

**University of Baltimore Law Journals Write-On Process**

 The Write-On Process is an opportunity for a rising day second year day and evening students and third year evening students to complete a Write-On Petition shortly after the conclusion of spring semester finals. A Write-On Petition, which must be completed in ten days after it is released, consists of four documents. A case note, an editing exercise, a GPA Release Form, and a Petition Form. All documents will be available on TWEN when Write-On begins, and all completed documents must be submitted on TWEN before Write-On is over.

First, petitioners write a case note on a recently decided Maryland criminal case.  The purpose of a case note is to provide the legal community with an update on the law.  Significant rulings made by the United States Supreme Court, appellate courts, or the highest court of a state are frequently covered.  Practitioners, judges, and scholars frequently turn to case notes for summaries of an opinion’s facts and analysis, as well as an objective critique of a court’s reasoning. The case note evaluates analytical writing skills, as well as a petitioner’s ability to follow the detailed directions provided in the Write-On Packet. No additional or outside research is required or allowed, when writing the case note. Both journals publish student-written comments and recent developments. Writing is an important function of journal membership.

Second, there is an editing exercise that must be completed. This exercise evaluates the ability to recognize citation errors. This assignment is similar to the citation exercises in ILS. The major difference is that petitioners will use the rules governing law journals found in the white pages of the Bluebook (20th Edition). The exercise will be comprised of ten questions with several issues that need to be corrected for each question.

The Write-On process is the same for both *Law Review* and *Law Forum*. Petitioners will only submit one case note and one editing exercise. Petitioners will rank the Journal(s) they wish to apply for on the Petition Form. Petitioners will have ten days to complete their case note, editing exercise, as well as the accompanying forms. To maintain anonymity, all submissions will be identified only by Student ID (found on the back of a petitioner’s Bee Card). Failure to maintain anonymity may result in disqualification from the Write-On Process.

During Write-On, petitioners must work completely alone. The sole point of contact is the incoming Executive Editor of *Law Review*, Victoria (Tori) Devore—all questions during Write-On should be directed to her. A violation of this rule is considered an honor code violation.

 At the conclusion of the Write-On Petition, petitioners’ submissions are blind graded. Those selected, having also met GPA eligibility requirements, will be notified typically at the end of June and will serve in the upcoming year as Staff Member on their assigned journal.

***Law Review* Specific Information**

1. **Publication Duties:** *Law Review* Staff Members are the foundation of the publication process. Staff Editors’ responsibilities include performing cite checks and proofreading articles. Cite checks ensure that publications are accurate and that articles published in *Law Review* reflect the current state of the law. In performing cite checks, Staff Editors are assigned a range of footnotes to ensure that every assertion the author makes is attributed to a specific source and is actually supported by that source. Staff Editors also review the portions of the article they are assigned for grammatical and substantive inaccuracies.
2. **Writing Requirement:** *Law Review* Staff Editors must complete one scholarly writing assignment during their first year of membership: a student-written Comment. Subject to a faculty member’s approval, a student’s Comment fulfills the upper-level scholarly writing requirement and can be chosen for publication in *Law Review*. To help with this, Staff Editors are assigned an Associate Comment Editor who will help guide them through the Comment writing process. In addition to writing a Comment, Staff Editors also will write two Issues to Watch, which can be selected for publication on *Law Review’s* website. Issues to Watch are three to five pages and are written on current legal issues.
3. **Summer:** An orientation to welcome new Staff Editors will take place *prior* to the beginning of the Fall 2020 semester. During orientation, Staff Editors are introduced to *Law Review’s* policies and procedures and will receive their first assignments. A reception usually follows afterwards. Orientation is typically held at the end of July and is **mandatory** for all new Staff Editors.
4. **Credits:** All Staff Editors receive one credit per semester by completing sixty hours of work that must be documented using the time tracking tool Clockify. After serving as a first year Staff Editor, students have the opportunity to run for an Executive Board position or an Associate Board position. If elected, the credits vary from one to three credits per semester depending on the position. (Please keep in mind that full time students may take up to sixteen credits each semester and should plan their schedules accordingly.)

***Law Forum* Specific Information**

1. **Writing Requirements**: *Law Forum* Staff Editors must author two Recent Development pieces of publishable quality (one per semester).  After a series of peer edits, Staff Editors anonymously submit their articles to the *Law Forum* Editorial Board to be considered for publication.  The Editorial Board selects eight to twelve authors for publication based on the quality of writing and analysis.  *Law Forum* Staff Editors must also author a Student Comment. Student Comments must be written on a topic of current controversy that is rooted in Maryland law.  The Student Comment process begins with Topic Selection in the Fall and is completed with a final, anonymous submission in the Spring.  The *Law Forum* Editorial Board will provide a detailed schedule of intermediate deadlines and instructions during the Fall semester.  Subject to a faculty member’s approval, Student Comments may fulfill the law school’s upper-level writing requirement.  The Editorial Board will select exceptional Student Comments for publication based on the quality of writing and analysis.
2. **Summer**: Staff Editors selected through the consolidated write-on competition must participate in the *Law Forum* orientation, which is tentatively scheduled for **the end of July, 2020**.  During the orientation, new Staff Editors will meet all members and associate editors, review the *Law Forum* policies and procedures manual, and receive preliminary training on conducting cite checks and authoring a Recent Development piece. **Orientation is mandatory.**
3. **Credits:** First Year Staff Editors receive one credit per semester by completing sixty hours of work that is documented using the time tracking tool Clockify. After serving as a first year Staff Editor, students have the opportunity to run for an Associate Editor or Executive Board position If elected, students will receive two credits per semester. (Please keep in mind that full time students may take up to sixteen credits each semester and should plan their schedules accordingly.)