertise within the school. Each journal is a valued part of the academic environment.

In terms of publishing, the print journals publish twice a year. The goal is to publish the first issue by the end of December, and the second issue by the end of April. TLJ publishes once a year (or as the articles are completed), and estimates completion by the end of April each year. As a 3L, you want to have your issues published before you graduate. It is unpleasant to be working on the journal while studying for the bar exam and working.

Link to Journals Overview: <http://lawschool.unm.edu/academics/journals/index.php>

## Professional and Student Articles

There are two principal categories of writing that appear in journals:

**Professional articles** –are submitted by authors from many disciplines, including lawyers, scientists, academics, and others.

**Student writing** – The chance to publish your writing is an exciting opportunity offered to all journal members. Writing for the journal is a way to explore a topic of interest and importance to the journal’s focus, and express your opinion on a timely and often controversial topic. There are generally two categories for student writing:

* Case Notes – are written by journal students and explore substantive areas of the law to a depth comparable to an author article. Please note: journals may offer other UNMSOL students the opportunity to publish, but only after all journal students have first been offered that opportunity.
* Book Reviews –assessments of recently published books written by Natural Resources staff and board members. Book notes are an excellent way for students to get published while exploring the interdisciplinary concerns of the field.

## Mission Statements

### NMLR Mission

When it began publication in 1971, the mission of the New Mexico Law Review, as the only general legal journal in the state, was to serve as a crucible for scholarly discussion of legal issues unique to New Mexico. Over the past four decades, the New Mexico Law Review has fulfilled that mission by serving as the major outlet for professional and student scholarship on important developments in New Mexico law. With the globalization of the law in recent years, the New Mexico Law Review has broadened its coverage to include scholarship of national and international significance. Today, the New Mexico Law Review contributes a voice to the national dialogue on developments in various fields of the law, while still maintaining its mission to serve as the primary source for legal scholarship on legal issues affecting the great state of New Mexico.

2L Staff writes a case note during fall semester.

### NRJ Mission

The New Mexico Law Review & Natural Resources Journal (NRJ) is a student-edited, scholarly law journal devoted to the exploration of topics related to natural and environmental resources. Published twice a year by the University of New Mexico School of Law (UNMSOL), the Journal is international, policy-oriented law review that promotes interdisciplinary collaboration in solving resource-related problems. Founded in 1960, the NRJ is the first environmentally focused law journal in the country. Its authors and contributors come from various disciplines, represent many countries, and provide many approaches to the complex issues raised by the need to balance resource development and environmental concerns.

2L Staff writes a book review during fall semester.

### TLJ Mission

The Tribal Law Journal was established in fall 1998 for the purpose of promoting indigenous self-determination by facilitating discussion of the internal law of the world's indigenous nations. The internal law of indigenous nations encompasses traditional law, western law adopted by indigenous nations, and a blend of western and indigenous law. Underscoring this purpose is the recognition that traditional law is a source of law. Since the Tribal Law Journal's inception, the Tribal Law Journal has become the premier indigenous law journal in the United States and is one of the few international legal journal sources dedicated to indigenous and tribal law. This Journal provides native peoples, practitioners, and law students an opportunity to contribute their work to the discussion relating to internal indigenous law. Contributions include, but are not limited to, tribal court case comments, reflections on tribal systems, the development of tribal law, the value of tribal law, interviews, and teachings.

2L Staff writes a paper during fall semester.

# Journals Suite

The Journals Suite is located in the Law Library lower floor, and was designed as a focal point for legal scholarship for students at UMSOL. The Suite includes two conference tables, a lounge, a folio with a refrigerator and storage space for coffee, several individual work spaces available to anyone who wishes to use them, mailboxes, and bookshelves. Each of these journals has its own office area with a desk, computer, and storage area. There is also a room that has a dedicated printer for journals and a supply closet. A student can request a suite locker.

## 24/7 Access

The Journals Suite should never be locked. If it is locked, please let the library front desk know immediately. Law School Students have 24/7 access to the library (not the Law School Building), and this includes the suite.

To gain access to the library after hours, you will need to use your UNM issues Lobo Card. If your card is no working or there are other issues please contact Moses Moya by phone (277-0939) or email (moya@law.unm.edu)

## Computers

There are three computers in the Journals Suite. It is connected to the Internet and printer in the Journals Suite. To use it, simply log on using your law school username and password.

Note: Each August, the EICs should tell IT the names of the students on the editorial board and staff that year, so that IT will give them access to the file shares. EICs should also tell IT the names of students who graduated, so their names are removed from the file shares.

## Trash & Cleaning Up

It’s everyone’s job to keep the Journals Suite clean. Janitorial services will empty trash bins Monday through Friday and vacuum regularly. Beyond that, all students must take personal responsibility for cleaning up after themselves and straightening up the office every now and then. Please try not to leave important papers lying around and don’t leave food out (we have mice!).

## Print, Copy & Scan

This machine is for journals-related work only.

The suite has an all-in-one device printer and scanner. This printer is accessed like the other Print Release Stations located around the school and library. Log in with the past four digits of your banner ID and then the first two letters of your first name. For example Katie Sims with an ID of 100221234 would be: 1234KS. You may also print from an USB. The default setting is to duplex.

To copy, you must log in with the journal’s code number. You may scan to a shared drive (your journal’s network drive), a USB, or an email. To scan to a network drive, pick the “ABC” tab and your journal should be available. If you do scan to an email please be aware of file size, if the file is too big it may cause an error. Also, some emails (i.e. some law firms) may have limitations on file size, or may not let you send an attachment.

For any issues contact IT at 277-3403 or helpdesk@law.unm.edu

## Faxing

There is a fax machine at the circulation desk. Our fax number is 505-277-0068.

## Mail

Mail is delivered to the Journals Suite by the JA. Mail addressed to individual students will be placed in their individual boxes. If you need to send mail on behalf of NRJ & NMLR, please give it to the JA.

## Office supplies

If we’ve run out of paper, paperclips, post-its, binder clips, etc. please email the Managing Editor and s/he will contact the Journals Assistant to get the items restocked.

# Processes & Archives

## Past Volumes of the NRJ & NMLR

In the suite are issues from the past three years. The entire physical collection is located on the library’s upper floor. These issues are for reference only. If you need a personal/review copy of an issue, please contact the JA.

Articles will be digitally archived by volume and issue on Digital Commons BePress.

## KeePass

The JA manages a password database for the journals that keeps on hand passwords for social media sites (facebook, twitter, and linked in), email accounts and more. If there are any changes to these passwords or you need a password contact the JA.

## Letterhead, Envelopes & More

Most correspondence is conducted electronically. Please see the journal’s network drive for the journal’s letterhead template, this can be used for letters and publication agreements. Per UNM marketing standards, the logo is in top left, and contact information for journal is in footer.

The font that should be used on correspondence is Arial.

JA has shipping labels as needed. If you need cards, thank you notes, or invites please check with JA on cost and guidelines.

## Assignment Storage

Board materials, article edits and S&C should be stored and archived on the networked server or OneDrive, or DropBox.

To connect to the server, check out the most recent instructions on connecting to servers please visit the IT page on the Intranet, and look under the tab, “Help Guides”. For assistance, please visit IT, email at helpdesk@law.unm.edu or call 277-8656.

## Journal Emails

The journals have two emails, @law and Gmail. The Gmail was set up to handle ExpressO submissions, but has become the primary way editors communicate with authors. Submission requests and other email are still sent to the @law address. Both accounts will receive substantial amount of activity even after the submission has ended. Please have an editor checking the email weekly to handle any requests and discard unneeded emails.

## Updating Permissions and Mastheads

At the start of the academic year, the editor(s)-in-chief or managing editor must contact IT to update the journal’s editor listserv, staff listerv, which will then effect the “ALL” listserv. Please confirm the faculty advisor, JA, and Alex Siek are included on each listserv, in addition to other vital individuals (like Mitzi Vigil for TLJ).

The mastheads, on each journal’s web site must also be updated, and the previous year archived online. The titles and names of the editors should be emailed to communications in a word document, not in the body of the email.

# Outreach & Branding

An ongoing project is building the image of all the journals as professional, relevant, and cohesive. This includes all three journals strengthening their online presence—to work on building readership and impact. As all three journals are published by the school, the presentation of the journals falls under the school’s purview.

To create an esteemed journal means: 1) publishing on time, 2) producing a high quality product, 3) assuring the mission statement is current and valid, 4) insuring articles, flyers and communication support the mission statement, 5) building a strong sense of community with the other SOL journals, 6) having academic and outreach events, 7) understanding the strengths and challenges of one’s own journal, 8) honoring each individual’s role in the larger law community, 9) building a readership community, and 10) refine how professionals engage this scholarship.

## Visibility within SOL

* Announce when the issue is published
* Announce new boards and new staff
* Increase visibility of your journals within school (speakers and events).
* Have something “fun” in addition to the information sessions.
* Go to classes and also student group meetings
* Table every fall at 1L orientation.
* Have formal and informal meetings among 3L and 2L

## Websites

To make updates to the web site please designate one (1) editor to email the information to communications@law.unm.edu. Do not email the Web Admin directly.

In a meeting held by the Dean and Advancement Team in Spring 2014 is was established that all journals will have equal representation on the law school website and that no major changes or updates can be made that would create unbalance between the journals. UNM SOL prides itself on the accomplishments on all three journals, and will represent the journals as such.

In Fall of 2016, the Deans and Advancement met to further discuss the journals websites. The journals may elect to manage their own sites to better utilize social media and blogging features. This should be done by working with the School’s web administrator, Jayson Capps. An editor will need to be trained in WCMS (Cascade) so they can access their journal’s web site and update information. Students should not make web sites or blogs of any kind without the supervision of the SOL Web Administrator on behalf of their journal.

Also, articles and mastheads will be archived in Digital Commons starting as soon as 2016. Administrative records that do have personal information will also be archived in Digital Commons (includes annual reports, by laws, etc.) Any questions on Digital Commons should be directed to Journals Assistant.

## Email Newsletters

The journals each have their own account with Mail Chimp. There are multiple lists within this newsletter—alumni, readers/e-subscribers, past authors, etc. Invites to event, news on current publications, and call for papers should be sent out through Mail Chimp.

## Blawgs & Podcasts

If you want look into creating an online portion of their journal, or have podcasts. Online content and blawgs are increasingly popular, and can impact the legal field in ways a law review cannot by staying current with topics and engaging others in the field. Blawgs can also include interviews and podcasts.

Outside blog software can be considered, as can working with the school on creating a blog within the site. Please check with the journals assistant for more information.

## Social Media

All of the journals’ social media account belong to the school, and should be treated as such. For log-in information contact the JA.

## NCLR

In January when the incoming EIC and MgE are finalized, they need to start applying for money to attend the annual National Conference of Law Reviews. This conference is a significant opportunity to learn how to be effective in your position through managing people and the process, using technology for the editing process, hosting symposia, and more.

The conference registration is almost $400, and does not include travel, lodging, or food. Consider cutting costs by sharing rooms or try AirBnB.

GPSA grants funds can be applied for retroactively, so if you miss the Spring Semester deadline you can (re)apply in summer.

* Apply for a scholarship from NCLR: [Scholarships](http://www.nclrlaw.com/scholarships.php)
* GPSA Professional Development Grant ($500): [Click Here](http://gpsa.unm.edu/funding/grants/PDG.html)
* GPSA Student Research Grant ($500): [Click Here](http://gpsa.unm.edu/funding/grants/SRG.html)
* UNM Office of Career Services (up to $600): [Click Here](http://www.career.unm.edu/students-alumni/s-cap.html). Does not cover food, and cannot be applied retroactively.

# Events

## Recruitment

### General Information:

At the time of the first information meeting, the course “NMLR/NRJ Write On” should be made public so students can join immediately. The incoming boards are typically given the floor to present their journal.

### Write-on Information & Bluebook Introduction:

The current board presents at the second information meeting to review the application packet, and makes note in their presentation any major changes between the packet they are presenting and the one that will be the official application.

To request a faculty librarian to present on the Bluebook, please contact the Law Library Reference desk in person, by email at libref@law.unm.edu or by phone at 277-0935.

## Alcohol Policy

UNM Administrative Policy 4000.5.2.1: Allowable and Unallowable Expenditures for reimbursing alcohol during meals or hospitality events limits the amount of reimbursement of alcohol purchased to 30% of the total amount expended for food.

 You can find UNM Policy 4000 for Allowable and Unallowable Expenditures: <http://policy.unm.edu/university-policies/4000/4000.html>

* Alcoholic beverages are allowable at hospitality events when such beverages are customary and reasonable considering the facts and circumstances of the particular event.
* All on-campus use of alcohol must be consistent with UAP 2140 (“Use and Possession of Alcohol on University Property”) and be limited to beer and wine.
* No contract and grant funds may be used to purchase alcohol as a hospitality expense.
* Kegs are no allowed
* Alcohol cannot be mentioned in the event’s promotional materials
* Permits to serve alcohol are due to VP 15 days before the event

## Planning Events

An open house has been held since 2013 (in April each year) and is open to current board members, alumni, faculty, and prospective students. The journals invite alumni of the journals to speak (typically 2 or 3 in total). In addition, the Dean will give opening remarks and the new editorial board will be announced. Planning this event lies with the three journals. The JA can help confirm orders and rentals.

## Events Checklist

1. Pick a committee. Each journal should nominate/volunteer 1-2 editors (either 2L or 3L). Meetings start in February.
2. Pick a date – make sure it doesn’t conflict with major events at law school, with the state or local bar, or conflicts with a majority of classes.
3. Reserve space and schedule event at the front desk: <http://lawschool.unm.edu/room_request.php>
4. As required, ask Dean to give opening remarks, email directly.
5. Invite Alumi to Speak (have a backup).
6. Set the schedule of events (opening remarks, speaker, introduction of incoming editors, each EIC, current or incoming, may speak, etc.). Each journal will have outgoing EIC/MgE speak and introduce incoming board.
7. Electronic Invitations (SOL email & Mail Chimp):
	1. Alumni from TLJ, NRJ, NMLR
	2. Invite all faculty and support staff
	3. Send invites at least ONE MONTH prior to event
	4. A reminder email should be sent on the day
	5. Information Needed: Name, Date, Time, Place, Food and Drinks Provided, Who will be making remarks, What the event is for, contact information, all three journals’ logos.
8. Food
	1. Any vendor may be used for food—but form must be completed AT LEAST two weeks in advance: [Find it on the LibGuide](https://law-unm.libapps.com/libguides/admin_c.php?g=413811&p=2820117)
	2. Email or phone in your request with the event details (when and where).
	3. Request ice and non-alcoholic drinks as needed
9. Alcohol (this completed by Journals Assistant or other staff)
	1. Need to have a server (G2G)—with server permit
	2. Need to have a completed form, signed by Dean and President
	3. Please see: http://lawschool.unm.edu/students/scheduling-event.php
	4. Allow two (2) months to complete alcohol request process
	5. Will need to have a copy of food being served
	6. Must check on how to purchase alcohol (TotalWine.com)
	7. Gourmet to Go—they give a great price and are the standard for SOL events. They also provide a server for alcohol at $20/hr.

1. PA Systems & Tables
	1. Contact Media Services to use PA System
	2. Two students need to be in charge of set-up/breakdown of PA system
	3. Rent tables and chairs from PPD: http://iss.unm.edu/ppd/
	4. Have someone bring music on mobile device
2. Signs & Tables
	1. Journals will need to spend money out-of-pocket if flowers are wanted
	2. Use book holders to prop up the most current issue of your journal
	3. Get directional signs made for the night (have three entrances). Have a sign to tape on the door and also a sign inside the door pointing to where alumni should go.
	4. Can borrow easels from library to place signs on
	5. Nametags for attendees (one tag that all journals use)
3. Students are in charge of all clean-up, including food, tables, chairs, info tables, etc.
	1. Create a sign-up form for before/during/after the event to coordinate set-up, managing the subscriptions tables, and a HUGE sign-up for clean-up

## Checklist for the Day

Morning of Event:

1. Email the Invite FIRST THING
2. Pick up Food & Drinks
3. Print Registration Lists

At Four O’clock

* Hang Signs as needed
* Set up tables & set linens as needed
* Set up registration table
* Music is playing
* Set up food and drinks
* Check PA System
* End of night: throw trash SW corner, NM Ct Appeals

Have On-Hand

* Name Tags
* Pens and Sharpies
* Donation Forms
* Money Receipts
* Cash box
* Banners and journals for three journals

## Symposia

Symposia require a lot of hard work and planning, but they benefit the journal in two crucial ways: first, they increase awareness about the journal and raise its profile both within the law school and in the wider community (meaning UNM, the state bar, the state, the region, the science/social science community etc., depending on the topic). Second, a symposium will fill one of the year’s issues, which gives the board the freedom to be more selective about the articles it accepts for the remaining issue.

It is crucial to begin planning the symposium early and continue working on it consistently during the course of the year. In terms of planning, the buck always stops with the Editor(s)-in-Chief, but that doesn’t mean they have to be the primary planners. Ideally, one of the Manuscript Editors will be willing—and organized—enough to take the lead on the symposium, leaving the Editor(s)-in-Chief to make sure that main point person is staying on top of everything. Make sure the Journals Assistant is in the loop of all the symposium planning.

## SOL Authorization

Before you begin the funding cycle, these offices and individuals must be notified and authorization must be given. If there are any questions or concerns they must be addressed before seeking funding.

* 1. The entire Editorial Board
	2. Journal’s Faculty Advisor
	3. School of Law Dean(s)
	4. Law School Budget Officer (Stephanie Grant)
	5. Journals Staff Support
	6. CLE Credit Approval (as needed)
	7. Advancement Office (Hannah Farrington, Carmen Rawls & Tamara Williams)

## Event Calendar

The minimum to plan a symposium in 1 full year. More time is needed if there is no funding immediately available.

1. Search for and secure funding (OSP and C&G at UNM). Make a budget of costs (food, travel, CLE, etc.).
2. Pick topic and discuss with faculty advisor. The topic and funding must be secured before moving forward with plans for a symposium. Everyone on the “SOL Authorization” check list above MUST sign off. Otherwise the individuals running the event, not the school, may be liable for all charges.
3. Send out CfP
4. Handle and process any paperwork associated with budget/grant
5. Contact List for people to invite. Finalize date.
6. Finalize costs, hotel, etc.
7. Website, CLE credits, design elements (postcard).
8. Send out letters of acceptance to speakers/authors.
9. Set menu with caterer.
10. Advertise in Bar Bulletin.
11. Have print order sent to Copy Center.
12. Month of the event
13. Post-event: complete and submit all financial paperwork

## Main Points to Any Symposium

When you boil it down, there are essentially four pieces to the symposium: the presenters, the audience, the papers, and the forum (meaning the space, time, food, technology, and other means of making the symposium happen). So all you really have to do is make sure those four things come together.

### Selecting Speakers

Know who the big writers/thinkers on that topic are—it’s great to get at least one big-name person, but at the very least you need people who will be able to present interesting, relevant information on the topic, and will be able to not only speak about it but also complete an academic paper (usually ~25 pages, double-spaced). Brainstorm about whether any of the school’s faculty have connections in this field and might be able to suggest speakers and help you make contact with them. Be bold—the worst they can do is say is no, so why not ask?

### Publicizing the Symposium

What if you went to all the work of putting on a symposium and no one came? To avoid this depressing possibility, publicize, publicize, publicize! Brainstorm about all the different constituencies that might be interested in the material you are going to present, and get the word out to them.

You might consider—are there state agencies working on this topic? Would any of the departments on main campus be interested (e.g., if there is an overlap with science, history, political science)? How about NMSU or another of the state’s universities? Are there nonprofit groups working on this issue who could publicize it to their members? Are there other law schools—or natural resources departments at law schools—that might be interested?

For example, a publicity campaign for a past symposium included:

* Two-week ad in the Bar Bulletin (especially recommended if offering CLE credits)
* Email to all the members of the appropriate Section of the State Bar
* Emails to all the members of the Legislature’s Land Grants Committee (as an example)
* Emails to a bunch of organizations studying or focusing on topic within UNM and City
* Emails to other law schools that might have an interest
* Multiple emails to the UNMSOL community
* Posters on main campus and other locations (like the state archives) where interested people might see them

Publicizing the symposium is crucial, especially if you need the event to generate revenue.

In terms of keeping track of the registrations, a ME generally takes on that duty, since he or she is in the best position to be available to communicate with potential participants.

### The Speaker’s Papers

The biggest downside to symposia is that, for the most part, the presenters have to write an article especially for it—they usually don’t just bring something in that they were already working on. The problem is it’s a lot easier to pull together notes for a presentation than a full-fledged academic article. Have the papers due before the symposium. All speakers must sign a contract if being published.

## CL*E* Guidelines

Contact Sue George, or current SOL staff member in charge of CLE

### Staffing

Oversight/MCLE compliance provided by Sue George (sgeorge2@unm.edu; 277-5089); MCLE reporting by Trish Otero (otero@law.unm.edu; 277-1652); all other assistance from faculty support or other entity (see below)

### MCLE Requirements

* Each program must have at least one attorney on the faculty
* Program’s primary objective must be to “increase the participant’s professional competence as an attorney”
* Program cannot be held while lunch is being served
* Program must be run primarily by the SOL, from registration to curriculum development to CLE credit reporting (can be done “in cooperation with” another organization, but must be “sponsored by” UNM SOL)
* (MCLE Rules 18-101 et seq.)

### SOL Requirements

* Faculty must work with faculty support or other supporting entity (Advancement, Utton Center, etc.) for room reservations, registration, advertising, attendance, etc.
* Must start process 30 days in advance of program (MCLE approval, advertising, etc.)
* SOL submits and pays for credit reporting to NM MCLE; we provide Proof of Attendance for out-of-state attorneys (we don’t submit credits to other states) and paralegals
* SOL does not report more than 24 credit hours (20 G, 4 E) per program; program must be advertised in this manner
* Presenters are entitled to credit for time attending, time teaching, and preparation time (3x teaching)

### How to Get Started

* Send draft agenda to Sue for credit review and approval; she will send either sign-in sheet (for 1 hour programs only) or Certificate of Attendance (each attendee must fill out)
* Work with support staff or entity on logistics (room reservations, registration, advertising, attendance)
* Send sign-in sheet or completed Certificates at end of program to Sue or Trish for each attendee AND instructor

### Advertising

1. Update contact list in MailChimp—NM Bar members, alumni, professors, non-legal scholars related to subject matter.
2. Create an e-postcard to email to the entire NM Bar using Email Campaign
3. Website—have a page devoted to symposium that lists time, date, location, costs, speakers (topics and bios), registration form,
4. Advertise with NM Bar Bulletin, example below.



## Accommodations for Speakers

The speakers should stay at no cost at a local hotel. Find a hotel that will offer a group discount to UNM. Contact the front office in advance to work out details, work with whoever is handling the money to pay for this. Provide clear directions for speakers on how to navigate Albuquerque once arriving: hotel, travel, and where to eat.

### Food

Gourmet to Go is the standard for food provided during the event. It is recommended to have G2G serve cocktails (wine and beer only), and cater hors’d oeuvres or meals. G2G will set up and break down, and provides licensed alcohol server. Water, fruit, and small snacks can be purchased and set-up by journal, this can be more cost effective than asking G2G to do this.

### Space Rental

* All events should be held at UNMSOL as room and space rentals are free.
* Reserve rooms and any exterior spaces (i.e. Patio) through Front Desk
* And indicate how many people are expected to anticipate parking issues
* Rent tables and chairs through PPD
* Don’t forget table cloths. G2G can provide, or can use “It’s a Rental” for tables, chairs, and linens.

### Media Services

For assistance with classrooms (microphones, speakers, PowerPoint) and/or renting additional equipment contact UNMSOL media services. Rental of PA systems has fee.

### Folder for Attendees

1. CLE Certificate of Attendance (if required)
2. Order form for purchasing symposium issue
3. Prepare name badges for presenters, NRJ members, and individuals who have preregistered; have blank name badges for those who register at the door
4. Card / ticket with information on any after-symposium events (dinners, cocktails, etc.)
5. Program: list of events, bios, masthead, other info, and scratch pad
6. Any notifications of ANY upcoming journal events
7. Other items: business cards, Signs for the event, bathrooms, food, etc.

# Finances & Budget

## Funding & Budgets

All three journals pay for outreach events and food through specified accounts. The TLJ budget is managed by Mitzi Vigil while the NRJ and NMLR budget is managed by Marie Andrews. At the start of each academic year the three journals will meet to plan for that academic year’s events given the amount available. An individual may not be reimbursed for purchases not agreed upon in this meeting. Only pre-authorized expenditures are allowed. All questions on budget and allowable expenses should be routed through Marie.

## Two Budget Types

### Business Operations Budget

This account’s revenues are the journals’ subscription fees and royalties. The only expenses that may be paid from this account are supplies, postage, phones, printing, copiers/printer rentals, and pre-approved miscellaneous items (software, computer supplies, and print and electronic resources and furniture) needed to prepare and publish the journals. The Law Library manages the business operations funds.

### Journal Events Budget

The NMLR and NRJ have an events budget, the funding for which is taken from the operating budget. Annually, a sum is transferred to the events budget (and may change annually) and the journals must budget their events based on this sum. The events typically involve the Open House, Write-on Information Session, and Bluebooking Session. It may also include other trainings, speakers, or recruitment sessions. Special events, such as symposia, are encouraged but may require outside funding. This budget can also be used to pay for National Conference of Law Reviews membership dues but NOT the travel associated with visiting the conference.

\* Any alcohol purchase cannot be more than 30% of total amount spend on food.

## Journal Events Budget Procedures

Basic procedures of the events budget:

1. Meet annually to plan budget (August and February) for joint and individual events
2. All quotes for food, drinks, rentals, speaker fees, etc. must be reviewed by JA prior to purchase.
3. The budget does not need to split 50/50, but must be fair and agreed upon by both journals
4. This budget covers events, speakers, Honoria, printing, as well as media and table rentals. It does not cover any costs of attending conferences or awards/plaques.
5. The amount provided annually is currently $1,500 but this may change year-to-year depending on available funds in Operating Budget.
6. The JA can work with emergencies, but changes will have to make sense within the already approved budget and/or be approved by the other journal.
7. The JA can provide updates on the budget as requested

## Three Expense Types

There are three financial levels of support for the journals:

1. All of the personnel who assist the journals (faculty and adjunct advisors, part-time journals assistant, contract negotiation, budget monitoring) come from the law school.
2. Supplies, postage, telecomm, printing and shipping volumes, copiers/printers, and miscellaneous items (like new Blue Books) related to journal business operations are funded by subscription fees and royalties.
3. Additional activities include the Spring Recruitment Series (information sessions, receptions, and so forth). These are also funded by subscription fees and royalties. Funds can be supplemental through fund raising and donations, and the Dean’s discretionary funds, but any fund raising must be approved by Advancement Office before any campaigning begins.

These budgets do not cover the National Conference of Law Reviews (NCLR) annual meeting attendance or award plaques/trophies. Funding for the National Conference of Law Reviews (NCLR) should be procured from UNM’s other funding resources for students like GPSA, OGS and UNM Career Services. Additional items like plaques must be paid for by individuals.

## Donations

Advancement must always be aware of campaigns for donations. Advancement is already working with many individuals and firms, and so each journal will need to send a list to Advancement to be approved. This will take time to approve, as their office will need to make sure the same person isn’t being asked for money multiple times. The Advancement office highly recommends crafting a list of individuals not firms. Also, Advancement sends bulk requests at certain times of the year, and we do not want multiple requests coming from the school at the same time.

When requesting funds, the specific purpose needs to be stated (open house reception, speaker series, education) but do not ask for a specific amount. Melissa Lobato can help with the language used in the letter, as there are ways the letter needs to be worded. If a journal wants to ask for funding they will need to make time to meet with Advancement to ensure appropriate procedure and purpose before moving forward.

All the funds will be received by UNM’s Foundation Office, and then funneled to the advancement office, which will move the funds to the event budget. Marie will manage the funds, making sure they are being used for the purpose stated in the original letter. Students never handle incoming donations; all financial processes are handled by the school’s Advancement Office and Accounting Department. Allow three weeks for donation to be processed.

Donors may fill out the UNM SOL approved form and return it to the Advancement Office (Melissa Lobato and Nickie Vigil). Journal alumni or firms may donate funds by visiting this web site: <http://lawschool.unm.edu/alumni/> The form will need to be mailed in so that the money is allocated to the journal.

For any questions please contact JA.

### UNM Donation Policy

University Administrative Policies (UAP) 1040. This policy was developed through a Fundraising Policy Committee and offers information on auctions, crowdfunding, and raffles.

