HARVARD LAW SCHOOL STUDENT JOURNALS OFFICE

JOURNALS HANDBOOK

Dear Editors and Journals Staff,

Welcome to the world of Student Journals at Harvard Law School! Our goal in the Student Journals Office is to provide students with opportunities to be involved in editing innovative legal scholarship, participate in invaluable critical thinking and writing in a wide array of legal fields, and be a member of a tight-knit community of students who are publishing cutting edge, high quality journals devoted to specific substantive areas of the law.

The thirteen student-edited journals at Harvard, in addition to the Harvard Law Review, publish innovative legal scholarship from top legal academics and practitioners from around the world, and have readerships that span the globe. Congratulations on being a part of such a rich history at HLS!

This handbook was designed to help journal editors and staff members manage the myriad responsibilities of creating a journal and being a part of the journals community—from printing the journal to managing the budget, sending files to the printer and planning event. The Student Journals Office is here to help you every step of the way, and can answer any questions you may have throughout the year. Do not hesitate to contact myself or any member of the Student Journals Office staff at any time for assistance.

I hope you find your journals experience to be a fun, educational, and enriching part of your time at Harvard Law School. Have an excellent year!

Best wishes,

Anna Bennett   Sheena Prosper   Jeffrey Dunn

TABLE OF CONTENTS

THE STUDENT JOURNALS OFFICE

What is the Student Journals Office?
The Student Journals Office exists to support student editors and staff throughout the entire journals production process. The staff will attend to all of the logistical background work, including subscriptions, will liaise with Christensen, our printer and distributor, overseeing subscriptions and finances, and distributions, so that editors and their staff can focus on the valuable editing and scholarship work of the journal. Their goal is to make student involvement in the journals a rewarding educational experience and to ensure that the Harvard Law School journals reflect the highest-quality scholarship and presentation.

Who is in the Student Journals Office?

Anna Bennett—Student Journals Administrator
anbennett@law.harvard.edu, 5-7450 (office) 413-207-1372 (mobile)
Anna oversees all aspects of journal production and distribution, and can answer any questions or concerns you may have related to authors, computers, permissions requests, budgets, events, subscriptions, journal staff issues, or anything that comes up along the way. Do not hesitate to contact her at any time via e-mail, phone, or by dropping by her office in Hastings Hall. Her door is always open, and she's available and open to talking to anyone about any need that arises as editors and their staffs move through the journals production process.

Sheena Prosper—Subscriptions Assistant
sprosper@law.harvard.edu, 5-3694 (office)
Sheena supervises the subscriptions for many of the journals, however, if you have any questions concerning subscriptions for your journal, do not hesitate to ask her. She has a database of all subscribers and can answer many questions relating to subscriber issues and any other questions you may have.

Jeffrey Dunn—Web Coordinator
jedunn@law.harvard.edu, 5-3738 (office)
Jeff can assist your journal with any and all questions or needs related to your web site, from writing and proofreading copy, updating your masthead, creating web forums and uploading PDFs of recent issues. He can also assist your journal with developing new online initiatives, or updating your current web site.

Location and Hours:
The Student Journals Office is located in the basement of Hastings Hall, and is open from 9:00am to 5:00pm, weekdays. Anna can be contacted via e-mail and mobile phone after hours.

Mailing and Contact Information:
Harvard Law School Student Journals Office
Hastings Hall -- 1541 Massachusetts Avenue
Cambridge, Massachusetts, 02138
+1 617-495-3694 (main office number)

+1 617-496-2148 (fax)

GENERAL INFORMATION

BACK ISSUES

The Student Journals Office has a library of nearly all copies of every issue of the 13 student journals, as does the Special Collections department at Langdell Library. These can be checked out with the Office or reviewed at Special Collections at any time. If you or anyone requires a copy of a book for personal use, all back issues of your journal are available exclusively from William S. Hein & Co., Inc., 1285 Main Street, Buffalo, NY 14209, or by contacting 1-800-828-7571, or wsheinco@class.org. Don't hesitate to contact a member of the Student Journals Office for assistance in working with Hein.

BANNERS

Each journal should have a banner with its name and logo to use at the Student Journals Fair in the fall, the Journals Launch Party in the spring, any conferences you may host, and other events in which you wish to promote your journal. If your journal's banner is lost or needs replacing, talk to Anna in the Journals Office.

BLUEBOOKS

The Bluebook, currently in its 18th edition, is the first resource to use in determining the appropriate source for a citation. Each journal should have several copies of the current issue of the Bluebook in its office, and journal staff are encouraged to purchase their own copy of the Bluebook from the Coop. There are a few copies in the computer lab for you to use, and the library has a limited number of copies that can be borrowed from the reading room, reserve and reference room.

If you have questions regarding navigating the Bluebook, finding appropriate rules for citations, and appropriate sources as mentioned in the Bluebook, please contact your journal's reference liaison in Langdell. They are Bluebook experts, and would be happy to help you. A listing of reference liaisons is in Appendix A.

THE BUSINESS CENTER

There is a Business Center for the use of all the journals in Hastings, in the long hallway in the basement and next to the BlackLetter Law Journal Office. The Business Center includes a photocopier/fax machine, a telephone, and a variety of supplies, including each journal's letterhead, paper, pens, FedEx supplies, etc. To use the telephone for long-distance calls, you'll need to enter your journal's phone code (ask your EIC for this). The phone number in the Business Center is 617-496-4273. The fax number is 617-496-4299. If supplies are running low, or you need more of anything, please contact Sheena in the Journals Office.

THE COMMON ROOM AND CONFERENCE ROOM

New to the Journals Office is the Journals Common Room—across the hall from the Computer Lab. It is a comfortable space for meetings, hanging out, and informal discussions. Journal Chats—informal gatherings hosted by the Student Journals Office staff—will be held every other Thursday after classes in the Common Room. The Conference Room is available to Journals staffs for large meetings and discussions.

