



SRBLSATM

Law Journal

Striving to Balance since 1968

2008-2009

SRBLSA Law Journal
Editorial Board Application
Information Packet



Southern Region Black Law Students Association Law Journal

Arkansas, Tennessee, Georgia, Alabama, Louisiana, Mississippi,
North Carolina, South Carolina, Florida, and Puerto Rico

May 22, 2008

Greetings!

Thank you for inquiring about a position on the Editorial Board for the *Southern Regional Black Law Student's Association (SRBLSA) Law Journal*. The *Southern Regional Black Law Students Association Law Journal* was created in 2005 as a student-run publication intended to provide an outlet for professional and student-authored works that embody the *Journal's* mission of augmenting social, economical, and political uplift in the southern Black society. Not only would you personally benefit from your experience with the *Journal*, but you would also witness academia embrace legal issues that affect you as a student living in the southern region.

The 2008-2009 Editorial Board Application consists of four (4) parts. Each is weighed to allow selection of the best candidates for each position. Part I will include basic contact information. Part II will include basic proficiency and qualification questions. Part III will include a grammar exercise and a Bluebook exercise. Part IV will include a write-on portion.

- Executive Editor, Executive Managing Editor, Managing Editor, Senior Editor – *Complete all four parts*
- Executive Marketing Editor, Circulation Editor – *Complete grammar and Bluebook exercises ONLY*

All applicants will also be required to attach a **resume AND a letter from the president** of his/her local chapter confirming his/her status as a dues paying member.

**The application will be released on Wednesday, May 28th,
and must be completed & postmarked no later than Wednesday, June 11th.**

For your convenience, I have included a list of duties of the various positions and a copy of the editorial flow chart so you may get a clearer picture of how all the positions work together. If you are missing a page or have any concerns or questions, please do not hesitate to contact me by email at jmcox@emory.edu. For more information about the *Journal*, you can visit our website at <http://www.srbalslawjournal.org/>

I look forward to reviewing your application, and anticipate huge success!

Sincerely,

Jennifer M. Cox
Editor-in-Chief

POSITIONAL DUTIES

Below is a detailed outline of the duties of each Editorial Board Position. Please note that this list is not exhaustive.

EDITOR-IN-CHIEF:

The Editor-in-Chief (EIC) serves as a general figurehead and leader for the *SRBLSA Law Journal* (the “*Journal*”). The EIC shall arrange for the publication of the *Journal*, oversee the editorial process, schedule and preside at all meetings and voting activity, and set goals and coordinate any *Journal* activities (including the annual Editorial Orientation Program). The EIC shall oversee the solicitation of authors and members of the editorial board, and extend offers of membership. The EIC shall also oversee the selection of the annual theme, the selection of all topics and works to be published, and approve academic credit for work on the *Journal*. The EIC is the primary liaison with the Faculty Advisory Board, the Faculty Advisor, the Legal Writing Advisor, SRBLSA, NBLSA, other regional BLSA journals, and the legal community. The EIC is the final arbiter of any disputes over practices and policies of the *Journal*, and will notify editorial board members or authors of inadequate performance. Finally, the EIC is the sole board member with the power to prepare the *Journal’s* budget, maintain any financial records, enter into business transactions on behalf of the *Journal* and make disbursements of money as necessary.

EXECUTIVE EDITOR:

The Executive Editor shall assist the EIC in formulating policy, and preside in the EIC’s absence. The Executive Editor is directly responsible for the technical accuracy of all materials published by the *Journal*. The Executive Editor shall assist the EIC with the solicitation of authors and selection of all works to be published, perform all preemption checks, and approve the selection of topics for student notes and comments. The Executive Editor will oversee the publication of all abstracts on the *SRBLSA Law Journal* website, and deliver the abstracts to the Executive Marketing Editor. During the final edit stage, the Executive Editor and EIC shall reedit each work to be published.

EXECUTIVE MANAGING EDITOR:

The Executive Managing Editor shall directly oversee the editorial process to assure the timely and efficient publication of the *Journal*. The Executive Managing Editor shall supervise all Managing Editors, assign all notes, comments and articles to a Managing Editor, set the production schedule, train Managing Editors and Senior Editors, and oversee the technical aspects of the cite-checking process, typeset each work to be published, and collate all articles and notes into final form. The Executive Managing Editor is responsible for all edits performed by Managing Editors and Senior Editors. The Executive Managing Editor must also communicate any note and article changes or inquiries to the author.

MANAGING EDITOR:

The Managing Editor is responsible for all necessary structural edits of the works. The Managing Editor will first make all necessary structural edits, and consult with the Executive Managing Editor if the author needs to be notified. Once the Managing Editor makes all structural edits, he/she will then delegate portions of the note, comment, or article to a team of Senior Editors for technical edits (i.e. Bluebook, grammatical, stylistic and cite check edits). The Managing Editor will then compile the edits, and re-edit for accuracy and consistency, before delivering the work back to the Executive Managing Editor. The Managing Editor will work along side each Senior Editor to ensure that each work is stylistically appealing and technically accurate.

SENIOR EDITOR:

The Senior Editor is responsible for ensuring that all citations within the *Journal* are consistent with the 18th edition of the Bluebook Citation Guide. The Senior Editor is also responsible for ensuring that all articles and notes within the *Journal* are consistent with English grammar and writing rules (refer to Strunk and White's *Elements of Style*). The Senior Editor must also work along side the Managing Editor to ensure that each work is stylistically appealing.