Draft: <http://policy.unm.edu/under-review/university/d1040.html>

## Grant Funding

Grants are a great boost to the journal’s standing AND requires full coordination with UNM’s Contracts and Grants office. All grants must be directed through this office or the money may be denied by the University or subject to auditing. If the process is not completed properly from the beginning you may not receive the funds for up to two years due to paperwork backlog.

General Grant Budget Categories:

1. Marketing Costs
2. Printing fliers, programs, signs etc.
3. Venue: Renting any space outside of SOL will require a fee
4. Tables and Chairs: Tables and Chairs for lunches/dinners cost
5. Event Catering
6. Dinner(s) with Invited Speakers
7. Media Equipment Rentals
8. Speaker Travel Expenses: airplane tickets, meal per diem, hotel costs
9. CLE Administrative Costs
10. Honoraria
11. Travel, hotel and per diem for invited speakers

### Pre-Award Process

UNM subscribes to two databases for finding grants and other funding sources. The Office of the Vice President for Research will provide a tutorial to the journals, upon request, on navigating these databases. They will work with you/journal on finding appropriate Call for Proposals, as well as preparing the proposal and budget. They will then assist you as you submit the proposal to the Office of Special Projects, who must approve the proposal before it is sent to the foundation/agency. The Office of the Vice President for Research will help you get your grant application together and ensure you have complied by federal guidelines (because it is a state-funded university). The funding sources would not be geared towards journal-production but rather issues and subject matter.

To set up a tutorial please contact Elly Van Mil (Faculty Support Officer) at (505) 277-7452 or evanmil@unm.edu If you choose to have this training, please let the other journals know so they can participate.

Please note: While an editor can complete the necessary paperwork, the faculty advisor is the Principle Investigator for all grants.

When you receive the award send the letter directly to OSP, who will begin the process for creating a unique index (budget) to receive the funds. All expenditures (purchases) are approved by the Principle Investigator/Faculty Advisor and the school’s Financial Manger, Stephanie Grant.

# Workflow for 2L through 3L

# Roles and Stakeholders

Editors & Staff are responsible for the editorial processes (editing and citations); formatting and proofing final articles and issues; recruitment and event planning; file management; sets deadlines for publication; negotiate author contracts; trains new student staff and editors; responsible for managing their own processes & streamlining where needed; organize symposia; updates and strategies their web pages.

## Editors

The journals have an editorial board and a staff. The editorial board comprises 3L students (all of whom served as 2L staff), and a staff of primarily 2Ls (some years, there are a few 3Ls on staff.) Typically, there are about 27 or so students on the print journals each year.

Review [Stetson Law Review](http://justice.law.stetson.edu/LAWREV/backissueindv.asp?vol=30-2) Vol 30.2 for articles on the publication process, advice to EiC, MgE and all editors. Special Issue coinciding with National Conference of Law Reviews 2000.

It’s the responsibility of the EICs and Managing Editor to set clear deadlines and expectations for all staff and board members from the start, and to stay on top of those deadlines. It is also their responsibility to address the issue when anyone fails to complete assignments. Sometimes, it’s as simple as sending an email reminder. Other times, it requires calling a meeting with the student to discuss the issue. Do not send out an all-staff memorandum! Deal with issues in a one-to-one meeting.

If a peer is not completing their work, or the quality is low it is the editorial boards right to bring this issue to their Faculty Advisor. There should also be rules governing procedure and the processes for disciplinary action in the journal’s by-laws. Everyone is earning academic credit for their work on the journals, and if someone isn’t doing their work then it is an academic issue.

The below descriptions will help 2L staff understand how their talents could be used the best as an editor, and the description will help you better understand role elections/selections. There are some general traits for each position, i.e. PAE and ME must be comfortable working closely and professionally with author while CEs need to be detail oriented and willing to supervise the 2L staff. Also, please consider any personal time restrictions (going to DC or graduating in the Fall semester) as some roles will be better suited.

Please keep in mind, there are many facets to a journal. Faculty, EIC or MgE may require you to complete projects or assignments outside of what is listed below.

### Editor-in-Chief (EIC):

Chief administrative officer; spokesperson, personnel director, faculty liaison, general troubleshooter. Overall supervisory responsibility for publication; supervises editing process, provides quality control, and is final editing authority for every article published. Lead regular meetings of full editorial board to address relevant business. Helps keep the journal on task and on time. Reaching out to faculty, library, and/or JA as needed to help keep the process moving. Their duties start immediately.

* Read and evaluate articles that are submitted to the journal and attend weekly manuscript review meetings where the EIC(s), the Manuscript Selections, the Managing Editor (optional?), and any other board members who are interested in evaluating manuscripts decide whether to accept them.
* Lead regular meetings of the full board to update everyone on the status of the journal and address other business. (Email reminders are helpful.) Plan the agenda for these meetings, take notes, and send follow-up emails with notes/minutes to the group.
* Coordinate scheduling and division of labor with the Managing Editor. Be sure that the Managing Editor is coordinating efficiently and effectively with the JA, Faculty Advisor, and the Board.
* Supervise staff training, updating the staff manual during the summer, ready to distribute Fall Semester. The same may be done over the winter holiday before January board selections.
* Coordinate the transition to and training of the new board (in the spring).
* Check in with the Manuscript Editors frequently, and review all work before articles are assigned for cite checking, particularly if an article is challenging or if an editor seems to be struggling (or slacking).
* Working with the Citation Editors, and ensure that they are planning and conducting staff trainings and periodic meetings. Make sure the Citations Editors are working well together and are successfully managing the cite checking so that cites are very clean by the time the articles reach the EIC for final review.
* Supervise the editing process and provide quality control: perform editing, read-throughs, cite-checking, citation compilation etc. The EICs are the last line of quality control and so must ensure that the content of all articles published in the Journal meet the journal’s high standards.
* Take care of any unanticipated needs, pinch hit when needed, and serve as ultimate enforcer and should communicate with the Faculty Advisor regarding sanctions for any significant and continuing staff or board delinquencies.
* Set aside time where they can meet with the Faculty Advisor, journals assistant, staff, and board members who may have questions or concerns.
* Schedule a biweekly meeting with EICs, the Managing Editor, and the JA to update each other on publication status and to discuss issues; EICs and the Managing Editor should continue to meet at the same time during the off-weeks to update each other on status and any issues that arise during the week (e.g., every Tuesday at noon the EICs and the Managing Editor meet, and every other Tuesday at noon, the Director of Publications is involved in this meeting).
* Organize Events: (a) Orientation and welcome party; (b) Journals Recognition Reception; and (c) Other bonding opportunities (NRJ-NMLR-TLJ ultimate bowling showdown, outdoor activities, etc.).
* Oversee the organizing of the annual or biennial symposium, ideally in close collaboration with one or more Manuscript Editors who are particularly interested in the topic.
* Status, vision, and future: The EIC, with input from board, will engage in some strategic planning for short-term and long-term improvements. Big-picture ideas and its ultimate future are outside the EIC responsibilities. Any ideas should be directed to both the FA and JA so that academic use, budget, and/or usefulness for journal can be fleshed out.

### Managing Editor (MgE)

The Managing Editor supervises the actual publication of the journal with the assistance of the other editors; responsible for assigning and supervising manuscript editing and cite-checking assignments; sets and tracks the editorial calendar and publication schedule for each article; maintains a record of all correspondence between journal and authors; helps with the day-to-day management of people and processes; involved in decision making and facilitating requests. Their duties start immediately.

* Primary Responsibilities: (a) Set and track the publication and editorial schedule with the Director of Publications and the Editor(s)-in-Chief; (b) Keep track of the status of each issue by updating weekly the logs/charts showing where each article is in the editing process, and share this information with the rest of the board and the staff (either by printing out copies to post and hand out at the board meetings or by emailing schedules to the board); (c) Send out reminder e-mails about upcoming and late deadlines to board and staff members as needed.
* Author Correspondence: As editors CC the Managing Editor on all author correspondence e-mails, the Managing Editor should save article edits to the server with standard file names and organize e-mails electronically. While each editor is responsible for printing and filing hard copies of his or her author correspondence, the Managing Editor keeps the electronic files in case the hard copy files need to be supplemented at the end of the school year. (b) Both the Managing Editor and the EICs should jointly ensure that editors file hardcopies of all their author correspondence. (c) The Managing Editor is also responsible for performing initial quality control and notifying the EICs of any e-mails or edits that require their attention.
* Manuscript Review: (a) Read and evaluate submitted manuscripts; and (b) Determine which manuscripts to accept or decline with the student Editors-in-Chief at weekly meetings.
* Assign Accepted Manuscripts to Manuscript Editors: (a) Draft memos/e-mails to Manuscript Editors synthesizing comments of the review committee addressing any special concerns presented by the manuscript; (b) Create the proper electronic file/folder for the article on the Z-drive; (c) Coordinate the assignment of manuscripts to Manuscript Editors to ensure that manuscript editing is fairly distributed between Manuscript Editors.
* Assign Edited Manuscripts to Citations Editors: (a) Coordinate the assignment of edited articles to Citations Editors to ensure that citation editing is fairly distributed between Citations Editors. (b) Organize the Staff Members into teams and coordinate the assignment of citations by Citations Editors to Staff Members.
* Final Article Quality Control: (a) Assist the Editors-in-Chief as needed to complete final reviews of edited articles prior to proof preparation.

### Submissions / Professional Articles Editor (PAE)

The Professional Articles Editor(s) supervise the review of all unsolicited manuscripts for possible publication and assign the editing of selected articles to members of the Editorial Board. If necessary, the Professional Articles Editor(s) will be responsible for soliciting articles from faculty and practicing attorneys. Read and assess each submission, looking at topic, quality of writing, length, and quality of footnotes. Their duties start immediately. This is most often paired with ME role.

This position ensures that the Journal reviews and makes decisions on whether or not to accept manuscripts in a timely manner. The Article Submissions Editor is in charge of managing the Journal’s submissions account. This includes sorting submissions, maintaining correspondence with prospective authors, creating timelines for manuscript reviews, and ensuring that the Journal either makes manuscript offers/rejections in a timely fashion.

The position may also include manuscript editing duties, depending on the need in a given issue, which will be determined by the EICs on a case-by-case basis. Any Board member interested in the Article Submissions position should also be interested in and willing to engage in the manuscript-editing process. The manuscript submissions editor, however, may be assigned a lesser quantity of manuscript editing in order to compensate for the manuscript selection responsibilities.

* Cleaning-up articles before edits begin
* Coordinate professional article review and solicitation.
* Oversee the process through which Staff members and Editorial Board members read submitted articles and make recommendations to the Editor-in-Chief for selection of manuscripts for publication.
* Assign articles to members of the Editorial Board for substantive and technical editing once a publication commitment is received.
* Work with Editorial Board members during the editing process and establish deadlines for completion of each article.
* Ensure that each Editorial Board member has prepared each article for publication and has diligently worked to ensure the accuracy and timely publication of the assigned article.
* Will step in to complete EIC / MgE duties as necessitated.
* Manage emails (Gmail and @law) for the entire year. This will require checking emails once a day when accepting manuscripts and weekly to help manage incoming emails. When the submission deadline has passed it is best practice to continue to follow up on emails.

The Professional Articles Editor(s) must have the ability to judge the quality of submitted articles to determine if the submission 1) addresses a timely legal issue, 2) provides a thorough and insightful analysis of that topic, and 3) is written in a clear and entertaining manner. The Professional Articles Editor(s) must also have a good understanding of the current state of the law in many subject areas.

### Manuscript Editors (ME)

Perform substantive and technical editing. They work with authors, as well as the other MEs.

* Meet with entire board at board meetings to check in about the status of the journal. Volunteer (or be assigned) to edit articles as they are accepted.
* Manuscript Editors may volunteer to serve on the review committee and help select articles for publication at (separate) meetings.
* Manuscript Editors should volunteer to help with journal recruiting events, social events, and Symposia.
* The Manuscript Editors will receive assigned articles from the Managing Editor along with any hard copies with comments from the manuscript review committee and/or any comments from the manuscript review committee.
* Receive editorial schedule for the article from the Managing Editor, including the date the first edit will be submitted to author by the editor, the date the first edit will be returned from author, the date the second edit will be submitted to author by the editor, and the date the second edit will be returned from author.
* Write an introductory email by the deadline provided by the Managing Editor to the author as soon as possible. Include the editorial schedule so the author knows the timeline for publication. Always CC the Director of Publications and the Managing Editor on your correspondence with authors so that they can keep track of the progress of articles (and back you up with the author if necessary).
* Edit Manuscript Text for Content:
	+ (a) Upon receiving the manuscript from the Managing Editor save file as “AuthorLastNameXX.X\_1stEditAAA.doc” on the “Z drive.”
	+ (b) Complete a substantive edit of the text, including footnote text, following the guidance in this manual, and save as “AuthorLastNameXX.X\_1stEditAuthor.doc” on the “Z drive”;
	+ (c) Return to author with specific instructions and deadlines. If you don’t hear anything back, check in with the author the day after the due date you provided and politely remind them about the proposed schedule and see where they are with their edits. Some authors need a little more prompting than others.
	+ (d) When the article is received, save as “AuthorLastNameXX.X\_2ndEditAAA.doc” on the “Z drive.”
	+ (e) Complete a technical edit of the text and footnotes, following the guidance in the Board Manual, and save as “AuthorLastNameXX.X\_2ndEditAuthor.doc” on the “Z drive”;
	+ (f) Return to author with specific instructions and repeated deadlines to be sure the author is responsive and meets the deadline imposed; (g) Complete a copy-edit of the article to ensure house format and style guidelines are met, following the guidance in the manual; (h) Prepare footnotes for cite-checking, following the guidelines for “Manuscript Editors & Footnote Editing”.
	+ (i) Print out a hardcopy and do a read through as well as another format of the article (as the author may have changed things). Correct any mistakes you find. Save on the “Z drive” as AuthorLastNameXX.X\_CopyEditAAA.doc.”
* Evaluate an Article’s Images – Using the “Evaluating an Article’s Images/Tables/Figures” sheet.
* Email the Article to the Managing Editor and Editor(s)-in-Chief: Alert them that the Article is saved as “AuthorLastNameXX.X\_CopyEditAAA.doc.” and is ready for them to review.
* LIBROS, ILL, Requesting Sources: Follow the guidelines for ILLs and work with CE on materials list.
* Post Cite-Checking Author Inquiries: Work with the Managing Editor, Citations Editor, and Director of Publications to resolve any outstanding author inquiries; and
* Final Steps: Work with the EICs, the Managing Editor, and the Director of Publications to finalize any outstanding issues with the article and be willing to volunteer for a read through of the final draft.

### Citation Editors (CE)

Acquire needed ILLs, and help supervise work of staff.

* Train the staff on Bluebook format and the source and cite-checking process. Plans cite and source checking training at the beginning of the fall semester and hold periodic staff trainings for feedback and questions throughout the year.
* Meet with the rest of the board at board meetings to check in with the other board members about the status of the journal.
* Receive the final edited, copy-edited, and formatted articles from Managing Editor. One Citations Editor will be responsible for each article, although all will work together closely.
* The Citations Editor creates the comment chart for the article. The Citations Editor distributes the article, the LIBROS chart, the comment chart, and any relevant cite checking instructions or guidance included in an email to the staff for cite checking. The Managing Editor will help coordinate which staff members will cite-check each article and how many citations will be assigned to each staff member.
* The Citations Editor must inform the Managing Editor of any requests from Staff for extensions and work with the Managing Editor to revise the schedule prior to granting any extensions.
* The Citations Editors and the EICs and Managing Editor may need to meet periodically to organize assignments, discuss their progress, ask questions about difficult cites, and reach consensus about how to cite sources for which there is no solid Bluebook rule.
* After the Staff members return a cite-checked article to its Citations Editor, that editor reviews all of cites and ensures they are consistent and in Bluebook format. The Editor also reviews enough of the propositions (especially direct quotes) to feel confident that the Staff thoroughly checked them.
* The Citations Editor resolves propositions reported by the Staff as “Not OK” by looking at the sources and professionally conveying the few remaining queries to the author with a specific response deadline. All outstanding footnote inquiries must be resolved by this stage. Citations Editors should do their best to consult with each other to creatively resolve problems with footnotes and propositions within the publication deadlines. The CE should seek guidance from the EICs if he or she remains conflicted about how to solve a problem.
* The Citations Editor then sends the article to the Managing Editor and saves it on the server as AuthorLastNameXX.X\_CiteChk1Done.doc. The Citations Editor then delivers the article to another Citations Editor for a second review. The reviewing Citations Editor flags areas for necessary corrections or suggestions and returns it to the assigned Citations Editor who will input any corrections.
* The Citations Editor emails the completed, corrected article to the Managing Editor and the EICs and saves the file on the server.
* The Citations Editor gives the Staff feedback and shows them the corrections s/he made. If any Staff members did a particularly poor job, the Editor should meet with them one-on-one to address the problems.
* See Example Email for S&C Assignment in S&C Section below

### Student Articles Editors (SAE)

Work with 2Ls on case notes / book reviews. This may include the case bank, helping acquire review books. The person(s) in this role crafts the Write-On in the spring and facilitates grading the applications. They are active in helping Faculty Advisor facilitate the 2L writing requirement, and assist with topics and citation as needed.

### Web / Technical / Social Media Editor

This position may be in addition to regular duties. This person keeps LinkedIn, Facebook, Twitter and web site up-to-date and relevant. And act as a liaison between the school and the journal as needed in regards to the web site. As all law journals nation-wide move towards a more dynamic online presence, this position will grow importance. This work will otherwise be included in the regular duties of the EIC and MgE unless otherwise assigned.

The Technical / Digital Publishing position can include creating ePubs of the articles so that they are accessible on tablets and other mobile devices.

The web editor’s job is to keep LinkedIn, Facebook, Twitter and the official web site up-to-date and relevant and to act as a liaison between the school and the journal as needed in regards to the web site. The position can also include creating blawgs, podcasts, ePubs of the articles so that they are accessible on tablets and other mobile devices, etc. Please make sure you are not running contrary to policy.

### Student Staff

In the fall, students are writing their assignment and being meticulous in their S&C assignments. In the 2L spring semester, they will be assigned/elected into their editorial roles. They must complete both editorial and staff workloads concurrently.

## Role of School & Library

As the school is the publisher of the journals, strategic planning and all matters not directly related to the content of the journal are to be reviewed by the school.

### Administrative Support

* Alumni Events: Melissa Lobato (Advancement Office)
* Setting Events / Book Rooms: Front Office
* Marketing and Standards: Marie Andrews
* Web Administration: Jayson Capps
* Career Services: Heather Harrington
* Student Services: Nancy Huffstutler
* Admissions (re Transfer Students): TBA
* Fundraising & Alumni: Melissa Lobato & Nicki Vigil
* Journals Support: Marie Andrews
* TLJ Admin Assistant: Mitzi Vigil
* Library Liaison: Alexandra Siek
* NRJ & NMLR Operating and Student Activities Budget: Marie Andrews

### Journals Assistant:

The JA archives procedures, manages budgets, handles subscribers, royalties and permission requests, and other administrative functions.

### Faculty Advisor:

The Faculty Advisor supports the journals academically, providing guidance on the goals and needs of the journal. They cover the journals’ educational needs, marketing, and support travel to NCLR (through student funds). They primarily work with the Dean on questions and concerns. Copying faculty advisors in emails is a standard protocol as they are responsible for the outcome of the journal, they may offer insight into a question or concern, and guarantees they are well-informed of any situations.

* Assist with soliciting and selecting articles
* Help with academic questions
* Assist with difficult personalities
* Checks-in with EIC and MgE

Adjunct Faculty teach 2L seminar; assist with recruitment of rising 1Ls; Academic/writing support; rigor & accountability; assigns credit for work

Faculty should be aware of issues or set-backs, i.e. issues with quality of S&C assignments—this is an academic issue that should be addressed by both the board and the faculty.

### Library Faculty

Reference Librarians are a very useful resource for questions on legal scholarship in general, Bluebooking, citations, sourcing, writing, and more. Librarians can come to classes and speak on source and cite, or topic-specific research. You may visit the reference desk and speak to the librarian on duty, or email libref@law.unm.edu, or call 277-0935.

Law Library Facilities helps with issues with the Journals Suite, such as problems with the heat, furniture, janitorial services, etc. Contact Robert Thomas at thomasr@law.unm.edu

The library can help with information on researching or citing as related to the editorial process and the 2L writing assignments. Faculty advisors can request an instructional session regarding ILLs and research for their classes.

# (Rising 1L) 2L Staff

## Write-On Competition

The write-on is held one week after finals end. First-year students have up to two weeks to complete their application, anything over this deadline is not considered valid.

The journals use Twen to manage the competition to keep the assignment organized and applicants anonymous. There is a journals email account associated with the “journals class” and each year the JA will log on and set up the new assignment and add editors as administrators of the account. After this, for any technical issues the editors should contact their Westlaw Rep directly.

From there, the editors will be able to upload the PDFs (the assignment and a how-to file). The journals choose editors to create a new application packet. Previous years exams are archived, so editors may review this as they create the competition application. Beginning in 2015, the write-on asked the applicants to use the Bluebook not ALWD.

Editors from NMLR and NRJ are added to the TWEN site to manage the application and submissions. They field the Q&A and so are disqualified as a reader because they know who is applying. They also track and distribute the assignments as they arrive. They track the user number, name, email, and journal preference of the applicants. They will release only the CHOSEN applicant names to each journal once ALL grading is complete for that journal.

For a little information on using Twen as the instructor, look under “Budget & Events” tab: <http://libguides.law.unm.edu/LawJournals>

* **Are you pointing students to any specific books or other materials housed in the library? Work with the JA to get materials set aside and available for two-hour check-outs.**

For NMLR, the registrar needs to be notified (currently William Jackson) so he can code those staff members for registration in the required seminar.

## Transfer Students

The transfer student deadline is July 1st, while the Write-On Application closes mid-June.

Letters outlining the below policies are found on the journals’ websites. These letter should be updated as needed and re-posted. The original document and PDF can be found on the OneDrive.

**New Mexico Law Review**

Students who are admitted must contact NMLR within three-days on alerting Admissions they are attending in the fall.

**Natural Resources Journal**

After being accepted to SOL, the student may contact the EiCs to receive an application, after which they will have three weeks.

## 2L Orientation Session

An orientation gives an overview of every aspect of journals work, including substantive editing, technical editing, and more. It is taught by the faculty advisor, adjunct faculty, and 3L editors.

In August 2013, the three journals had an all-journal training session. This was recorded by Media Services and is available to view. To see this footage please contact Media Services at 277- 5063

### Orientation Topics

1. Understanding the Schedule: This includes the big picture timeline of getting both issues to print on time and their deadlines for S&C. Use the “Outline of Publication Process” found below.
2. Review the ins-and-outs of their editing assignments, what they should expect from their editors and what the editors will expect of them.
3. Finding, documenting, and storing documents for S&C
4. Other procedures as necessary

### Source and Citation

Under direction of the Citations Editor(s), the 2L Staff will receive assignments for sourcing and citing, some students will be more meticulous than others. Staff should receive a general overview training (orientation), but have sessions with the CE and library faculty. This will help keep the staff on task and address any major issues with an article or staff member. Requesting library assistance helps relieve some of the burden from the editors, and hearing information multiple times helps with retention.

## 2L Writing Assignment

### NRJ - Review Copies

NRJ has traditionally written book reviews of environmental texts in addition to case notes because the journal appeals to an international and interdisciplinary audience. Publishers will send books to the journal, and these books are placed in the journal’s suite. After three years the texts will be removed and entered into the library system. Students may use these books and/or work with the library on requesting titles.

Books that are not used or are used lightly (no highlighting or dog-eared pages) will enter the library’s general collection.

### Resources for Case Notes

The journals are invited to ask the library for assistance. Upon request, the faculty advisor can request a meeting time to review searching for law and non-law sources, review student topics and facilitate discussions or research paths.

NMLR: please check with your faculty advisor(s) and student articles editors regarding the casebank. See below for example email to 2L regarding case notes.

Check out these resources: <http://libguides.law.unm.edu/LawJournals>

### Overview of Casenotes & Comments

One of your major tasks as a staff member is writing an article of publishable quality—either a casenote or a comment. Below is a general introduction to both forms. Each section includes a definition, discussion of the sections, and how to get started. More in-depth research of each form of article will take place once you have begun and have decided what you are going to pursue. This is meant as an introduction to the forms and as guidance for starting the process, but it is not by any means all you will need to know. You will learn more about each of these in the classroom component later this semester.

### Writing a Casenote

#### What is a Casenote?

A case note is broadly defined as an article that describes a single case and then critiques it. There are two types of casenotes. Traditional casenotes describe the case and discuss its practical impact. More modern casenotes go further than this, evaluating the result and the reasoning of a case. As discussed in the comment section, it is easy to expand a casenote into a comment, and often a comment is more appropriate. The casenote generally follows a six-part pattern (but can vary depending on the topic itself): introduction, background, rationale, analysis, implications, and conclusion. Some typical theses for casenotes are:

* The result was correct, but the court proposed no clear standard for guidance in future; XYZ would be a workable standard.
* The result was correct, but the court never stated the real reason for its decision, which is XYZ.
* The result was incorrect; the court creates an exception to a constitutional provision that could swallow the rule.
* The result was incorrect; the court misconstrued or misused precedent.

Fajans, Elizabeth & Mary R. Falk, Scholarly Writing for Law Students: Seminar Papers, Law Review Notes and Law Review Competition Papers 11 (2d ed. 2000)

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#### What are the six sections of the casenote?

1. Introduction: Briefly describes the case and its holding and then states the thesis. It is also the roadmap for the note, describing what each part of the note will discuss. It should be written to grab the reader’s attention and interest.
2. Background: A brief statement of the case, which can be its own section, if desired. This section discusses how the case arose, its facts and all positions; it should also include any other background information that may be necessary to understand the case and your analysis of it. Thus, the background section can include a brief discussion of important precedent, statutes or constitutional provisions used by the court in its analysis of the issue.
3. Rationale: The rationale is where you lay out the court’s analysis. You tell the reader what the court decided and the reasoning they used. This includes any dissenting opinions as well. This section does not include any of your independent analysis, only the court’s analysis. In some casenotes, the Rationale and Analysis sections are combined.
4. Analysis: This is where you analyze the case. In this section you discuss your thesis and back it up with all your research. It can include several sections. For example part of it may discuss why the court was wrong, while another part may state a solution. This is the meat of the paper—where you really get to show the reader your analytical skills. It can also include the implications of the court’s decision on the law.
5. Implications: This is where you discuss how your case affects, will affect, can affect, or should affect the law in the jurisdiction being discussed. You may also include recommendations in this section.
6. Conclusion: Brief summary of the analysis and conclusion.

Note – There is a lot of room for change in the sections of the casenote; do not worry about this. You will work on the structure of your paper throughout its development.

#### How do I select a case and start my research?

* Select a case that you are interested in and feel will have an impact on the law in New Mexico. The case should have fairly in-depth analysis to ensure there is enough for you to work with. If the case involves statutory law, review all legislative history to ensure the statute the case depends on has not changed, rendering it moot.
* Research plans vary greatly depending on the topic you choose. To start, read your case and the relevant cases cited within it. It is also imperative that you Shepardize the cases to determine their status and any subsequent history. Also, read the briefs for the case, if available. Any additional research should be discussed independently with your editors. Research is probably the most important area of the casenote; if your analysis is not properly backed up by other sources, it may not be of publishable quality.

### Writing a Comment

#### What is a comment?

A comment is generally viewed as a much more expansive work, but it can be very similar to the more modern form of the casenote. A comment covers an area of law, instead of just one case. However, it is important to note that by choosing a case you are interested in, you are often just choosing an area of law you are interested in. One case can easily be expanded into a comment on an area of law discussed in the case.

The comment follows a basic four-part structure (that can vary a lot): introduction, background, analysis, and conclusion. The most important thing to remember in deciding to write a comment is that it should make (1) a claim that is (2) novel, (3) nonobvious, (4) useful, (5) sound, and (6) seen by the reader to be novel, nonobvious, useful, and sound. Eugene Volokh, Academic Legal Writing: Law Review Articles, Student Notes, and Seminar Papers 9 (2003). Comments tend to have condensed simple theses; some examples are:

* Law X is unconstitutional because….
* This law is likely to have the following side effects…
* My empirical research shows that this law has unexpectedly led to…, and it should therefore be changed this way…
* My empirical research shows that this law has had the following good effects…, and should therefore be kept, or extended to other jurisdictions.
* Viewing this law from a [feminist/Catholic/economic] perspective leads us to conclude that the law is flawed, and should be changed this way.

