WELCOME TO THE BYU EDUCATION AND LAW JOURNAL

This year (just like every year) promises to be one of the most exciting in the history of the BYU Education and Law Journal (ELJ). We have a fantastic executive board and a talented and diverse staff who are enthusiastic and committed to making this a great educational experience. Together we can all help ELJ to achieve greater prominence and visibility.

The executive board is also committed to streamlining the editing process. Our solicitations editors began working during the winter semester and summer reviewing submissions to the journal in order to choose quality articles for publication. This will make the editing process easier. The executive editor has also evaluated the entire training process and made some adjustments to help your transition into the editing process. We want you to become an efficient and effective editor. A master calendar has been developed to ensure that the editing process is clearly outlined and deadlines are established to help us meet our goals. Additional measures have been implemented to help ensure that we produce a quality publication in which we can all take pride.

This handbook is designed to acquaint you with the policies and procedures of ELJ. It contains information regarding various job descriptions, editing tasks, case notes and much more. Please read through the publication and become familiar with these materials. We hope that this will be an important resource to assist you throughout the editing process.

We look forward to working with each one of you.

Jeff Peterson
editor-in-chief
jdp75@byulaw.net

Cara Xidis
executive editor
xidis@byulaw.net

Sara Young
managing editor
scy6@byulaw.net
ABOUT THE JOURNAL

The BYU Education and Law Journal (ELJ) is one of only three education law journals in the United States and is the only student-run journal committed solely to the field of education law. The J. Reuben Clark Law School and BYU’s Department of Educational Leadership and Foundations jointly sponsor this journal. ELJ publishes bi-annually and addresses legal issues affecting elementary, secondary, and higher education. ELJ is one of the most cited educational law journals, and has a direct-link on the topic-related directory pages of both Westlaw and Lexis.

Second and third-year law students invited to join the BYU Education and Law Journal staff earn one credit toward graduation for each semester of participation. This requires a minimum contribution of 50 hours of editing per semester, as well as writing a case note

ELJ ADVISORS

Scott Ferrin, Assistant Professor, Educational Leadership & Foundations & Adjunct Professor of Law at the J. Reuben Clark Law School, serves as faculty advisor for the journal. Prof. Ferrin earned his J.D. from the J. Reuben Clark Law School and a doctorate of education (Ed.D) from Harvard University. He is actively involved in many education law associations and is committed to help the journal reach its full potential.

Kif Augustine-Adams, associate dean of research and academic affairs, and Charles E. Jones Professor of Law at the J. Reuben Clark Law School, serves as the law school’s dean advisor to the journal. Dean Augustine-Adams earned her BA (magna cum laude and University Honors) from Brigham Young University and her JD (magna cum laude) from Harvard University where she served as managing editor of the Harvard Journal of Law and Public Policy. She joined the law school faculty in 1995.
BYU EDUCATION AND LAW JOURNAL STAFF AND ORGANIZATION CHART
2008-2009

EDITOR-IN-CHIEF
Jeff Peterson

EXECUTIVE EDITOR
Cara Xidis

MANAGING EDITOR
Sara Young

EXECUTIVE LEAD EDITOR
Jacob Strain

LEAD ARTICLE EDITORS
Jessie Corwin
Joey Fabela

SUBMISSIONS EDITORS
Audrey Lambert
Rachel Williams

NOTE & COMMENT EDITOR
Mark Robertson

LEAD EDITORS
Daniel Daines
Jesse Oakeson
David Ward
McKenna Woodger

PUBLICATIONS EDITOR
Brad Madsen

SENIOR EDITORS
Bryan Henrie
Michelle Kasteler
Chad Olsen

ASSOCIATE EDITORS
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Christine Christensen
Alisi Langi
Christopher Madsen
Jonathan Salls

Cristi Barnes
Justin Bradshaw
Michael Hawkins
Amanda Mackey
Valerie Paul-Cohen
Janice Smith

FACULTY ADVISOR: Scott Ferrin
DEAN ADVISOR: Kif Augustine-Adams
**STAFF RESPONSIBILITIES**

**EDITOR-IN-CHIEF**

The main duty of the editor-in-chief is to make sure the journal runs smoothly through delegation of essential tasks to the proper members of the executive board.

Jeff Peterson

The EIC:

- acts as liaison between the Journal and several other organizations: the law school faculty, administration, career services office, and other co-curricular programs, in addition to other universities and the outside community.
- is ultimately responsible for the quality of the Journal and therefore must make the final decisions regarding the quality of submissions and the quality of editing by all staff members.
- works with the executive editor in establishing the standards and guidelines for the editing process.
- produces this Staff Handbook and conducts training sessions.
- produces a Master Calendar for the journal.
- schedules all meetings and coordinates activities in conjunction with the law school calendar.
- works with the managing editor to develop an annual budget for the journal.
- is responsible for enforcing the standards and guidelines, including making final determinations about whether students will receive credit for their participation on the journal. This will depend on whether they have completed all assignments, met editing deadlines, and attended mandatory meetings.
- monitors the progress of Senior editors and Executive Board members who choose to write a paper for one additional credit.

**EXECUTIVE EDITOR**

The executive editor oversees the backbone of the journal – the editing process.

Cara Xidis

The executive editor:

- with the EIC establishes the standards and guidelines of the editing process.
- collects the articles that have been selected for publication, distributes them via email to all Senior and Associate editors, and oversees the editing process.
- establishes editing teams and provides initial training for editorial staff.
- monitors the progress of the Senior editors.
- is responsible for ensuring that each staff member is knowledgeable in the techniques of thorough technical and substantive editing. Staff members who have difficulty in a particular area of editing may need to meet individually with the Executive editor. The executive editor may suggest that a staff member be placed on probationary status if improvement is not seen.
- is the liaison between the authors of the selected articles and the ELJ. Once an article has been selected, the executive editor is responsible for all necessary direct communication with the author in coordinating the editing process and preparing the article for publication. Any concerns that the author has about the editing should be directed to the executive editor.
- is responsible for completing an edit following the lead edit. After the articles are prepared in macro format, the executive editor will perform one final edit prior to submission of the article to the publisher.
- in conjunction with the publications editor and the EIC, reviews page proofs and approves them for final printing.
MANAGING EDITOR
The managing editor’s responsibilities do not include editing but are primarily dealing with journal business.

- oversees the solicitation process and the submissions process.
- works with the EIC and the submission editors in completing the article selections process.
- is in charge of overseeing subscriptions to the Journal. The managing editor should work with the Law School Accounting Office to monitor current subscriptions as well as with Scott Ferrin, law school administration, and the library staff to increase subscriptions.
- monitors the journal’s finances and should work with the EIC in developing and monitoring the budget throughout the year.
- should ensure that the journal’s contracts with Westlaw, Lexis, and Hein Online are current and that the necessary paperwork is finished and complete.
- is responsible, along with the executive editor, for maintaining and updating ELJ’s webpage.
- is responsible for ensuring that social functions are planned for the staff of the Journal at least one time each semester.
- will also assist the executive board in fulfilling all other ELJ duties.

EXECUTIVE LEAD EDITOR
The position of executive lead editor is a hybrid created to assist in the transition from the lead edits to the executive edit.

The executive lead editor serves two primary functions: assisting the executive editor in all editing responsibilities and overseeing the work of the lead editors. The executive lead editor may complete a comprehensive edit of one or more articles along with the other lead editors while at the same time acting as a resource for the lead editors. The executive lead editor is also responsible for completing executive edits as assigned by the executive editor. In addition, the executive lead editor assists in training new senior and associate editors.

PUBLICATIONS EDITOR
The publications editor is responsible for macroing all of the articles.