To reserve the Common Room or the Conference Room for a meeting, please sign up for a time on the sign-out sheet posted in each room. Preference will always go to Journals, so if another non-Journal related activity is scheduled for a time your journal would like to meet, please let Anna know so she can contact the hosting organization in time for your meeting.

COMPUTER LAB & PRINTING
There are six computers with Microsoft software and internet access in the computer lab. These are community computers—you must use your journal's username and password to sign into them. Please sign out of the computer when you are finished to prevent locking, and only save to your journal's shared drive. There are two high-speed printers and six computers in the computer lab located in the Hastings basement. These printers and computers are available for use by any staff member of any journal to complete journal related work and print jobs.

Printer A is the large printer in the main room of the computer lab. It is a high-speed, high-volume, two sided printer. Printer B is a smaller printer in the small computer room. If you need toner for either computer or if the computers or printers do not seem to be working, please contact anyone in the Journals Office. After hours, please contact IT at 5-0722, or hlshelp@law.harvard.edu. IT is located in the basement of Hauser Hall.

COPY CARDS
Copy cards are available through Anna, and should be set up each semester. Please be careful not to misplace copy cards, as they are like debit cards without PIN numbers—they can be used by anyone who possesses them without ID. If a copy card goes missing, please let Anna know immediately so she can have it cancelled and re-issued.

Copy cards can be refilled at any time. To re-fill your copy card, send Anna an e-mail with the following information:

- Journal Name
- Card Number (8-digit number stamped on the card)
- Account Number (4-digit number written on the card)
- Amount to add to card

COPY MACHINE
The copy machine is for small copy-runs (less than 50 sheets per job) only. For large runs, please use the Copy/Distribution Center in Pound. To use the photocopier, you'll need to punch in the Student Journals Copy Code ______. Anna or Sheena can also provide you with this code. Don't hesitate to ask Anna or Sheena if you have any questions about the copier. If it becomes jammed, please let us know as soon as possible so we can have it repaired.

DEADLINES
The deadlines for the issue going to Contract Proof Stage are: Winter Issue-January 30; Spring Issue-May 31. For single-issue journals, the deadline is April 1. If you know you will may be late on your deadline, contact Anna immediately so she and the Journals Staff can notify subscribers.

JOURNAL MANUAL/OPERATING PROCEDURES
In going through the files we've found a few manuals from some of the journals, some of which are extremely outdated. If you have a manual for your journal, please send us the most updated version so we can keep a copy on file. If the previous editor did not pass on the manual for the journal or if you know that you've never had one, let us know. Each journal should have a manual on file in our office outlining procedures for the masthead, elections, etc.

KEYS
At the beginning of each semester, one editor from each journal should send Anna a list of people who need keys to Hastings Basement and your offices. People who need keys should be editors, managing editors, and any other major players on your journals team. You can add to

this list as you recruit new members. The keys will be ready for you to pick up from Edgar over at facilities in Holmes. If your outgoing EIC gave you a key, please let Anna know so she can make a note of it with facilities.

MAIL & FEDEX
Standard journal-business mail can be sent via HLS mail services by writing your journal's mail code (listed below as well as above the mail deposit box in Hastings) under the return address on your envelope. If you're sending a journal or bound book, we have book envelopes for every journal in the Business Center. Please write "Bound Printed Matter" on the envelope. Book mailings going overseas will require a customs form.

FedEx supplies—boxes, envelopes, and airbills—are in the Business Center. To be sure that HLS Journals is billed using our billing information, you must use the airbills provided in the Business Center. Please let Sheena in the Journals Office know if we are out of airbills. Write your journal's mail code in the Internal Billing Reference line, and deposit your package in the mail drop or at any FedEx location or drop box.

Mail Codes:

JOL--552421
CRCL--552422
ELR--552423
HRJ--552424
JLG--552425
ILJ--552426
LLR--552429
BLJ--552430
NLR--552431
LPR--552432
Unbound--552433

OFFPRINTS/REPRINTS
After you've received page estimates from Christensen, an EIC or ME should send author contact information and page counts to Anna so that she can contact authors about ordering offprints. Each author in your journal will receive 25 complimentary offprints and 2 full issues, and will be given the opportunity to purchase additional copies of their articles. Offprints are copies of individual articles made during the initial print run of the issue. These prints are generally less expensive because the set-up costs are covered by the printing budget.

If an author or reader requests copies of articles after the initial print run, we have to reprint the article with a new printer set-up, generally making these copies, or reprints, significantly more expensive. These copies are perfect-bound, meaning they will have the same look and feel of the journal.

We can also have reprints printed at the HLS copy center, but these copies will be cut and staple-bound. Although they have individual covers and the cost is significantly less expensive, the look and feel is less authentic.

PAGE LIMITS
Please remember as you plan your issues and make contracts with authors that you have a total page count maximum. For 2-issue journals, the total maximum of printed pages is 600; for single issues, your maximum is 300. This count is dictated by our budget allotment for printing—if you have a specific request for extra pages, you must apply for special funding.

PAPER
Each journal will be given one box of paper per semester for use in their office printers. The Journals Office staff will stock the printers in the Computer Lab each day with printer paper, and leave one ream out for printing in the evening. Should the Computer Lab printers run out of paper in the evening, you must use paper from your Journal's supply. If you go through your box, please let Sheena know so she can order you another.

The Journals waste over 1 box-worth of paper each academic year--$35 worth of paper! We will make every effort to keep the printers working efficiently and stocked with toner so that waste can be kept to a minimum, but please be careful when printing in the Computer Lab. Pick up your print-outs, and print double-sided if possible.

PERMISSION REQUESTS
Permission requests are granted for requests for non-profit or classroom use, mostly for faculty and practitioners making copies for a course book. If a request comes in from a company making a compilation of articles, and then selling it, even if they call it educational use, the University suggests a fee $25 per article and per use, and for non-educational or for-profit use, the Journals Office sends in a fee summons to the requestor. Permission and royalty fees are deposited into the journal's operating/printing budget, and are used towards offsetting the costs of printing.