#### What are the sections of the comment?

1. Introduction: The introduction of the comment is more in-depth than the casenote introduction. First, you must show that there is a problem in the area of law you are discussing. This needs to be done concretely by giving an example of the problem of the law, either real or hypothetical. Don’t just say there is a problem then move on; illustrate it to your reader. Second, state your claim and show its novelty, non-obviousness and utility. State what you expect your paper to show and why it is a valuable contribution. Third and last, present the issue to readers in a way that is clear and grabs their attention. This will depend highly on your topic but can include things like crime statistics, environmental statistics, etc. This all must be done as clearly and concisely as possible.
2. Background: Brief discussion of any background matters important to your later analysis. For example: what the law is and how it got there; synthesis of precedent dealing with the law you are discussing; important historical information, etc. This should be very focused—do not be tempted to make a mini-treatise on the area of law; only include what is really important to understanding the area of law you are covering.
3. Analysis: Meat of the comment. Show that your claim is correct and back it up with tons of support. Be thorough by discussing the other side and problems in your argument. This can also go beyond your basic claim and include broader issues that come out of it, or parallel and subsidiary issues. Show how your narrow claim can have an impact on many broader areas.
4. Conclusion: Brief. Summarize the claim and the important conclusions. Make sure to remind the reader of the value of your article.

#### How do I select an area of law and start my research?

As noted above, you may start a comment in the same way you start a casenote—by finding a case you are interested in and looking at its analysis. All cases deal with certain areas of law and you may find that your interest in the case is more about the general area of law discussed in the case than in the court’s rationale. If you choose a New Mexico case that has been dealt with in a variety of ways around the country, this is probably an ideal area of law to base a comment on. Or, if it is a groundbreaking case in an area of law, it would also probably be great for a comment. You can also start by identifying a problem in an area of law that you are interested in. Make sure that the problem is not unmanageable and is novel; it will not be a good topic if it has already been written about a hundred times.

Research: First look at cases that deal with the area of law you are writing on. Start narrow, for example only U.S. Supreme Court cases, and then move to broader searches. In the cases, look at the analyses to help you develop arguments, discover related problems, and learn how to persuade your reader that there is a problem to be solved. You can expand upon this by looking at cases cited within other cases and Shepardizing. Also look for other sources that deal with the area of law including newspapers, legislative history, attorney general opinions, etc. Second, make sure you understand the law by reading hornbooks and treatises on the topic. While it seems like a lot, it can easily be broken down into manageable steps and does not have to be much more research than that done for a casenote.

Questions are expected. Please feel free to approach any of the Law Review Editors with questions or concerns. This task is daunting at first, but it is manageable once you get started. You will have as much support as you need, and you will all become far better writers by participating in this process.

## Selecting Student Work

Each journal will decide how they prefer to work with the student writing (how much effort will be spent on editing or copy editing citations, if any). Student authors receive a contract from the EIC plus an email stating their article was selected and an outline for deadlines. Student authors must hold to the same publication deadlines as given to professional articles authors.

### Ex. Email re Case Notes

MEMO

TO: NMLR staff members

FROM: Student Articles Editors

DATE: August 2020

RE: An Overview of Casenotes & Comments

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Congratulations to all of you on your selection to the New Mexico Law Review!

In preparation for the upcoming year, it is important that you start thinking about a topic for your Casenote or Comment. Remember, you will be writing on this topic for an entire year; make sure it is something you are interested in.

Included in this manual is a short section on the difference between a Casenote and a Comment. Please read it over as soon as possible. Your topic may influence which paper form you take on. If your topic is issue-driven or explores a particular area of law, your article will likely be better suited for a Comment. If you decide to focus on a single case, a Casenote will be more appropriate. As you go through the topic selection process, look at the format of the law review articles you come across during your research to help you determine whether your topic is better suited for a Casenote or a Comment.

When thinking about your topic, consider what New Mexico practitioners would want to read about. While your topic must be important to New Mexico law, this does not mean that you have to choose a New Mexico state law or court decision. Any federal or United States Supreme Court case influences New Mexico. Tenth Circuit cases are also binding on New Mexico federal district courts.

Also, your topic needs to be time relevant, meaning that the topic needs to be important to the law today. Cases that have been written about frequently do not make good topics. For example, many United States Supreme Court cases will be or have been discussed throughout the country. This does not mean that you cannot write on Supreme Court cases, but it should be a very recent decision that is pertinent to New Mexico.

Congratulations again! We look forward to working with you this year.

Your Name(s),

Student Articles Editors

## Editorial Elections & Selections

### NMLR Elections:

The New Mexico Law Review uses UNM main IT to help run their elections. IT uses an application called Opinio for the survey. Current contacts are Aaron Gabriel Baca and Marcos Archuleta. The NMLR candidates may submit writing and or a speech. IT needs one full month to account for uploading and troubleshooting issues.

### TLJ & NRJ Selections:

The current TLJ editors and staff will vote for each editorial position for the following year. For NRJ, the current board selects which students will perform which positions for the incoming board.

# Outline of Publication Process

# Editorial Calendar

NRJ & NMLR publish two issues each year. The goal is for Issue One to be finalized before winter break, and issue two by finals (first week of May). In each issue, NRJ & NMLR publish several professional articles (estimated at 6) and student articles written by journal students. TLJ publishes online, and can post finished articles when they are completed. All journals work to finish before graduation. Deadlines set in red are check points. Every delay means you are working on this volume after graduation while studying for the Bar Exam and working (a stressful juggling act!).

## Month by Month

### February

* You learn of your new editorial position. If you are an EIC, MgE or submissions editor your work will begin immediately.
* The board discusses option of a special issue (typically issue #2)—themed issues are highly encouraged (see section below for more details).
* EIC and MgE need to apply for funding to attend the NCLR conference ASAP. This conference is vital to learning how to manage people, information and processes.
* NRJ/NMLR EIC update the letter for transfer students as needed.
* If there will be a special topic for Issue 2 have the CfP out by February 28th

March

* Issue 2 of previous year is at Source & Cite
* Begin asking question & read this handbook!
* Work with Faculty Advisor on CfP and Special Issue(s) for your volume
* NCLR conference, usually attended by either EIC or MgE (or both). Submit grant applications to SRAC, OGS, GPSA and UNMSOL
* Visit 1L classes and attend student group meetings to mention the journals
* Recruitment Series event: Journal Staff Information Meeting for 1L Students
* Recruitment Series event: Journal Information Session on the Bluebook

### April

* Training by previous 3Ls
* Meet to discuss Write-on, and create application packet (JA will set class up in Twen).
* Mid-April: Deadline for receiving abstracts from CfP, Issue 2 (if applicable)
* Begin reading manuscripts as they arrive
* Meet with 3L editors and hold “Junior Board Meetings” to review manuscript decisions, review publication deadlines, and generate questions before outgoing editors graduate
* Issue (2) of previous year sent to printers
* Recruitment Series event: Journals Open House
* Recruitment Series event: Write-on Information Session for 1L Students

### May

* Keeping asking the 3L board questions
* Issue 1: Secured first set of professional articles
* Write-on Assignment Completed and uploaded
* Write-on Competition for NRJ & NMLR begins week after finals
* Ensure there are no technical snafus: passwords on emails, networked to drive, and assignments are given. Summer deadlines need to be set and understood before finals.
* Outgoing board: Issue Two is printed and shipped.
* Write-on opens

### June

* Issue 1: Secured all professional articles
* All write-on applications graded and new staff are notified
* Issue 1: Manuscript editing begins (and in conversation with author as needed)
* Outgoing board is removed from file shares and email.
* Incoming editors are responsible for answering emails from previous volume’s authors.
* Issue 2 Special Issue: Make selection of abstracts, notify authors due date is October 1st

### July

* Issue 1: Manuscript editing – continues
* Write-on applications are graded, and students notified
* Notify IT to update email lists, network drives, and anything else as necessary
* Update editor and staff information on website (mastheads) and listservs
* Faculty Advisor emails about new members
* Meet with JA to review budget for upcoming academic year

### August

* Issue 1: Manuscript editing – completed by August 31st and start S&C
* Issue 1: Incoming Staff orientation
* Issue 2: Secured first set of professional articles
* Issue 2: MgE begin manuscript editing on confirmed/received articles
* Hold regular meetings (with board, faculty advisor & journals assistant).
* Managing Editor: Update listservs with IT and masthead with web admin to current editors and incoming staff.
* EIC and MgE should visit 2L classes a few times to keep in touch with staff.

### September

* Issue 1: Source & Citation (S&C) continues
* Issue 2: Manuscript editing – continues on all secured articles

### October

* Issue 1: Source & Citation finished before October 15th
* Issue 1: Second review by EICs and MgE and final approval by authors
* Issue 2: All professional articles received, and in manuscript editing.

### November

* Issue 1: EIC and MgE Final Read through of all articles as they come in
* Issue 1: Articles are formatted.
* Issue 2: Manuscript continues, finished articles can be sent for S&C
* Student notes/reviews for selection in issue two
* Review editorial positions with ALL staff, how the nomination process works, and what they can expect for the spring semester

### December

* Issue 2: Student notes / book reviews selected
* Communication with staff and editors about remaining assignments & deadlines
* EiC & MgE confirms final article with authors

### January: PRINT

* Issue 1: Final PDFs uploaded to Sheridan
* Issue 1: Approved for printing
* Issue 1: Update website & send out Mail Chimp email alert
* Issue 2: Manuscript editing – finished before end of Month
* Issue 2: S&C begins
* Election/Nomination process begins for incoming editors
* NMLR contacts IT to set up online survey for editorial board
* Manual and Bylaws are updated, and uploaded to web site.

### February

* Issue 1: Authors, Editors, and Subscribers receive issue
* Issue 2: S&C - finished before February 28th
* First Meeting for Recruitment Series
* Election/Nomination for new editorial board & work with them to explain their role.

### March

* Issue 2: EIC and MgE Final Read through of all articles
* Issue 2: Articles are sent to authors for final edits
* Issue 2: Articles are formatted
* Incoming Editors begin CfP and choosing articles for Issue 1
* April: PRINT
* Issue 2: EiC approves final PDFs with Authors

### May: PRINT

* Issue 2: Final PDFs uploaded to Sheridan
* Issue 2: Approved for printing by May 30th
* Issue 2: Update website & send out Mail Chimp email alert
* You are relieved from checking email and are removed from network drive. Any follow-up emails are answered by incoming board (and the board should know where conversations and other supporting documents are located in email account and network drive).

### June

* Issue 2: Authors, Editors, and Subscribers receive issue

## Events to be aware of:

August: Student Recruitment at UNMSOL Orientation Tables & Class presentations

 New Staff training sessions

January: Issue 1 is received

 Board Elections/Selections

March: NCLR – for EIC and/or MgE just elected

 Recruitment Series: First Information Meeting for 1L & 2L

 Recruitment Series: Bluebook Information for all 1L

April: Recruitment Series: Second Information Meeting for 1L, Write-on

 Recruitment Series: All Journals Open House Reception (optional)

May: All journals complete final publications

 NRJ/NMLR Write-on Opens

# Article Selection

## Policy on Plagiarism

### Posted Online

JOURNAL is a student-run legal publication. All articles undergo a group review process and, for those articles chosen for publication, an extensive editorial review and revisions by third-year law students at The University of New Mexico School of Law. JOURNAL is committed to the highest standards of quality and integrity in the publication of articles, case notes, and reviews.

JOURNAL editors work to identify plagiarism and methodically review articles under consideration for publication for citation manipulation and/or data falsification. The University of New Mexico does not encourage research misconduct or plagiarism, nor knowingly allow this to take place. NRJ will publish corrections, clarifications, retractions, and apologies diligently if and when they are required.

### Internal Statement on Plagiarism

The Journals holds themselves to the highest ethical standards with regards to the work of each of its members. Plagiarism will not be tolerated. We must conduct our business as a unit, and individually, with the utmost ethical responsibility. We are a nationally and internationally read law review, and we must always remember that plagiarism by a single law review member reflects poorly on the journal as a whole. Furthermore, it reflects poorly on each of us individually even if only one individual committed the plagiarism. Clearly, the adage, united we stand, united we fall is at play here, so CITE PROPERLY.

We must also be vigilant to detect plagiarism in the professional articles we publish. If we publish a plagiarized article our reputation would, we’d have to publish a costly retraction, and legal action could also ensue.

The Honor Code defines plagiarism as “the knowing use of the ideas or words of another as your own without indicating such use fully and accurately.” NMLR has a broader definition—they consider all types of substantial misattribution, including inadvertent misattribution, to be plagiarism. Each journal may decide on how broad to define plagiarism.

Most commonly, the type of plagiarism the journals have confronted with is inadvertent rather than deliberate. Failure to properly credit a source through careful use of footnotes or failure to properly quote language taken directly from a source constitutes plagiarism. Thus, special attention to footnotes and quotations is essential in avoiding plagiarism in your own work and the work of others.

In an effort to curtail any possibility of plagiarism, please discuss your concerns with any other law review member. A law review member who is confronted with an arguable question of attribution error or plagiarism in his or her own written work, who notifies another Journal member of the potential problem for the purpose of correcting the problem, shall not be removed from the Journal as a result of his or her self-reporting. We would much rather have students discuss attribution issues openly, rather than such made known after an article has been published.

Step by step guidance for law professors on detecting plagiarism <http://www.law.umich.edu/library/students/research/Documents/plagiarism.pdf>

## Themed Issues

Incoming boards need to consider their topic and how it might work as a symposium, inviting a speaker for CLE credit, or a lunchtime lecture. Special Issues are easier to coordinate within a year, but the board must be proactive with advertising for CfP before the end of February (March 15th at the latest) so that there is time for authors to complete and send their manuscripts.

Themed issues are encouraged. Special issues on a singular topic are very practical and desired by subscribers and readers. Special Issues allow the journal to pick better quality pieces because they contact professionals in the field and request they write an article. The only downside is these articles must be written, and there is greater chance of the author missing the deadline or not turning in an article at all. This happens rarely, but can happen.

## Using ExpressO

Check out online resources for using ExpressO, it will lead to a document about managing subscriptions: <http://digitalcommons.bepress.com/reference/48/>

Please check with the outgoing editorial board on accessing:

1. ExpressO
2. Gmail
3. Journal’s UNM law email

## CfP Examples for Specific Issue Topics

### Example 1: Sent as Email

Dear Colleagues,

The Natural Resources Journal is seeking proposals for academic articles on the law and policy issues surrounding hydraulic fracturing in natural gas development. The theme for our Spring 2014 issue will be Best Practices in the Regulation of Hydraulic Fracturing ("Fracking"). We welcome articles touching on what are (or should be) the best practices regarding the regulation of environmental impacts, water issues, or land use issues, as well as articles on the legal obstacles to regulation or potential legal liability of parties connected with fracking.

Founded in 1961, the Natural Resources Journal (NRJ) is an international, interdisciplinary journal devoted to the study of natural and environmental resources, and is produced by the University of New Mexico School of Law. The NRJ's contributors come from various disciplines, represent many countries, and provide diverse perspectives on the complex issues raised when resource development and environmental concerns intersect. The Journal does not endorse any particular viewpoint or school of thought, but seeks to share the best scholarship from a wide range of perspectives on important resource topics.

To Submit a Proposal

Include in an email the following documents:

1. The proposed title of your article and an abstract not longer than 500 words (clear, supportable arguments are preferred to broad, topical overviews);
2. A link to or copy of your CV

Email your proposal to NRJsubmissions@law.unm.edu

Deadline

Submissions should be received by June 1, 2013.

Timeline

Authors which receive a commission will be notified by June 15. Upon acceptance, final manuscripts of with citations will be due by September 1.

Criteria

We are seeking scholarly articles with high academic standards that can contribute meaningfully to the current law and policy debate surrounding the practice of hydraulic fracturing. We welcome a range of perspectives on the issue, and articles from a range of disciplines. Finished articles will generally be 10,000 to 20,000 words in length (40 to 80 double-spaced pages) with citations for all statements of fact. We prefer articles with a clear thesis or argument that can materially advance the academic and policy-making discussion surrounding fracking.

For more information about the NRJ or to see samples of our author's work, go to website.

Please help us spread the word about this opportunity to your colleagues who have expertise in this topic.

Best regards,

Name

### Example 2: Posted on Web

CALL FOR PAPERS: THE INTERSECTION OF BREAKING BAD AND THE LAW

Breaking Bad is generally considered one of the greatest dramatic series in television history. Set in Albuquerque, New Mexico, Breaking Bad follows Walter White’s progression from a humble high school chemistry teacher to a vicious methamphetamine kingpin, and introduces us to others caught up in Walter’s devolution, including law enforcement agencies and officials, and his colorful lawyer, Saul Goodman. Breaking Bad implicates a number of significant legal and social issues, including the war on drugs, morality and the law, and ethical attorney behavior, among other critical topics.

The editorial board of the New Mexico Law Review (“NMLR”) is soliciting articles for a special issue dedicated to the exploration of legal issues arising from Breaking Bad, and invites scholars, practitioners, policymakers, and other subject matter experts to contribute to this special issue.

Paper proposals may address any legal topic related to the series, though the board is particularly interested in the following list of legal issues raised in the series:

* The Application of the Fourth Amendment to Drug Crimes Under the New Mexico and/or U.S. Constitutions
* Comparative Analysis of Fourth Amendment Jurisprudence Concerning Drug Crimes
* The War on Drugs: International vs. Domestic Drug Enforcement
* Ethical Duties of Lawyers to Clients Involved in Drugs or Sophisticated Crimes
* Sentencing of Drug Offenses
* Comparative Sentencing Analysis: Drug Crimes and White Collar Crime
* Drug Enforcement in Rural, Urban, and/or Tribal Areas
* Law Enforcement Activity in Media (Fiction)
* Treatment vs. Incarceration for Drug Related Crimes
* Substance Abuse and the Law
* Duty to Rescue

Interested authors should submit an abstract of no more than 1,000 words to nmlr@law.unm.edu by May 22, 2014.

Publication offers will be made based on an editorial board review of the submitted abstracts. Accepted offers will receive a publication contract from NMLR that will require completed articles be submitted by September 30, 2014.

All inquiries should be directed to nmlr@law.unm,edu

## CFP Distribution

Places to distribute your CfP. This does not include all potential avenues.

At the School:

* Your journal’s web page. A link to PDF can be loaded on the home page as well as the submissions page. Please always contact the web administrator, Jayson Capps at communications@law.unm.edu
* When making the request for changes to the web page, you can also contact SOL Advancement can help publicize the CfP on Facebook or the news feature. Enlist their assistance by emailing communications@law.unm.edu
* SOL Advancement can also connect you to Tamara Williams, in charge of PR for the school. They may be interested in doing a story on the special issue, especially if you are hosting a symposium.
* Use Mail Chimp to contact Alumni & Subscribers
* New Mexico Bar Bulletin
* SSRN Professional Announcements (<http://www.ssrn.com/update/lsn/lsnann/lsn_ann.html>)

Your Faculty Advisor

* Go to your faculty advisor and to reach out to faculty in the school that may work within the subject you are soliciting for. They can reach out to colleagues in the field and are more than likely on many listservs pertaining to the subject area of the CfP.
* Faculty members may have connections to larger organizations associated with the subject. There may be organizations and centers on campus that can connect you to in-state writers and professionals in the field

Online Sources

* An online form to submit our CFP at <http://www.cfplist.com/>
* Email the CFP to legalscholarshipblog@gmail.com, which was the contact information appearing at the Legal Scholarship Blog, the CFP was posted the same day <http://www.legalscholarshipblog.com/>
* It is not possible to submit CFPs through ExpressO. However, you can change tag line at ExpressO, so authors selecting journals to submit to will see our current needs. (For example, "Seeking proposals for a fall 2015 National Parks issue and a fall 2015 symposium on Mexican energy reform"). The current contact person at ExpressO is Jennifer Todd, support@law.bepress.com or 510-665-1200, ext. 2.
* Email bloggers whose names appear on the Call for Papers section of the Faculty Lounge, <http://www.thefacultylounge.org/calls-for-papers/> i.e. Timothy Zinnecker, zinneckert@campbell.edu

Local & Subject-focused Connections

* NRJ emailed Kay R. Bonza, Assistant General Counsel at the New Mexico Environment Department who also handles publications for the Natural Resources, Environment and Energy Law (NREEL) section at the New Mexico Bar Association, Kay.Bonza@state.nm.us or (505) 827-2985. She noted that the announcement has already gone out to NREEL (not sure how that happened), and she was planning to send it to the NM Environment Department attorneys.
* Contact organizations directly related to the subject. For example, a CfP regarding the National Forest Service try contacting their office downtown rather than a national office.

## Selecting Articles

The first step in the publication process is selecting articles for the two issues. The submissions editor’s job is to read and review all the articles submitted to the journal and forward any articles worth publication to the editors-in-chief for selection. An author – usually a law professor, sometimes a practicing lawyer or other professional—writes an article. Most commonly, she sends the article to ExpressO, a fee-based electronic article submission service, and requests that ExpressO submit the article to certain law journals. She may choose to send it to hundreds of law journals, typically hoping to place it in the most highly ranked journal.

Authors may also bypass ExpressO and send an article directly to a particular journal via email or even snail mail. This happens with some frequency, especially with international and interdisciplinary articles. Sometimes journals solicit articles from particular authors, including symposium speakers, whom they wish to publish in their journal.

Three methods for finding articles:

1. ExpressO: The most common source of articles for the journal is from ExpressO. ExpressO is a fee-based electronic article submission service where authors (law professors, university professors, and professionals) upload articles, select preferred law journals, and submit their articles to those journals for publication. Author’s will choose the Natural Resource Journal on ExpressO, submit the article to the journal, and the article will be sent to the Journal’s g-mail account. The submission editor reviews all the articles submitted and forwards publication worthy articles to the editors-in-chief.
2. Special Issues and direct solicitation: Board members (along with the submissions editor) may solicit articles from authors if the board has a specific type of article or issue they want to publish. For example, the Board in 2013-2014 decided to publish an issue specifically on fracking. The board contacted authors interested in publishing with the journal on that topic, requested abstracts for proposed articles, and commissioned authors to write full articles for the second issue.

Having a special issue topic will require additional deadlines within the editorial calendar that account for issuing the Call for Papers, accepting abstracts, deciding on which abstracts to accept and a fourth deadline of when the papers are due. Ideally, issue two in the special issue, meaning the CfP should be out by the end of February, the abstracts due by mid-April, selection of abstracts by June 1st, and papers due October 1st. That would give authors plenty of time to prepare quality proposals and write quality papers. This CfP should use the journal’s contacts as well as the contacts of the faculty advisor.

1. Direct Submission from Authors: Authors may bypass ExpressO and send an article directly to a particular journal via email or mail. This happens with some frequency, especially with international and interdisciplinary articles. Similar to the g-mail account, submission editors or editors-in-chief should monitor the mail and review articles submitted directly to the journal.
2. The submissions editor should review the submissions e-mail and mailbox EVERY DAY and send the editors-in-chief a review of that week’s articles once a week. If the Board has decided to do a special issue, then the submissions editor should coordinate with EiC and board on how solicitation and review of the articles will be conducted.

The Submissions Editor or Managing Editor logs in every article and forwards them to the Professional Articles Editors. PAEs read and assess each submission, looking at topic, quality of writing, length, and quality of footnote. Editor(s) in Chief with Managing Editor review the articles selected by the PAE. EIC chooses which of these articles to make offers to the authors. Offer is made to the author.

## Selecting Articles

Choosing articles can be difficult. The journal receives many mediocre and sub-par articles that are not worth publishing. However, the journal must accept articles to ensure a full publication. Therefore, it is important that submissions editors review and note the potential for each article and whether it could be a decent article for the journal to publish. There are 5 major components a submissions editor should not and describe in the summary to the editors-in-chief:

* Content – is the content relevant to the journal
* Quality – what is the quality of the article and what is the potential for improvement
* Quality of content – how much editing will the article need and what type – substantive or technical? If the article will require major changes to the ideas underlying the article, it is probably not worth selecting. Authors can handle changes to grammar and structure, but major changes to the style and substance are less likely to occur.
* Quality of footnotes – submissions editors must check the footnotes. First, it is important to make sure the author’s point appear to be substantiated. Although, the submissions editor is not required to check the footnotes, it is a bad sign if the author makes substantive, but unsupported statements. Second, editing footnotes can be difficult if the cites are in such a bad condition that the cite editor cannot find the source. It is important that the submissions editor note the quality of the footnotes, and any problems or complications that may arise so, if selected, the citations editors can start to resolve those issues immediately.
* Author’s resume – the submissions editor must review the author’s resume and tell the editors-in-chief, who the author is, when the graduated law school, when the article was written, and where the author currently works.

The submissions editor should balance these factors and choose articles with potential to send to the editors-in-chief. The submissions editor should include a brief review of each article outlining the strengths and weaknesses of the article, the author’s resume, and the actual article to the editors-in-chief. The editors-in-chief will then review the articles and the submissions editor’s comments and choose articles to make offers to. The editors-in-chief should tell the submissions editor to make an offer.

Author chooses among offers received. Typically, the author chooses to publish with the most prestigious journal that extends an offer. If author has an offer in hand but still waiting to hear from a preferred journal, she may ask the more-prestigious journal for expedited review, hoping to persuade them to choose her article.

### Selection Checklist

The submissions editor (or the editors-in-chief who can assist in submissions) is responsible for

(1) monitoring both the journal’s email accounts;

(2) logging all submitted articles in a spreadsheet;

(3) reviewing submitted articles;

(4) forwarding relevant articles to the editors-in-chief, who select the articles for offers;

(5) making the offers to the authors;

(6) checking-in that the author has signed the publication agreement—sent by MgE;

(7) standardizing the formatting in the original copy of the article; and

(8) saving the article for the editing process in the z-drive.

## The Offer Letter

After the editors-in-chief have decided they like an article, they should have the submissions editor send an offer letter to the author. The offer letter should make clear that the journal liked the author’s article and would like to publish the article. It is important to obtain a firm yes or no. If the author accepts the offer to publish with us then the submissions editor and/or editors-in-chief should send a publication agreement ASAP.

### Offer Process

1. Offer consensus requires two PAEs and either the EIC or the ME.
2. Draft and send the offer email. CC: PAEs, EIC, ME, PAE Gmail acct.
3. Add offer info to Offers Made document: date offer made, expiration date, title, author name.

### Sample Offer Letter 1

Subject: YOUR JOURNAL Offer

CC: EIC, MGE, PAEs

Dear Mr./Ms./Dr./Professor <LastName>:

My name is <NAME> and I’m a YOUR ROLE at the YOUR JOURNAL. I am writing to extend an offer of publication for your article, “TITLE,” in Volume xx of the JOURNAL.

The PAEs, our Managing Editor, and our Editor-in-Chief have all reviewed your submission, and we thoroughly enjoyed it.

PARAGRAPH ABOUT THE ARTICLE THAT REVIEWS WHAT AUTHOR NEEDS TO ADDRESS.

Publication is made upon completion of your article by a mutually agreeable date (which includes mutually agreed-upon edits, revisions, etc.). I sincerely hope that you decide to publish with us.

If you have any questions, please feel free to email or call me personally. My phone number is NUMBER. Please provide a response by DATE IN 2 WEEKS.

I look forward to hearing from you.

Best regards,

Type Name

--

Name

Professional Articles Editor

Your Journal

UNM School of Law

Class of 20XX

### Sample Offer Letter 2

Dear FORMAL TITLE:

Our editorial board has reviewed your article, "ARTICLE TITLE" for publication in the University of New Mexico School of Law’s [JOURNAL]. We are delighted to extend you an offer of publication, with a few requests:

PARAGRAPH ABOUT THE ARTICLE THAT REVIEWS WHAT AUTHOR NEEDS TO ADDRESS.

The [JOURNAL] looks forward to working with you to publish this article, and we are excited to have it in Issue 23, Volume 2. That said we wanted to be upfront with you about the work we will be requesting.

The [JOURNAL], now in its XXrd year of publication, is both the oldest law journal in New Mexico and the oldest specialty journal of its kind in the United States. The {JOURNAL] prides itself on a rigorous substantive editing process, during which you, and any co-authors, will be actively involved in editing. Your article would be a welcome addition to our upcoming publication, and we would be honored to have you publish with us.

If you have questions, please feel free to e-mail or call me. Should you accept our offer, which we hope you will, we will request you send your contact information including address, and file format information including the computer platform you are using. We also request that you send us your most recent manuscript in ".doc" format, not “docx”. Keep in mind that you will be required to work on your manuscript in ".doc" at all edit stages.

If you accept, we will send you another email requesting other information to start the publication agreement process. I will send you a Publication Agreement within a few weeks of acceptance. Thank you for considering the Natural Resources Journal.

We look forward to hearing from you soon!