Steps in this process are outlined on the assignment sheet. Once the articles have been macroed, they should be printed in a camera-ready format as outlined in the assignment sheet and given to the executive editor who will perform a final editorial review and approval. Once the pages are approved, the executive editor will forward the pages to the publisher. When page proofs are returned from the publisher, the publications editor is responsible for proofreading the page proofs and communicating any necessary changes to the executive editor and EIC. The publications editor is responsible for ensuring that the entire edition is error-free.
**SOLICITATIONS EDITORS**

Solicitations editors

The Solicitations editors are responsible for gathering articles for the current and subsequent year’s ELJ issues. The Solicitations editors must aggressively seek submissions by mailing and/or emailing notices to law professors, education administrators, teachers, and other institutions involved in the legal interests of education. Deadlines for submissions should be set and published for each issue. Solicitations editors may also participate in any responsibilities of the submissions editors.

**SUBMISSIONS EDITORS**

Along with the managing editor, the submissions editors are responsible for the quality of articles published in the journal. They must screen all articles as they are received, acknowledging receipt with each author. They must then decide with the EIC and managing editor which articles will be published. The Submissions editors are responsible for obtaining publication agreements from each author to ensure that the Journal may publish each article. The Submissions editors also need to send authors a copy of the Student Author Reprint Agreement or the Non-Student Author Reprint Agreement, as appropriate, to sign and return. A specific date should be selected for notifying authors if their articles have been selected for publication. This date should be made available to all authors who submit. By this date, the Submissions editors should notify each of the authors as to whether or not their article has been selected for publication.

**LEAD EDITORS**

The lead editors are responsible for a comprehensive substantive and technical edit of each article after the final edit is complete. After the senior editors have completed their edits, the Lead editors need to meet with the Senior editor for each article to discuss any changes that need to be made. The lead editor has the final say on what changes are made. Once the lead edit is completed, the article is sent to the author for review. After the article is reviewed by the author, the lead editor should conference with the executive editor about which edits should be made. The executive editor will make a final determination. The lead editor will enter this round of edits. The lead editors should immediately contact the executive editor if they discover that an article has numerous errors that were not caught in the editing process.

**NOTE & COMMENT EDITOR**

The note and comment editor (NCE) works with associate and senior editors on the completion of the case note or comment requirement. As part of this process, the NCE holds a meeting with all associate and senior editors to assist them in topic selection. The NCE is responsible for editing a rough draft of each case note or comment, providing feedback that will guide the author toward the completion of a publishable piece. The NCE sets deadlines for each step of this process and collects final drafts by a set due date each semester. The NCE recommends that the best notes and comments be submitted for publication in the following issue of the Journal.
**SENIOR EDITORS**

Senior editors are responsible for taking each submitted article and transforming it into a professional, flawless, publishable work. To achieve that goal, they will have one or more associate editors assigned to work with them. The executive editor will notify the senior editors of those who will work with them as associate editors and will assign articles to prepare for publication.

Senior editors begin the editing process by creating a source pull table. The source pull table should be completed as soon as possible after the senior editor training meeting in order to facilitate the source pull by the associate editors. The source pull table is created by copying each source cited in each footnote of the article and adding the sources to the appropriate fields in the Excel spreadsheet provided by the executive editor. The table should then be alphabetized by source (this is done using the “sort ascending” button on the standard toolbar).

Once the table is created the senior editor divides the source pull assignment among the associate editors (if more than one is assigned) so that all associate editors have the same number of sources to pull. The associate editors then pull the sources and fill in the table, and the senior checks it for accuracy and completeness. The senior editor then uploads the document to the G drive. Senior editors are given access to the G drive and can access it either through the link on the ELJ TWEN page, the ELJ website, or by typing http://netdrv.byu.edu into a web browser.

The senior editor assigns the technical, substantive, and final edits to the associate editors according to the schedule provided by the executive editor. Senior editors are required to check the edits done by their associates, make any necessary corrections, and perform their own edits of the article.

The executive editor will check the G drive following all deadlines. If the required documents are not uploaded by that time, the senior has missed the deadline and may receive a strike. Strikes are given by the EIC. Any editor who receives three strikes will be given a failing grade and not be invited to participate on the journal the following semester. However, communication and understanding among editors allow others to help when it appears a deadline is about to be missed, and strikes can be easily avoided.

Senior editors should instruct their associate editors to contact them if they cannot locate a source. As a last resort, senior editors may contact the executive editor, who will contact the author and request that the source be provided.

After all of the edits are complete, authors receive an electronic version of their article that will show them all of the proposed edits, at which point they can decide which ones to accept and which ones to reject. After the associate editors complete each edit, the senior editor will review their work and make a determination about which edits will be accepted. The senior editors will use the original article as a baseline and implement the edits they approve. This process is completed separately for the technical, substantive, and final edits. Each edit builds upon previous edits. For example, once the technical edit is completed by the senior, that file becomes the baseline used by the associate to complete the substantive edit, and so on with the final edit.

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ASSOCIATE EDITORS
Associate editors are responsible for the first round of editing. Each associate is assigned to work under the direction of a senior editor, to whom the associate submits all completed assignments. Associates should turn to their seniors when they have questions or difficulties with any assignment or deadline.

Associates begin their work by completing the source pull. Instructions for completing the source pull are given during the initial training meeting and are available in the powerpoint presentation emailed to all associates. Further instructions can be found on the assignment sheet. Following the source pull, and according to the editing schedule, associate editors complete a technical edit, substantive edit, and final edit of each article (or section of an article) to which they have been assigned. Again, instructions for these assignments are given during training and in the powerpoints.
**GRADES AND CREDIT**

All staff members, regardless of their position, must register for Law 792R, Section 4, both fall and winter semesters. One pass/fail credit will be given each semester. Attendance is mandatory at all meetings. All staff members are required to meet all deadlines in order to pass the class and must complete a minimum of 50 hours of editorial work.

Associate and senior editors are required to write a case note or comment during either the fall or winter semester. Time spent writing the case note is not included in the minimum 50 hours required for this course. For more detailed information, see the next section, titled “Case Note or Comment Assignment.”

Editors writing a case note or comment cannot use the paper for any other class but may use it to fulfill the law school’s substantial writing credit. Editors who choose to use this for substantial writing credit must notify the EIC as soon as possible. The paper must conform to the law school minimum length requirement of 30 pages and must be supervised by a faculty advisor. In addition, it cannot be viewed by any member of the journal, including the note and comment editor, until the faculty adviser has signed the substantial writing card.

Executive board members may also register for two additional pass/fail credits if they wish to write an article to be considered for publication. This option is only available during the 3L year. Those board members choosing this option need to register for both 792R section 4 and 793R section 4. The board member will receive the normal one credit for the editing responsibilities required for 792R and an additional two credits for 100 hours of research and writing to complete the paper. This paper is expected to be approximately 20 to 30 pages in length, with footnotes in Bluebook format, and must be of publishable quality. The paper cannot be used for any other class, but it may be used to fulfill the law school’s substantial writing requirement. The same rules outlined in the preceding paragraph apply if the paper is to be used for substantial writing credit, namely that the student must find a full-time faculty advisor, the paper must be at least 30 pages, and the paper cannot be viewed by any member of the journal until it has been completed for substantial writing credit.

Dr. Scott Ferrin, the journal’s faculty advisor, will generally work with those students who wish to complete their substantial writing option, although he is not required to, and any full-time faculty member may agree to do so.

**CASE NOTE OR COMMENT ASSIGNMENT**

All senior and associate editors are required during their first year on the journal to write a case note or comment. All are encouraged to submit their note or comment for publication. Publishing a paper enhances a resume significantly. Perhaps more importantly, going through the process of researching, writing, editing and publishing a paper gives students the confidence that they are capable of becoming expert in an area of the law and of writing a professional scholarly article.

Editors are encouraged to submit their notes/comments for publication in the BYU Education and Law Journal, but nothing restricts them from submitting to another journal. The Education and Law Journal publishes only high quality work, so not every submission is accepted for publication. However, being on the staff of the journal gives you an advantage because the note and comment editor may provide feedback.