Please forward all permissions requests to Anna (anbennett@law.harvard.edu) and she will take care of them for you.

PRODUCTION SCHEDULES
Once you've mapped out your production schedules, the Student Journals Office would love to have them on file in our office so we can better support you during your busiest times. This also assists us when subscribers call with questions about when the next issue is coming out.

REIMBURSEMENTS
Reimbursement forms for purchases should be turned in to Anna no later than 2 weeks after the purchase was made. Original receipts are required for reimbursement. Universal Expense Forms are available in the Common Room, or from the Student Journals Office Web site: http://www.law.harvard.edu/current/orgs/journals/journals-office.html

SUBSCRIPTIONS & CLAIMS
Sheena supervises the subscriptions for the journals, handles claims of missing issues, and processes checks and information concerning all payment information for your subscribers. If you have any questions concerning subscriptions for your journal, do not hesitate to ask her. She has a database of all subscribers and can answer many questions relating to subscriber issues. If you receive any subscription checks or inquiries, please bring them to her as soon asp possible for processing, or e-mail questions to sprosper@law.harvard.edu.

WEB SITES
Most of you are probably aware of this but in case you weren't, we now have our very own Web Coordinator! Jeffrey Dunn is able to update, troubleshoot, and even create a web site for you from scratch. If you need help learning how to make simple edits yourself or have a question you can e-mail him at jedunn@law.harvard.edu.

BUDGETING & FINANCES

Your journal has two budgets—your discretionary budget used for purchasing food (no alcohol unless it's provided for through Restaurant Associates) for events, community building activities, T-shirts for journal members, and general organizational needs—and your gift fund, used for conferences and symposiums and other purchases. Anna will give you a ledger for both of your accounts at the beginning of each academic year, where you should keep track of all expenditures in both of the accounts. One of the editors, acting as the Financial Officer, can keep track of the ledger and accounting, or you can elect or appoint a member of the journal to this position. At Mid-year, your Financial Officer will meet with Anna to compare notes on the ledger, and to check in on how your finances are doing.

General guidelines for using your budget are:

33 DIGIT BILLING CODE
All student organizations are assigned a unique 33 digit billing code. Student organization treasurers are responsible for knowing their code and should regulate internally who has access to this code to ensure proper use. Many services at the Law School, including Restaurant Associates (HLS Food Services), UIS (phone bills), Media Services (audio/visual), Harvard Printing and Publications Services (photocopying), etc. and all Harvard University departments use this coding system for billing. Treasurers should track these internal charges to ensure that the organization does not overspend its budget. If you have questions about any of these charges, please contact the Dean of Students Office.

REIMBURSEMENT FOR AUTHORIZED EXPENSES
The University's reimbursement system is used for any organization related expense that cannot be handled internally. Only expenses that fall within the University's guidelines can be reimbursed. Allowable expenses include any reasonable expense associated with the mission of the organization. Please visit http://vpf-web.harvard.edu/documents/pdf/actts_ubep_5_06_02.pdf for the University's complete list of unallowable expenses. If you are not sure whether an expense is allowed, please contact the Dean of Students Office before making a purchase. Reimbursements should be submitted promptly to ensure expedited payment.

To be reimbursed for expenses, you must submit:

- The original receipt, or the Missing Receipt Affidavit (available in the Journals Office or on the Journals Web site (http://www.law.harvard.edu/current/orgs/journals/journals-office.html)
- A completed Universal Expense Form (available from the Journals Office or on our Web site) including:
  - -The name of the person receiving the reimbursement;
  - -The local address and phone number of the person receiving the reimbursement;
  - -The legal address of the person receiving the reimbursement (the address put on tax forms);
  - -The Harvard I.D. number, if applicable, of the person receiving the reimbursement;
  - -The social security number (or federal tax ID) of the person receiving the reimbursement;
  - -The date(s) and description of expense;
  - -The signature of the person receiving the reimbursement
  - -The signature of the organization's financial officer.

* *Travel related reimbursements (particularly airfare, lodging, car rentals) have very specific requirements in terms of the receipts required. Please contact Anna if you plan on seeking reimbursement for travel.

BILLS AND INVOICES
If your journal has a bill or invoice that needs to be paid directly, please submit the original bill, signed by the EIC or Financial Officer, to Anna in the Student Journals Office. If you wish to have a bill sent directly to the Journals Office for payment, you should notify Anna in advance. The bill should include the name of the journal and the event to which the bill pertains.

CONFERENCES & SYMPOSIA

If your journal chooses to host a conference or symposium, please let the Anna in the Student Journals Office know immediately. She can assist you throughout the entire process of planning your conferences, including requesting space, ordering food, arranging travel for your guests, etc. When you meet with Anna you should have a proposed date and budget, but this can be further discussed as you flesh out the details.

Some general guidelines for planning a conference or symposium are:

SETTING A DATE

- Consider whether you'd like your conference to happen in the fall or spring. The spring tends to fill up pretty quickly with all of the events on campus, and there tends to be fewer conflicts in the fall.
- Once you've picked a date, get it on the calendar! You can do this through Anna, or by sending an e-mail to publicity@law.harvard.edu.

FUNDRAISING
If you would like to raise additional funding for conferences, symposiums, workshops, or larger scale events during the year, please contact Anna (anbennett@law.harvard.edu) to discuss how to do so. If you are planning to solicit funds from law firms, please consult the guidelines from the Alumni and Development Office, given in Appendix B of this handbook. To raise money externally, you must first contact Sara Bell (sbell@law.harvard.edu) in the HLS Alumni Office, 617-494-8160. The Alumni Office requires that you get approval before contacting firms or HLS alumni for donations to your conference.