Best regards,

Type Name

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Name

Professional Articles Editor

Your Journal

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## Post-Offer Process

1. Send the “Yay!” email and House Style Guide.
2. Update Offers Made doc: date offer accepted.
3. Update Author Contact Info doc: date offer accepted, title, author name, author mail, phone, email, formatting, and pre-pub info. This is found on the network drive under the volume and issue. i.e. NMLR > 30 > 30.1
4. In the Volume/Issue folder, create author folder (author’s name) and subfolder (As Submitted) and place the original article in the As Submitted folder.
5. Notify EIC and ME when the post-offer list is completed.

This series of processes can be converted into a check-list for PAE to use if desired.

At this time you will create a column for your article in the master publication schedule. Include page numbers, footnotes, any images, and fill in the acceptance date.

## Index Categories

Please see below for example of an Index Document. No journal produces an index, but this document is used to call out key terms. These terms can be included in the abstract when the article is posted online after publication. The Index Form is be sent and returned with Publication Agreement. Having key terms is a fantastic way to help Google and other search engines trawl the article.

### Index Category Form

Index Category Form

Vol. 88.1 / 88.2

Author: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In order to compile the index for this issue, we would appreciate your help in selecting three or four categories under which your article should be listed. Please circle the topics you feel are appropriate and/or add items to the list that you would like to see your article listed under. Thank you for your cooperation.

Administrative Law Agriculture Air quality

Boundaries Civil Procedure Climate Change

Common Law Comparative Law Continental Shelf

Contracts Counties Courts

Eminent Domain Endangered Species Energy

Environmental Control Fish and Wildlife Forestry

Hazardous Waste History Indian Law

International Law Land Use Legislation

Mines and Minerals Municipalities Oceans, Lakes and Bays

Oil and Gas Pollution Property

Psychology Public Health and Safety Public Lands

Public Utilities Recreation Rain Forest

Salinity Problems Sociology Taxation

Treaties Water and Watercourses Weather Modification

Zoning

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## Publication Agreements

All authors must sign a contract. This includes co-authored articles, student articles and notes, as well as book reviews.

The managing editor finalizes publication agreements, including author name, title, and contact information. At this time any negotiations should be worked out with the author regarding placement of the article in an online repository or book reprinting. Articles are placed on LexisNexis and HeinOnline, but authors may negotiate other terms. Typically these negotiated terms are easy to work with, but please run any addendums past the JA before sending the contract to be signed.

The MgE should request the author’s contact information, plus information for co-authors, or research assistants involved in the editing process. MgE should maintain an excel sheet with all author contact information and save it in the z-drive under the appropriate volume-issue folder.

The author signs and returns the contract by email or mail. The JA will then sign a physical copy, scan, and place it in the journal’s network drive. All contracts are archived with the JA. It is at the discretion of the managing editor for either them or the JA to email the author the completed contract.

After the journal receives the author’s signed contract, the JA must sign the contract.

Students cannot sign contracts**.** The Journals Administrative Assistant – or her supervisor in the law library – will sign the author contracts on behalf of the law school. Again, under no circumstances should any student sign a contract. One copy of contract with both signatures is emailed to the author. One copy of contract with both signatures is filed both electronically and in hard copy in the Journals Suite file cabinets.

Contracts must be kept by the Journal and UNMSOL at all times. The University requires retention of all contracts.

### Making Addendums

It is acceptable to make changes to publication agreements to account for making the article available on SSRN and other permissions, or to account for special circumstances—like contributing authors who will not be part of the contract-making process. It is advised to consult the JA and Faculty Advisor on changes.

For making changes to the agreement: [SPARC](http://www.sparc.arl.org/resources/authors/addendum) can help both you and the authors work through addendums.

## Author Offprints/ Reprints

You may hear the term author offprints, or sometimes author reprint. Each author, student authors included, has an option of ordering offprints. All authors (professional or student) will use Sheridan to order their offprints. Printed at the time of publication, these are prints of one individual article. While every author receives two free copies of the issue they are published, offprints are an extra cost.

Neither the journal nor the JA handles pricing, payments, or shipping of offprints. Authors will work directly with Sheridan to order offprints. Offprints are available at any time after the final/approved PDF is sent to Sheridan. Authors can order offprints well after the issue is printed and shipped. If the authors want an additional full issue, we charge $20 per issue.

The journal may choose to provide free offprints to an author that is a current faculty member at UNM School of Law. This is because, while offprints are expensive, the faculty member is promoting their work, the school, and the journal when they give out the offprints. An editor must actively make this request to the JA. Offprints for any other authors, including student authors, must be paid for by the author.

## Checklist

* Review articles submitted to journal’s g-mail and UNMSOL email
* Review articles submitted to journal via mail weekly
* Submit potential articles and brief summaries of articles to editors-in-chief once a week. Include quality of article, quality of footnote, and potential for improvement in the summary. Also include the author’s resume and note the author’s current position, name, and whether the author is a student or professional.
* Editors-in-chief select articles.
* Submissions editor sends offers to authors whose articles were selected.
* Author accepts.
* MgE sends publication agreement, cover letter, and index form to author.
* Author returns signed publication agreement and index form to journal.
* Library staff member signs contract and sends complete contract to author.
* Library staff member files contract online and in filing cabinet.
* Submission editor or Manuscript editor completes pre-editing formatting, creates folder in z-drive for author’s article, saves articles into z-drive, and sends notification to managing editor to prepare for editing. The task will be assigned based on workload and available editors.

# Editing, Starting Notes

Managing Editor posts the article on the drive, in prepared and formatted folders; assigns the article to Manuscript Editor (and, later, to a Citations Editor); organizes and updates author file including author contact info, memos to author, drafts of manuscript, LIBROS copy, and sources.

Manuscript Editors perform two layers of edit with support from the EIC and MgE: Substantive (looking at the big picture to improve the quality of the article) and technical (correcting grammatical or style errors, aka copy-editing). They work in conjunction with the authors, who have limited approval of changes. Their edits are sent to the MgE.

## What the ME Receives

When the ME is assigned their assignment, they should have available:

1. The assigned article, cleaned and formatted
2. Editing Comments Document (ECD) for the article
3. House Style Guide document
4. Template introduction letter to the author
5. Tech Specifications for Author email
6. Pre-Edit Checklist document
7. Image Evaluation Overview document
8. Image Evaluation document
9. Substantive Edit How-To document
10. Technical Edit How-To document
11. Deadlines
12. Author correspondence is saved in emails
13. Confirm you have changed the auto-formatting on your computer

## Editing Articles by Professionals

In most disciplines, articles published in scholarly journals are peer-reviewed, rather than reviewed by students. For example, articles published in a medical journal are written by physicians or scientists, and reviewed by other physicians and scientists. But law reviews and law journals are different. Articles written by lawyers and law professors, and other professionals including engineers, environmental experts, etc. are edited by law students. While there are many critiques of this approach, it is time-honored within the law. Law professors and lawyers are used to it – although experts from other disciplines may find it more surprising. When handled well, the experience can be a very positive one for the authors and the student editors.

Don’t be intimidated by the author or the editing process. In most cases, authors are relying on us to make changes and provide them with feedback. If you believe that something needs to be changed, indicate it in the appropriate manner. While authors have limited control over edits, all your edits should be presented as suggestions.

Communication with potential, current and past authors should always be handled in a professional, respectful manner.

## Manuscript Editing Process

1. Send the author an email introducing yourself and explaining the manuscript editing processes. Also, use the Publication Schedule to fill in relevant dates.
2. If you wish, you can ask the author how they prefer the edits to be made: either through track changes or through highlighted comments in the text.
3. Complete the Substantive Edit. If needed, reference House Style Sheet. Make sure to complete the “Editing Comments” document as you work through the substantive edit. You have seven days (7) to complete your substantive edits.
4. Once you complete your substantive edit, place your substantive edit in the author’s folder on the shared drive. Make sure to label the file Date\_SubEdit\_Your Initials.
5. Then, email a copy of the substantive edit to EIC and MgE alerting them that you have completed the substantive edit.
6. Three days after completing the substantive edit, you, the EIC, MgE and the PAE will decide whether the article needs more substantive work and must be sent back to the author or whether the article is ready for a tech-edit. If it needs more substantive edits, Manuscript Editor will send back to the author with suggestions for changes.
7. When the article is ready for a tech edit, you will have three days (3) to complete it. Make sure to follow the house-style sheet, the ellipses rules, and the guide on tables (if the article contains them).
8. Once you have completed the Tech Edit, send the file back to the EIC and MgE. They will review the tech edits and will have three days (3) to do so.
9. Once the EIC or MgE returns the article, the Manuscript Editor will draft an email to the author outlining your edits and your suggestions for change. The author will have seven days to complete this step.
10. Author will send Manuscript Editor back their changes. Manuscript Editor will compile all changes and post an updated editing comments document to the server. Manuscript Editor will have three days to do this.
11. Send EIC the file for review.

## Sample Intro Letters

Examples on introducing yourself and edit suggestions to authors. The first example is less detailed, but does the job if future deadlines are not yet known or if certain processes are not yet flushed out. No matter how detailed this introductory letter is, it should:

* Have an “Oreo cookie” format: say good things, give constructive criticism, and end on a good note.
* Provide a schedule for the editing process. What the author can expect from you, and what you will expect from them.
* Offer a little warmth to the author in terms of their academic research to build a collegial relationship and to let them know they can trust you with the subject matter.
* Most often you will suggest, “The Introduction usually needs some tweaking, and in doing so will help the author achieve clarity in the rest of the article.”
* Give a big picture account of the editing suggestions, if there were patterns or major questions that surfaced. You don’t want to risk larger concerns getting lost in the details of the track changes comments.

### Sample Intro Letter 1

Dear [Insert Author’s Name]:

I am writing to introduce myself. My name is [Insert Name] and I am a third year law student at UNM. I will be editing your article, [Insert “Article Title.”] The assigned Citation Editor will be in touch with you shortly to begin discussing any specific source needs.

[Insert Friendly, collegial introduction by Editor] Ex: “This piece is of special interest to me because I have a biology degree and am interested in wildlife law and the ESA. I have already read your excellent article in ‘The ESA at Thirty.’ I am delighted to work with you to publish this piece.”

Below are the expected dates regarding my substantive and technical edits of your article, but the actual steps could take longer or shorter depending on any unforeseen circumstances:

* Monday, March 5th: [Manuscript Editor] will email the edited article to [Author]
* Monday, March 12th: [Author’s Name] will return the article to [ME]

Once we have completed the manuscript edit of our publication process, the piece will then go to our staff for citation and source checking. At this point, our Citations Editors and Editors in Chief will be in contact with you with their citation inquires in April and May. We will then submit your article to the Editor-in-Chief, EIC NAME, for a comprehensive review of the text and footnotes. You will then have the opportunity for a final review before the article goes to press. We plan to publish your article in our second issue.

Please let me know if any of the above dates pose a problem for you. Also please let me know if there is any time that you will be unavailable during the publication process, so that we can try to arrange our schedule around times that you will be available. You can contact me at [Insert ME’s Email] with any questions or concerns. Thank you.

Very truly yours,

Type Name

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Name

Professional Articles Editor

Your Journal

UNM School of Law

Class of 20XX

### Sample Intro Letter 2

Dear Mrs. Author and Mr. Writer,

Thank you again for choosing to publish your manuscript, "Creating New Spaces for Management in the River Basin" in the Natural Resources Journal. That article is an interesting case study of an important topic, the challenges facing the River Basin in sustainable river management, and it will make a significant contribution to issue 73.

My name is [NAME}, and as an Editor-in-Chief of the NRJ, I will be working closely with you in the upcoming months to complete the editing of your article and prepare it for publication. You can also expect to be contacted by one of our Citation Editors, that will be working on the source and cite check for your article. A schedule of our deadlines for Spring publication is set forth below:

* First Editor-in-Chief edit of manuscript sent to author: Jan. 7, 2013
* Author Returns Revised Manuscript: Jan. 14, 2013
* Letter from Citation Editor requesting sources: Feb. 8, 2013
* Author provides requested sources: Feb. 13, 2013
* Second Editor-in Chief edit of manuscript sent to author: Mar. 4, 2013
* Author Views final PDF of Manuscript: Mar. 25, 2013

This is a tight schedule. While we do not anticipate it to change, it may if significant issues come up during the process. However, it requires us to devote significant attention to the editing and cite-checking tasks as soon as possible to stay on schedule.

Substantive Edit

I found your manuscript to be well written and very interesting. Attached is a copy of your manuscript that I have annotated with editorial comments, and made edits too. I've used Track Changes so that my comments appear in comment boxes on the side of the article. I hope you won't be dismayed by the purple glare of the edits! This article is very well done, and you've tackled a complicated subject in an admirable way.

 In this first edit, I focused on:

* Tightening up the wording, and trying to eliminate the passive voice in the article.
* Clarity; there are some parts of the article where your purpose is unclear. I have tried to edit to provide clarity, and have made notes to you to confirm that your point is not lost.
* Structurally, I didn’t see the need to change the organization of the article. It was very well structured. However, I have noted a couple of places in the text that need more context for the reader. For example the introductions to some of the Discussion sections you need to remind the reader why the upcoming section is important for your argument,.
* I have also added places where the article needs a citation from your. I explain the type of citations needed in comment boxes next to the footnote that I have added.
* If you have any questions or comments regarding my suggested edits, please do not hesitate to contact me. I've listed my contact information below.

Footnotes and Reference Material

The NRJ's cite-checking staff will ensure that the footnotes are in proper law review format. Unfortunately, there may be several footnotes to reference materials that we do not have in the UNM library system, and cannot find elsewhere. If this is the case, anticipate communication from one of our Citation Editor requesting sources.

I look forward to working with you in the coming weeks as we prepare your manuscript for publication. Please remember your deadline for getting this article back to me is Monday, January 14th. Again, thank you for choosing to publish "Creating New Spaces for Sustainable Water Management in the Senegal River Basin" with that Natural Resources Journal. We are pleased to have the opportunity to work with you, and to publish an article that covers such an interesting issue.

Very truly yours,

Type Name

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Name

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# Pre-Edit Formatting (cleaning the article)

Before the article moves on to editing, the submissions/professional editor must remove styling and formatting, prepare a folder in the z-drive for the article and its copies, and save the original article (as received from the author) and the cleaned article in the appropriate folder in z-drive as a “.doc” document.

Before working on a file (the article or manuscript), it must be cleared of significant hard formatting that could interfere with the editing process. This is about eliminating auto-formatting on Word documents. It is an essential step in order to avoid changes when the documents move between the editors, particularly when there are bullet points, tables, and outlines.

This has less to do with Christensen then ensuring that people's personal auto-formatting set-

ups do not cause changes to the document as it moves through publication. It is a security measure to avoid unnecessary hiccups and re-formatting as the document moves from computer to computer.

Submissions / Professional Editors Editors are the ones who take note of any special problems or unusual formatting in the article that may lead to problems. If the file is behaving strangely, tell the Managing Editor immediately.

For all pre-formatting tasks keep Track Changes OFF. When the article is fully prepped and ready for editing the editor may turn Track Changes on

## Change Your Auto Format

To conform with Journal formatting (necessary for timely & successful publication), everyone who works on Article files—whether text or footnotes—must make a few simple changes to their Word settings before working in these files. This applies to personal and UNMSOL/Suite computers, and both 3L editors and 2L staff.

These changes will re-set Word’s defaults for “AutoCorrect” and “AutoFormat,” and will block unwanted automatic functions such as paragraph formatting, numbering, bullets, outlining, styles, and indexing. But remember: even when everything’s re-set, Never Ever click on “AutoFormat Now.”

For PC: Open Word > File > Options > Proofing.

The order and placement of these options will be different for PC and Mac, and depends on which version. Click on Word’s “?” button if you have trouble finding the below options.

Please make the following changes to the AutoCorrect and AutoFormat defaults.

1. AutoCorrect tab: Deselect Everything

e.g., “Capitalize first letter of sentences” will interfere with citation forms

Note: It is acceptable to leave selected “Capitalize names of days,” but that’s it.

On the top of the box, click on “AutoCorrect Options…” button, choose the “Autoformat” tab.

1. Deselect “Ordinals (1st) with superscript because we do not use this form.
2. Deselect “Symbol characters (--) with symbols (—)” [aka EM- dashes]; Instead, to make em-dashes [& en- dashes] use Keyboard or Symbol/Special Characters.
3. Deselect “Bold and italic with real formatting”; Instead, you need to underline all italic, and simply style any bold copy (usually only certain heads) as such.
4. Deselect “Internet and network paths with hyperlinks”—otherwise when you type a web address (URL) in a citation it will be turned into an active link which is not what we want in a printed format.

## Clearing the Article’s Formatting

Note: Do NOT use Word’s “style” function.

1. To take out any known or unknown macros (which are computer shortcuts inserted into an article or file) copy and paste everything into a NEW document. Otherwise, the document may end up with lots of weird errors and other problems when you start working on it. Pasting the text into a new document will provide the option to remove all those presets. This happens after you paste, at the end of the text there is a little box that will allow you to choose “Keep Text Only”
2. Note any quirks or issues such as tables, and resolve. Tables, when you select “Keep Text Only”, will remove the table structure. Depending on formatting you may need to re-construct, or if the table is not have glitches, you can copy/paste but keep formatting.
3. Do not keep any Table of Contents for the article, but you may copy and paste into the Editing Comments Document (ECD).
4. Save as the correct format, (.doc) rather than (.docx)
5. Remove all headers and sub-headings and manually type the numbering of each header in the header. You can remove headers by going to the “Styles” panel in Word, select header, and then select “Clear Formatting” in the “Styles” panel. Then, manually type the number of each header in the header and double check to ensure the numbering is correct.

For example, “I. Introduction” becomes “I. I. Introduction” and when the headers are removed, it will become “I. Introduction” again.

1. Remove styles and set the style of the article to “Normal” style. Select a style from Styles panel. Select drop down box on style and select delete.
2. Open Style Inspector. Select “Normal.” Right click “Modify.” Select “Format.” Font should be Times New Roman, Regular, 12 point font. Select “Format.” Select “Paragraph.” Change outline level to body text. Indent to 0 and 0.
3. Auto-Formatting OFF (PC: Options, then Proofing, then AutoCorrect Options, then go to BOTH AutoFormat AND AutoFormat as You Type): UNCHECK ALL items in BOTH screens, EXCEPT: Replace “Straight Quotes with Smart Quotes”--keep that checked ON in both screens. [Mac: screens are similar]
4. Make Tabs, Paragraph Returns, Spaces\* VISIBLE: (PC: Options, then Display, Formatting Marks section; you can also do this by toggling ON the ¶ Button on your Toolbar).

\*You will also see be able to see the little “o” that sometimes appear between words—these are Non-Breaking Spaces. [Mac: screens are similar]

1. Footnotes should be in “Footnote Text,” “Normal,” or a similar style.

Spot check footnotes as each can be in a different style.

1. Set Default font: Times New Roman, 12 pt (FOR MAC FOLK, THIS MEANS RESETTING DEFAULT FROM CAMBRIA)

## Inserting Information

Keep track changes OFF.

1. Insert date & file name at top of file, and page numbers on bottom.
2. Set the Formatting Standard
3. Add page numbers. Page numbers (Insert→Page Numbers); make sure number shows on 1st page [if not, look under Page Setup & UN-check “Different First Page”]
4. Author Bio: Insert as an asterisk footnote. If there isn’t a bio, insert it the text “pending”; then, ask author for it in your first letter (~100 words).
5. Abstract: Paste at top of article file. If not present, request from author (160 – 200w)
6. The index form should be scanned and save it in the author’s folder in the z-drive. While the journals no longer create a volume index, key words are useful to use on the web site when the article is uploaded, and will be applied to databases like LexisNexis and Hein Online.

## Assessing Quirks & Images

1. Have on hand, the journal’s Head Hierarchy, House Style and forms for Image Evaluation
2. HEAD HIERARCHY: If there’s an “A.” section, there MUST be a “B.,” etc. Each head level must conform to the style specs on the Head Hierarchy doc. They must be styled manually, not with Word’s “Outline” feature. Once you’ve clicked through the article and styled all existing heads, Copy and Paste the headings into a Style & Heads doc (here, you will indent head levels per standard Outline). This is a tool to help you “see” and assess the article’s infrastructure, and aid everyone else who works on the article. You will update this outline as you make changes throughout the Edit Process.
3. STYLE & USAGE: Following the Head Hierarchy, record article-specific language and other style quirks. The quirks and exceptions (items not in the House Style, or out of the realm of Blue, etc.) Each article has its idiosyncrasies—including wide ranges of spellings/style for repeated terms—and this is the place to list them. Once you have determined a preferred style (or fact-checked for accuracy), you will do find/replaces to ensure they are consistent throughout. Anyone else working in your article will maintain that consistency.
4. ACRONYMS: Set-up a section for these as well. You will do Global checks to determine true 1st use, and note the correct acronym, the full name, and closest footnote number in this document. NOTE: It will benefit everyone if the more ubiquitous style exceptions (e.g., allowable use of British spellings, or if Author refuses acronyms, etc.) are ALSO pasted directly into the Article file, aligned Left, at the Top of the file.
5. Record this in a separate Editing Comments Document (ECD) titled: <LastName\_ECD-YourInitials.doc>. Be sure to type Your name, Author’s name, Vol/Issue info, and Date at top of this separate document.
6. If there are images, insert Image Evaluation Forms for each of the images. The assessment will be part of the editing process. At this time, it is only important to note and set-up the forms for this assessment.

## Setting the Article’s Formatting

Step 1: File Set-Up Formats—STANDARD GENERAL FORMATTING for all Article Files

1. Margins: set all to 1” (File→Page Set-up)
2. Font/Line Space/Alignment, Text AND Footnotes: 12-pt Times New Roman, double-spaced, left-aligned
3. Author Bio Footnote must NOT be Numeric; fix to Symbol (asterisk).
4. Block quotes (& abstract): single-spaced, left-aligned, and formatted to indent .5” on both left and right
5. Paragraph Indents must be made manually, using the Tab key; any automatic indent settings (under Paragraph) must be deleted. [If article is predominately set-up with auto indents—i.e., you cannot see a Tab character—this fix can also be done as a Global]
6. Space between paragraphs (to be deleted). If you can see Paragraph Return character(s) in the space, go to GLOBALS, below. Otherwise, select ALL [Footnotes and Text will have to be done separately], then go to Paragraph settings and under Spacing, type/select “0” \*zero+ in field for “before” and for “after”
7. Globals [Find/Replace]: You will want to be conscious of these standards as you edit, or copy & paste from other sources. It is best to run these run these at intervals throughout the edit process. KEY: ^ = searchable as a “Special” character from Special submenu in Find/Replace window.
	1. ^ Replace Paragraph automatic indents with manual indents [Tab] “→” [How-to: In Find field, go to Special submenu, select “Paragraph Mark” \*^p] and Replace with same, immediately followed by Special Character “Tab Character” \*^p^t ] [you will then need to Select All & go to Paragraph dialogue box and change 1st line indent to 0 (zero)]
	2. ^ Delete Extra Paragraph Returns. How-to: In Find field, go to Special submenu, select “Paragraph Mark” two times [^p^p] and Replace with ONE [^p].
	3. SPACES @ ENDS of SENTENCES: One space only after periods; no spaces between periods and ¶ break; no spaces between indent and first sentence in paragraph.
	4. ^ Non-Breaking Spaces [they appear as little circles in File—like a “degree” sign]. Select from Special submenu; Replace with regular space [press the Space Bar once].
	5. ITALICS: Replace all italics with underline [Use Format submenu in Find/Replace window; and click on Font. For Find, only select Font Style [italic]; for Replace field, only select Underline]
	6. ^ ELLIPSES: Look through article first--authors are not consistent with these, and may also insert space before &/or after them. You will want to search for all permutations & replace with em dash from special characters menu [—]. Replace those created with individual periods (...) with “Symbol” ellipses from special characters menu(…). No space to Words before & after unit.
	7. ^ EM-DASHES: When not typed in as true em dash, they are usually in file as [--], or even en dashes. Look through article first--authors are not consistent with these, and may also insert space before &/or after them. Search for all permutations & Replace with em dash from Special submenu [—]
	8. HYPHENS & ^ EN-DASHES: For Number spans and date ranges only, replace Hyphen dashes [-+ with “en” dash from special characters menu[–]
	9. NO SUPERSCRIPTS (exc. for Footnote numbers) and spell-out twenty-first century, nineteenth century, etc.; not 21st century, 3rd edition, etc.[Use Format submenu in Find/Replace window; and click on Font. In Font window, For Find, only select Superscript (under Effects)]; for Replace field, in Font window UN-check everything]
	10. NO Straight Quotes/Apostrophes (["] or ['])—Replace all with CURLY Quotes/Apostrophes (\*“+ or \*‘+). Straight quotes usually indicate text was copied from Internet/e-mail. NOT findable as Special character, but simply search for all and replace each one MANUALLY where needed to assure correct orientation (open or close quote/apostrophe).
8. Global Tips
	1. Two spaces between each sentence
	2. Never “Replace All”, do “Find Next” instead.
	3. Special Characters & Formats (e.g., section symbols or italics) are as easy to fix with Find/Replace as words/terms.
	4. Find/Replace function will NOT reliably search both Text & Footnotes; you must place the cursor in respective area of manuscript & perform separate searches]
	5. You can usually copy the character you are searching for into the Find field.

## Setting the Head Hierarchy

### Notes

* Author name(s): ALL CAPS, BOLD, left-aligned, with LINKED asterisk to Bio footnote on bottom of this page. (note: any designations following the author’s name [Ph.D., J.D., etc.] belong in the Bio footnote, not here.)
* Article Title: Upper & Lowercase (U&lc) BOLD, below author’s name, also left-aligned.
* Abstract Head: ALL CAPS, centered
* Abstract Text: Underlined, NO paragraph indent, but entire text block is to be indented .5 in. on both left AND right. [note: Abstracts must not include footnotes]
* Level 1, Section [= “Part”] Head: All CAPS, BOLD, centered; start with Roman Numeral [but numeral is optional for Intro + Conclusion].
* Level 2, Subhd: A., B., etc. BOLD, U&lc, flush left on page.
* Level 3, Subhd: 1., 2. , etc. Italic, U&lc, INDENT .5 inches (per paragraph)
* Level 4, Subhd: a., b., c., etc. Roman, U&lc, Centered
* Article Text: Paragraph indent, U&lc
* Footnotes: Flush left
* Author Bio(s) [ = First FOOTNOTE]: Use LINKED asterisk.

#### Sheridan’s template should be used to set the head hierarchy when article is completed.

### Head Hierarchy Example

BARBRA COSENS\* [linked-to-bio footnote]

Why I Hate Math

ABSTRACT

[per Level 1 Section Head, below]

Abstract text begins [U&lc, Underlined, NO 1st line paragraph indent, but entire text block is to be indented .5 in. on both left AND right].

I. INTRODUCTION

[Level 1, Section Head: all CAPS, Bold, centered; Roman Numeral. note! Intro + Conclusion may or may not have Numeral]

 Text begins text begins text begins text begins text begins text begins text begins text begins text begins text begins text begins…

**A. Level 2 Subhead** [U&lc, Bold, Flush Left]

 Text a text a text a text a text a text a text a text a text a text a text a text a text a text…

**B. Level 2 Subhead** [U&lc, Bold, Flush Left]

 Text a text a text a text a text a text a text a text a text a text a text a text a text a text…

 1. Level 3 Subhead [U&lc, Underline for italic, Ind. per 1st line Paragraph (.5 in.)]

 Text a text a text a text a text a text a text a text a text a text a text a text a text a text…

a. Level 4 Subhead [U&lc, Centered]

 Text a text a text a text a text a text a text a text a text a text a text a text a text a text…

b. Level 4 Subhead [U&lc, Centered]

 Text a text a text a text a text a text a text a text a text a text a text a text a text a text…

 2. Level 3 Subhead [U&lc, Underline for italic, Ind. per 1st line Paragraph (.5 in.)]

 Text a text a text a text a text a text a text a text a text a text a text a text a text a text…

**C. Level 2 Subhead** [U&lc, Bold, Flush Left]

 Text a text a text a text a text a text a text a text a text a text a text a text a text a text…

II. MATHEMATICS FOR ENVIRONMENTAL LAWYERS [Level 1, Section Head]

 Text begins text begins text begins text begins text begins text begins text begins text…

## UPDATE Quick List for File Set-Up

* Outline-style Head and Subhead Hierarchy & Format
* Standard minimum is TWO heads of any same level within any subsection
* Author Name(s): All caps, bold, left-aligned, with linked asterisk to Bio footnote on bottom of this page. Any designations following the author’s name [Ph.D., J.D., etc.] belong in the Bio footnote, not here.
* Article Title: Upper & Lowercase (U&lc) BOLD, below author’s name, also left-aligned.
* Abstract Head: All Caps, centered
* Abstract Text: Underlined, NO paragraph indents, but entire text block is to be indented .5 in. on both left and right. Note: Abstracts cannot include footnotes.
* Level 1, Section [= “PART”] Head: All caps, bold, centered; start with Roman Numeral [but numeral is optional for Intro & Conclusion].
* Level 2, Subhd: A., B., etc. bold, U&lc, flush left on page.
* Level 3, Subhd: 1., 2. , etc. Italic, U&lc, Indent .5 inches (per paragraph)
* Level 4, Subhd: a., b., c., etc. Roman, U&lc, Centered
* Article Text: Paragraph indent, U&lc
* Footnotes: Flush left
* Author Bio(s) [ = First Footnote]: Use Linked asterisk.