**General Guidelines:**

Your case note or comment must discuss current issues in education law or policy. If the topic of your note or comment strays too far from this field, or does not discuss relevant
or timely issues, it will not be published, regardless of its quality. The important distinction to make is that ELJ publishes papers relating to legal issues in education, not issues in legal education.

You are responsible for selecting the topic for your note or comment. However, our faculty advisor, Scott Ferrin, is very familiar with current issues in education law and can be very helpful for choosing a topic.

Your submission should be at least 20 pages in length (double-spaced) including footnotes. The article must conform to the *Bluebook* format, and must be of publishable quality whether you choose to submit it for publication or not. Please remember that a submission that meets the substantial writing requirement must be at least 30 pages in length.

**Recommended Deadlines for Fall:**
- Last week of August: meet with NCE
- First week of September: select topic
- Second week of September: outline due
- Second week of October: rough draft due
- Third week of October: meet with NCE
- Third week of November: final draft due

**Recommended Deadlines for Winter:**
- First week of January: meet with NCE
- First week of January: select topic
- Second week of January: outline due
- Second week of February: rough draft due
- Third week of February: meet with NCE
- Third week of March: final draft due

**A WORD OF CAUTION ABOUT PLAGIARISM**

The AP Newswires recently carried a story about the former editor of the Journal of Corporation Law who had plagiarized an article originally printed by the Fordham Law Review. The editor’s law degree was revoked and he lost his job.

The apology of the former editor, Sung J. Lim, appears in the Winter 2002 issue of the Journal of Corporation Law along with an apology by the Dean. Lim apparently also plagiarized two papers that he submitted for credit. According to the Associated Press, the Fordham article was plagiarized virtually verbatim.

See also *Iowa Supreme Court Board of Professional Ethics and Conduct v. Lane*, 642 N.W. 2d 296 (Iowa 2002).

**MEETINGS**

All senior and associate editors are required to attend training meetings during each semester. Training meetings are approximately one to two hours in length. You will be informed of all meeting dates, times and places by the executive board.

If you cannot attend a training meeting, talk to your executive editor immediately about alternative arrangements.

Additionally, senior editors and lead editors may wish to conduct their own meetings tailored to the needs of their articles. Associate editors should make every effort to attend these meetings. However, senior editors and lead editors should be sensitive to the many other time demands placed upon their associate editors when scheduling meetings.

The Executive Board from time to time may schedule other meetings to conduct special training or journal business such as introducing or voting on new policies. These meetings are infrequent (typically once or twice in a school year) and typically very short. The Board will give adequate notice to the staff regarding such meetings.
EDITING SCHEDULE FOR FALL 2008

<table>
<thead>
<tr>
<th></th>
<th>Associate Editors</th>
<th>Senior Editors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source Pull</td>
<td><strong>August 22</strong></td>
<td><strong>August 23</strong></td>
</tr>
<tr>
<td>Technical Edit</td>
<td><strong>September 2</strong></td>
<td><strong>September 6</strong></td>
</tr>
<tr>
<td>Substantive Edit</td>
<td><strong>September 13</strong></td>
<td><strong>September 20</strong></td>
</tr>
<tr>
<td>Final Edit</td>
<td><strong>September 27</strong></td>
<td><strong>October 4</strong></td>
</tr>
</tbody>
</table>

Lead edits: October 25  
Send to authors: November 5  
Return deadline: November 19  
Lead editor makes author edits: November 25  
Executive edits: December 31  
Publications Editor—Macro article: January 7  
Executive Final Edit—Send to Publisher—January 12  

This schedule allows most of the staff to finish editing before the Thanksgiving Holiday. Therefore, even though the schedule seems to require a good deal of work within a small amount of time, the benefit of not dealing with editing at or near finals outweighs the initial inconvenience.

The schedule for winter 2009 will be provided near the beginning of the semester. The timing for completion of assignments will be similar to that of fall semester.

Attached are the editing worksheets that each editor must follow. The edit is not complete until the editor initials each task. Senior editors are responsible for ensuring each edit is thorough and complete and must sign the assignment sheet before submitting it to the executive editor.
EDITING GUIDELINES

The cooperation and expertise of every member of the BYU Education and Law Journal staff is necessary for us to produce a quality legal publication. All editors should diligently follow the procedures outlined in this document and explained in the training process to streamline the editorial process and ensure error-free production.

Basic information:

- **Bluebook (18th edition)** – is the official citation manual used by ELJ, and will be used as a reference for all citation formats. Citations must be perfect and in total compliance with Bluebook. However, neither Bluebook nor any other citations manual covers every possible source. Remember, the underlying goal of citation is to provide the reader with enough information to find the source. If you have citation questions contact your Senior editor. However, always thoroughly check Bluebook, as many rules are found in unanticipated sections of the manual.

- **Chicago Manual of Style (16th edition)** – Correct grammar is critical in any published work. All editors should ensure all articles comply with the rule of grammar as outlined in the Chicago Manual of Style (CMS), the official resource for the ELJ. Editors should not assume they know every rule of grammar. If you are unfamiliar with, or have not reviewed the CMS for some time, please review its rules of grammar, and consult the Manual often during the editing process. If the CMS does not address a grammatical issue, contact your Senior editor or the Executive editor who will make a final determination. Copies of the CMS can be located in the co-curricular room or in the law library.

- **Substantive Editing** – The editing staff at the ELJ should always ensure the author’s arguments could withstand academic and legal scrutiny. Furthermore, each article should be organized and structured in a logical and concise manner, paragraphs should be strong, and arguments should be clearly stated. However, every author has a style that is singular to that author, and the editing staff should make every effort to preserve that style, while shaping the most clear and convincing article possible. The author should recognize his or her article when it is returned to them after the editing process. With that in mind, we encourage Senior editors to make appropriate substantive changes using the comment feature of a word processing program, thereby preserving the author’s voice and allowing the author and other editors to hear your voice. Associate editors may make direct changes to the article itself using track changes or comments depending on the direction given to them by their Senior editor.

- **Deadlines** – Deadlines are critical to the success of the journal. If a single edit is missed by a day, the entire editing & publication process is thrown off course. Please familiarize yourself with all editing deadlines and plan ahead so that the work can be accomplished on time. (If an Associate editor fails to meet a deadline, it means that a Senior editor has less time to complete their work. This places an unfair burden on Senior editors. So, please be respectful of those who follow you in the editing process). You may request a
deadline extension from your supervising editor, but please recognize that any such request must be made in advance of the deadline. If you have an emergency, and are placed in a circumstance where you cannot meet a deadline, you must notify your Senior editor & Executive editor immediately. Note: The ELJ Executive Board has established a “three strikes policy,” which applies to all staff members (the board included). Upon three missed deadlines without prior approval, the member will receive a failing grade for the semester.

- **Editing Conferences** – After each edit (substantive, technical and final), the Senior editor will set up an editing conference with his or her team of Associate editors. At this conference, the editors will discuss edits recommended by the Associate editors. The Associate editors should be prepared to explain their recommendations, and should reference appropriate *Bluebook* or Chicago Manual of Style rules that they used as a basis for their editorial work. The Senior editor will take into consideration all of the recommendations of the Associate editors and then make an independent determination concerning which edits/changes will be implemented. Subsequently, the Lead editors will hold a conference with Senior editors to discuss their work and that of their associates. Then, the Lead editors will make an independent determination about which edits they will accept. This process will be repeated again as the Executive editor meets with the Lead editors, to receive their recommended edits. The Executive editor will make a final independent determination about which edits will be accepted for the article’s publication.