There is also funding available from the Milbank, Tweed, Hadley & McCloy Student Conference Fund. To apply for funding through Milbank,

- Submit a brief description of the conference or symposium and a complete budget for the event to Anna Bennett, at least three months prior to the event.
- Upon review of the conference details by members of the Dean of Students office staff, the journal will be notified of the amount of the grant from the Milbank, Tweed, Hadley & McCloy Fund
- If your event is allocated funds, your journal must include recognition of the grant in the following ways:
  - -All advertisements including posters, e-mail announcements, web sites, and mailings must include a reference indicating Milbank, Tweed, Hadley & McCloy Fund Sponsorship
  - -Send a copy of poster or any other ads to the HLS Development Office

INVITING A SPEAKER

- Extend an invitation to the individual(s) you would like to speak
- If the person is a head of state, head of government, cabinet minister, or high

American official or leader, or can be considered “famous”, let Anna know as soon as possible about contacting the University Marshal’s Office. For more info on the Marshal’s office, visit http://www.marshal.harvard.edu/guidelines.html. Why contact the University Marshal?

-To make sure that another group or school has not invited the same person and make sure that once your organization extends an invitation, no other group sends a competing invitation.

-In certain cases, the President of Harvard or Dean Kagan may want to invite the person and the marshal can help determine that. In those cases, it will help your organization because some speakers will be more likely to come if they receive an invitation from the President or Dean.

- If the speaker or any of the invited guests needs accommodations for a disability, please contact Cathleen Segal (csegal@law.harvard.edu) in the Dean of Students Office.

RESERVE A ROOM OR ROOMS

- Fill out the room reservation form at http://www.law.harvard.edu/administration/eventsoffice/
- If you have any questions about the form, or about arrangements for your event, contact events@law.harvard.edu or visit the events office in Pound 208.
- Please note that completing the form does not constitute a reserved room. You will receive a confirmation from the events office once the room is scheduled.

RESERVE A/V

Contact Media Services to reserve a microphone, equipment for showing a Powerpoint presentation or a film. There is also a price list available.

SECURITY/POLICE DETAIL

High Profile or Controversial Speakers—many high profile speakers will bring their own security details (Supreme Court judges, celebrities, etc.) but if you have any concerns at all about needing extra security, let Anna know. She can help you make decisions on requesting extra security detail for your event. If you decide you need extra security, notify the Harvard Police of your event to request a detail officer at http://www.hupd.harvard.edu/forms/

PUBLICIZE THE EVENT

- Public and Community Calendar – Announcements on the calendar feed into news@law and the Events screen in the Hark Concourse. The form for putting an event on the calendar has been incorporated into the room reservation form. Or send an e-mail to publicity@law.harvard.edu.
- Postering – There are bulletin boards throughout the tunnels for postering. Anna can help you design posters, or put you in contact with Ethan Thomas from communications.
- Stuff Student Mail Boxes (Please note that boxes marked with a red dot can only be stuffed with flyers from Harvard Law School organizations.)
- Chalk Blackboards in Classrooms

REIMBURSING SPEAKERS

If the student organization has sufficient funding to cover expenses for a speaker, the speaker may be reimbursed directly. As with all reimbursements, the speaker must submit original receipts and a completed Universal Expense Form (available from the Student Journals Office).

- It is beneficial to complete this form while the speaker is on campus. The Conference Organizer/Chair should complete as much of the form as possible and get any additional information, including a signature, while the speaker is on campus.
- The Conference Organizer/Chair should collect receipts, or have the speaker send

original receipts after the trip is complete to Anna.

- The treasurer may also want to have the speaker sign a Missing Receipt Affidavit in the event that a receipt is lost.

If you have questions regarding reimbursing a speaker, please contact Anna (anbennett@law.harvard.edu) before the event begins.

AUTHORS & CONTRACTS

Editors are fortunate to have the opportunity to work with the top legal scholars from around the world. However, dealing with authors can sometimes be difficult. Some authors submit articles in less-than-stellar or incomplete form and expect student editors to do their work for them. Other authors rankle at student editing of their work.

All journals are required to have all authors sign a copy of an author contract (see a copy of the contract in Appendix B) detailing the rights and responsibilities of both the journals and the authors.

Once you accept an article from an author, you must send this contract to her/him immediately and get a signed copy before proceeding further. This contract will save you from problems down the road. Should an author wish to alter the contract in any way, please check these edits with Anna before officially signing off on them. You should also make a copy of all contracts and bring them to Anna to keep on file in the Student Journals Office.

Despite the contract and your best efforts at maintaining cordial and smooth relationships with your authors, problems can and do arise. If you need help in working with an author, please don't hesitate to contact the Student Journals Administrator for guidance and/or further assistance.

Christensen and the Printing Process

We are fortunate to work with one of the leading printers of law journals in the world, Joe Christensen, Inc. out of Lincoln, Nebraska. Our customer service representatives are Katie Smith (smithk@christensen.com) and Gayle Smith (smithg@christensen.com), though you'll be in contact with Katie during most of your work during the publishing phase of the journal. In keeping on track with your production schedule, making sure you are thoroughly editing and checking each proof you receive, you should feel confident that Christensen will assist you in publishing and printing the highest quality journals in a timely manner.

Katie's Contact information at Christensen is:

1540 Adams St. Lincoln, NE 68521
Phone: 800-228-5030
Fax: 402-476-3094
E-mail: smithk@christensen.com
Web: http://jci.mightydrake.com/public/index.htm

She is extremely reliable and can be reached via e-mail and telephone during regular business hours. Remember that Lincoln has a one hour time difference—if you phone her at 6pm EST, she may not receive your call in time, although you can refer your questions to any one of the representatives who answer your call at JCI, or contact Anna via e-mail or phone for any emergencies after regular business hours.

Also remember that JCI prints the law journals for over 20 of the leading law schools in the country—over 110 titles along with countless other legal journals and publications. The earlier you communicate your publication schedule with Katie, the better service JCI can provide.