### How to link a footnote

Find the quote or phrase that you want to cite from, and place the cursor where the footnote number should appear. The cursor should be placed after the relevant text, plus a space. After this the below steps are completed, you may need to delete the previous unlinked number. To link:

Word for PC:

* Insert > Links OR Reference > Cross-reference > Footnote > choose the footnote > Insert > Close
* NOTE: if you have a bunch to do, there is no apparent way to do this in batches. Yet there is no need to Close the link window after each link—just toggle back & forth between the Word file & the open link window.
* ALERT: Updating Footnotes If you move your footnotes around after they are linked, be aware that the numbers will NOT update until you do the following:
	+ Place your cursor in the footnotes area, Ctrl-A (select all) > F9.
	+ Or update them individually by selecting each of them & pressing F9.
* You can also tell Word to update fields before printing. Office Button > Print > Options > Update fields before printing. (Using Print Preview will also renumber cross-references.)

Word for Mac:

* Insert > Cross-reference > Footnote > choose the footnote >
* ALERT: Updating Footnotes If you move your footnotes around after they are linked, be aware that the numbers will NOT update until you do the following:
	+ Place your cursor in the footnotes area, Command-A (select all), then Word > Preferences > Print > Update Fields > OK.
	+ Using Print Preview will also renumber cross-references.

### Supra / Infra Cross-References

Before you begin:

* Ensure footnotes are numbered consecutively and that there are no jumps in numbers or repeat numbers; Ensure Author Bio footnote is NOT numeric, but still an inserted Footnote, but made in Footnote Dialogue box with an asterisk (\*).
* Supra/Infra cross-references in footnotes must all be LINKED!
* Highlight “hanging” supras (supras where reference is unknown), missing citations or pinpoints where found. Include explanation in highlighted area if necessary. Manuscript editor to add this inquiry to author in first edit.
* Cross References (X-refs) in footnotes can renumber automatically, but they must be linked first. Correct the manuscript to link X-ref’s NOW. Any X-refs added later must also be linked.
* ALERT! The Linking process will NOT overwrite an existing X-ref number; to avoid turning “2” into “22” [one “2” would be linked, the other not], best practice is to jot it down & then delete the unlinked one before doing the Insert Sequence described below (be careful not to delete the spaces just before & after the deleted number).

To Cross-Reference on Word on PC and Mac please use the “?” button as the process is very straightforward, but unique per platform.

### Final Step

Once the submissions editor has standardized the font and removed all special formatting, then the article is cleaned and ready to be edited. The submissions editor should save the article to the z-drive as “Author Vol#.Issue# ReadyforME” and notify the managing editor that the article is ready (include a copy of the article and the ECD in the e-mail to the managing editor). The managing editor should enter the article’s information into the publication schedule (include the page numbers, footnotes, any images, and fill in the acceptance date) and forward the article to the manuscript editor and editor-in-chief to begin the editing process.

It is recommended that all files are saved with names that do not include spaces; this is because the spaces will generate “%” or other symbols when they are emailed and/or saved to networked sites. Replace spaces with “-“ or “\_” between words.

### Sample

[ actual manuscripts to be 12pt, and double-spaced]

**BARBRA COSENS\*** [linked-to-bio footnote]

Why I Hate Math

ABSTRACT

[per Level 1 Section Head, below]

Abstract text begins **[**U&lc, Underlined, NO 1st line paragraph indent, but entire text block is to be indented .5 in. on both left AND right].

I. INTRODUCTION

[**Level 1, Section Head:** all CAPS, Bold, centered; Roman Numeral. note! Intro & Conclusion may or may not have Numeral]

**A. Level 2 Subhead** [U&lc, Bold, Flush Left]

 Text a text a text a text a text a text a text a text a text a text a text a text a text a text…

**B. Level 2 Subhead** [U&lc, Bold, Flush Left]

 Text a text a text a text a text a text a text a text a text a text a text a text a text a text…

 1. Level 3 Subhead [U&lc, Underline for italic, Ind. per 1st line Paragraph (.5 in.)]

 Text a text a text a text a text a text a text a text a text a text a text a text a text a text…

a. Level 4 Subhead [U&lc, Centered]

 Text a text a text a text a text a text a text a text a text a text a text a text a text a text…

b. Level 4 Subhead [U&lc, Centered]

 Text a text a text a text a text a text a text a text a text a text a text a text a text a text…

 2. Level 3 Subhead [U&lc, Underline for italic, Ind. per 1st line Paragraph (.5 in.)]

 Text a text a text a text a text a text a text a text a text a text a text a text a text a text…

**C. Level 2 Subhead** [U&lc, Bold, Flush Left]

 Text a text a text a text a text a text a text a text a text a text a text a text a text a text…

II. MATHEMATICS FOR ENVIRONMENTAL LAWYERS [Level 1, Section Head]

 Text begins text begins text begins text begins text begins text begins text begins text…

# Substantive & Technical Editing

There are two primary types of editing: substantive editing, and technical editing. Substantive editing refers to a big-picture look at an article, to make sure it addresses all issues thoroughly, etc. Technical, or copy-editing, means checking for grammatical errors, punctuation, etc.

Edit thoughtfully, avoid Rambo editing!

## The Substantive Edit

Once an article has been accepted for publication, the author and journal have signed a contract, and the article is cleaned and formatted, the first step in the editing process is the substantive edit.

The substantive edit is the big-picture look at the article. This is the editorial board’s opportunity to make broad suggestions to the author to improve the piece; e.g., that a particular argument should be developed more, that a particular section would be more effectively placed elsewhere, or that a particular passage should be deleted entirely.

This is not the point in time to correct spelling, punctuation, etc. That comes during the technical edit, which occurs after the substantive edit is complete (otherwise, you’ll be correcting punctuation on each new version of the substantive edit, which is very inefficient and leads to many mistakes.

If there are any “Images” in an article – charts, graphs, tables, photos, etc. -- you will also need to submit an Images Evaluation along with the Substantive Edit. See below, after the “Technical Edit” section.

Resource on Substantive Editing vs Technical Editing by Anne Enquist (must be on campus to accesses, available through Hein Online).

 <http://heinonline.org/HOL/Page?handle=hein.journals/stet30&div=27&g_sent=1&collection=journals#469>

## What to Look for in a Substantive Edit:

1. 1. The thesis – should be:
* Timely, Original, Important
* Clearly articulated
* Dynamic
* Note: A topic (description) is not the same thing as a thesis (an argument):
Topic: Secret damages agreements between Exxon and seven Seattle food processors after the *Valdez* oil spill.
Thesis: The secret damages agreements between Exxon and seven Seattle food processors after the *Valdez* oil spill, like Mary Carter agreements, undercut the jury system, prolong litigation, contravene legal ethics, and run afoul of public policy.
1. The Line of Reasoning and Arguments
	* Make sure all legal/policy arguments are addressed
2. Large-scale Organization
	* Make sure one section flows from the next in a logical progression
3. Large-scale Organizational Devices
	* Make sure there is an explicit roadmap to the article near the end of introduction (however, try to avoid excessive meta-prose—like “this article will explain …”)
	* Make sure there are appropriate Headings for each section and subsection
	* Include signposts (e.g. “the first reason,” “the second reason”)
	* Include transitional and concluding paragraphs for sections
4. What is NOT in the Article
	* Is there something missing that would help flesh out the thesis?
5. What is in the Article vs. What is in the Footnotes
	* Does the division of information make sense?
	* Can more information be relegated to footnotes?
	* Is there information in the footnotes that would be useful in the main text?

## Substantive Edit in 5 Steps

Step 1: Read the article all the way through once, like a “real” reader. Begin writing a critique of the article.

* Write down your reaction to the article
* Without returning to the article, try to write down the thesis (to see if it’s easy to articulate)
* Without returning to the article, try to write down the key supporting arguments
* Write down the most memorable features about the article
* What is the author’s style
* Questions to ask yourself:
* Scope: is the article too broad, or too narrow?
* Focus: has the author maintained the focus that was promised in the thesis?
* Lazy author alarms – get rid of these!
* Many large block quotes
* Overuse of jargon
* Rhetorical questions

Step 2: Outline the article, paragraph by paragraph.

* Restrict yourself to one phrase or sentence per paragraph, and reorganize the article where you think that it could be improved.
* Record the headings, both major and subheadings.
* Write down the thesis.

Step 3: Consider what is missing.

* Do any points in the article need more development?
* Are the standard argumentation units there (i.e., Major premise, minor premise, and conclusion)?
* Are there rebuttal arguments, if appropriate?
* Are policy issues discussed?
* Read up on the topic if you are unfamiliar with the subject area covered by the article, or ask for help from your faculty adviser or other faculty who are experts on the topic.
* What substantive materials missing?

Step 4: Be specific in praise or criticism.

Step 5: Relying on your notes, above, draft the professional critique that will be sent to the author.

## Substantive Editing Checklist

PRINT & COMPLETE FOR EVERY ARTICLE

Author: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Manuscript Editor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Article Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print this list and place a check mark next to each step to indicate completion. File completed list (scan to PDF) on network drive when finished.

Substantive editing is looking at the big picture of the article and ensuring that what the author says makes sense and the article is adequately supported. Do not make technical edits during the substantive edit.

Remember, authors are relying on us to make changes and provide them with feedback (although in a professional, respectful manner). If you believe that something needs to be changed, indicate it.

### Preparing to Edit

1. Print a hard copy of the article. Write the date that you printed the article and the name of the file in which you printed from on the top of the article. Working from a hard copy is suggested so you don’t begin editing before it’s time. \_\_\_
2. Also, open the file and Save As: “#\_Author\_Sub-Edit\_YourInitials.” The “#” should correspond to the number of edits that have been completed on the file. For example, labeled this file as “1\_Jones\_Sub-Edit\_SMA”. If the article is returned to the author for editing before it goes into the Technical Edits, the next draft will be names: 2\_Jones\_Sub-Edit\_SMA. And so on until the Substantive edits are completed. \_\_\_
3. Access the “Editing Comments Document” (ECD) [with Head Hierarchy, etc.] that was prepared when the article was cleaned and formatted. Review any notes in this ECD. \_\_\_

### First Read-Though

First Read-Through: Track Changes Off

1. Confirm that the head hierarchy you listed in the EC document is correct. Confirm that the head hierarchy is consistent with the Journal’s requirements. See Attachment 2 for details. \_\_\_
2. Highlight any possible misspellings in the article. Do not correct the misspellings at this time. Simply highlight for later use during the technical edit. \_\_\_
3. Note in the EC document, under “Style Guidelines,” any specialized words the author uses. \_\_\_
4. Note in the margin after each subsection, what each subsection is saying. \_\_\_

### Second Read-Through: Track Changes Off

For all comments: Comments should be directed at the author. Enter these comments directly into the text/footnote by way of brackets. Also, using the highlighting tool on your computer, highlight these bracketed comments in yellow. Use comments when you feel that your changes require an explanation or you have a suggestion.

If the suggestion is on a broader scale (e.g., need more headings) make a note of this on the ECD under a heading of “Additional Notes.” You will use these notes to draft your memo to the author upon completion of the edit.

Be clear in what you are asking/suggesting in your comments and remember to use a positive tone by recommending a solution, rather than simply noting a problem.

Throughout the following steps, keep note in the ECD of areas in which the author may need to make changes or you have suggestions. You will use this later in drafting a memo to the author if substantive changes are required.

1. Confirm there is an explicit roadmap to the article near the end of the intro. If not, note the need for one or recommend changes to make roadmap more explicit. \_\_\_

	1. Confirm that the article has a thesis. Note this thesis on the EC document. \_\_\_
	2. Is the thesis clearly articulated? \_\_\_
	3. Is the thesis effectively integrated into the article? \_\_\_
	4. Do the headings in the article effectively communicate the layout to the reader? Should there be additional or fewer headings? \_\_\_
	5. Confirm that the information following each heading actually falls into that category of information (i.e., the heading “This Jurisdiction” should not include a discussion of other jurisdictions). Suggest moving information if it is in the wrong place. \_\_\_
	6. Confirm that the author does what they say they are going to do:
	7. Does the roadmap match the article? \_\_\_
	8. If the author says that they will provide information at the beginning of a section, does the author follow through? \_\_\_
	9. If the author says that they will make certain points, are they made? e.g., if the author says four points, does the author actually make four points? \_\_\_
	10. Suggest where more signposts may be needed. \_\_\_
	11. Make sure that there are transitional paragraphs and concluding paragraphs for EACH Part of the article. \_\_\_

### Third Read-Through: Track Changes Off, unless indicated otherwise.

What is missing that the author will need to add? Put this information in the EC document as well as indicating it within the article via brackets and highlighting. You will use this later to draft a memo to the author.

1. Are counterarguments present? \_\_\_
2. Policy issues? \_\_\_
3. Do any points need further development? \_\_\_
4. Is the information in the text, vs. what is in the footnotes, appropriate? \_\_\_
5. Should some information be deleted because of repetition? \_\_\_
6. Is there extra information that doesn’t contribute to the article’s thesis? \_\_\_

### Footnotes

1. Footnotes: Note where FNs are needed or clarification is needed:
	1. If all that is required is an Id., insert that yourself. TRACK CHANGES ON
	2. If a pinpoint is needed, insert “Id. at \_\_\_” TRACK CHANGES ON
	3. Make sure that the first footnote is the author(s)’s bio with asterisk; Subsequent footnotes begin with 1. \_\_\_
	4. Make sure that all quotes in text and in footnotes are cited. A quick way to do this is to do Find: “ \_\_\_
	5. Make sure that primary sources are used when possible. If unsure, make a note to the author, bringing this to the author’s attention. \_\_\_
2. Substantive Edit is Now Complete!

### Final Steps

1. Make sure that the edited article is saved on the Journal shared drive under Network Places. \_\_\_
2. Assess the state of the paper. Does the paper need substantive changes so that it would need to be sent back to the author? \_\_\_
3. Send email to EIC and MgE indicating that you have completed the substantive edit, with comments on whether you think the article needs a substantial amount of more information so that it would need to go back to the author before continuing on to the technical edit.

Also, attach the edited version of the article. EICs will then review article to make final determination of whether or not to return article to author. \_\_\_

### If article was sent back to author:

1. If it is decided that the article must go back to the author before starting the technical edit, draft a memo to the author about your recommended substantive changes. In memo, provide a clear timeline for returning the document. \_\_\_
2. Redo the substantive edit and respond to author’s new comments. Accept/Implement author’s changes that you agree with and review anything that could be affected by those changes, i.e., the roadmap.
3. Repeat exchange with EIC, MgE and author until this stage in completed. Once completed, continue to technical edit. \_\_\_
4. File this completed checklist in author’s network folder.

## The Technical Edit

The technical edit comes after the substantive edit is complete. The technical edit is the word-by-word, line-by-line editing for grammar, punctuation, spelling, etc.

The goal is a flawless text, with no errors even in such things as line spacing, word spacing, etc.

To achieve this, you are looking at:

1. Small-scale organization
2. Readability
3. Precision
4. Conciseness
5. Grammar, punctuation, spelling & mechanics

### Common errors to correct in a Technical Edit

* Lack of topic sentences
* Lack of transitions between paragraphs or sections
* Lack of subject/verb agreement
* Tense inconsistency
* Split infinitives (“To boldly go where no man has gone before” is the most famous example of a split infinitive; correct grammar would be, “To go boldly where no man …,” so that the infinitive verb, “to go,” is not split with a word in between)
* Misplaced modifiers
* Starting every paragraph with the same word
* Repeating words. Repeating words.
* Tone: is the tone pedantic, patronizing, polemic, or too informal?
* Jargon or slang
* Incomplete or run-on sentences
* Poor word choice
* Do you understand each sentence? If not, rewrite it; ask the author what he or she means to say.

## Technical Edit, 4 Steps

Step 1: Focus on paragraphs.

* Do an after-the-fact outline of each section of the article.
* Look for topic sentences and concluding sentences in paragraphs.
* Check paragraph length to make sure paragraphs aren’t too long and thus difficult to read.

Step 2: Check for precision.

* In addition to individual word choice problems, look for imprecise combinations of words.
* Example: “Public policy argues persuasively that a woman’s right to fetal tissue should be restricted.”
* Problem: Public policy doesn’t argue.

Step 3: Check for Conciseness.

* Is the real action in the verb?
* Is the real do-er of the action in the subject?
* Rewrite passive voice sentences to active voice:

“The law was passed by the state legislature in 1865.”

Change to active voice: “The state legislature passed the law in 1865.”

* Delete “throat-clearing” sentence openers, such as: “It is clear that \_\_\_.” or “It is important to note that \_\_.”

Step 4: Check for grammar, punctuation, spelling and mechanical errors.

* Use your writing instincts.
* Consult reliable reference books such as the Chicago Manual of Style, 16th edition; Merriam-Webster, 11th ed.
* Consult with your Editors-in-Chief, Managing Editor, Manuscript Editor.
* The Law Librarians are an excellent resource for all questions.
* Be patient, and be thorough. Triple check everything, particularly names and dates.

### Technical Editing Checklist

Author: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manuscript Editor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Article Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print this list and place a check mark next to each step to indicate completion. File completed list (scan to PDF) on network drive when finished.

TECHNICAL EDIT

A technical edit means to look at the actual sentences and paragraph structure. Many of us edit instinctively. The Chicago Manual of Style (16th Ed.) is intended to provide certainty in our editing. There are copies located in the Journals Suite, as well as in the Law Library . We will be using Chicago as it is widely accepted as authoritative.

Because we are changing someone else’s work, we should make sure that there is a rule to support any change we are suggesting. For potentially arguable changes, open the “Editing Comments Document” (ECD) located in the author’s folder in the network drive and make note. In this memo name the Chicago Rule upon which your change is based.

To check spelling, use Merriam-Webster’s Collegiate Dictionary located in the suite, Law Library, or online at [www.merriam-webster.com](http://www.merriam-webster.com)).

### Preparing to Edit

1. Access the appropriate file on the shared drive. This should be the most recent version of the document, which would include substantive edits.
2. Immediately Save As: <#\_Author\_Tech-Edit\_YourInitials> as a “.doc” \_\_\_
3. The “#”corresponds to the number of edits that have been completed on the file. For example, for the substantive edit, you should have labeled the file as “1\_Jones\_Sub-Edit\_SMA” If the article was not sent back to the author after the substantive edit, then the technical edit would be labeled as “2\_Jones\_TechEdit\_SMA.” If the article was sent back to the author the tech edit would be then be labeled as “3\_Jones\_TechEdit\_SMA.”
4. Put Track Changes ON. \_\_\_
5. Confirm whether to use comment bubbles or to highlight suggestions. If no note exists, enter comments directly into the text/footnote by way of brackets. Also, using the highlighting tool on your computer, highlight these bracketed comments in yellow. This will create a cleaner document for the author, rather than using the comment bubbles in track changes. Use comments whenever you feel that your changes require an explanation or you have a suggestion for the author.
6. Comments should be directed at the author.
7. For all read-throughs, keep the following in mind:
	1. Confirm that there are topic sentences and concluding sentences in each paragraph that serve as a guide to the reader. \_\_\_
	2. Confirm that there are effective transitions to connect material between paragraphs, sections, or even within a paragraph. Watch for “crazy glue” transitions that do not accurately describe the relationship between ideas but were just added to stick the two ideas together. \_\_\_

### First Read-Through

1. Readability of the article:
	1. Check paragraph length and sentence length (if you read a sentence out loud and end up breathless, it’s too long). \_\_\_
	2. Using the highlighting tool in Word; highlight sentences where you stumble, have to re-read, or hear a “hiccup,” or awkwardness. \_\_\_
	3. Determine whether it is because of tense, redundancy, modifiers, subjects and verbs, pronouns, antecedents, etc. Recommend change.
	4. Highlight word-choice problems, imprecise combinations of words. \_\_\_
	5. Delete unnecessary throat-clearing sentence openers, e.g., “It is clear that...” or “It is important to note that...” \_\_\_
2. Abbreviations
	1. On the EC document (Editing Comments), under “Style,” note any abbreviations that the author uses including acronyms, short case names, short form name of agencies, and short form name of Acts. You will use this list later during the “Global Changes” section to ensure that the author is consistent throughout the document, so it is important to note all short forms used. \_\_\_

### Second Read-Through

1. Global Changes: Using the notes you took under the “Style” section on the EC document, do a global search (using find and replace) of each of the shortened forms used to ensure consistency. \_\_\_
	1. Abbreviations should be changed to full words unless: (a) the author has created an abbreviation convention; or (b) it is “U.S.” used as an adjective, e.g., “U.S. Constitution.”
	2. One by one, find % symbols and replace with the word “percent.” If the % symbol appears in a website, in a table, in a mathematical formula, or in a quote, it should not be changed, so you must go through those one at a time. \_\_\_
	3. Find all numbers from 1 through 99 and replace with words, except for percentages (i.e., “59 percent” is correct, unless it begins a sentence, then use the word) and enumerated items. \_\_\_
	4. Find all superscript and change it to regular text. \_\_\_
	5. Replace references to the “paper” with the word “article.” \_\_\_
	6. Change contractions to full words. \_\_\_
	7. Do a global search for apostrophes to find contractions. \_\_\_
	8. Confirm that quotation marks and apostrophes are curlies. \_\_\_
	9. Confirm that hyphens, en dashes, and em dashes are used correctly. \_\_\_
	10. A hyphen is used between words (“ice-man”). We use an en dash to show a range (10-15). We use an em dash to set off parenthetical clauses (“It was a beautiful day—blue skies, no clouds.”)
	11. Confirm that all footnotes and cross references are linked.
	12. Repeat steps for footnotes. \_\_\_

### Third Read-Through

1. Grammar, punctuation, spelling, & mechanics
	1. Confirm that the “real action” is in the verb. Confirm that the “real doer of the action” is in the subject. \_\_\_
	2. Confirm there is agreement between subjects and verbs, and/or pronoun and antecedents. Subjects and verbs must agree in number; pronouns and antecedents must agree in gender and number. \_\_\_
	3. Modifiers: Make sure that modifiers are kept close to what they are intended to modify. Also make sure that there is something in the sentence for the clause to modify. \_\_\_
	4. Parallel Construction: i.e., verb tenses should be consistent; if the word “that” is used to introduce one item, it should be used for all, etc. \_\_\_
	5. Convert passive voice to active voice. \_\_\_
	6. Watch for monotonous/repetitive sentence structure. \_\_\_
	7. Watch for “that” vs. “which,” “since” vs. “because,” etc. and ensure proper usage of each. \_\_\_
2. Check for block quotes and indent quotes over 50 words to .5 margins. \_\_\_
3. Correct any misspellings. In addition to spotting misspellings yourself, refer to the hard copy that you printed out earlier for the substantive edit, where you highlighted words that were spelled incorrectly. Also look for words that should be one word as opposed to hyphenated (pages 841843 Merriam-Webster’s). If these are found, list it under Style on the EC document. Check spelling and hyphenated words in Merriam-Webster’s Collegiate Dictionary (11th Edition) \_\_\_
4. Technical Edit is Now Complete!

### Final Steps

1. Save the article on the shared drive in the author’s folder. \_\_\_
2. Do not accept track changes. \_\_\_
3. Note any deviations from this editing checklist on the Editing Comments file. \_\_\_
4. Contact CE: They should have completed the Libros chart and contacted the author for any resources that could not be found. They must provide all hard-to-find resources with their return and approval of the Technical Edit.
5. Memo to Author:
	1. The memo should have one or two sections, depending upon whether a memo was already sent to the author after the substantive edit. It should explain, in brief, the recommended changes you would make for the substantive edit (unless already sent) and the technical edit. \_\_\_
	2. Send the memo to the Managing Editor and the EIC(s). \_\_\_
	3. Save a copy of the memo in author’s folder on the shared drive. Label the memo as “Tech-Edit-Memo\_Author\_Date\_YourInitials.” \_\_\_
6. File this completed checklist in author’s network folder.

## Image Evaluation

Many articles include “images,” which are non-text supplementary materials including tables, graphs, charts, photographs, figures etc. If the article you are editing includes any images, you must include an evaluation of those images that you submit along with the submission of the substantive edit. Images need to be evaluated as soon as possible within the editing process in order to avoid any delay that may be caused by reproduction or footnote issues.

Evaluating images, like the overall editing process, comprises: (1) a substantive review and (2) a technical review. If determined necessary for the article, the manuscript editor will need to supply Author current Specs document.

Because image evaluation is such an important part of manuscript editing, the policy is to include an evaluation of an article’s images. We will expect for you to create a separate Word document (in .doc format) evaluating the article’s images that should be submitted at the same time you submit your substantive edit. The document should be saved in the author’s folder on the network drive as: <AuthorName\_ImageEval\_YourInitials.doc>

You will work with the EIC to review the image(s) and your evaluation. The journal needs to be able to reproduce the image at high quality and with full copyright clearance. EIC will work with JA on any copyright issues that arise.

All Images should be in tiff or jpeg format, to size, and at least 266 dpi.

### Image Checklist

Questions to respond to in the typed “Image Evaluation Document”:

1. General Evaluation of the image: Is it necessary to the article? If not necessary, does it add value or increase understanding? Is the quality of the image clear?
2. Indicate the Image’s placement within the article. As a manuscript editor, you are familiar with the substantive content of the article. For this reason, you should clearly indicate where the image should be placed (1) in relation to the footnotes (i.e. give a footnote range) and (2) provide Part/Section limiters (e.g.: "it must go w/ Part IV.B").
3. If the Image itself has footnotes – either with the Image caption, or within the Image (e.g., a Table might have one in a Data Field or in a Column Head) – note that the image cannot be moved.
4. Check that text or a footnote refers to the Image, and yellow highlight the reference. If the text or footnote does not refer to the Image, query the author to ask where the Image should be placed within the article. Then insert in parenthesis (See Figure XX, above/below) with Yellow highlight. State that location too, in the doc you are preparing.
5. Check for images as separate files. Note type of file: Tiff, Jpeg or PDF. ONLY tables may be pasted into article. Do not query the author about separate files until the evaluation is complete, as some images may not be included in the final article.
6. In your document, indicate the file name of the image saved to the server. You can do this by going to the Z Drive, locating your author's file (by author's last name), and look for a sub-folder called "images" or "figures."
7. Once the EICs and/or Managing Editor review the Images Evaluation, they may decide that they need to request that the author re-supply the Image in another file type.
8. If you have had a conversation with the author regarding the images, please include the details of this conversation in the Images Evaluation document. This includes conversations requested images as separate files, if they own the rights to the image, if not who does, etc. as well as the outcome of the conversation.

### Image Substantive Review

The first question that needs to be asked is:

* Is this image/table/figure necessary to the article?
* Does it add to the article’s thesis,
* Clarify the text, or
* Provide necessary information that aids the reader in understanding the article’s main point?

If no, under track-changes, insert a comment explaining why the image is unnecessary and that it should be eliminated from the article. At that point, the image itself can be deleted from the file using track changes.

If the image/table/figure does serve one of the above functions:

* Assess whether it be placed elsewhere in the text of the article or stay where the author placed the image. Note this assessment along with where it should be, i.e. a page range, section number/letter, etc. in the “Image Evaluation Document”.
* In the article, insert a highlighted bracket indicating where the image/table/figure could be placed within the article and note the page ranges and/or section number(s)/letter(s).
* E.g., In a hypothetical article, “[Figure 1 – Part I.A to Part I.C],” would be placed at the beginning of Part I.A to indicate that Figure 1 could be placed anywhere between Part I.A and the end of Part I.C.
* Copy the highlighted bracket and range information, and paste the duplicative information at the beginning of the article before the author’s name to alert future editors to the image.
* Under track-changes, highlight the image/table/figure and insert a comment explaining where the image/table/figure fits the best and the rationale. In addition, indicate whether there are any references to the image/chart/figure in the text of the article.
* E.g., “Figure 1 could be placed anywhere between Part I.A and Part I.C because the figure clarifies the discussion of \_\_\_ within sections A–C. Figure 1 is referenced on page #(s)….”
* Caution: If an image/table/figure has an embedded footnote/source, this problem should be noted in a comment inserted using track-changes.
* Requests for new images should be sent to the author by EIC or MgE, unless otherwise instructed. The journal needs original images (PDF, JPG, TIFF, etc.) from the author as separate files. The journal cannot use the image inserted into the article, or a power point slide. These are not reproducible.
* Now the technical aspect of the image can be evaluated.