**THE EDITING PROCESS**

1. The editing process begins with the **Source Pull**. The Senior editors are responsible for creating a Source Pull Table, which outlines all sources to be pulled by the Associate editors. Instructions for this process are outlined on subsequent pages of this handbook and will be explained during the Senior editor and Associate editor training session.

2. Once the Source Pull is completed, Associate editors perform a **Substantive Edit** on the article assigned to their team. The Senior editors then evaluate the work of the Associate editors and determine which edits to accept. The Senior editor will use a copy of the original version of the article, and implement changes using the “track changes” and “comment” format editing function in Microsoft Word. After the entire Substantive Edit is complete, the Senior editor must enter the edits onto the “G” drive of the computer in the co-curricular room. The file must be labeled using the standard file naming conventions and entered onto the “G” drive by the due date to receive credit for the edit.

3. After the Senior editor completes the Substantive Edit, they should make a copy of the file. This new edited document (original including substantive edits) becomes the baseline for the next edit. THIS IS A KEY ESSENTIAL STEP IN THE EDITING PROCESS. The editing process as described above is then repeated for the Technical and Final Edits.

4. Once the Senior editor completes the Substantive, Technical, and Final Edits, the Lead editor will perform his or her comprehensive edit. The Lead editor will review the work of the Senior editor and make a determination about which edits will be accepted. Once the edit is
complete, the Lead editor must enter their edit onto the “G” drive, and label the file using the standard file naming conventions, by the due date to receive credit.

5. The file is then sent to the author for their review and final edits. Once the files are returned, the Lead editor and Executive editor will consult and determine what changes will be made. The Lead editor will enter these changes onto the “G” drive, and label the file name using the standard file naming convention. This must be completed by the due date to receive credit.

6. The Executive editor will then perform the final edit. Once this edit is performed, the Executive editor will enter the changes onto the “G” drive, using the standard file naming conventions. This must be completed by the due date to receive credit. Then the Publication Editors will macro the file to print camera-ready copies of each page for publication. The Executive editor will check the files and submit them to the publisher for publication.

7. Once the publisher typesets the publication, page proofs will be sent to the Executive editor. The Executive editor, Publication Editors and Editor-in-chief will review the page proofs, and make any corrections necessary. Once the proofs are approved, the publisher will print the journal.

**STANDARD FILE NAME CONVENTIONS**

To streamline the editing process, it is very important that uniform files names be used consistently. ELJ senior editors, lead editors and the executive editor are responsible for making sure that standard file name conventions are used each time an edit is completed.

All edits must be entered onto the G drive by the due date using the standard file conventions in order for the editor responsible to receive credit for the editing assignment.

File names begin with the first author’s last name. For example, when completing the technical edit, if the authors’ last names are Bach and Butch, the file name should be labeled “Bach-tech.doc.” The following table provides the file naming conventions.

<table>
<thead>
<tr>
<th>Edit #</th>
<th>Edit Name</th>
<th>File Name</th>
<th>Editor Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Original File</td>
<td>Auth-org.doc</td>
<td>Exec. Editor</td>
</tr>
<tr>
<td>2.</td>
<td>Source Pull Table</td>
<td>Auth-source.doc</td>
<td>Sr. Editor</td>
</tr>
<tr>
<td>3.</td>
<td>Substantive Edit</td>
<td>Auth-subs.doc</td>
<td>Sr. Editor</td>
</tr>
<tr>
<td>4.</td>
<td>Technical Edit</td>
<td>Auth-tech.doc</td>
<td>Sr. Editor</td>
</tr>
<tr>
<td>5.</td>
<td>Final Edit</td>
<td>Auth-final.doc</td>
<td>Sr. Editor</td>
</tr>
<tr>
<td>6.</td>
<td>Lead Edit</td>
<td>Auth-lead.doc</td>
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<td>7.</td>
<td>Author Revisions</td>
<td>Auth-revisions.doc</td>
<td>Lead editor</td>
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<td>8.</td>
<td>Executive Edit</td>
<td>Auth-exec.doc</td>
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<td>10.</td>
<td>Final Version</td>
<td>Auth-final.doc</td>
<td>Exec. Editor</td>
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</table>
The purpose of the source pull is to gather every source cited in the article into a single location in a manner that ensures every member of the editing staff quick and complete access. The source pull is used throughout the editing process, so it needs to be complete and accurate. An incomplete source pull hinders the entire editing process.

The senior editor creates an alphabetical source pull table similar to the one below. The senior then reads all the footnotes in the article, copies each citation, and enters it in the table in the “Cite from Footnote” column. The senior also lists the source type, source, and footnote numbers. The associate editors fill in the remaining two columns as they pull sources.

<table>
<thead>
<tr>
<th>Source Type</th>
<th>Source</th>
<th>Cite from Footnote</th>
<th>Footnote #s</th>
<th>Location (B-#, T-#)</th>
<th>Comments</th>
</tr>
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Before sending the source pull table to the associate editors, senior editors must cross-reference all of the supra footnotes within the article. Seniors then email the completed source pull table along with the article to the associate editors. The associates then print or copy all the sources, place them in the binders in the co-curricular room, and fill in the remaining columns on the table before emailing the table back to the senior.

Sources placed in the binders should be copies of original sources. For cases this means they should be photocopied from reporters or pdf image scans found on Lexis, Westlaw, or Heinonline. Materials cannot simply be printed from Lexis or Westlaw as these sources often lead to errors in pagination and are sometimes inaccurate transcriptions.

In the source pull binders, each source should be separated by a tabbed divider. Associates must also highlight any quoted material and write the footnote number on a sticky note attached to the page where the pincite is found.

More detailed instructions for the source pull, as well as instructions for the tech, sub, and final edits, will be given by the executive editor. Assignments sheets are included on the following pages. Assignment sheets must be completed for each editor to receive credit for the assignment. Assignment sheets should be submitted to the senior editors, who should sign them and submit them to the executive editor.
ASSOCIATE EDITOR  
SOURCE PULL ASSIGNMENT SHEET

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**TASKS**

1. Pull and copy all cases in article or assigned section of article
2. Pull and copy/checkout all articles in assigned section
3. Pull and copy/checkout all books in assigned section
4. Pull and copy all statutes in assigned section
5. Pull and copy all websites in assigned section
5a. Attempt to locate a printed source for all websites cited to
6. Highlight quoted material from the sources used by author
7. Flag (e.g. with post-it notes) and number the source material for each citation.
8. Notify your senior editor of citations for which no source material can be found.
9. Place all copies in author binder(s)
10. Place all books on author shelf
11. Request ILL for all applicable materials
12. Copy front page and relevant pages of ILL materials and place in binder
13. Update source pull table with location of source (binder and tab #s) and make relevant notes in table concerning sources
14. Return all ILL materials

**CHECK THAT**

15. The source copy you pull is the preferred type of source (e.g., print instead of electronic version; reported instead of slip opinions; U.S. instead of S. Ct. BB T1, etc.)
16. The source copy you pull/create provides sufficient citation content (e.g., pinpoint page; section number; Internet location; date; etc.)

I have completed all the above tasks in the reported amount of time.

Associate Editor Signature ____________________________ Date ____________

Senior Editor Signature ____________________________ Date ____________
ASSOCIATE EDITOR
SUBSTANTIVE EDIT ASSIGNMENT SHEET

Editor ___________________________________ Due Date : ______________________

Author ___________________________________ Hours ________

SUBSTANTIVE EDIT

1. Read the article to familiarize yourself with the content. You will be doing an
electronic edit – use “track changes” function in Word.