Most of our journals are Full Composition Journals. For more information on Full Composition service and the publishing process, we'll leave it to the experts at JCI. The following is excerpted directly from their manual, and printed here with permission of Joe Christensen, Inc.

Full Composition Service

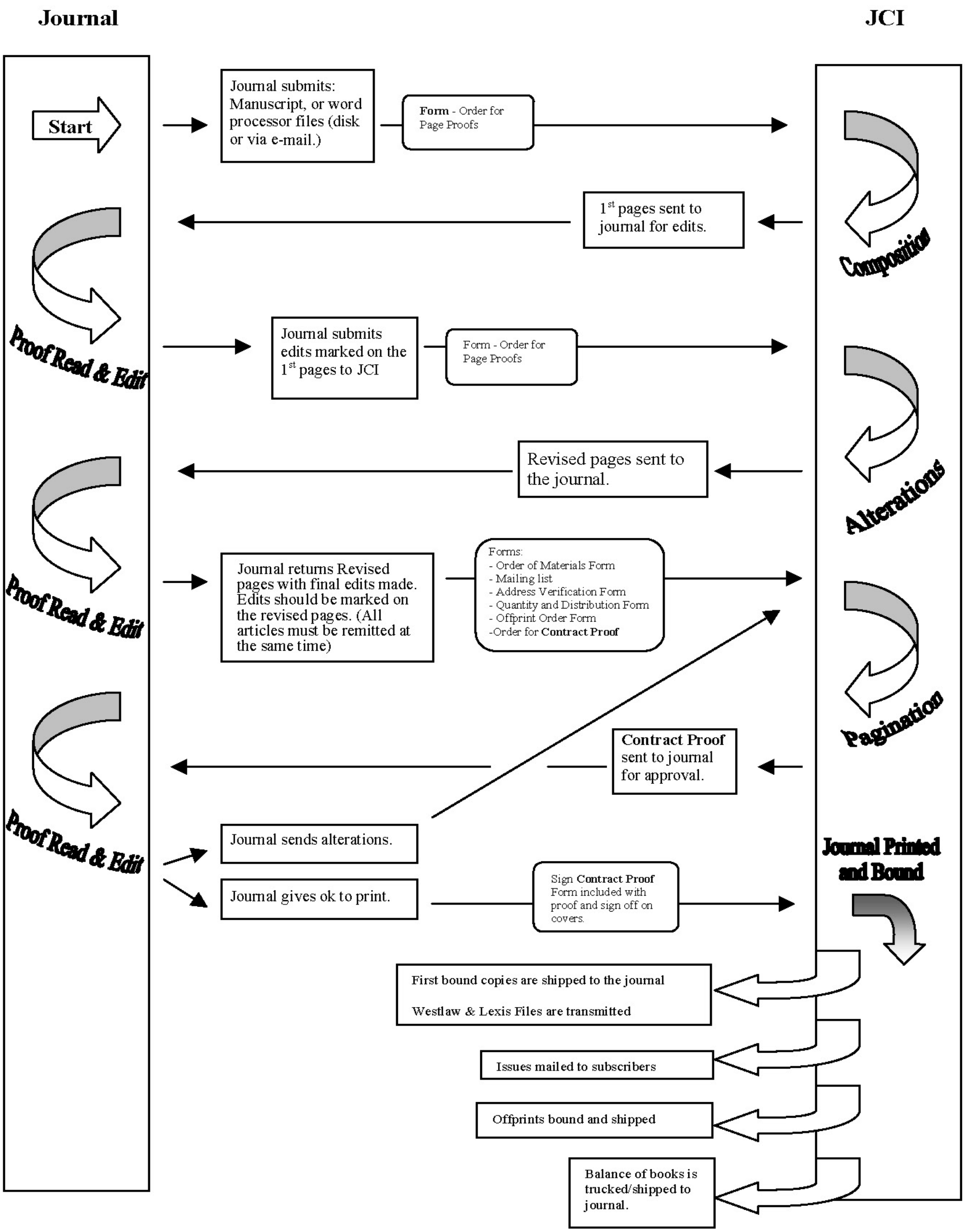
To understand this service, some background information is helpful. When printing an issue, formatting must be applied to the text so that each issue has consistent font, type size, header format, footnote styles, etc. The formatting is done with software that strips away all previous settings for fonts, type sizes, etc. that might be in an author's word file, and applies the appropriate settings for the journal's particular style using professional grade software.

In the case of a journal using Full Composition Service, JCI applies the formats to the articles. The journal's only responsibility for formatting the issue is coding (see page 30) the text so our software can identify each element that will receive a particular format. Some journals prefer this service because it allows them to concentrate on editing content and frees them from the production aspects of publishing.

Production of your journal progresses through four stages:

1) First Page Proofs
2) Revised Page Proofs
3) Contract Proof
4) Printing and Binding

THE LIFE CYCLE OF A JOURNAL



GETTING STARTED
Full Composition typically includes three editing stages: **First Pages, Revised Pages and Contract Proof.** During the course of these stages, your articles will be submitted, revised, and paginated.

To receive your **First Page** proofs, you will need to complete the following steps. Keep in mind that articles at this stage need not be submitted all at once. You may submit articles a few at a time or one by one – whatever is most convenient for you.

STEP 1 – Edit your article thoroughly. Correction costs can be lowered significantly if the article is well edited before you submit.

STEP 2 – Type codes into your Microsoft Word .doc or Word Perfect file (see page 19 for coding instructions).

STEP 3 – Complete an "Order for Page Proofs" form for each article and fax to JCI (You may also e-mail the form. Contact your Customer Service Representative for an electronic version of the form.)

STEP 4 – E-mail file as an attachment to our order desk at: **order.desk@christensen.com** (be sure to identify the name of your journal, the volume and issue, and what file you are submitting).

If you are unable to e-mail your files as attachments, you can mail them to us on a disk.