### Image Technical Review

If an image serves as a valuable addition to the article, the reproducibility of the image/table/figure needs to be evaluated. In the event that such an image does not appear to be reproducible, the EIC/MgE must request the author supply a new image that meets the criteria of the journal. If there is any doubt regarding the reproducibility of the article, please check with EIC/MgE.

* All Images should be in .tiff or .jpeg format, to size, and at least 266 dpi.

#### STEP 1: Create Working Document

Create a “Caption Manuscript Document”, to note all the below notes and assessments.

#### STEP 2: Authorization to Use the Image

 If an image/table/figure is being evaluated, determine whether the image is the author’s own work or if the image was copied from another source.

* If the image is the author’s own work, then it can be used without any additional authorization.
* If the image was copied from another source, the author must provide the journal with written authorization from the images original source stating the image may be reproduced.
* A written request for this authorization should be sent to the author by the EIC/MgE, unless otherwise instructed.

#### STEP 3: Image Reproducibility

* Quality – An image’s overall quality should be evaluated. This includes the clarity of the image/figure, the image’s subject, etc. You should know what you’re looking at without confusion.
* Color/Contrast – Many times authors’ images will contain multiple colors; however, the journals print in grayscale. If colors are too closely related there may not be enough contrast to make the image reproducible. To test this, simply make a copy of the image on the copier—if information is lost or illegible insert a comment using track-changes and suggest how to fix the image (if it can be altered).
* Small/Numerous Details – The image may contain a range of detail. Images with multiple details or small details become unreadable and blurred. If the amount of detail or intricacy of that detail may cause a problem, insert a comment using track-changes and suggest how to fix the image (if it can be altered).

### Examples of Unreproducible Images.

Example 1: Example 2:

 

Example 1: The image is from Braverman’s article on Israel’s use of trees as tool against Palestine. This certificate about trees above lacks quality as it is difficult to determine what the image is, the color would not reproduce in grayscale, and the detail in the image makes it difficult to see the number of trees or read the words on the certificate.)

Example 2: The above figure is also from Bauer’s article. Please note that there is an embedded footnote in the figure that needs to be removed from the image and inserted as a real footnote in the article. You will also note that the wording is grey and blurred, indicating low quality and the possibility that it is a power point slide. Additionally, if using the figure to support the proposition that hydro power tripled in the 90s, it is unclear that such a claim is supported; either a new figure should be supplied or a footnote should replace the figure and be used to support the proposition. Finally, it is questionable whether the author created the figure or copied it from another source and permission to use the source may need to be requested.)

#### STEP 4: Table Reproducibility

Although the above analysis for images/figures applies to tables, the color/contrast and detail is not usually an issue because the tables include numerical data and labels. However, the above concerns may apply.

* Determine whether the table was created using Microsoft Word, or another program (like excel) and pasted into the article.
* For tables created in Word, each row/column is easily modified. Tables created in other programs and pasted into an article will not be as easily manipulated and are likely to be one image instead of individual columns/rows.
* Note which program created the table, and note this in a comment inserted into the document using track-changes.

Word Tables can sometimes be sized to fit, depending on detail and number of columns. Check with EIC/MgE before writing the author that what they supplied is acceptable for reproduction.

### Placing Images

* Size & DPI of Image
Maximum size for any artwork is 5” x 7.75”, and should be a 150-300 DPI JPEG or PDF. For any editing or image manipulation needs contact Journals Administrator.
* Caption: Font, Size, Other information
The text to describe a figure/table/diagram/image should correspond most closely to the “header 2” style of the template. Times New Roman, 10 point, bold, centered. The information should be placed above the image.
* Text of Caption should read as: Figure 2. Descriptive image name.
* Copyright Information
It is best practice to note copyright for all images within the article. Captions can be footnoted with additional information, including the copyright information, placed there.

# Journals’ Style Guide

Words, Numbers, & Other Commonly Used Style Constructs. This includes [text+fn] reference styles & items that Bluebook may not cover definitively. The Bluebook can only, in some cases, act a guide to citing unique sources.

## Resources

The Bluebook*,* 20th ed. (Blue);
Chicago Manual of Style, 16th ed. (Chi);
Black’s Law Dictionary*,* 9th ed. (Black’s);
Merriam-Webster*,* 11th ed. (MW)

Supplementary: GPO Style Manual (2008) (GPO);
Garner, Dictionary of Modern Legal Usage;
and, less so: The Redbook*,* 2nd ed.

## Specifics

* Italic for legal terms: Black’s
* Compounds—Hyphenation: Blue 7.16 + MW
* Non-Bluestyle issues (Caps, etc.): Chi
* Species (Latin): Chi + MW, always italic, 1st word Cap; English name, always Roman, and almost always all lowercase

## Abbreviations

* Acronyms (Blue 2.11): Keep list & spell out with the first occurrence in text &/or in footnote; do GLOBALS to check you spelled out once and only once.
* U.S. (when adjective, inc.: U.S. Supreme Court)
* Abbreviations in fn, always per Blue Table T13:
* always close-up: L.J., J.L., L.Q., but word space at: L. Rev.

## NM & Online periodicals cited in fn

* Nat. Resources J.; N.M. L. Rev.;
* Albuquerque J.; Albuquerque Trib.;
* N.M. Bus. Weekly; Santa Fe New Mexican;
* LEXIS, Westlaw, VersusLaw, DIALOG, PLoS

## Publication edition dates in fn

* Publication year: Include Publisher only when you’re citing to a newer edition; e.g., Lucy Thompson, To the American Indian: Reminiscences of a Yurok Woman 26 (Heydey Books 1991) (1916)
* (5th ed. 2003), and (fn only): 2d, 3d (for 2nd, 3rd editions)
* (Bruce Smith ed., 1975) [use comma]
* E.g., i.e., et al., cf.:
* i.e.: always Roman; always set-off with commas
* e.g.: Italic when FN signal, Roman when Textual; always set-off with commas (See, e.g., the blue whale)
* et al.: always Roman
* cf. [not c.f.]

## Common terms

Per MW; “non,” words usually NOT hyphenated, but see their charts for “co,” “multi,” & “non” words. Also see Hyphens & En-Dash exceptions in separate Hyphens section, just below):

aborigine(s) (n), aboriginal (adj). Capitalize in Australian context ONLY (NEVER use Abo).

African American (no hyphen)

a priori (not italic; Black’s)

benefited

bright-line rule (hyphenate; Black’s)

caselaw (one word; Black’s)

certiorari (rom; Black’s)

cost-effective (n, adj)

court-martial (sing. n, adj) and courts-martial (plural n, adj)

cross-appeal (hyphenate; Black’s)

cross-motion (hyphenate; Black’s)

cut off (v), cutoff (n)

decision-maker (n)

decision-making (n, adj)

de minimis (italic; Black’s)

de novo (rom; Black’s)

e-mail

ecotourism

en banc (rom; Black’s)

First Nations (n, adj). Canadian usage for American Indians; always plural: First Nations legislation. (Nat Geo)

instream

inter alia (italic; Black’s)

Internet (Cap “I”)

judiciary (always lc, “U.S. judiciary”)

land use (n, adj)

lawmaker

longstanding

long-term

longtime

midpoint

natural resources (law) (always use “s”)

nonprofit

nonrenewable

over-allocation

policymaker

preexisting

pro rata (adj, adv; no hyphen, not italic; Black’s)

rangeland

reevaluation

res judicata (rom; Black’s)

right-of-way

socioeconomic

stand-alone

subsector

toward (NOT towards)

tribe, tribal (always include unless directly associated with a tribe name, e.g., the Klamath Tribe)

third-party (adj; hyphenate; Black’s)

upstream

U.S. Attorney’s Office

website

## Hyphens & Compound Adjectives

Use hyphen for clarity and assess for common use, reader’s knowledge of subject, and frequency throughout article. Words (adverbs) ending in “-ly” almost never get a hyphen. Including ages, dimensions (Chi 7.90), and En-Dash Exceptions. “Non” words usually not hyphenated (MW), but see MW charts for “co,” “multi,” & “non” words. Check Common Terms, above.

* a three-inch-high statue, but it’s three inches high
* ninety-nine-year lease, but three hundred years old and a thirty-five-year-old woman
* 19-inch screen
* a three-year-old
* 500-megawatt power plant
* one-half, but a half hour (n); half-hour (adj)
* University of Idaho–Boise (en dash)
* doctor–patient relationship (en dash)
* Nobel Prize–winning (en dash)

### Geography

* (Chi 8.57):
* the West, Southwest, Midwest, East Coast, but western, eastern (except when cultural region, e.g.: Southern California)
* Western Hemisphere

### Caps (and not)

* (Chi 8.49–.50, 8.55, 8.60) [also see Job Titles section, below]:
* NM: article II, section 10; the constitution; New Mexico Constitution
* U.S.: U.S. Constitution (or Federal Constitution)
* Obama administration
* the president, but presidential [fyi Blue caps “the President”]
* the Nebraska Legislature, but the legislature
* Congress, but congressional
* Main and Elm streets
* the Missouri and the St. James rivers
* Mounts Washington and Rainer
* Judiciary and Rules committees

## Library of Congress

but the library in HEADS (Chi 16, 8.157), “to” lowercase (verb or prep), and always CAP: 1st & last words, AND, “If,” “It,” “Is,” “That”; and five-character (or more) prepositions & conjunctions (e.g., About, Under)

Job Titles: in FN, always use initial cap when formal use (e.g., Interview with George Reynolds, Program Manager,…); textual style is: non-federal [Chi 8.21-.40): Thomas Watson, former executive director of IBM,; federal (GPO): Secretary of State Powell, and Ken Salazar, the Secretary of the Interior,…

## City & State

* in running text, state is always followed by comma: El Paso, Texas, and Washington, D.C., is…
* State Land Office
* State Senator Parker
* the state of Iowa, city of Las Cruces [CAP “S” or “C” when LEGAL entity ONLY], but Washington State
* the Province of Ontario

## Numbers

* [note: Legal Codes/Laws: UNLESS a range of sections, use HYPHENS, not en dashes]
* Spell-out one through ninety-nine; 100 & t.a. are numerals
* Spell-out one through nine; 10 & t.a are numerals

Number Ranges:

* U.S. CODE: Repeat entire number for ALL ranges, e.g., U.S.C. §§ 1243–1289 (Blue 3.3(b); also 5.1.1)
* Years, Dates, Pages, FN notes: repeat in entirety up through “09,” and truncate as follows:
* 3-digit ranges:
	+ 101–109 (x00 thru x09 & multiples of same; en dash)
	+ 110–99 (x10 thru x99 & multiples of same; en dash)
* 4+ digit ranges (use comma only when a quantity):
	+ 1087–89 (en dash); 2000–2009, but 1914–18 (en dash)
* PART/Sub-Part designations @FN X-Refs AND in text:
* Part IV.B.2 (“Part,” not “Section”) (Blue 3.5)

@FN, NOTES & GRAPHICS (Blue 3.2.d), no punctuation preceding; no space between period & numeral, but space before & after ampersand:

* n.2
* fig.6 and figs.3 & 4
* tbls.1, 2 & 3
* use commas, 4 digits & above (1,000); but NO comma if it’s a Page Ref or Legal Code/Section
* percentages: always use numerals, always spell-out “percent”(Chi., NOT Blue 6.2) [but use “%” symbol if heavy data/math, no space: 12%]
* a number starting a sentence: always spelled-out
* centuries: always spelled-out (e.g., twentieth century)
* superscripts/subscripts: never unless a chemical compound (so, always 1st ed., not 1st ed.)

## Dates

In article text, fn textual uses, AND, U.S./State CODES, month is always spelled out & year is always followed by comma: April 5, 2001, in fn, non-textual use (inc.: “last visited” at websites, letters, publications), month is always abbreviated, per Bluebook table: Apr. 5, 2001

## Money & Measurements

* Chi 9.25+.29)
* US$2.47 or US$(1992)2.47 (no periods in “US” for this use)
* C$300 or Can$300
* EUR 40 or €40 [Euro SYMBOL]
* °C= degree Celsius [NOT Centigrade]
* °F= degree Fahrenheit
* acre-feet, acre-foot [always gets hyphen]
* cu = cubic; cu. ft. = cubic feet
* kg/m3 = kilogram per cubic meter
* m = meter
* MW = megawatt; kWh = kilowatt hour
	+ billion years
* Brit billion= a million
* U.S. billion = a thousand million

## Federal & International Agencies, Short Forms

* (establish at 1st use, per Acronyms, & use SAME short form throughout article; when “U.S.” at start, acceptable to drop after 1st use):
* Bureau of Indian Affairs (BIA) [as of 1947; *was:* Office of Indian Affairs previously]
* Environmental Protection Agency (1970) (EPA)
* GAO (note name change eff. @ Pub. L. 108-271):
* up to July 7,2004: Government Accounting Office
* July 7, 2004 & t.a.: Government Accountability Office
* United Nations (UN)
* U.S. Bureau of Reclamation [as of 1923] (BOR; but usually spelled out); *was:* U.S. Reclamation Service [estab’d 1902 Reclamation Act, w/i USGS/DOI; indep.w/i DOI @1907].
* U.S. Department of the Interior [note: “the”!!] (DOI)
* U.S. Fish and Wildlife Service [as of 1956; DOI][“&” in fn; “and” in text] (OK short versions: FWS or USFWS). Bureau of Biological Survey (1905) combined with Bureau of Fisheries in 1940 as “Fish and Wildlife Service.”
* U.S. Forest Service (OK short versions: Forest Service or USFS) [FYI, alt full name is “U.S.D.A. Forest Service”]

## Frequently References Legislation:

* Dawes General Allotment Act, Feb. 8, 1887 [in effect till 1934); acceptable short versions: “General Allotment Act of 1887” or “Dawes Act”
* ESA = Endangered Species Act of 1973; 16 U.S.C.
* §§ 1531–1544 (1973)
* FLPMA = Federal Land Policy and Management Act of 1976
* Federal Land Policy and Management Act of 1976 (FLPMA), 43 U.S.C. §§ 1701, 1702, 1711–23, 1731–48, 1751–53, 1761–71, 1781, 1782 (2000)/(2006)
* Federal Land Policy and Management Act of 1976 (FLPMA), 43 U.S.C. §§ 1701–1785 (2000).??/(2006)
* NEPA = National Environmental Policy Act (1969, 1970); National Environmental Policy Act (1969, 1970), 42 U.S.C. § 4331 (1970)
* CMU = Classification and Multiple Use Act of 1964
* Classification and Multiple Use Act of 1964, 43 U.S.C. §§ 1411–1418 (2000) (expired 1970)

## Style & Usage: Top Errors

* U.S.: Always abridge when adjective [U.S. Supreme Court]; but not otherwise
* Commas: Use serial commas always, otherwise no comma if clauses not independent.
* Abbreviations: see Blue 6.1, 6.2, and Table T13, and throughout Style Sheet (inc. Fed/Int’l Agencies & Short Forms)
* Acronyms: Use global to establish first location (&consistency); Keep List.
* Contractions: Watch for words like isn’t, don’t, it’s, etc. and change them to the full terms; contractions are considered informal and should be avoided in academic writing.
* Relative Timeframes: e.g.,“Recently”; “Last year”; etc. : AVOID! Always edit to anchor to specific date/year.
* Presidential administrations: Specify which “George”; word “administration” is always lowercase.
* Congress (cap “C”), but congressional (lowercase)
* Latin: Check Black’s! (& style sheet above)
* “Paper” v. “Article” [Professional]; “Notes” [Student]: When authors refer to the article at hand, they often refer to “this paper.” “Paper” should be changed to “article” since the author’s paper is now an article in the Journal. [EXCEPTION: Student articles are “Notes” or “Comments”]
* Part IV.B.2 (“Part,” NOT “Section,” unless ref is to a SUB-Section w/i a Part. (blue 3.5 & Style Sheet)
* CASE NAMES (Rule 10), Short & Long Forms + In re & ex rel. (10.2.1(b))+ allowable Abbreviations (10.2.1, 10.2.2 AND 6.1(b)).
	+ Italicization Rules: Long Form is ALWAYS italicized in text; Roman in FN, except if Textural use; Short Form is ALWAYS italicized in FN citation; In re & ex rel. are always italic.
	+ Abbreviations must be consistent.
* Ellipsis: Chi 15 11.51-.85 | Blue 5.1–5.3: Delete @ start of block quote and in-text quote; but stet when at end of each. Critical to transcribe Block quotes PRECISELY, and understand the differences between the 2 types of 4-dot ellipses (i.e., when the period goes before, and when after, and when a space needs to be inserted).
* Numbers, Ranges: see header in Style Sheet; spell-out centuries!
* En-dashes vs. Hyphens: see Number Ranges header in Style Sheet
* Numbered Items, Textual List: (1) first point, (2) second point, and (3) third point; separate short clauses w COMMAS; use SEMI-COLONS for lengthier clauses.
* Publication Titles—Books, Reports, Magazines, Journals, always:
* CITATIONS: Cap+Small Cap (Cap+SmC)
* TEXT (article body OR Fn): Upper & Lowercase ITALIC (U&lc, underlined)
* PERIODICAL ABBREVIATIONS: always per Blue Table T13; always close-up: L.J., J.L., L.Q., but word space at: L. Rev.
* Quotations, Punctuation at end of: Quotation Marks, Commas, and Periods PRECEDE close quote; Colons and Semi-colons set OUTSIDE the close quote. For Footnote Notation in Text: Make sure *all* the punctuation is inside the footnote notation. LIKE THIS: last word.”122 NOT: last word122.”
* Quotations, CAPS at Start of: When an author is using a direct quote, the capitalization for the quote can remain as it is in the original. EXAMPLE: Mary said (stated, commented, etc.), “The sky is blue.” When an author is quoting indirectly, if the quoted material begins with a capital letter, that letter should be lower case and bracketed. EXAMPLE: Mary said that “[t]he sky is blue.”

## Manuscript Format: Top 10 Errors

* Unlinked cross-references (supras/infras)!!!!!! See “How-To” for Mac & PC (it’s very different for each)
* Epigraphs get footnotes too!
* Only one (1) space at end of sentences; check for extra spaces throughout.
* Tabs at paragraph starts (not auto format indent), but no tabs after letter or number in Heads
* “Curly” Quotes & Apostrophes: Use throughout (not straight ["] primes except at Measurements)
* Create and using keyboard command or symbol insert:
* Ellipsis: Use symbol, not periods [3-dot unit, no spaces between dots, nor before & after unit]; when 4-dot, 1st dot is a period, and always precedes ellipses unit & no space before the period.
* Em-dashes & en-dashes: no space before & after; use true em’s and en’s
* No superscripts (for “th,” etc.
* Figures & Tables: get Footnotes, and need content edit (see Images How-to)

## Other Tips

* Punctuation in Parentheticals in Footnotes: Last Sentence: if complete sentence/quote is contained within parentheses, provide Period, then close parentheses AND a period AFTER the close parentheses. DROP the first period if quote/comment is NOT a complete sentence.
* Author Names: Per Blue 15.1 we list an author's “full name as it appears on the publication.” So if their middle initial is not on the publication, we don’t use it.
* **Multiple Authors**: List all the authors’ names in the first citation and define it as “hereinafter” if there are supras and infras, e.g.,:
	+ Dan Tarlock, James N. Corbridge, Jr., David H. Getches & Reed D. Benson, Water Resource Management [hereinafter Tarlock].
	+ If other books or articles written by the same author are cited, differentiate between them by adding et al. to the source with multiple authors [hereinafter Tarlock et al.]
* **Websites**—“last visited” & all other Internet sites: Per Blue Rule 18.

## Citing Journal Articles

Before page numbers are available:

 John C. Adams & Stephen F. McCool, *Full Article Title*, 49[=Vol. no.] Nat. Resources J. (2009).

 Max Minzner, *Full Article Title*, 39[=Vol. no.] N.M. L. Rev. (2009).

And when page numbers become available:

 John C. Adams & Stephen F. McCool, *Full Article Title*, 49[=Vol. no.] Nat. Resources J. X[=first page number of article] (2009).

 John C. Adams & Stephen F. McCool, *Full Article Title*, 49 Nat. Resources J. 1[first page number of article], 2 [OR] 2–6 [PINCITE] (2009).

FN textual material & TEXT form [style U&lc, Italic]: Blue 2.2(b)(ii))

FN “on file” form [refers to unpublished material; style U&lc, Roman]: Blue 17.1.1 (on file with the New Mexico Law Review) & (on file with the New Mexico Law Review)

# S&C Reference & Assistance

## Library Assistance

* For assistance with source and citation please stop by the reference desk.
* If there are group-wide questions or issues, please contact the Law Library Reference desk in person, by email at libref@law.unm.edu or by phone at 277-093 to schedule a session or appointment with library faculty.
* Some sources are always difficult, like statutes. Ernesto Longa will set up a time to come to the suite and sit with a group while they cite.
* Reference desk is open: Stop by Monday-Friday 9 a.m. - 6 p.m., call 277-0935, or email libref@law.unm.edu

## Interlibrary Loans – ILL

The purpose of Interlibrary Loan (ILL) is to obtain materials that are not available in the Law Library. The Law Library provides free ILL service to Law School faculty, staff, and students.

**Journal Staff** search for the item using the [Online Catalog](http://unmlawlibrary.worldcat.org/) and numerous [Law Library databases](http://lawlibrary.unm.edu/databases/a-to-z.php) subscriptions. Only submit requests for resources not available from the collection or databases. If you need any assistance navigating the catalog or databases, please stop by the reference desk or call 277-0935. Did you check with your fellow editors and staff? Someone may have already requested the item you're looking for.

The below materials may not be eligible for loaning. Often the library can request a scan of specified pages.

* Continuously updated materials (i.e. treatises)
* Multi-volume sets
* Rare books and Reference materials
* Audiovisual materials

To initiate an ILL request, send your requests to your journal's coordinator(s). Each journal has designated coordinators to create all ILL requests. They will review your request and send it to the ILL email.

Note: Journal requests made by anyone other than the designated coordinator(s) will be denied.

### Journal ILL Coordinator(s):

* Clearly note in the header it is a ILL request coming from your particular Journal. When making a request include more than just a title. Know the ISBN, edition, section number, publisher, author name, etc.
* Some materials e.g. treatises or those designed in the catalog as a “continuously updated resource” or “integrating resource” cannot be obtained via ILL, especially if you are requesting the entire volume or volumes. However, if you have a pinpoint cite to a section or a particular page or pages, they are more likely to obtain an ILL in the form of a scan of the specific pages you need.
* Please don’t submit all your requests at once, or before your 2L staff is ready to use them as you may have to return the materials before you’ve had a chance to use them for cite checking.
* If you are making ILL requests of online materials or materials that the UNMSOL Library has already because you didn’t run an initial search the library may return the list to you in its entirety.
* If you are not able to obtain via ILL the item you seek, please check with the author whose article you are S&C—they are required to keep copies of difficult to find materials for this exact reason. It is the Author’s responsibility to provide and archive hard to find materials—it’s part of their contract with the journal. So, if something is hard to find ask the author. In the end, you can only do what you can. If a source is unattainable work with the EIC and Faculty Advisor on the best plan of action.
* Place ALL materials on the shared shelving in the suite. And check here to see if a title has already been requested.

## Reference Materials

### Suite Materials & Bluebooks

The journals suite has reference books and physical copies of the Bluebook. You may also check out reference materials from the library and use them in the suite. For any purchase requests regarding reference books please contact the JA.

There are two places within the library where there are bluebooks. One is the “Desk Reserve” behind the front Reference Desk. Then there is another series of books on the upper floor in the “Law Reference Collection”. You may use the Bluebook on the upper floor at any time. You may reference the books at the reference desk during regular hours and work with the reference librarian on any citation questions.

The Bluebook will publish a new version soon. After the most recent edition is published, it is advisable each journal request one copy for use in the journal (so there would be three total).

## Finding Materials FAST

* Hein Online: 500 law journals, federal materials, statutes, etc. Hein provides images of the actual documents, which means you get accurate citations. Using Westlaw is “cheating,” and not considered the official document.
* ProQuest Congressional: bills not enacted, hearings, CRS reports, etc.
* FedSys: Federal Digital System—this is current!
* For New Mexico—just go to NM One Source.com
* Or NM Supreme Court Library
* Google scholar is a meta-search engine. When you are ON CAMPUS it will search through UNM’s databases and library holdings in addition to open source materials.
* For non-law journals, use the “eJournal” search tool on the UNM library’s main page
* • SSRN: http://www.ssrn.com/en/ -an award winning network of scholarly holdings
* Basic information you need to know: The State & Branch of Government. And you will many times find what you need online.
* Westlaw and Lexis are available on the computers in the office. Use your own login, but denote “NRJ”, “TLJ, or “NMLR” as the client.
* Please do not use Westlaw for citation work.

## Finding Materials: Indian Law

All three journals are invested in Indian Law as related to their journal’s focus. Some of the sources you will need to cite will be unique from more typical sources like articles, books, and legislative materials. What have authors typically cited to in their articles published regarding Indian Law?

* Law review articles; (B.B. R. 16.4)
* State, federal, and tribal court cases; (B.B. R. 10; Table 1.4, p. 275)
* State, federal, and tribal statutes, codes and constitutions; (B.B. R. 11, 12)
* Monographs, handbooks, and treatises; (B.B. R. 15)
* Legislative materials; (B.B. R. 13)
* News reports; newsletters (B.B. R. 16 e.g. 16.7.8)
* Websites; (B.B. R. 18.2.2)
* Interviews; oral histories (B.B. R. 17.2.5, 17.2.6; 18.7)

Things to assist your research:

* Look to the tribe for the most current information (check with the court clerk)
* Use a variety of search terms: Indian, Native American, American Indian, Aboriginal, First Nation, Indigenous, Native People, Tribal People as well as terms related to the region from which the tribe originates.
* Does the tribe have Federal Recognition Status?
* What is the internal organization of the tribe?
* Is the tribe subject to Public Law 280?
* Electronic Resources to investigate:
* SWITCA: An appellate court forum associated with the AILC for federally recognized member tribes and pueblos located in New Mexico, Arizona, southern Colorado, and west Texas.
* Tribal Judicial Institute & Tribal Court Assistance Program: TCAP is a Dept. of Justice affiliated program which provides federally recognized American Indian and Alaska Native communities with resources to develop, implement, enhance, and continue the operation of tribal judicial systems.
* Bureau of Justice Assistance - Center for Program Evaluation and Performance Measurement provides links to tribal court reports.
* National Tribal Justice Resource Center is gearing up to provide on-line resources highlighting tribal court funding opportunities, training events and a repository of tribal bench books and practice guides as well as information related to both Indian Child Welfare issues and tribal civil and criminal legal assistance for tribal legal aid attorneys and public defenders.
* National Indian Law Library Tribal Law Gateway (NARF)
* Tribal Court Clearinghouse (Tribal Law and Policy Institute) -- temporarily unavailable.
* For Westlaw, please note information is listed by practice area and is titled “Native American Law”
* LexisNexis is NOT easy to search when it comes to Indian Law. There is a trick! Please ask for assistance on searching in Lexis.
* VersusLaw: You, as an UNM student, may register for free. This provides tribal court opinions for 22 courts, and houses over 2,800 opinions.
* For assistance finding print resources or to learn about the above please talk with a reference librarian. Any journal may request an information session on researching and citing in regards to Indian Law, or other topics, to help flesh out methods and processes for researching.

## Bluebook (BB)

### Guidelines

The Bluebook: A Uniform System of Citation (20th ed. 2015) is the standard citation form for almost all courts and law schools in the U.S. The Bluebook sets forth the rules of standard citation for all forms of legal writing.

The Bluebook is very thorough, but sometimes it can be difficult to know where to look for the answer you need. This guide is intended to highlight some of the common problems you may encounter; however, it is NOT a substitute for the Bluebook itself.

The best strategy for accurate editing is not to memorize the Bluebook rules, but to learn HOW TO USE the Bluebook. The back cover of the Bluebook folds back to point to sections of the text, and the index is comprehensive and helpful. Get to know this essential resource!

The UNMSOL Law Library faculty are excellent resources for questions on Bluebook. Many of them are experts in Bluebook, and if they don’t know the answer off the tops of their heads, they can tell you how to find it.