2. Make certain the following rudiments are appropriate for publication and make the
necessary edits to remedy any deficiencies.
   a. The introduction includes a clear and concise thesis statement __
   b. The conclusion supports the introduction without adding new material __
   c. The Headings clearly organize the paper and logically guide the reader __
   d. The Headings properly introduce subsequent material __
   e. The arguments are logical in their conclusions __
   f. All assertions are supported by cited material __
   g. All arguments support the thesis and conclusion __
   h. Each paragraph contains only one major concept __
   i. Each paragraph begins with a strong thesis sentence __
   j. Each paragraph is appropriate in length __
   k. Each sentence is appropriate in length __
   l. Each sentence is easy to read and understand __

3. Analyze each cited source and ensure the following:
   a. Author uses citations when needed __
      i. If not indicate location and suggest content (in a comment) __
   b. The cited source supports its preceding assertion __
      i. Include a comment if it doesn’t, or find a more appropriate source __
   c. Check that a copy of the source has been pulled (pull it if necessary) __
   d. Quoted material is properly cited and accurate (word for word correct) __
      i. Quotations use the proper ellipses, brackets, and capitalization __
   e. Material which should have been quoted is placed in quotations __
   f. Appropriate signal is used (BB 1.2) __
   g. If the source cites/quotes another source, this is noted parenthetically __
      i. BB 1.6(c), 5.2(e), 10.6.2 __
   h. Parenthetical information is relevant, appropriate, accurate, & complete __
   i. Citation content is accurate – i.e., consistent w. source copy __
      i. Check author’s name, article/case name; book/periodical title;
         page number (if page number is incorrect, or a pinpoint page is
         not given, search for quoted material electronically, or, search
         print source within five pages before and after
   j. Cited cases have not been over-ruled without acknowledgment* __
      * Sometimes an author will cite to an over-ruled case when
         discussing its deficiencies etc.
4. Conference with your Senior Editor to discuss the substantive edit. At the conference the editors should:
   a. Review assignments and discuss the staff’s ideas __
   b. Discuss the strengths and weaknesses of the article __
   c. Discuss discrepancies, areas of concern, and general errors __
   d. Provide feedback __
   e. Associate Editors should be prepared to explain the rationale for recommendations, based on Bluebook and Chicago Manual of Style citations.

Tip:
Keep in mind that during the tech edit you will need to make sure that all of the citations are formatted correctly (typeface, abbreviations, capitalization, etc.) so you might save yourself a little time in the future by checking those things while you are doing the source check.

Note:
The source check is extremely important. Try to be as conscientious as you can. Thanks!

I have completed all of the above tasks in the reported amount of time.

Editor Signature ____________________________  Date ____________
Sr. Editor Signature__________________________  Date ____________
ASSOCIATE EDITOR
TECHNICAL EDIT ASSIGNMENT SHEET

Editor ___________________________ Due Date __________________________

Author ___________________________ Hours _____

TECHNICAL EDIT

1. Make certain the following technical elements within the article proper are ready for publication and make the necessary edits to remedy any deficiencies.
   a. The article is grammatically sound __
   b. All spelling is correct __
   c. All punctuation is correct __
   d. All capitalization is correct (see Chicago Manual and BB 8) __
   e. Spacing is correct between words and after punctuation __
   f. Headings and author name correctly formatted __
   g. Numbers and symbols are used properly __
   h. Words and phrases are properly hyphenated __
   i. Quotations use the proper ellipses, brackets, and capitalization* __
   j. Quotations longer than fifty words or four lines are blocked* __
   k. All citations have been Sheparded to ensure that cases cited are still good law __

2. Make certain all citations conform with Bluebook standards, including but not limited to the following:
   a. All citations are in the proper typeface and case __
   b. All citations are properly punctuated and abbreviated (see Bluebook) __
   c. All case citations properly reference concurring or dissenting opinions __
   d. All case citations properly reference secondary citations (quoting, citing) __
   e. All case citations properly reference direct or subsequent history (aff’d)** __
   f. All subsequent citations (excluding cases and statutes) should use supra __

3. Conference with your Senior Editor to discuss the technical edit:
   a. Review assignments and discuss the staff’s ideas __
   b. Discuss discrepancies, areas of concern, and general errors __
   c. Provide feedback __
   d. Associate Editors should be prepared to explain the rationale for recommendations, based on Bluebook and Chicago Manual of Style citations. __

* Use Bluebook as the primary reference for proper quotations and the Chicago Manual as a secondary source.

** Follow the Bluebook guidelines when deciding whether to reference subsequent history.

I have completed all of the above tasks in the reported amount of time.

Editor Signature ___________________________ Date __________

Sr. Editor Signature ___________________________ Date __________
ASSOCIATE EDITOR
FINAL EDIT ASSIGNMENT SHEET

Editor ____________________________  Due Date ____________

Author ____________________________  Hours ____

FINAL EDIT

1. Read the entire article and make certain the following elements are present:

   a. The article is logically and organizationally sound
      i. The thesis is clear and precise
      ii. The headings logically guide the reader
      iii. The arguments are clear and supported
      iv. The article supports its thesis
      v. The conclusions fits with the introduction

   b. The article is technically flawless
      i. All words are correctly spelled
      ii. All sentences and citations are correctly punctuated
      iii. The entire article is grammatically correct
      iv. All citations conform to Bluebook
      v. The typeface for headings and citations is correct

I have completed all of the above tasks in the reported amount of time.

Editor Signature _______________  Date ____________

Sr. Editor Signature _______________  Date ____________
## SENIOR EDITOR
### SOURCE PULL ASSIGNMENT SHEET

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### SOURCE PULL
1. Created Source Pull Table
2. Associate editors pulled all cases, articles, books, statutes, etc.
3. Associate editors highlighted all quoted material from source used by author
4. Associate editors placed all copies in binder in alphabetical order using tabs
5. Associate editors placed all books on author shelf
6. Associate editors requested ILL for all applicable materials
7. Associate editors copied front page and relevant pages of ILL materials and place in binder
8. Associate editors returned all ILL materials
9. Updated source pull table with all relevant information and entered onto the G drive, using proper naming convention
10. Cross-reference all supra notes of Article
11. Signed and submitted Associate editor assignment sheets
12. Notify Lead editor of sources that cannot be found or citations for which no source material may be found.

I have completed all the above tasks in the reported amount of time.

Senior editor Signature_______________________________  Date ____________
SENIOR EDITOR
SUBSTANTIVE EDIT ASSIGNMENT SHEET

Editor __________________________ Due Date __________

Author __________________________ Hours ______

SUBSTANTIVE EDIT

1. Read the article to familiarize yourself with the content.

2. Make certain the following rudiments are appropriate for publication and make the necessary edits to remedy any deficiencies.
   a. The introduction includes a clear and concise thesis statement
   b. The conclusion supports the introduction without adding new material
   c. The Headings clearly organize the paper and logically guide the reader
   d. The Headings properly introduce subsequent material
   k. The arguments are logical in their conclusions
   l. All assertions are supported by cited material
   m. All arguments support the thesis and conclusion
   n. Each paragraph contains only one major concept
   o. Each paragraph begins with a strong thesis sentence
   p. Each paragraph is appropriate in length
   q. Each sentence is appropriate in length
   r. Each sentence is easy to read and understand

3. Analyze each cited source and ensure the following:
   a. The cited source supports its preceding assertion
   b. Quoted material is properly cited and accurate
   c. Material that should have been quoted is placed in quotations
   d. Cited cases have not been over-ruled without acknowledgment*

* Sometimes an author will cite to an over-ruled case when discussing its deficiencies etc.

4. Hold conference with Associate editors to discuss the substantive edit.
   At the conference the editors should:
   a. Review assignments and discuss the staff’s ideas
   b. Discuss the strengths and weaknesses of the article
   c. Discuss discrepancies, areas of concern, and general errors
   d. Provide feedback
   e. Associate editors should be prepared to explain the rationale for recommendations, based on Bluebook and Chicago Manual of Style citations.
   f. Collected assignment sheets from Associate editors.

I have completed all of the above tasks in the reported amount of time.