FIRST PAGE PROOFS
The files you submitted will be returned to the journal in First Page proof form, formatted according to journal style. Each article is paginated with temporary page numbers. Later in the process, when the order in which the articles appear in the issue is submitted (by completing the Order of Materials form), the pieces will be given the actual page numbers that will print in the issue.

Automatic citation referencing in your file will be maintained and will remain active during subsequent correcting cycles. The character "R" in the right margin of the proof indicates a line in which automatic referencing is active. Adding, deleting, or resequencing footnotes will cause these active citation references to change. Citations without an "R" in the margin are hard coded (meaning they do not rely on the program to put them in place, but rather have been put there manually) and will not change unless they are marked for alteration. Attempts to reference an undefined tag will place "???" at the invalid reference point and the word "ERROR" in the margin. You should always check the accuracy of all citations, both referenced and hard coded. (If your author will be editing his/her piece, have him/her do it now.) Proofread carefully and determine what alterations and corrections need to be made.

When you mark corrections on the proof, keep the following in mind:

- Identify printer errors (mark the correction and write "PE" in the margin). These are corrected at no charge.

- Make your corrections easy to follow. Do not draw lines and boxes all over the page. Use pen not pencil or colored pencil. Use correct proofreading mark up. (Proofreading markup is different from disk coding. E.g., don't ask for "bold" if you really want "cap and small caps").
  See pages 27 for Proofreading marks.
- Check running head for accuracy and for correct volume and issue information.
- Mark logos, section heads, and illustrations that are not already in place.
- If you add or delete footnotes, hard coded supra/infra cites must be changed by you. "R" referenced citations will update automatically. Deleting a footnote in the text does not delete the text of the matching footnote. You must mark anything that you wish us to change, delete, or move.

When you are ready to submit your First Page proof corrections, either mail or fax them to JCI for completion. The next proofs you will receive will be **Revised Pages**.

The "**Zero Correction Option**" is available for those occasions when you need to re-submit a file for First Pages and essentially—start over again. Occasionally you may find your-self looking at the First Page proofs of an article and find it was not edited as thoroughly as you had hoped, or maybe the *incorrect version* of a file was submitted to us in error for the first page proofs. In these types of situations, going through page by page, marking up corrections (and paying for those corrections) may not seem like a time or budget conscious way to proceed. Using the Zero Correction option means **First Page** corrections may be keyed ***by the journal*** in the file and the article resubmitted on disk or via e-mail at no additional cost.

***Note: When an article is resubmitted as a "zero correction" file, all previous work on the article in our files is discarded and we start fresh with the new file. This implies that the new proof you receive (Revised Page Proof*) must be proofread in its entirety. Any proofreading accomplished on the first version is not relevant. Also, any prepress or illustration expenses incurred on the first version will be incurred a second time on the second version.

*The new proofs will come to you as "Revised Pages" instead of "First Pages" because you have taken care of the corrections we at JCI would normally key for you, thus making it ready for the "Revised Pages" stage.

This option is available ***one time only per article***. Additional resubmissions of corrected files will be reprocessed at an additional charge.

There are other composition-related items to attend to during First Page proofs stage:

- *Special pages* (such as the table of contents page, board of editors page, cover, etc.) should be sent in as early as possible. Copy for each page must be included. Send Microsoft Word or Word Perfect files for new or heavily edited pages. Send a photo-copy from your most current issue for pages that will be duplicated or have only minor edits (simply mark up the photo copy with necessary edits).
- *Photographs* that will appear in the journal should be sent at this time. Include special placement instructions, captions, or photo credits. Secure copyright releases if necessary.
- *Tables, formulas, and illustrations* take additional time to prepare—plan on a

minimum of three additional days. It is best to send these as early in the process as possible. If an electronic version is available please send it, along with a hardcopy for our reference. Attach a separate transmittal form to the hardcopy for identification purposes. Complex composition and art work done in our plant will result in extra charges.

- *Advertisements:* When submitting advertisements for your journal, the preferred format is either an Adobe Acrobat PDF file or a postscript file. Be sure to specify one of these formats when contracting with your advertisers. If you have any questions concerning formats, please call our Customer Service Department.
- *Order of Materials Form:* If you would like your next set of proofs (Revised Pages) to return with the correct pagination (rather than temporary numbers) you will need to fill out the "Order of Materials Form" and send it back with your corrections. This form indicates the order of the articles in the issue so we can paginate accordingly.
- *Offprint Order Form:* This would be an ideal time to begin finalizing your authors' offprint orders. You will be required to submit this form later in order to obtain your final proof (Contract Proof) and if some of your authors are slow to respond, this might cause your final proof to be delayed. The sooner you can finalize your author's offprint orders, the better.

REVISED PAGE PROOFS

After you submit your corrections to your First Page proofs, JCI will key those corrections (or reprocess your file if you have utilized the Zero Correction Option) and send you a new set of proofs. This round of proofs is referred to as Revised Page proofs. When you receive your **Revised Page proofs**, you will need to complete the following steps so that you may move on to the final stage "**Contract Proofs**":

STEP 1 – Return all articles marked up with corrections. JCI will enter the edits and proofread the changes. Be sure to return ***all*** articles to JCI at the same time. We cannot generate the final proof (**Contract Proof**) unless all the articles are resubmitted at the same time. *Note: If you have not already submitted materials for your special pages* (e.g. Table of Contents, Board of Editors page etc.), *you will need to do that at this time.*

STEP 2 – Fax or mail the necessary forms so we may generate your **Contract Proof**. The following forms are required:

✓☐ Order of materials
✓☐ Order for **Contract Proofs**

STEP 3 – E-mail the order desk the mailing list you wish to use for the issue.

CONTRACT PROOFS

After submitting your edits to the Revised pages, and necessary forms, you will receive the **Contract Proof**. This is the last stage. You will receive pages prepared from our imposition software.

Imposition software pages are characterized by page trim markings and shaded areas that designate non-printable space.