When you first open your Bluebook, you will see a quick reference for law review footnotes. This reference provides great examples of the proper citation form for commonly cited sources. You should use it as a guide, as it will point you to the appropriate Rule within the book for that particular type of source.

### Using the Bluebook

* Don’t pass up the front cover! This is a quick reference to Law Review footnotes.
* Section Two (the thicker white section when you look at the book from the side), also called the “White Pages”, are the rules relating directly to journal publication. Rules 1-21; 1-9 are general rules of citation and style. This includes structure and use of cites, sentences and clauses, introductory signals, etc.
* If you need to find something specific, like citing material published by the Navajo Nation, flip to the back and search the Index for terms like, “Navajo Nation” or “Indian Law”.
* There are two texts on library reserve that can help you with the Bluebook:
	+ Alan L Dworsky, User’s Guide to the Bluebook (2006)
	+ Linda J. Barris, Understanding the Bluebook 65 (2nd ed. 2010)

### Citation Rules

The Bluebook is organized by Rules, with one rule covering only one subject area of citation. The rules used most often in law review citation are as follows:

**Rule 1**: Law review citations generally, signals, and parenthetical information.

**Rule 2**: Typeface conventions for law review text and footnotes.

**Rule 3**: Subdivisions within a source (we use the internal term “Part”) and how to use internal cross-references. Rule 3.6 is especially helpful.

**Rule 4**: Instructions on how to use short citation forms. You’ll need this one!

**Rule 5**: Quotations.

**Rule 6**: Conventions for using abbreviations, numerals, and symbols.

**Rule 7**: Italicization for stylistic purposes. Pay particular attention to the typeface used for foreign words.

**Rule 8**: Capitalization.

**Rule 10**: Case citations. This should be used in conjunction with Table 1, discussed below, as well as Rule 2 regarding typeface.

Full case citation:

* United States v. MacDonald, 531 F.2d 196, 199 (4th Cir. 1976).
* Lane v. State, 364 N.E.2d 756, 760 (Ind. 1977).

Short form:

* MacDonald, 531 F.2d at 197.
* Lane, 364 N.E.2d at 759.

**Rule 12**: Deals with citing statutes. This is a complex and very specific rule and should be consulted carefully throughout the technical editing process. Rule 12.2 is especially important because it instructs you on how to choose the proper citation form for statutes. This rule should also be used in conjunction with Table 1, discussed below.

**Federal statutes**:

Text: Title VII of the Civil Rights Act of 1964. [“Title VII” for repeated use]

Citation: 42 U.S.C. §§ 2000e-2(b) (1988).

**Rule 15**: Proper citation forms for books, pamphlets, and other non-periodic materials. You will use this rule frequently and should become familiar with the basic typeface requirements and elements of a book citation. You only need publishing information if the book has more than one version printed.

Full citation of a book:

1 Mari J. Matsuda et al., Words That Wound 32 (1993).

Short form:

2 Matsuda, supra note 1, at 32.

3 Id. at 33.

**Rule 16**: Periodical materials, such as law reviews, other academic journals, magazines and newspapers. You will use this rule frequently, and you should become familiar with the basic citation form for a law review. This rule should be used in conjunction with Tables 11 and 14.

Full citation of journal article:

4 Patricia Williams, Alchemical Notes: Reconstruction Ideals from Deconstructed Rights, 22 Harv. C.R. - C.L. L. Rev. 401, 407 (1987).

Short form:

5 Williams, supra note 2, at 408.

**Rule 18**: Electronic Media and Other Non-print Resources. Explains how to cite Internet sources and information contained on electronic databases, etc.

Websites are very commonly cited in law review articles, so it is important to learn how to cite these sources. Here are some points to note when citing web pages:

1. Preceding the hyperlink, use available at when the source is published somewhere other than the web page, but use at if the source has not been published elsewhere.
2. Only one date should be used for the source, and the Bluebook specifies the order of preference for the type of date to be used, as follows:
	1. The publication date, which should be placed before the hyperlink for some sources (e.g., online journals), but after the hyperlink for others;
	2. The date the web page was “last modified” or “last revised” (after link);
	3. The date the website was “last visited” (after link). Realistically, this is the most common. Remind subcite staff to include the date they visited the site in their subcite report. If no date is there, editors should visit the site and use the appropriate date.

**Rule 20**: Foreign Materials. Both English- and non-English-language sources.

**Rule 21**: International Materials. You will use this when citing international law cases and other international sources of information. It’s very tricky, so feel free to ask for help from the Law Library faculty.

### Citation Rules: Tables

The blue pages in the second half of the Bluebook contain 17 tables that are as important as the Bluebook rules themselves. The tables summarized below are used often, but you should familiarize yourself with the subjects covered by the other tables as well.

* Table 1: Contains citation forms for case law and statutes for every U.S. jurisdiction. This table MUST be used in conjunction with Rules 10, 11 & 13 because it gives abbreviations and other helpful information.
* Table 6: Must be used when citing cases (note that abbreviations should not be used when referring to a case in text). Any word abbreviated in this table must be abbreviated in a case name unless the word is the first word in a party’s name. Use this table in conjunction with Rule 10.2.
* Table 11: Often missed by subciters and editors alike. In any citation, the geographical locations listed here must be abbreviated according to the table. This Table should especially be used in conjunction with Table 13, discussed below. For example, Philadelphia would be abbreviated to “Phila.” in any periodical title, but you wouldn’t find this abbreviation in Table 13 itself.
* Table 13: Gives the accepted abbreviations for months.
* Table 14: You MUST use this table for EVERY periodical title you encounter. If the exact title is not listed, you must look up each word in the title and combine abbreviations to form the proper abbreviated title. For example, Connecticut Law Tribune is not listed as a periodical in Table 13, but Table 11 tells you to abbreviate “Connecticut” to Conn., Table 13 tells you to abbreviate “law” to L., and Table 13 tells you to abbreviate “Tribune” to Trib. Thus, your complete abbreviation is Conn. L. Trib. Omit “the” from periodical titles.

### Common Bluebooking Tips

1. The five footnote rule: Use the short form for a case name only when the case is discussed by name in the text to which the footnote belongs or when the full name of the case is used, and readily locatable, within one of the previous five footnotes. A “see supra” cite is NEVER used for case names. See Rule 10.9(a).
2. Check introductory signals: ([no signal], e.g., accord, see, see also, cf., etc.) There are rules for when each of these signals should be used, and the order in which they should be used. See Rule 1.2. Note that following signals should generally be used in conjunction with a parenthetical explanation: cf., compare, but cf., see generally. If the author of your piece has not included a parenthetical explanation in conjunction with the use of these signals, you should create one, or delete the signal if it is superfluous. For further discussion of the use of parenthetical explanations, please see Rule 1.2. Note also, that when signals are used as verbs in ordinary sentences, they are NOT italicized. See Rule 1.2(e).
3. Check the order of authorities within each signal. Yes, the Bluebook even has a rule for proper order of authorities. See Rule 1.4. Note that if one authority is particularly helpful, it can be cited first.
4. In citations, never abbreviate the first word in either party name in a case, unless the party can be abbreviated to widely recognized initials, such as NAACP. Be sure to check the relevant tables for abbreviations. Also, NEVER abbreviate United States when it is a party. See Rules 10.2.1 & 10.2.2.
5. Please note the proper order of cases cited for the same proposition in a single citation. See Rule 1.4(d).
6. Common Latin terminology, like “status quo” or court phrases should not be italicized. Anything that is an uncommon foreign phrase and not a court phrase should be italicized. See Rule 7.
7. If parenthetical information quotes one or more full sentences, the proper punctuation mark should be used inside the quotation marks with a period after the last parenthesis. This is tricky! This also means that when you have a full sentence outside the parenthetical, the full cite may look like this: See Barnes, supra note 38 (“…the UN never truly acknowledged the difficulty of the Oil for Food Program. Kofi Annan mentioned it once publicly in 2004.”).
8. Id. can be used only to refer to the immediately preceding authority within the same footnote or within the immediately preceding footnote when the preceding footnote contains ONLY ONE source. See Rule 4.1.
9. When making up a short “hereinafter” name for a source, try to retain the author’s name in the short name. If it is an institutional source or other source without an author, try to use a snappy term to easily recall the cite.

# Perma.CC

Perma.CC is hosted by Harvard Law Library. It is a type of database that creates a permanent, archived version of a website and assigns a permanent URL to that archived version. In decreases link rot and increases the value of the journal. The Bluebook references how to handle citations using Perma.CC.

## Perma.cc Roles

The SOL Library is the Registrar. Vesting Managers within the library are MR, JL, AS. These managers create the vesting organizations.

Each journal is its own Vesting Organization based on the journals’ SOL emails. Within this organization journal editors become Vesting Users with their SOL email (MA will be included on the three journal vesting accounts). This editor can approve other users for Vesting User accounts. Is it not recommended journal staff become vesting users at this time. Only Vesting Users within your journal’s Vesting Organization can vest links.

## Setting Up Accounts

Journal editors and staff should not create their own User IDs. A journal’s Vesting Manager/User will add new editors to the journal. The user account should only use SOL email addresses. The new member will receive an email from info@perma.cc to activate their account.

## Online Guides

* <http://libguides.law.wustl.edu/c.php?g=125003&p=1225280> Washington U Law
* <http://lawguides.bc.edu/perma> Boston College

## Creating a Link

### Pros & Cons of authors creating their own link.

If an author creates their own Perma.cc Link, this means the information will never have a chance to disappear between when they submit their article to when S&C is completed. Yet, this means to link is not archived within the journal’s account, and to vest the link you’ll have to search for it. In some cases an author may have vested their own links using their school’s Perma.cc account.

### Suggested Workflow (without an author):

1. Staff (Cite Checkers) locate Electronic Source (PDF or Website)
2. Staff verify author’s assertion
3. Staff format citation (omitting Perma.cc Link)
4. Staff archive PDF or PDF of website in Drive
5. CE reviews the footnotes
6. CE creates a Perma.cc Link for anything with an URL
7. CE vests the link
8. CE adds Perma.cc URL to footnotes

Once S&C is completed, have one editor create all the links. After this, have another editor review the links and Vest them (or can be the same editor). The links are then ready to be placed in the footnotes. You most likely do not want cite checkers to create Perma.cc links while they are doing their cite-checking assignments. The main reason is that Perma.cc creates a different Perma.cc link for every time you give it a URL, even if it’s the exact same URL. You’ll end up with a lot of links to the same place.

### Instructions on Making the Link

1. Log in
2. Copy the URL you would like to archive, and paste in the main field. See the below tips for finding the correct URL.
3. Click the infinity symbol
4. A preview of the archived site should come up, with the Perma.cc Link
5. Clicking on the green box takes you to the website as it currently exists—and allows you to see screen shot and archived versions of the site.
* Note: Sometimes a pop-up add can obscure information when the screen shot is taken
* Download a visual how-to from [Boston](http://lawguides.bc.edu/ld.php?content_id=14350870)

### Organizing the Journal’s Links

Organize the links by Volume (and by Issue if necessary) by creating folders.

1. Log in
2. Click on “Links” in the left-side column
3. Click on New Folder, and appropriately name the new folder
4. You can also create sub-folders
5. Move the Perma.cc Link to this folder by checking the box to the left of the link you want to move.
6. Click the blue “Move Selected Items” box.

### Tips on Getting the Correct URL

Links need only be created for open web sources that do not have a stable URL (i.e. websites, blogs, working papers, and so forth). This excludes HeinOnline and Westlaw. Also, do not archive sites that keep content behind a paywall. For more info on this, skip down to the sub-tab on “Copyright”.

If you’re not sure if the web page should be vest, check the URL. Is it long and complex? If so, there is greater chance the page will be unstable over time.

**Blogs**: When creating a Perma.cc link for a blog post, always use the URL for that specific post, not the URL for the Blog itself. Even if the blog post appears in its entirety on the Blog’s main page, overtime it will move down and then off that page.

Finding the link for a specific blog entry, Options will vary from blog to blog:

* Look for a link at the end of the entry that reads “Permanent Link” or “Permalink” (this is not a Perma.cc link)
* Click on the title of the blog entry
* Click on a “read more” link if there is one
* Look for a “Share” button that is not dedicated to a specific social networking site. Click on “Share” or “Copy Link”. Select the entire link and copy.

**Newspapers, Magazine Articles**: Often, a website will only display the first portion of an article on the initial Webpage. Do not rely on the small preview window when determining if the entire article has been archived. Look for a “Share” button that is not dedicated to a specific social networking site. Click on “Share”> see if a link is displayed. If not, you usually will be offered a long list of social networking sites. Look for an option not associated with a social networking site, such as “Copy Link” > make sure you have selected the entire link > copy the link >

**PDF files**: If the PDF opens in your browser, you can copy the URL from your browser. If it opens in a PDF reader, go back to the page with the link, copy the link location (Firefox on PC: right click the link and select “copy link location”; Internet Explorer on PC: right click the link and select “copy shortcut”)

## Vesting the Link

Perma.cc will only keep a link for two years if it is not vested—so, all links that appear in the final version of your journal need to be vested! This is a very easy task.

1. Log in
2. Go to the list of links
3. Click on the red Perma.cc Link to take you to the archived site
4. Review that this is the way it should be
5. Click “Vest” in the upper-right hand corner of the screen
6. That’s it! Your URL is ready to be placed.

## Copyright & Citations

### Copyright

Links need only be created for open web sources that do not have a stable URL (i.e. websites, blogs, working papers, and so forth). This excludes HeinOnline and Westlaw. Also, do not archive sites that keep content behind a paywall.

Perma.cc [Terms and Conditions](https://perma.cc/terms-of-service) 5(a) states “that the User Submitted Content both (1) is freely available on the Internet to the general public without paying, registering with the website, or the like and (2) is cited in a legal or scholarly work;”.

If you have any questions on what is/not allowable please contact to Jen Laws.

### Bluebook Rule: 18.2(a): Commercial Electronic Databases

The Bluebook requires citation to a printed source unless it is unavailable. "Unavailable" is roughly translated as sources that are (1) not published in hard format, or (2) so obscure and rare as to be deemed unpublished. Parallel citations to both a printed and electronic source is permissible only when the electronic citation substantially improves access. Bluebook is referring to Westlaw and Lexis (though there are others like LoisLaw). These databases are deemed reliable enough to cite to when a source is unavailable in a traditionally printed form and are preferred over other electronic sources. From [Suffolk U Boston](https://www.suffolk.edu/law/library/electronicResources.php#below))

1. Cases - cite to Westlaw or Lexis when a case is unreported but has a Westlaw or Lexis citation.
2. Statutes - in the parenthetical indicate the database, publisher and how current the database is (comparable to the copyright year of the hard copy). Remember Rule 18 - only if it is unavailable.
3. Other sources. Indicate any database identifiers and if it is unclear, which database is being used in the parenthetical.

### Bluebook Rule: 18.2(d): Internet Citations

“Archiving of Internet sources is encouraged, but only when a reliable archival tool is available.  For citations to Internet sources, append the archive URL to the full citation in brackets” – the rule includes the following example:

Letter from Rose M. Oswald Poels, President/CEO, Wis. Bankers Ass’n, to Elizabeth M. Murphy, Sec’y, SEC (Sept. 17, 2013), <http://www.sec.gov/comments/s7-03-13/s70313-178.pdf> [http://perma.cc/B7Z7D9DJ].

Perma.cc is also the example used to demonstrate the archived sources rule in the Rule 18.1 Basic Citation Forms for Internet Sources table on page 178:

Rocio Gonzalez, Puerto Rico’s Status Debate Continues as Island Marks 61 Years as a Commonwealth, Huffington Post (July 25, 2013, 9:00 AM), <http://www.huffingtonpost.com/2013/07/25/puerto-rico-status-debate_n_3651755.html> [http://perma.cc/C6UP-96HN].

### Other Bluebook Rules

* Rule 15.9(c) introduces a citation format for e-books, stipulating that the print versions of books are authoritative, but that e-books may be cited if they are the sole media through which the book is available.
* Rule 16.6(f) clarifies that online newspapers may be used in place of print newspapers.
* Rule 18 has been updated in a number of areas to account for the increasing use and varied forms of Internet sources.

# Source & Cite – For 2L & 3L

Once the substantive and technical edit are completed and the EIC reads through the article, the next critical step is the source and cite.

Law review and law journal articles are heavy with footnotes. The purpose of a footnote is to reveal the source(s) upon which the author is relying for each assertion s/he makes in an article. This enables readers to have confidence in the credibility of the author’s claims, and also allows scholars to return to the source that is cited in pursuit of their own scholarship.

Articles that aren’t properly sourced, for which citations are wrong, or in the wrong form, demonstrate incompetent scholarship. This reflects poorly on the author, the journal, and on UNMSOL. To make sure that doesn’t happen, each Journal article goes through the source and cite process.

The purpose of the source and cite is to:

* Check the substantive accuracy of everything in the article,
* Verify the validity of each cited source,
* Place all citations in proper form – which means Bluebook form, and
* Read (again) the article for grammatical and typographical errors.

You may be surprised to find that the articles you’re assigned often have incorrect citations or sourcing, and sometimes no sourcing at all for a particular proposition even though it clearly is required.

Please be meticulous in your sourcing and sub-citing. Take responsibility for your assignment – do not assume someone else will check your work and catch mistakes you make. While student editors will review what you do, they won’t check every single thing you do. Articles that aren’t properly sourced, for which citations are wrong, or in the wrong form, demonstrate incompetent scholarship. Demonstrating that your journal is reputable and skilled is your responsibility.

The Manuscript Editor will collect sources cited in an article and place them in the suite’s ILL shelving section, so staff can reference them when they begin the source & citation. Before beginning cite-check of your article, make sure the footnotes are cross-referenced. If footnotes are not cross-referenced let the editor know immediately. You may progress with your assignment, but do not work within the document.

## What is it?

Source and citation checking (S&C) is one of our most important tasks. As students, your main contribution to the legal literature is to ensure its accuracy. The integrity of our journal depends upon that accuracy. Through S&C checking, we make sure that the articles we publish accurately reflect the current state of the law and contain no technical errors. By the time an article makes it to S&C checking, it will have gone through several general editing steps. S&C checking is the last detailed editing step in the process. After S&C corrections are sent to the author, the article should require only minor editing to prepare for publication.

S&C is an editorial process. The whole process of footnoting and embedding citations is editorializing. Through sourcing and citing you are:

* Validating a source as an authority
* Identifying the source
* Assessing the degree of support the citation gives to the article, and its connection to the argument
* Pinpointing for the reader where to find the material
* Providing relevant information not appropriate for mention within the body of the article

S&C checking consists of two steps: checking sources and checking citations. 1) Source checking verifies that the author has properly quoted the original source. Proper source checking requires reading enough of the original source to verify that the author has not misconstrued the ideas for which the source is being cited. Source checking is your most important task as a staff member. 2) Citation checking verifies that the citations are formatted according to Bluebook rules. Varying even slightly from the rules may mean that the reader cannot locate the original source that the author has referred to. Checking citations is easy once you become familiar with the Bluebook. If you get stuck on a source, or are just uncertain, please ask the CEs or at the Library’s reference desk.

Citations Editors prepare the article for cite-checking, dividing it into small sections that will be reviewed by a 2L staff member. Articles are divided up, with each staff member receiving an equal workload, this may or may translate into the same number of sources to check. The CEs will try to space the assignments 1-2 weeks apart, with 1-2 weeks to complete each assignment. Under direction of the Citations Editor, the staff checks all the sources and citations and ensure proper Bluebook form.

The CEs will double-check the citation formats and some of the sources for accuracy, and provide feedback to the staff members. The Bluebook takes a while to learn, so the CEs will provide additional training and assistance as needed. Ultimately, though, the publication schedule does not allow enough time for CEs to re-check every source, so consistently inaccurate work may result in disciplinary action in accordance with this manual and the bylaws.

The CE also makes sure that similar cites are treated the same way throughout the article, ensuring consistency. This can take several rounds. Because the S&C checking is one of the final steps before the articles are sent to the printer, they must be completed accurately and on time.

Once the CE has completed their process and received back inquiries from the author, they will assign to a second CE to review the bluebook formatting and make sure the entire document is house styled.

## S&C Assignment

For each assignment, 3L staff members will be emailed an electronic copy of the entire article and S&C form, along with a cover letter explaining any special issues by referencing the Editing Comments Document (ECD) and listing the footnotes assigned to each staff member. Each member then works on his or her portion of the article that corresponds to the footnotes assigned. Corrections are to be made on the digital copy of the article with Word’s Track Changes “On”.

The corrections should also be listed on the S&C form, one source per line and typed. When a footnote has multiple sources, each source should be listed on its own line. Detailed instructions for filling out the form are given later in this section. Any changes made to the article must be explained on the form. Explanations should include, but are not limited to, Bluebook rules, journal style rules, and descriptions of why the content of the source required that the text be changed. When in doubt, make the change you think best and explain why in the spreadsheet.

Staff members will be expected to do thorough work on their assignments. Assignments which do not meet law review standards will be returned to staff members with instructions on which materials need improvement. Examples of reasons an assignment might require additional work include:

* Failure to indicate reasons for changes.
* Incorrect application of Bluebook rules. This will happen frequently early on; however, the CEs are available to explain any rules you are having difficulty with. After a few assignments this should be uncommon.
* Indicating that a source is not satisfactory without making the changes necessary to fix it or explaining in detail why the CE or author needs to make the changes
* Failure to use track changes.
* Failure to check the source, and/or properly cite
* If these failures are stay consistent, the CE and EIC will confer with the Faculty Advisor

## How to Do Sourcing and Sub-citing

When the article is officially assigned, the CE splits the footnotes among the 2L student staff. The staff have up to two weeks to finish the cites, but a one week deadline may be given.

1. Nuts and Bolts
	1. Edits are made directly to the article, using track changes.
	2. Save in <.doc>
	3. Notes about the edits are listed in a S&C spreadsheet
	4. All sources are made into a PDF, highlighted, saved under the FN#, and stored in a folder bearing the staff member’s last name
	5. The edited article, spreadsheet, and PDFs are uploaded to the appropriate S&C folder on the network drive.
	6. For example, Volume>Staff S&C Assignments>AuthorName S&C>StaffName
	7. Email the CE to let her/him know the edit is complete
2. Checking Substance: The source should support the text and the signal should appropriately indicate the level of support that the source provides for the text.
	1. Read the sentence in the text before the footnote (in context to understand the meaning)
	2. Read the cited authority to see if the cited authority supports the text, and in what manner.
	3. Check the introductory signal to make sure that it indicates the correct degree of support. If it doesn’t, suggest a correction and write an explanation of the problem
	4. Check the text of footnotes to make sure they are grammatically correct
	5. Make sure quotations are absolutely, completely correct
	6. Make changes to the footnote in red ink on the manuscript hard copy
	7. If there is a problem with the substance that is difficult to explain clearly, photocopy the relevant part of the source and submit it to the Citations Editor
3. Checking Citation Form: The footnote should conform to the Bluebook form.
	1. Figure out the type of authority being cited. Is it a journal, book, report, etc.? It’s often best to look at the source itself, then ask if you are still confused
	2. Look up the proper form for this citation in the Bluebook. When looking up a citation form in the Bluebook, check the front pages and the index in order to narrow your search to specific pages
	3. Make changes to the footnote in red ink on the manuscript hard copy.
4. Some Things to Look For:
	1. Abbreviations – check all titles and case name for abbreviations in Bluebook T. 6
	2. Punctuation between citations (see Order of Authorities)
	3. Make sure specific pages numbers are in each citation unless there is a general signal or the text refers to a work in general
	4. Make sure the correct typeface is being uses, (e.g., italics)
	5. Make sure the most recent year is included in statue cites
	6. Make sure the author
	7. Make sure the author’s name is used as it appears on the source material

## 3L Cite Editor Checklist

1. Create the LIBROS Chart
	1. Consult the “LIBROS Chart Board Manual How To” below. This section has everything on how to make the LIBROS chart.
	2. Make note of any sources you cannot locate, keep this list handy as it will be frequently revised.
	3. When you are reviewing the article to construct the chart, double-check the footnotes are linked properly and that the author bio is footnoted with an asterisk (\*).
2. Making Contact with the Author
	1. Draft an introductory letter to the author explaining your relationship to them, and explain that you’ll be working with them on their article. This letter helps establish rapport with authors which can be helpful down the road if an author becomes concerned.
	2. Mention in the letter any sources that you had difficulty tracking down in step 1. Obscure documents are often times in the possession of the author in .pdf/.doc format. Simply asking for them is effective and easy.
	3. Forward this letter to the PAE working with the author (or copy them in the original email) so they know what resources should be returned with the Technical Edit.
3. Submit an Inter-Library Loan (ILL) Request
	1. For any sources that have been located, but are only available through ILL, you’ll need to submit an ILL request. See section below on ILL requests. Note that ILL items come in quickly and are due back relatively soon. Consider photocopying relevant portions and keeping them on file so that the originals can be returned as quickly as possible.
4. Complete the Comments Chart
	1. You will receive an email from your managing editor containing the names of all the staff members that will be working on your article. Assign these people to the citations work as equally as possible. This may be as simple as dividing the number of citations by the number of staff members (i.e. 150 cites / 3 staff members is 50 cites each). Also take into account types of cites and the time required, e.g. cites 100-150 are primarily Ids, Supras, etc.
5. Distribute the LIBROS chart, Comment Chart, and Article to the staff members
6. Most of these instructions are detailed in the email sent out by CE.
7. During this time the 3L staff has a two week turn around period.
8. Compile Staffer Citation Assignments
	1. Merge the returned citation assignments into one file for ease. You can read how to do this here: <http://www.wikihow.com/Merge-Documents-in-Microsoft-Word>
	2. Using DropBox and/or OneDrive may eliminate the need to merge documents as all staff and editors work on the same document
9. Check Staff Members Work
	1. Make sure all the propositions that staff members have been verifying were actually verified. Having sources attached to the returned assignment streamlines this step.
	2. Make sure all citations are in proper Bluebook format, make sure all Ids, Supras, Infras, etc. are consistent within the article. This is going to be your longest step.
	3. Make sure all House Rules have been observed.
	4. Make note of any author inquiries that are still lingering.
	5. If the staff has not completed the assignment to the publication quality bring the concern to the EIC and MgE ASAP (meaning, there are mistakes on more than a few footnotes). Whether the issue is with a single staff member or with the article, any consistent issues with work quality should be discussed with the Faculty Advisor. With faculty guidance, the entire editorial board can address the issue.
10. Contact the author with one final “Inquiry Email.”
	1. This is the time to wrap up any loose ends in the article, any sources that haven’t been verified, any propositions that are off that need to be corrected, etc.
	2. Upon receipt of a response by the author, incorporate these changes into the article.
11. Send off the Article to the Editors for a CiteCheck2
	1. Make sure the article is in its best possible condition at this point. The purpose of the CiteCheck2 is to have another Citation Editor review your work for minor errors, you should not send away a document for a CiteCheck2 until you have given a good-faith effort in completing steps 1-8. If the quality of the S&C is deemed poor, the editor reserves to, stop, contact the MgE, and return for a second round of steps 1-8.
12. CiteCheck2
	1. NOTE: Cite Editors not responsible for steps 1-9 on an article may still be responsible for this step.
	2. Make sure all citations are in proper Bluebook format—make sure all Ids, Supras, Infras, etc. are consistent within the article
	3. Make sure all House Rules have been observed
	4. As mentioned in Step #9 above, this step is a quality check of the article and should not do the work of steps #1-8.
13. EIC2
	1. Send the article to the managing editor so that the final EIC read through can be completed.

## Preparing for the S&C

### Libros Chart

How the Libros Chart is used varies greatly from journal to journal. For instance, the NMLR typically has 2L staff complete this chart while NRJ may not use this chart, but communicate primarily through the FN Comment Chart. How often and for what purpose this chart is used can vary by journal and year-to-year.

### General Instructions

The LIBROS Charts should be completed immediately after returning the technical edit (second edit) to the author. Whichever sources cannot be found should be either requested through ILL or requested from the author before the author is due to return the technical edit. The purpose of the LIBROS chart is to help the staff find the sources to cite-check and let them know where sources that we requested from the author or via ILL are located.

Instructions on Creating the Libros Chart

* On manuscript, highlight in footnotes only beginning at footnote 1 and scroll to last footnote. Do not use Ctrl+A because that will include the asterisk (\*) footnotes for author bio and throw the numbering off on the chart.
* “Control+C” to copy footnotes
* Go to Libros chart template and highlight only the column of boxes under the title “Sources”
* With this section highlighted, press “Control+V” to paste the footnotes into column
* Compare with manuscript to ensure last footnote number in the chart matches the last footnote number in the manuscript.
* If footnote numbers do not match, this means there is a paragraph break within a footnote. Locate the point where the chart’s footnote numbers differ from the footnote numbers in the manuscript and remove paragraph break using backspace.