Sr. Editor Signature________________________ Date __________

23
SENIOR EDITOR
TECHNICAL EDIT ASSIGNMENT SHEET

Editor ___________________________ Due Date ________

Author __________________________ Hours _____

TECHNICAL EDIT

1. Make certain the following technical elements within the article are ready for publication and make the necessary edits to remedy any deficiencies.
   a. The article is grammatically sound
   b. All spelling is correct
   c. All punctuation is correct
   d. All capitalization is correct (see Chicago Manual)
   e. Spacing is correct between words and after punctuation
   f. Article conforms to the following format:
      i. Title is in small caps and centered
      ii. Author’s name is correctly formatted
   g. Numbers and symbols are used properly
   h. Words and phrases are properly hyphenated
   i. Quotations use the proper ellipses, brackets, and capitalization*
   j. Quotations longer than fifty words or four lines are blocked*
   k. All citations have been Shepardized to ensure that cases cited are still good law

2. Make certain all citations conform with Bluebook standards, including but not limited to the following:
   a. All citations are in the proper typeface and case
   b. All citations are properly punctuated and abbreviated (see Bluebook)
   c. All case citations properly reference concurring or dissenting opinions
   d. All case citations properly reference secondary citations (quoting, citing)
   e. All case citations properly reference direct or subsequent history (aff’d)**
   f. All subsequent citations (excluding cases and statutes) should use supra

3. Hold conference with Associate editors to discuss the technical edit:
   a. Review assignments and discuss the staff’s ideas
   b. Discuss discrepancies, areas of concern, and general errors
   c. Provide feedback
   d. Associate editors should be prepared to explain the rationale for recommendations, based on Bluebook and Chicago Manual of Style citations.
   e. Collected assignment sheets from Associate editors.

* Use Bluebook as the primary reference for proper quotations and the Chicago Manual as a secondary source.
** Follow the Bluebook guidelines when deciding whether to reference subsequent history.

I have completed all of the above tasks in the reported amount of time.

Sr. Editor Signature ___________________________ Date ___________
SENIOR EDITOR
FINAL EDIT ASSIGNMENT SHEET

Editor ___________________________  Due Date ____________

Author ___________________________  Hours _____

FINAL EDIT

1. Read the entire article and make certain the following elements are present:

   a. The article is logically and organizationally sound  
      - The thesis is clear and precise  
      - The headings logically guide the reader  
      - The arguments are clear and supported  
      - The article supports its thesis  
      - The conclusions fits with the introduction

   b. The article is technically flawless  
      - All words are correctly spelled  
      - All sentences and citations are correctly punctuated  
      - The entire article is grammatically correct  
      - All citations conform to Bluebook  
      - The typeface for headings and citations is correct

I have completed all of the above tasks in the reported amount of time.

Sr. Editor Signature__________________________  Date ____________
LEAD EDITOR
ASSIGNMENT SHEET

Editor ___________________________ Due Date ___________ Hours ______

TECHNICAL ELEMENTS
1. Make certain the following technical elements within each article is ready for publication and make the necessary edits to remedy any deficiencies.
   a. The article is grammatically sound □
   b. All spelling is correct □
   c. All punctuation is correct □
   d. All capitalization is correct (see Chicago Manual) □
   e. Spacing is correct between words and after punctuation □
   f. Article conforms to the following format:
      i. Title is in small caps and centered □
      ii. Author’s name is correctly formatted □
   l. Numbers and symbols are used properly □
   m. Words and phrases are properly hyphenated □
   n. Quotations use the proper ellipses, brackets, and capitalization* □
   o. Quotations longer than fifty words or four lines are blocked* □
   p. All citations have been Sheparded to ensure that cases cited are still good law □

2. Make certain all citations conform with Bluebook standards, including but not limited to the following:
   a. All citations are in the proper typeface and case □
   b. All citations are properly punctuated and abbreviated (see Bluebook) □
   c. All case citations properly reference concurring or dissenting opinions □
   d. All case citations properly reference secondary citations (quoting, citing) □
   e. All case citations properly reference direct or subsequent history (aff’d)** □
   f. All subsequent citations (excluding cases and statutes) should use supra □

* Use Bluebook as the primary reference for proper quotations and the Chicago Manual as a secondary source.
** Follow the Bluebook guidelines when deciding whether to reference subsequent history.

SUBSTANTIVE ELEMENTS
1. Make certain the following rudiments are appropriate for publication and make the necessary edits to remedy any deficiencies.
   a. The introduction includes a clear, concise thesis statement □
   b. The conclusion supports the introduction without adding new material □
   c. The Headings clearly organize the paper and logically guide the reader □
   d. The Headings properly introduce subsequent material □
   e. The arguments are logical in their conclusions □
   f. All assertions are supported by cited material □
   h. Each paragraph begins with a strong thesis sentence □
   i. Each paragraph is appropriate in length □
   j. Each sentence is appropriate in length □
   k. Each sentence is easy to read and understand □

2. Analyze each cited source and ensure the following:
   a. The cited source supports its preceding assertion □
   b. Quoted material is properly cited and accurate □
   c. Material that should have been quoted is placed in quotations □
   d. Cited cases have not been over-ruled without acknowledgment* □

* Sometimes an author will cite to an over-ruled case when discussing its deficiencies etc.
3. **Hold conference with Senior editors to discuss the Final Edit:**
   
   a. Discuss the strengths and weaknesses of the article  
   b. Discuss discrepancies, areas of concern, and general errors  
   c. Provide feedback  
   d. Senior editors should be prepared to explain the rationale for recommendations, based on *Bluebook* and Chicago Manual of Style citations.

I have completed all of the above tasks in the reported amount of time.

Lead editor Signature___________________________________________ Date __________
1. MACRO OF ARTICLES
   a. Each article has been placed in macro format
   b. Each page reflects the correct consecutive page number
   c. Title of each article appears in the header in the proper format on each page
   d. Author’s name appears in the proper format
   e. Page breaks are logical, with no widows or orphans
   f. Headings appear in the proper outline format and are correctly numbered, alphabetized and italicized as required
   g. The macroing process did not create any misspellings, typos, etc.
   h. There is no missing text (must review Executive editor files and compare the copy).
   i. The journal title appears in the header in the proper format on each page
   j. Each page is set with full justification
   k. Each footnote is numbered consecutively
   l. Supra and infra references are correct
   m. All charts are correctly formatted

2. CAMERA-READY COPY
   a. Each page has been printed in camera-ready format
   b. Pages appear in order
   c. Title of each article appears in the header in the proper format
   d. Author’s name appears in the header in the proper format
   e. Page breaks are logical, with no widows or orphans
   f. Headings appear in the proper outline format and are correctly numbered, alphabetized and italicized as required
   g. The macroing process did not create any misspellings, typos, etc.
   h. There is no missing text (must review Executive editor files and compare the copy).
   i. The journal title appears in the header in the proper format on each page
   j. Each page is set with full justification
   k. Each footnote is numbered consecutively
   l. Supra and infra references are correct
   m. All charts are correctly formatted

3. REVIEW OF PAGE PROOFS
   a. Each page has been reviewed to ensure that the printer has not made any errors affecting spelling, typos, punctuation, layout or format
   b. The entire edition is error-free

I have completed all of the above tasks in the reported amount of time.

Publication Editor Signature ___________________________ Date ____________
BYU Education and Law Journal
Log of Hours
Fall Semester 2008

Name____________________________________

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BYU EDUCATION AND LAW JOURNAL
Log of Hours
Winter Semester, 2009

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I. PURPOSES

II. ORGANIZATION

The BYU Education and Law Journal shall be organized into the Executive Board, the Senior Editors, and the Associate Editors. The Associate Editors shall include all first-year members of the Education and Law Journal. All Journal members who have served as an Associate Editor for one year and who are not appointed to a position on the Journal’s Executive Board shall be appointed as Senior Editors.