Your edits at this stage should be fairly minor. Any corrections you make should be marked on the proof and faxed or mailed to JCI. If there are *20 pages or less with corrections, your book will be scheduled for press and a completion date reserved.* If, however, you need to correct more than 20 pages in the proof, you will need to see another round of proofs before you may approve it for press.

SCHEDULING INFORMATION
Due to variations in arrival time, the arrival day is not counted as a working day. "Working days" include all days except Saturday, Sunday, and the following:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. July 4th
5. Labor Day
6. Thanksgiving Day
7. Friday after Thanksgiving
8. December 24th
9. Christmas Day
10. December 31st

Large numbers of author's alterations require scheduling additional work days.

Schedules can be custom tailored. Each request will be treated individually and accommodated if possible. There will be corresponding adjustments in prices. Call for further information.

PRINTING, BINDING AND DISTRIBUTION
The press or printing stage breaks down into several distinctive operations.

- Press plates are prepared for the entire journal.
- Large web presses print the inside textual part of the journal in sixteen page signatures. Covers are printed on smaller sheet-fed presses.
- Printed signatures move to the bindery line where they are gathered together and receive covers.
- The bindery line continues non-stop to a high speed cutter that trims the books to their final size.
- As first bound copies go out the door, subscriber mailing begins. Once the mailing is completed, remaining issues are boxed and shipped.
- Files are transmitted to Westlaw and Lexis.
- Offprints are assembled and bound in separate covers. Each is shipped to the address specified.

That completes one issue of your journal . . . as you turn your attention to the next issue—an ongoing process.

How to Code & Prepare Your Files for Formatting

Take the time to edit your pieces thoroughly and completely. Take time to finish your footnotes instead of sending them partially written. Sending the article to us before it is ready will add time and expense to your production schedule. You should also avoid translating your file back and forth between different word processing programs or different versions of one program.

Our printer codes are very simple. There are three reasons for this: it takes you less time, there are fewer coding errors, and it is easier for us to process. Generally, the quality of the page proofs we return to you will be in direct proportion to the printer coding in your disk file. (Printer codes and examples of their use begin on page 30.) The codes will call initial type, point size, spacing, and justification for your journal's style:

Footnotes will ***not*** need to be coded. Using the footnote function of Microsoft Word or Word Perfect will insert the necessary information into the file and will be sufficient for our software to recognize and format them. However, be sure that your footnotes are "auto numbered" and ***not*** "custom marked", as "custom mark" does not allow our software program to number your footnotes in sequence.

The following are examples of items that will need printer codes in order to be formatted correctly:

- o Title
- o Author name
- o Subhead
- o Indented quote
- o Article table of contents
- o Index

In order to produce page proofs for your journal from your electronic files, your original files must undergo substantial modification. Fonts, type sizes and spacing adjustments in the file must be stripped out and the text must be reformatted to journal-specific styles. It may not be obvious that there is a significant amount of manual editing included in this process.

Our operators are skilled and very accurate in interpreting journal files but, because there is always the risk of occasional error, you should thoroughly proofread any proofs that are produced using your file as the source.

This is doubly important when you resubmit a file (Zero Correction option). Even though you have edited an existing file, our system requires that all of the translating and formatting has to start over, without any reference to manual editing decisions in the previous version of the file. **All** of our work on the previous version of the file is discarded and we start fresh with the new version of the file. Changes that you ask us to make as we process your file material are only made in our working files. We make no changes to your original files.

Now that you have the general idea of how your file will evolve in the process, you are ready to begin coding your file. The next page lists the codes you will need to insert into your word processing document. All that is required of you is to identify the part being coded, manually type the code in and you are finished. If you have any questions about coding, please contact your Customer Service Representative.

A list of printer codes is on the following page.

PRINTER CODES

Code	*Explanation*
=rh	Identifies the running head for an article. The =rh should be followed by the running head text and **appear as the first entry in the file**. Example: =rhRunning Head Text Etc.
=h1	Identifies the title of the article. It is for articles that have the author's name immediately following the title, at the beginning of the file. The =h1 should precede the title; an @ symbol should follow the title. It should appear as the second entry in the file. Example: =h1This Is a Title@
=h2	Also identifies the title of the article. It is used instead of =h1 for articles that have the author's name at the end of the text. The =h2 should precede the title; an @ symbol should follow the title. It should appear as the second entry in the file. Example: =h2This Is a Title@
=n1	Identifies the author's name when it immediately follows the title at the beginning of the file. This will be the third entry in the file. The=n1 appears in front of the author's name; an @ symbol should follow the name. Example: =n1John Q. Author@
=n2	Identifies the author's name. It is used instead of =n1 for author's names that appear at the end of the text. This will be the last entry in the file. The =n2 appears in front of the author's name; an @ symbol should follow the name. Example: =n2John Q. Author@
=ab	This identifies an abstract. Type =ab **on a line by itself before the abstract**. End the abstract with an @ symbol. Example: =ab This is the text of the abstract@
=xt =ft	This identifies an indented quote. Type =xt **on a line by itself before the quote**. End the quote with =ft, also on a line by itself. Example: =xt This is the text of the indented quote. =ft
=s1	This code identifies first level subheads. These subheads usually begin with I, II, III, etc. Type =s1 in front of the subhead and an @ symbol at the end. Example: =s1I. Introduction@
=s2	This code identifies second level subheads. These subheads usually begin with A, B, C, etc. Type =s2 in front of the subhead and an @ symbol at the end. Example: =s2A. This Is a Subhead@
=s3	This code identifies third level subheads. These subheads usually begin with 1, 2, 3, etc. Type =s3 in front of the subhead and an @ symbol at the end. Example: =s31. This Is a Subhead@
=s4	This code identifies fourth level subheads. These subheads usually begin with a, b, c, etc. Type =s4 in front of the subhead and an @ symbol at the end. Example: =s4a. This Is a Subhead@

ARTICLE TABLE OF CONTENTS
If your article has an individual table of contents, you may create it by using the program features of your software or type it into place. If you type it, the entries in the table of contents should be **identical to the subheads in the text** (our software's automatic referencing compares table of contents text with subhead text to create the reference and will not perform properly if the text does not match. So it is important to be accurate). Type zeros instead of page numbers. We will add automatic referencing commands that will insert the correct page numbers.