### Notes from FN Comment Chart

1. If you don’t see the footnotes when you open the article, use the “View” menu to display the article in “Normal” format. Then select “Footnotes” from the “View menu.
2. Be sure “track changes” is on.
3. Retain the original note in the table; i.e., do not change the note in the table. Make changes to the note only in the article.
4. In the “Prop OK” column, indicate “OK”, “No”, “???”, or other brief note about proposition itself.
5. Unless rules are obvious (capitalization, basic form, etc.), note the Bluebook rule you’ve used to resolve format in the “BB Rule(s)” column.
6. In the article, make corrections – as needed – to the citation format. As needed, correct quotations in the article and notes. Use your discretion in making other minor wording changes to the note and be sure to note them in the table. If you think there are errors in the proposition or that more substantial corrections are required, do not make them to the article, but note them in “Cite checker comments” in the table below. That way we can easily call them to the attention of the author.
7. Honor the “Rule of 5.” Rule 10.9., cases and statutes (among other) do not use supra.
8. As a recap: make corrections to footnotes in the article not the chart, but make any editorial changes as notes in the chart not the article.

Please follow these style guidelines throughout your review:

* Italics must be represented by underscores. (The printer will convert them to italics.)
* Signals are underscored.
* Hyphens have been replaced with en-dashes all ranges and spans (e.g., a page range).
* Only last two digits are retained. Rule 3.2(a), p. 59 (bottom), except in note ranges, the no digits are dropped from the 2nd number of the note range.
* Likewise, in section number ranges, no part of the section range designation is dropped in order to avoid any confusion.
* Superscripts have been removed and replaced with regular font in circuit court designations; e.g., citation should be to “9th” Cir. not to “9th Cir.”
* Reference should be “F. Supp.” not “F.Supp” (i.e., there is a space between period and “F.”
* References to notes have no space between the “n.” and the note number; i.e., “n.10” not “n. 10”.

## Example of Assignment to Cite-Checkers Email

Subject line: [Insert Journal Volume No., Issue No.] [Insert Author Name] Cite Checking

Assignment (Due [Insert Due Date])

Attachments: RdyforCiteChk Document, LIBROS Chart, FN Comment Chart

Dear Cite Checkers:

I am attaching your next cite-checking assignment, [Insert “Article Title”] by [Insert Author Name].

The following files are attached for your reference:

1) The assigned article;

2) The LIBROS chart, which directs you to where sources are located;

3) The Comment Chart, which shows which footnotes you are responsible for editing and

includes space for you to insert comments about the Bluebook format, Bluebook rule, and proposition

[Insert Any Comments Regarding Sources (i.e. hardcopy sources available in the office, pending ILL sources requests, or sources available on the Z drive] Please do not remove any sources from the Journals suite, as your fellow cite-checkers will also need to access them.

The assignment is due back to me on “Insert Due Date], at 5 p.m. Please cc the Managing Editor when you turn in your assignment. If you need an extension on the assignment, please let both the Managing Editor and me know so that we can try to work out a solution that will not delay the publication schedule.

Before you begin, ensure you have changed the auto-formatting on your computer per the manual’s guidelines so that the article opens correctly. And please always check that the footnotes are linked, if not let us know immediately.

Please let me know if you have any questions.

Sincerely,

[Insert Citations Editor’s Name]

## Source Checking

Source checking is your most important role as a staff member. Source checking means verifying that the cited material accurately supports the author’s proposition, that the author has interpreted the material correctly, and that quotes are accurate. The latter task is mechanical, like Bluebook checking. The former tasks require reading and understanding the portion of the source that has been cited. The CEs cannot double-check all of the sources, so it is crucial that your source checking be accurate. Well done source checking is critical to maintaining our reputation both as a journal and individually. Its importance cannot be overstated.

All source checking must be done with digital copies, whether downloaded or scanned. You can use the books in the library, the case PDFs from Westlaw, preferred state resources (see the Bluebook for an approved list) or the law review images on Hein Online (the latter is accessible over the Internet through the library’s Web site).

## Mechanical Source Checking

The mechanical checking verifies that the citation information and any direct quotations are identical to the original source. Specific items to check are:

* The case name, including the spelling of the party names.
* The court and the date.
* The page numbers.

Quotations: review R.5 of the Bluebook, and pay particular attention to the following items:

* Capitalization. Please note that it is sometimes necessary to change the capitalization of a word in a quotation. When a quotation is incorporated into a sentence, for example, it should generally not begin with a capitalization. A few correct examples:
* The Managing Editor requests that the staff “[p]lease note” a rule.
* The Managing Editor stated, “Please note that it is sometimes necessary to change the capitalization of a word in a quotation.”
* The Managing Editor stated, “[I]t is sometimes necessary.”
* The Managing Editor believes that it is “sometimes necessary.”
* Word-for-word equivalence, including misspellings, if any. Misspellings should be corrected only as allowed by Bluebook 5.2.
* Alterations/omissions are noted appropriately, and do not change the meaning of the quotation.
* Remember that commas and periods, and of course, ellipses, may be inserted inside the quotation marks at the end of a quotation, even if not in the original source. All other punctuation must be outside the final quotation mark, unless in the original source.
* Note the difference between R. 5.3(a), omissions when using the quoted language as a phrase or clause, and R 5.3(b), omissions when using the quoted language as a full sentence. Pay particular attention to the sub-rules under R. 5.3(b).
* Note R. 5.2(d) when omitting a footnote or citation within a quotation.
* Check internal citations, as when the case cited in the article cites to another case. If it is included in a “quoting” or “citing” parenthetical, you need to make sure that it is cited accurately. Don’t trust the judges to get it right. Check it as carefully as you check any other citation. Even the U.S. Supreme Court sometimes cites cases incorrectly.

## Semantic Source Checking

When an author cites a source for an idea, you must verify that the author’s words accurately reflect the original idea. Sometimes the difference can be obvious, but it can also be fairly subtle. In one example, an author cited an old case to show that early New York courts did not follow English precedent for property cases. While the case was about a property issue, the holding actually had to do with res judicata: the plaintiff could not bring a property complaint because it was barred by res judicata, and the court refused to follow English precedent in its res judicata analysis.

Specific items to check are:

* The material must say what the author says it does. Be very careful in your reading! If you are not sure whether the material supports the author’s statement after reading it thoroughly, ask the CEs for a second opinion, or at least note it on your S&C form. If you cannot tell why the author cited a particular source, chances are our readers will not be able to either. In most cases the author simply needs to provide a better explanation of why the material is cited, but sometimes the authors are wrong.
* Check the signals to make sure the material supports the text in the way it is cited. If the material supports the proposition only by analogy, the author should use cf. If, on the other hand, the material supports the proposition but does not directly state it, the author should use see. Choosing the proper signal can be difficult, and there can be legitimate disagreements over which signal is best. The only way to learn signals is to practice using them. Use your best judgment, and ask the CEs what signals they ultimately chose. Don’t worry about choosing the wrong signal – it’s more important for you to learn how to use them than to make sure you get them right every time.
* Be suspicious of any statistic. If the author uses a number, make sure that exact number appears in the original text, and that it is used in the same way. If the cited source is not the original source of the statistic, track it down to the original source. Other publications frequently get statistics wrong. Also look out for words and phrases like “correlation,” “confidence,” and “statistically significant”: these have specific mathematical meanings, but legal authors often use them in a more informal sense. If you have any question at all about statistics, ask the CEs.
* Verify that the case or statute is still valid by running a KeyCite or Shepard’s check. At this point, you should also determine if prior or subsequent history should be included in the citation.

## Citation Checking

Citation checking means verifying that the citation adheres strictly to Bluebook format. Although the CEs will double-check the formatting, you should make your work as accurate as possible. Having two good checks improves the overall accuracy of the Law Review. Furthermore, having to correct excessive errors means that the CEs have less time for their additional editing tasks (such as making sure the authors do not need to add any footnotes or are missing substantive materials), which also affects the accuracy of the articles.

The key to accurate Bluebook checking is not to memorize the individual rules, but to know the overall structure of the book and then look up the appropriate rule every time you check a citation. Read through the Bluebook when you get your copy. Learn the types of rules. Try to remember where there are special rules, but don’t try to remember their details. For example, you should know that there is a special rule (R. 10.2.1(b)) for procedural phrases like “In the matter of” as part of a case name. Then, when you encounter such a phrase, look up the rule – don’t just assume that you always substitute “In re” (the rule has some exceptions).

Also note that the Bluebook has different rules for law reviews, court documents, and legal memoranda. We use the law review formats. Furthermore, the formats are different for main text and footnotes. Within footnotes, the formats are different for textual material and citations. When you look up a rule, make sure you apply the proper format. The major differences are in typefaces and case name abbreviations.

Finally, we have some local rules that trump the Bluebook rules. Citations to New Mexico cases, statutes and rules follow different formats, as described below. Certain typefaces and punctuation marks are also entered differently into the articles we edit, also as described below. The type and punctuation rules are not a different set of rules, but simply a way to display formatting that is easier for editing – the printer translates the text into standard Bluebook format.

Citation checking is a good skill that will impress employers, especially judges. You will be surprised how poorly most practicing lawyers format their citations. By the end of the year, you will be able to glance at a page and immediately pick out the citation errors. This will likely drive you insane, if you aren’t already. Just try reading an otherwise good brief where the author used id. instead of id. If that didn’t make sense, read it again in a few months.

## New Mexico Citation Formats

The New Mexico Supreme Court has adopted a vendor-neutral citation format for New Mexico citations. The New Mexico Law Review follows the Supreme Court rules in our citations of New Mexico law. The rules provide:

#### LR 10 – N.M. Cases

#### LR 10.1(a) - Opinions released after January 1, 1996

These are cited with the vendor-neutral citation, followed by either the New Mexico or Pacific reporter, but not both. The New Mexico Law Review prefers that the vendor-neutral citation be followed by the Pacific reporter citation. For example:

* State v. Jones, 1996-NMCA-020, ¶ 5, 911 P.2d 891, 892.
* Note that the vendor neutral citation contains both court and year, so no parenthetical court or year is needed.
* If the case is too new to be in a regional reporter, parallel cite to the Westlaw Database: State v. Jones, 1996-NMCA-020, ¶ 3, 2008 WL 5505861, at \*3.
* Footnotes come after the paragraph and appear only once: State v. Jones, 1996-NMCA-020, ¶ 5 n.3, 911 P.2d 891, 892.
* LR 10.1(b) – Short forms. Id. may be used, but if the paragraph number changes, a short citation to the Pacific reporter must follow the new paragraph number. Thus:
* State v. Jones, 1996-NMCA-020, ¶ 5, 911 P.2d 891, 892.
* Id. ¶ 10, 911 P.2d at 893.
* Id.

A short form may also be used, as under Bluebook guidelines. Thus:

* State v. Jones, 1996-NMCA-020, ¶ 5, 911 P.2d 891, 892.
* State v. Smith, 2003-NMSC-003, ¶ 24, 72 P.3d 128, 133.
* Jones, 1996-NMCA-020, ¶ 5, 911 P.2d at 892.

#### LR 10.2

Opinions released before January 1, 1996, require a parallel citation. To save space, we only parallel cite to New Mexico state cases. Thus:

* State v. Lovato, 118 N.M. 155, 158, 879 P.2d 797, 799 (Ct. App. 1994).
* Anderson v. Groose, 106 F.3d 242, 253 (8th Cir. 1997).
* SIDE NOTE: This means that we do not parallel cite when citing cases from other states. In such instances, the Bluebook Rule 10.3.1(b) states that only the regional reporter should be used. See also Table 1 of the Bluebook. Thus:
* State v. Johnson, 117 S.W.2d 560 (Ky. App. Ct. 1999).

#### LR 10.3 – Subsequent history

* When citing to subsequent history, include the vendor neutral citation for certiorari information. Thus:
* State v. Ray, 2003-NMCA-001, [reporter citation], cert. granted, 2004-NMCERT-003, [reporter citation].
* When a vendor neutral citation is not available, the Supreme Court docket number shall be substituted for the vendor neutral citation, e.g., State v. Ray, 2003-NMCA-001, [reporter citation], cert. granted, Sup. Ct. No. 28, 714, [reporter citation].

#### LR 11 – N.M. Constitution

* The New Mexico Constitution is cited as in Bluebook Rule 11. Thus:
* N.M. CONST. art. IV, § 7
* Note that the “N.M. Const.” should be big and small caps.

#### LR 12 – N.M. Statutes

* New Mexico Statutes, however, have a different format. Citations begin with NMSA (which stands for New Mexico Statutes Annotated), and then the year of the edition of NMSA that is used, then a comma. Next, the specific section cited is given, followed by the date that section was adopted, or last amended as shown in the statute’s history, whichever comes later. Thus:
* NMSA 1978, § 74-2-2(G) (1992).
* Session laws are cited as in the Bluebook under Rule 12.4. Thus:
* Solid Waste Act, ch. 99, 1990 N.M. Laws 645.
* Note that the parenthetical year is omitted; it is the volume number.

#### New Mexico Court Rules

Previously, the guidelines required that the date be included after NMRA. However, now the year need not be included. Thus:

* Rule 1-005(B) NMRA.
* UJI 13-916 NMRA.

If the rule has been amended, include the year of the version of the rule relied upon after “NMRA.” Thus:

* Rule 1-005(B) NMRA 19\_\_.
* Administrative Code. Cite using the Title, Chapter, Part, and Subpart. Thus:
* 1.15.2.1 NMCA.

For more complex New Mexico citation forms, look in recent issues of the New Mexico Law Review, or consult the MEs. If you rely on a recently published example, please indicate the citation to that example.

## Common Errors

### Sources beyond Bluebook:

* Legal Terms—use of Italic, and for Definitions: Black’s Law Dictionary, 9th ed. [House Style lists frequently used Legal terms under “Common Terms”; easy to check there first for Italic.]
* Non-Blue Style issues (Caps, etc.): Chicago Manual of Style, 16th ed.
* Blue Tables to know for Citations:
* Periodicals, T13 (journal names & acceptable abbreviations]
* Case Names & Institutional Authors, T6 (abbreviations found here may also be applied to periodical situations not covered in T13).
* Geographic Terms, T10
* Months, T12
* U.S. Jurisdictions, T1 (Codes, etc.) [note!! for NMLR: for NM Statutes, journal follows NM Supreme Court rules, not Blue]
* Court Names, T7
* Precise transcription of:
	+ Quotations [also see ellipis “how-to”]
	+ Source Titles
	+ Author Names

### Case Names

* (Rule 10), Short & Long Forms
* Allowable Abbreviations (10.2.1, 10.2.2 AND 6.1(b)).
* Italic: Long Form is always italicized in TEXT; Roman in FN, except if Textural use; Short Form is always italicized in FN citation;
* In re & ex rel. are **always** italic. (10.2.1(b))
* Abbreviations must be consistent.

### Ellipsis

ELLIPSIS: Chi 15 11.51-.85 | Blue 5.1–5.3:

Block Quotes:

* Delete @ start of block quote and in-text quote; but stet when at end of each. Critical to transcribe Block Quotes precisely,
* Know when the period goes before, after, or when a space needs to be inserted.

Two Types:

* Three Dots: To create an Ellipsis: Use the symbol, not Periods. A 3-dot unit, no spaces between dots, nor before & after unit.
* Four Dots: 1st dot is a Period, and always precedes ellipses unit & no space before the period.

### Punctuation

* Quotes: Use “Curly” Quotes & Apostrophes always, except for measurements.
* Em-dashes & en-dashes: NO space before & after; use true em’s and en’s
* No superscripts (for “th,” etc.) 9th not 9th
* Section Symbols: always insert a space after them, but not between [U.S.C. § 263; §§ 496]
* Quotation Marks, Commas, and Periods PRECEDE close quote
* Colons and Semi-colons set OUTSIDE the close quote.
* For Footnote Notation in Text: Make sure all the punctuation is inside the footnote notation.
	+ Yes: last word.” 122
	+ No: last word122.”

### Government Names

* Always abridge when an adjective [U.S. Supreme Court]; but not otherwise
* Congress (cap “C”), but congressional (lowercase)
* Obama administration
* The President (cap “T” and “P”) versus presidential (lowercase)
* the Nebraska Legislature versus the legislature

### E.g. / i.e. / et al / In re / ex rel

* i.e., >> always Roman; always set-off with commas before and after. (id est = In other words).
* e.g., or , e.g., >> Italic when FN signal, but Roman when Textual; always set-off with commas before AND after (See, e.g., the blue whale). (Exempli gratia = For Example).
* et al., >> always Roman; always period at “al.”; no comma preceding, but always following cf. [not c.f.]. (et alii = and others).
* In re >> Always italic; “I” in “In re” is always capped. (In the matter of)
* Ex rel. >> Always italic; “rel.” in “ex rel.” always has period. (arising out of the narration)

### Part / Sub-Parts

* PART/Sub-Part designations (cross-ref’s w/i article): Part IV.B.2 (“Part,” not “Section,” unless ref is to a SUB-Section w/i a Part. (blue 3.5 & Style Sheet)
* Part IV.B.2 (“Part,” not “Section”) (Blue 3.5)

### Dates and Months

* In FN, non-textual use (inc.: “last visited” at websites, letters, publications), month is always abbreviated, per Bluebook table (Apr. 5, 2001)
* In article text, fn textual uses, and, U.S./State CODES, the month is always spelled out (April 5, 2001)
* Textual & Non-Textual uses: YEAR is always followed by comma unless unit is wholly contained in parenthesis.

### Publication Titles & Editions in FN Citations

* Capitalization in (Upper & Lowercase) Titles & Heads (Chi 16, 8.157):
* “to” is always lowercase (verb or prep), unless 1st or last word
* CAP, always: “Is,” “If,” “It,” and “That”; and five-character (or more) prepositions & conjunctions (e.g., About, Under), AND 1st & last words
* Books, Reports, Magazines, Journals: Cap+Small Cap (Cap+SmC); PERIODICAL abbreviations in fn, always per Blue Table T13: always close-up: L.J., J.L., L.Q., but word space at: L. Rev.
* Article Titles: Upper & Lowercase ITALIC (U&lc, underlined)
* Publication edition dates: (5th ed. 2003) [no comma; 2d & 3d for 2nd, 3rd ed’s]; (Bruce Smith ed., 1975) [use comma]
* Publication year: INCLUDE Publisher ONLY when you’re citing to a newer edition; e.g., Lucy Thompson, To the American Indian: Reminiscences of a Yurok Woman 26 (Heydey Books 1991) (1916)

### Numbers:

* All ranges should use EN DASHES, not hyphens
* Spell-out one through ninety-nine; 100 & t.a. are numerals

### Number Ranges [EXCEPT for U.S. Code\*]

Years, Dates, Pages, FN notes—repeat in entirety up through “09,” and truncate as follows.

3-digit ranges:

* 101–109 (x00 thru x09 & multiples of same; en dash)
* 110–99 (x10 thru x99 & multiples of same; en dash)

4+ digit ranges (use comma only when a quantity):

* 1087–89 (en dash); 2000–2009, but 1914–18 (en dash)
* \*U.S. CODE: Repeat entire number for ALL ranges, e.g., U.S.C. §§ 1243–1289 (Blue 3.3(b); also 5.1.1)

## Unique Exceptions

In some instances, we differ from the Bluebook. Additional rules to remember include:

* We underline instead of italicizing; the printer then changes it to italics.
* Use only one space between words or sentences as modern typesetting and printing methods dictate.
* Despite the Bluebook rule that there should be spaces between the periods in an ellipse (5.3 Omissions), we use the ellipse symbol, which does not have any spaces. There should also not be spaces between any other punctuation and an ellipse, or between an ellipse and the subsequent character, within a quotation.
* Do not insert blank lines between paragraphs/headings.
* We never have spaces before or after any dash or hyphen.
* A hyphen (-) is used between words.
* We use an en dash (–) (on most computers, control+num -) to show a range. You can find the en dash under: file menu “insert”symbolsspecial characters.
* We use an em dash (—) (on most computers, control+alt+num -) to set off parenthetical clauses. You can find the em dash under: file menu “insert”  symbols  special characters.
* Our manuscripts are currently edited in Courier (because in Courier, each character is the same width, so it is easier to tell when additional spaces have been inserted) and should be double-spaced. We may consider beginning to edit in Times New Roman. The entire manuscript, text and footnotes, should be double-spaced and in 12-point font.

# EIC / MgE Final Review

The EIC and MgE give their final review of articles and send for final author approval. The author will sign off they agree to all changes and are completely satisfied. The article is given a “live read”, which means the entire piece, including footnotes, is read aloud. The article is then finalized for print using the Sheridan Template, and is given a final meticulous and thorough review. The printer will email the EiC a final issue before printing. Corrections cost $70 per page—review the article extensively before sending your PDF to the printer. That said, mistakes shouldn’t not be corrected for the sake of saving money.

## Going to Print – Quick Breakdown

1. EiC generates introduction
2. EiC/MgE generates front matter and saves as PDF
3. EiC/MgE formats each article & makes a PDF
4. EiC/MgE reviews pre-final PDF (everything but cover)
5. Generate excel file of author names & address, so they receive their 2 complimentary copies.
6. Get subscriber mailing list from Staff Support
7. You upload PDFs to through Sheridan Portal (including mailing list)
8. Changes or corrections after this stage are charged per page.
9. Sheridan will email final PDF for EiC approval with Cover.
10. EiC will return approve PDF for printing
11. Once approved, Sheridan prints, binds and mails the issue within two weeks.
12. Issue is “”Electronically Published” with Digital Commons
13. Email alert goes out (and announce on social media)
14. Sheridan sends files to Westlaw, Hein, and Lexis (and JSTOR for NRJ)
15. Alert authors they can now purchase offprints: <http://eoc.sheridan.com/UNMLAW/eoc>
16. Receive copies in the mail.

Templates for articles and the template for the front matter should be located on your network drive. Contact JA if you need assistance locating documents.

## Author Addresses

Contact all professional and student authors to confirm the address they would like their two complimentary copies shipped. Create one excel file using the template from Sheridan with all author names and addresses and email to journals assistant

## Turning the Document into a Print-Ready PDF

The editors will use a temple created by Sheridan to format the text, footnotes, headers, and other styles. The board will also choose the order of the articles they want, and set the numbering for the issue themselves.

Be cautious of pagination! Articles should start on the right by using an odd numbered page, sometimes blank pages need to be added to the end of articles to make this happen.

The only thing the printer needs is the completed PDF. Please follow Sheridan’s instruction on how to properly turn the Word Document into a PDF.

The printer will then create the cover, based on the Table of Contents, and return the complete PDF to the EiC for approval to print. Before the Ok-to-Print is given, the printer must have the excel file of author contact info and offprint requests (EiC/MgE) and the subscription list (MA).

## Front and Back Matter & EIC Introduction Essay

The front matter is formatted, updated and made into a PDF from a Word Document by an editor. Please make sure your page is correct before formatting: NMLR is 6¾ x 10 and NRJ is 6 x 9¼ . The template will not format the front matter.

Detailed information on subscriptions, back issue orders, and claims have been removed. The journals no longer needs to supply this information as it is online, and because most subscribers use subscription houses to manage their payment. Do not include any type of subscription page in the back matter for any volume issue.

EIC/MgE submits the front and back matter, which includes:

* Copyright Page (for NMLR this is on the inside cover)
* Masthead
* Table of Contents
* UNM & SOL deans and faculty—Needs annual updating by an editor
* Introduction written by the EIC and/or MgE.

Additional Material:

* Guidelines for submitting an article—Inside of front cover. (only NRJ has)
* SOL Aims and Methods (only NRJ has)

*Finalizing Individual PDFs*

In addition to a final edit for grammar, punctuation, spelling, etc. the nuts and bolts of the article need to be reviewed and finalized.

* Check running head for accuracy and consistency within each article and across all articles.
* Check that the volume, issue, and date are correct and consistent (these appear on the cover, spine, offprint covers, table of contents, masthead, etc.).
* Check that the titles and authors’ names are correct and consistent (these appear on the cover, spine, offprint covers, table of contents, etc.)
* Review the cover, front matter for accuracy and layout
* Look at section heads and other visuals that they are appear correctly.
* Review sequencing of footnotes.
* Special pages (such as the table of contents page, board of editors page, cover, etc.) are accurate and formatted properly
* Check for correct pagination of entire issue.

## Finalizing the Entire Issue

Editors will log into the Sheridan Select, and generate the issue to be printed. The author has already given final approval and is not brought into these final stages.

Any questions: Katy Seibert

 e: katy.seibert@sheridan.com

 t: 717.632.8448 x 8088

1. Create a new issue:
* Log in for your journal
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You will enter your journal name, the year, volume, and issue number. Then click on the button “Add Issue”
* A New pop-up screen will appear. You only need to add:
	+ Upload your finalized PDFs (these can be modified if you need to before sending to Katy)
* You should be able to then close this box…sometimes the button takes a bit to become available
* Next is Distribution files
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* You can save the order at any time and come back to it if need be. Otherwise click on the button “Confirm Order” at the top right. And follow the prompts until the issue has been submitted.
* Good Practice—Add your personal email to the “comments” box. This will alert the team at Sheridan it would be best to email you directly not the general use journal email. Make sure you click the button “Add Instructions”!
1. Katy will contact you about finalizing the issue (articles, front matter, and cover) and any potential problems to be addressed. During this time work with Katy on any suggestions she has for the issue—she is the expert! Once all of Katy’s questions are answered the final PDF will be generated, and made available for approval.
2. Changes or corrections after this stage are charged per page.
3. Once the final PDF is approved, the copies will arrive in two weeks!
4. At this time you can let authors know they can order offprints through Sheridan.

# Publication / Publicizing

## Print Publication

The printer sends issues directly to subscribers through regular mail. The journal orders 2 free copies of the article to each author. Each editor and staff member receives one free copy. Plus, the Law Library archives several copies.

## Electronic Publication

All SOL law journals are open-access, and full text articles can also be found with Google Scholar, Lexis, West, HeinOnline, Ebsco and other databases. Increasing online search-ability and readership through updated webpages and email alerts is vital. The journals exist through electronic readership, and the usefulness of the journals depends on **their electronic presence not subscriber numbers**. Post-publication processes are necessary to making the work all the editors and staff just completed relevant and accessible to future readers.

## Uploading PDFs to the Web

NRJ: <http://digitalrepository.unm.edu/nrj/>

1. Digital Commons is where your PDFs live for electronic access.
2. Email Marie your final PDFs plus the completed spreadsheet of information about each article (known as metadata)
3. This will be uploaded (fairly quick process), and you’re done!
4. If you find you need to change a PDF or need to note an errata, contact Marie to make these changes not the school’s web administrator.

## Email Alerts, etc.

Once your issue is finalized and in Digital Commons, it’s time to announce it! Mail Chimp will reach 500+ people. Also announce the new issue on any social media your journal uses.

**About Mail Chimp**

1. There are three (3) different groups in MailChimp. One is for alumni, one for SOL faculty, and another for anyone who likes the journal or is a past author.
The default is to email ALL groups, and when announcing a new issue this is what we want.
2. Add your authors to the correct group. (Just need first name, last name, email) and add them to the “subscribers” group
3. This is also a great time to ask one or two editors to hunt for the email addresses of the previous board, and batch upload these to MailChimp as well (under alumi)
4. Format an email using previous emails as an example. Reference older versions to check on formatting.
5. Please pay attention to the detail of the design. Make sure font is not bold if it should be, or red if it shouldn’t be. THESE DETAILS MATTER TO YOUR READERS.
6. Always ask for help if you need it!

## Indexes and Databases

The Journals use the below indexing services. Sheridan sends a PDF copy of the new issue to Hein, Westlaw, and Lexis Nexis automatically.

**Open Access**

* [Google Scholar](https://scholar.google.com/)
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* [Electronic Journals Database](http://rzblx1.uni-regensburg.de/ezeit/fl.phtml?bibid=AAAAA&colors=7&lang=en&notation=P) (University of Regensburg)
* [Genamics JournalSeek](http://journalseek.net/)
* [OAister](http://www.oclc.org/oaister.en.html) (OCLC)
* [BASE Search](http://www.base-search.net/), Bielefeld Academic Search Engine
* [Social Science Research Network (SSRN) Publications in Partnership](http://papers.ssrn.com/sol3/DisplayPipPublishers.cfm?letter=U&type=closed) (scroll down to University of New Mexico School of Law)

**Legal Networks**

* [Current Index to Legal Periodicals](http://lib.law.washington.edu/cilp/period.html) (CILP)

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