The Executive Board shall be made up of the following members: the Editor-in-Chief, the Managing Editor, the Executive Editor, the Street Law Coordinator, all Publications Editors, all Solicitations Editors, all Lead Editors, and all Note and Comment Editors. The presumptive number for each of these positions shall be: 1 Editor-in-Chief, 1 Managing Editor, 1 Executive Editor, 1 Street Law Coordinator, 2 Publications Editors, 2 Solicitations Editors, 2 Lead Editors, and 2 Note and Comment Editors. The Executive Board shall have discretion to add or to subtract individual positions among this group.

III. RESPONSIBILITIES AND FUNCTIONS

Every position within the general organization of the Journal shall have substantial discretion over its area of special responsibility.

A. Executive Board.

The Executive Board shall be the major governing body of the Journal. It shall be responsible for making the overall policy decisions of the Journal (i.e., planning for special issues of the Journal, determining the number of invitations to be extended each year, and so forth). The Executive Board shall also be responsible for selecting individuals to fill positions in each new Executive Board. The Executive Board shall hold regular meetings to discuss the general affairs of the Journal.

1. Editor-in-Chief

The main duty of the Editor-in Chief (“EIC”) is to ensure the efficient operation of the Journal through the appropriate delegation of essential tasks to the proper members of the Executive Board or other members of the Journal. The EIC is the liaison between the Journal and all other organizations. These organizations may include, but are not limited to: the law school faculty, the law school administration, the Career Services Office, other law school co-curricular programs, other universities, and the outside community.

As the EIC is ultimately responsible for the overall quality of the Journal, the EIC may make all final decisions regarding the quality of submissions and the quality of editing by all staff members. The Staff Handbook will be produced by the EIC and the
EIC will conduct all training sessions for the staff. The EIC will also work with the Executive Editor in establishing all standards and guidelines for the editing process.

The EIC will produce a Master Calendar for the Journal and will schedule all meetings and activities with consideration given to the law school calendar.

The EIC, working with the Managing Editor, will develop the annual budget for the Journal.

The enforcement of all standards and guidelines is the responsibility of the EIC. As such, the EIC makes the final determination about whether a student will receive any credit for participation in the Journal. In making such determinations, the EIC will consider the completion of all assignments, the meeting of all deadlines, and attendance at mandatory meetings. The EIC will also monitor the progress of all Senior Editors and members of the Executive Board who are writing papers for additional credit, as well as staff members who have elected to complete the substantial writing option.

2. Executive Editor

The main duty of the Executive Editor is to oversee the editing process of the Journal. The Executive Editor will work closely with the EIC to establish all guidelines and standards for the editing of all potential publications.

The Executive Editor will work with the EIC and the Solicitations Editors in completing the article selection process. Once an article is selected for publication, the Executive Editor becomes the liaison between the selected authors and the Journal. All necessary direct communication with the author in coordinating the process of editing the article and preparing the article for publication is the responsibility of the Executive Editor.

The Executive Editor, in consultation with the EIC, will establish all editing teams and will provide initial training for the editorial staff. It is the responsibility of the Executive Editor to ensure that each staff member is able to conduct thorough technical and substantive edits. Any staff member who is not able to perform satisfactory edits may be recommended by the Executive Editor to be placed on a probationary status until improvement is seen.

When articles have been selected, the Executive Editor will distribute, via email, each article to the appropriate editing team, including all Senior and Associate Editors. The Executive Editor must stay in close communication with all Senior Editors as the Executive Editor is the liaison between the staff and the EIC. The Executive Editor will inform the EIC of all issues/concerns with the editing process, with deadlines, or with specific staff members.

The Executive Editor will complete an edit after the lead edit, an edit of the article in macro form, and, in conjunction with the Publication Editors and the EIC, a review of page proofs before approval for final printing.

3. Managing Editor

The responsibilities of the Managing Editor are primarily, but not exclusively, in dealing with the business of the Journal.

The Managing Editor will work with the EIC to monitor the Journal’s finances and to develop the Journal’s annual budget. The Managing Editor is also responsible for monitoring the Journal’s budget throughout the year.
The Managing Editor is responsible for overseeing all subscriptions to the Journal. This responsibility includes working with the law school Accounting Office to monitor current subscriptions, as well as with the law school administration and library staff in efforts to increase subscriptions.

All contracts between the Journal and other organizations, including Westlaw, Lexis, and Hein Online, are the responsibility of the Managing Editor. The Managing Editor must ensure that all contracts are current and that all necessary information required by these contracts is made available to each organization in a timely manner.

The Managing Editor is responsible for all aspects concerning the Journal's webpage.

The Managing Editor will ensure that social functions are planned for the staff of the Journal at least once every semester.

4. Publication Editors

The main responsibility of the Publication Editors is to ensure that all articles are in proper macro form before the Executive Editors sends them to the publisher. Steps included in this process shall be found in the appropriate assignment sheet located in the Journal’s Staff Handbook.

When page proofs are returned from the publisher, the Publications Editors will be responsible for communicating all necessary changes to the Executive Editor and the EIC.

The Publications Editors are responsible for ensuring that the entire issue is error-free.

5. Solicitations Editors

Solicitations Editors are primarily responsible for gathering articles for possible publication in current and subsequent editions of the Journal. Solicitations Editors will aggressively seek submissions by communicating with law professors, education administrators, teachers, and all other institutions involved in the legal interests surrounding education.

The Solicitations Editors, along with the EIC, the Executive Editor, and the Note and Comment Editors, are responsible for the quality of all items submitted to the Journal. All items will be initially screened by the Solicitations Editors as they are received. Decisions to offer publications shall involve the Solicitations Editors in addition to the EIC, the Executive Editor, and the Note and Comment Editors.

Solicitations Editors will contact the author of each submission and acknowledge receipt. A specific date will be set to notify authors if their articles have been selected for publication. Authors will be informed of this date and will receive notification on or before this date of whether their article will be published or not.

The Solicitations Editors will be responsible for obtaining all publication agreements from each author to allow the Journal to publish each article. Along with publication agreements, Solicitations Editors will send each author a copy of the Student Author Reprint Agreement or the Non-Student Author Reprint Agreement to sign and return.

Solicitations Editors are responsible for ensuring that correct deadlines for submissions to the Journal are printed in each issue.
6. Note and Comment Editors

Note and Comment Editors are responsible for working with Associate Editors on the completion of the case note or comment requirement. Note and Comment Editors will inform Associate Editors of the details of the requirements and will assist in topic selection.

The process for the completion of the note and comment requirement will be established by the Note and Comment Editors together with appropriate deadlines and feedback opportunities.

Note and Comment Editors will collect all final drafts by the assigned due date and select suitable pieces for publication.

Note and Comment Editors will make sure a specific date will be set to notify authors if their piece has been selected for publication. Authors will be informed of this date and will receive notification on or before this date of whether their note/comment will be published or not.

The Note and Comment Editors will be responsible for obtaining all publication agreements from each author to allow the Journal to publish each article.

The Note and Comment Editors will inform the EIC of any problems or missed deadlines concerning this process.

7. Street Law Coordinator

The Street Law Coordinator will be responsible for operating the Journal’s Street Law Program. This includes securing classrooms at local high schools for student to present the program, assisting in the creation of curriculum, and monitoring the progress of the program. The Street Law Coordinator will collect, read, and comment on all reflection journals that are written by the staff who participate in the program.

The Street Law Coordinator will report to the EIC concerning any problems or difficulties with the program or participating staff members.

8. Lead Editors

Lead Editors are responsible for a comprehensive substantive and technical edit after the final edit is complete. Lead Editors will meet with each Senior Editor to discuss needed changes. The Lead Editor has the final decision on any proposed changes before the article is sent to the author for review.

Upon return of the article from the author, the Executive Editor and the Lead Editors will review any further proposed changes. The Executive Editor has the final say in this review.