EXECUTIVE MARKETING EDITOR:

The Executive Marketing Editor is responsible for the general publicity of the *Journal*. The Executive Marketing Editor will generate all press releases on behalf of the *Journal* and deliver them to all appropriate media outlets. The Executive Marketing Editor shall maintain an active role in the solicitation of articles and notes, and work closely with the Circulation Editor to promote an increase of readership for the *Journal*. The Executive Marketing Editor shall also oversee the development and maintenance of the *SRBLSA Law Journal* website. The Executive Marketing Editor will work actively with the Editor-in-Chief and the *SRBLSA Law Journal Alumni Network* to generate funds for the *Journal*, as well as promoting the progress of the *Journal* among its members. The Executive Marketing Editor shall also plan and implement an annual fundraiser. Finally, the Executive Marketing Editor shall gather and convey feedback from the legal community as well as *Journal* members to be used to improve the *Journal*.

CIRCULATION EDITOR:

The Circulation Editor is responsible for the general distribution and circulation of the *Journal*. The Circulation Editor will work closely with the Executive Marketing Editor to develop and implement circulation strategies to promote an increase of readership for the *Journal*. The Circulation Editor will serve as the primary liaison with the publisher and printing press. The Circulation Editor will collaborate with the Executive Marketing Editor to generate an electronic format of the *Journal*. Finally, the Circulation Editor must develop and maintain a database of all *Journal* subscribers as well as possible target audiences.

<p style="text-align: center;">DUTIES & RESPONSIBILITIES OF EDITORIAL BOARD</p>
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Serving on the *SRBLSA Law Journal* Editorial Board is a privilege pregnant with responsibility. In addition to the specific duties assigned to each respective position, board members are expected to comply with the general regulations of the Editorial Board. These obligations include:

1. Attend the Editorial Orientation Program.

This year, Emory Law School, located in Atlanta, Georgia, will sponsor and host the annual Editorial Orientation Program (EOP), scheduled for Saturday, June 21, 2008. All editorial board members are required to attend. EOP serves as an introduction to the *Journal*, its overall mission, and the editorial process. It is an opportunity for each editor to fully understand the importance of his role and develop a sense of ownership in the *Journal*. The board is comprised of members from various schools; thus, EOP fosters an opportunity for members to meet one another in person, unite and bond. In addition, EOP will provide important training to all editors, confirming that the *Journal* delivers a consistent and well-polished finished product.

2. Comply with Strict Deadlines.

The most important duty as an editorial board member is to adhere to all deadlines. Given the extreme distance between Board members, organization and timeliness is critical to effective operation of the *Journal*. Due to the nature of the editorial process, deadlines may be administered on short notice. If a board member cannot meet such deadlines, it is imperative that the member

communicates the conflict to the Editor-In-Chief or direct supervising editor in a reasonable amount of time.

3. Participate in Conference Calls.

Occasionally, it will be necessary for the board to caucus. Teleconference calls have proven the most effective means for such meetings to be held. Board members will receive ample notice of the date and time of proposed conference calls. All scheduling conflicts must be communicated and approved by the Editor-In-Chief. Only urgent conflicts will be excusable.

4. Participate in Fundraising Activities.

The *Journal* operates on limited funds provided by SRBLSA and occasionally the sponsoring institution. Hence, it is critical for the editorial board to coordinate and support fundraising activities. Such pursuits include, but are not limited to, brainstorming ideas for fundraising, hosting fundraising events at each member's respective school, working any fundraisers at Regional or National Conferences, etc.

5. Assist in Soliciting Authors.

The *Journal* strives to establish and maintain a presence in all markets of legal scholarship. In order for this to be achieved, the advertisement of the *Journal* must saturate various fields. The board is expected to assist in this effort by promoting the *Journal* at each member's institution as well as other professional circles. Since professional authorships are the crux of the *Journal*, the board is expected to submit the names and contact information of at least 10 professionals (i.e. attorneys, judges, professors, etc) who are ideal candidates to submit articles.

6. Utilize the Current Editions of the Bluebook and Strunk & White's Elements of Style.

In order for the *Journal* to achieve uniformity, only the 18th edition of the Bluebook Citation Format and Strunk and White's fourth edition may be used for *Journal* submissions. All editors must own a copy of the 18th edition of the Bluebook and the fourth edition of Strunk and White's. The correct edition can be found here: http://www.amazon.com/Elements-Style-Fourth-William-Strunk/dp/0205313426/ref=pd_bbs_1/105-1734479-8678069?ie=UTF8&s=books&qid=1185161270&sr=8-1.

7. Mentor College Students.

The *Journal* also strives to fulfill the overall mission of SRBLSA and NBLSA, including active participation in community service events. As a result, editorial board members are expected to mentor members of the NBLSA College Division Chapters. Board members will perform tasks such as reviewing law school applications and personal statements of prospective law school students, as well as answering general questions from prospective law students. More information will be provided by the EIC.

8. Careful Attention When Editing.

Editorial Board members have an increased responsibility to not only be accountable for their reputation and expected level of credibility, but also for that of the *SRBLSA Law Journal*. As such, the *Journal* takes a firm stance against plagiarism and expects all editorial board members to comply.