Lead Editors will immediately contact the Executive Editor if any errors are found in an article after the Lead edit has been performed.

B. Staff.

1. Senior Editors

Senior Editors will strictly follow all guidelines in the Staff Handbook and any further guidelines given by the Executive Board concerning the editing process.
Senior Editors will ensure that all editing deadlines are met and that all edits are thorough and complete. Senior Editors must have all changes saved onto the correct file on one of the 4th Floor co-curricular computers by the date of the deadline in order to have any edits be considered on-time.

It is the responsibility of the Senior Editors that every article is passed on to Lead Editors technically and substantively ready for publication. Senior Editors will set deadlines for each step of the editing process and will remind Associate Editors of each deadline via email.

Senior Editors will review all edits by Associate Editors and make a determination as to which changes will be accepted. If any Senior Editor misses three deadlines, they will be given a failing grade and not invited to participate in the Journal the following semester.

Senior Editors will contact the Executive Editor concerning any problems with the editing process or with Associate Editors.

2. Associate Editors

Associate Editors are responsible for completing all assignments given to them by Senior Editors or by members of the Executive Board.

In completing the editing process and in fulfilling the Note/Comment requirement, Associate Editors will follow all guidelines given in the Staff Handbook or given by the Executive Board.

Associate Editors will contact their supervising Senior Editor concerning any problems or difficulties with the editing process.

IV. DECISION MAKING

Except as otherwise provided, Journal members may individually decide and resolve all matters over which they have sole responsibility. All other matters shall be decided either by the Executive Board or the entire staff, depending on the nature of the matter as discussed below.

A. Executive Board Decisions

A binding decision by the Executive Board requires the majority of a quorum present at any Executive Board meeting, provided that reasonable notice of the meeting was given to every Executive Board member prior to the meeting. A quorum shall consist of fifty percent of the Executive Board members. Any Executive Board member may vote by authorized signed proxy.

B. Publication Decisions

1. Articles

2. Notes and Comments
The Note and Comment Editors are responsible for soliciting quality notes and comments that are suitable to be published in the Journal. Notes and comments must be related to both law and education, and would preferably be concerned with an important current issue. Note and Comment Editors will consider the technical and substantive qualities of each piece, with readability, academic tone, and organization also being considered.

The amount of editing that will be required of the staff if a publication offer is made will be taken into account.

Upon receiving a submission, the Note and Comment Editors will contact each author to acknowledge receipt and to inform the author of a publication decision date.

All Note and Comment Editors will read each submission. After discussing the strengths and weaknesses of each submission, the Note and Comment Editors will inform the Executive Editor and the EIC of the choices. Notes of the reasoning and analysis concerning each article will be taken during the discussion. These notes will be kept by one of the Note and Comment Editors as evidence of the discussion and the reasoning behind each selection. Once the selections are made, the Note and Comment Editors will inform the authors of all submissions whether their pieces were selected or not.

C. Decisions of the Entire Journal

1. Amending Bylaws

Any changes to the Bylaws of the Journal shall require the consent of two-thirds of the entire staff of the Journal. All changes shall be voted on at a mandatory all staff meeting. All staff members shall be given reasonable notice of the meeting and all proposed changes shall be provided to all staff members prior to the meeting. Any staff member may vote by authorized signed proxy.

The EIC shall keep a record of any successful vote in an accessible place as evidence of an amendment’s authorization. The record shall contain the total number of staff members and the total number of votes for and against the amendments.

2. Override Vote

Any decision of the Executive Board may be overridden by a two-thirds vote of the entire membership of the Journal. Notice of the request for an override vote shall be submitted to the EIC in the form of a petition signed by at least one-third of the entire membership of the Journal. Any staff member may vote by authorized signed proxy.

D. Entire Membership of the Journal

For the purposes of these Bylaws, the entire staff membership for the Journal shall consist of all members of the Executive Board, all Senior Editors, and all Associate Editors. All votes requiring the entire membership of the Journal shall be taken after the first all-staff meeting of Fall Semester and before the last day of classes for Winter Semester. No votes shall be held during the summer interim period.

V. MEMBERSHIP SELECTION
A. First-year students

First-year students who would like to participate in the Journal shall follow the following three steps:

**Step 1:** Submit an extra copy of the 1L Advocacy Brief to the circulation desk at the same time the Advocacy Brief is turned in. The extra copy should be labeled as being for the Journal’s write on competition. All Advocacy requirements concerning page-limit, format, font, margins, and outside assistance also apply to the brief that is turned in for the write on.

**Step 2:** Submit a one-page “BYU Education and Law Journal Statement of Interest” indicating why the student would like to be invited to join the Journal. The statement of interest must be date stamped and turned in to the Law Library circulation desk by the date and time specified by the EIC.

**Step 3:** Attend the mandatory meeting as scheduled by the EIC. The meeting will last for no more than one hour and will provide instruction on rules for the technical edit. The technical edit must be completed, date-stamped, and submitted to the Law Library circulation desk by the time and date specified by the EIC.

B. Second-year Students

Second-year students who wish to join the Journal the following year may be considered for membership by submitting a 1L Appellate Brief together with the required statement of interest. The brief and the statement of interest will have the same due date as the statement of interest for first-year students. Both items must be date stamped and turned in to the Law Library circulation desk by the specified deadline.

Second-year students must also attend the mandatory technical edit meeting and participate in the technical edit.

If a second-year student would like to submit a writing sample other than a 1L Appellate Brief, the sample must be approved by the EIC prior to the deadline.

C. Students Who Take One-Year Absences from Law School

Students who are invited to join the Journal and then elect to take a one-year absence from law school (i.e., to participate in a Joint degree program) may still participate in the Journal as long as they remain a full-time graduate student at BYU, or the student may defer their invitation for a year.

D. Requirements for Journal Credit and Continued Membership

All members of the Journal shall meet certain minimal requirements in order to receive a passing grade for Journal participation and continued membership on the Journal. Any member who does not meet the minimum requirements may receive a failing grade, have their membership reviewed and revoked by the Executive Board.

(1) In order to receive credit for Journal participation:
(a) each member shall fulfill all assigned duties and responsibilities by the assigned deadlines
(b) each member shall contribute at least fifty hours each semester in performing their respective Executive assignments or other responsibilities. Hours spent on Note or Comment assignments do not count towards these fifty hours
(c) all first-year staff members shall (1) submit a casenote or comment of sufficient length and quality to meet the standards established in the Staff Handbook, or (2) participate in the Street Law Program and meet all requirements as established by the Staff Handbook and the Street Law Coordinator.
(d) each member will attend all Journal meetings at which their presence is required.

VI. SELECTION OF A NEW EXECUTIVE BOARD

Members of the BYU Education and Law Journal Executive Board will be selected based on the following criteria:

1. Writing and editing skills, including but not limited to:
   - substantive editing skills
   - technical editing skills
   - quality of case note
   - relevant prior work experience
   - publications or other professional writing

2. Commitment to the value of education and the law, including but not limited to:
   - former educator
   - prior degree in education
   - participation in street law program
   - other relevant work experience

3. Commitment to the Journal, including by not limited to:
   - quality of work performed
   - timeliness, observance of deadlines
   - recommendations of senior, lead and executive editor based on past performance
   - personal interview and application
   - resume, prior related work experience

4. Leadership abilities, including but not limited to:
   - prior leadership experience
   - organizational skills
   - ability to motivate staff
   - commitment to the Journal's success
VII. OFFICIAL FORMAT REQUIREMENTS

All articles, notes, and comments published in the Journal shall conform to (1) the Staff Handbook, (2) the latest edition of the ALWD Citation Manual, and (3) the latest edition of the Chicago Manual of Style. These requirements also apply when grading written work of members and technical edits of potential members of the Journal, and for notes and comments written by staff members to meet the note or comment requirement for the Journal.