INDEXES
If your journal has an index, code it as follows:

=t1First level index entry@page#
=t2Second level index entry@page#
=t3Third level index entry@page#

Here is an example:

=H1AUTHOR INDEX
=t1Adams, Joe Q., The Distinction of Coding Documents for JCI@459
=t1Doe, Jane A., What It Takes to Format a Full Composition File@471
=t1Public, John Q., Another Great Work for JCI Customers: The Guide to Better Coding and Perfection of Files@501

Here is an example of what your document might look like after running it through our system. Keep in mind, each journal has its own individual style for indexing, so your journal's style may look different than this. The thing to keep in mind is that JCI knows what style your journal uses, we just need the file to be set up in such a way that our software can identify the different levels so it can apply the appropriate formatting.

AUTHOR INDEX

Adams, Joe Q., The Distinction of Coding Documents for JCI 459
Doe, Jane A., What It Takes to Format a Full Composition File 471
Public, John Q., Another Great Work for JCI Customers: The Guide to Better Coding and
Perfection of Files 501

The codes =t1, =t2, =t3 identify levels of **indentation** rather than style. **If the entry has no page number or the page number is not separated from the text by leaders (....) or space, eliminate the "@page#" sequence.**

A subject index, which will probably have several levels of material—including ones without page numbers—will also begin with an =t1 printer code, **(the sample index below is only demonstrating printer codes and is not meant to define a *required* style; many subject indexes do not follow this style but do include multiple levels):**

=s1**L**
=t1LAW SCHOOL
=t2First Year Experience
=t3How to Prepare for Exams@33
=t3What Professors Expect@90
=t1LEGAL EXPERIENCE
=t2Experience Builders
=t3Internships@45
=t3Clerkship@70

The above sample might come out of our system looking like this (**remember, each journal has its own individual style, this is just to illustrate how coding helps us format your files**):

L

LAW SCHOOL

First Year Experience

How to Prepare for Exams 33

What Professors Expect 90

LEGAL EXPERIENCE

Experience Builders

Internships 45

Clerkship 70

ILLUSTRATIONS, PICTURES, TABLES AND EQUATIONS

When you wish to include an illustration, table or equation in your piece, it is best to leave the formatting to us. For tables and equations, leave them in your word file as they are. Then when you send the files to us for formatting, include a hard copy so we can make sure the format you intended stays intact. As for illustrations, send us either good quality camera ready copy, a negative or the actual photo. If you have the illustration or picture on disk or file, please call us about its usability.

ITALICS, CAPS AND SMALL CAPS, AND BOLD FONT

For *italic* font: Use the italic attribute of the font. The underline feature may also be used to designate italic font.

For Caps and Small Caps font: Use the small caps attribute of the font. Alternately, the bold feature may be used to identify cap and small cap font. Type the material in cap and lower case letters. (Do not type the material in all large caps and do not use the "small" attribute. This method of making cap and small caps relies on point size changes and is not an actual font.)

For **bold** font: Type =fb in front of the phrase to appear in bold font. Type =fn immediately after the phrase.

Eg. =fbI want this phrase to be bold.=fn

It is always necessary to end a change-font-attribute command before entering a new one. If you overlap these commands the result will be different from what you intend.

For example: if your code sequence looks like this—

<begin italic>this is text<begin small cap> <end italic>some more text<end small cap>

the result will be—

this is text some more text

The ending change-font-attribute command (in this case <end italic>) returns the font to its normal roman typeface and erases the effect of the beginning small cap command.

However, if your code sequence looks like this—

<begin italic>this is text<end italic> <begin small cap>Some More Text<end small cap>

the result will be—

this is text SOME MORE TEXT

The ending change-font-attribute command is in the correct position to allow the beginning small cap command to function. Note that Cap and small cap material is typed as Cap and lower case and the font attribute "small caps" is selected. Cap and small caps material is not typed in "all caps."

FONT CHANGES

Typed characters should always come from the "book" font for the article. The "insert—symbol" combination will display the additional characters that are available from its extended character set. Our translation program is designed to recognize the standard extended-character postscript-font letter, number, and symbol character map positions and reproduce that information into our working file. It does not recognize font changes or the character location changes that a change in font may create. If you need a character or a symbol that is not available in your font, include that information with your disk submittal so that we can include it in the proofs we return.

PARAGRAPH INDENT

Four spaces or a tab at the beginning of a line calls a paragraph indent. A paragraph indent at the beginning of an abstract or an indented quote should also be keyed with four spaces or an initial tab. Automatic paragraphing should not be used.

SPACES

Spaces should only be keyed with the space bar. Do not add extra spaces between words unless you expect those spaces to remain in your proofs.

QUOTATION MARKS

Quotation marks can be keyed either as the standard keyboard character or input as a character-mapped "smart quote." "Smart quotes" specify different characters for opening and closing quotes. The "keyboard quote" repeats the same character for both opening and closing quotes.

Our translation program pairs keyboard quotes—turning the first one it encounters into an opening quote and the next one into a closing quote. If a quotation mark is omitted the remaining quotes in a paragraph and its accompanying footnotes will be backwards. "Smart quotes" remain just as they are typed and are not affected if one is missing.

It is all right to use both types of quotation marks within an article or a paragraph as long as each pair is in the same style. If you key the first quote of a pair from the keyboard and the second as a smart quote, subsequent keyboard quotes will be backwards unless or until another smart quote is used or you begin a new paragraph.

MISCELLANEOUS CHARACTERS

Hyphens and Dashes

Do not send files that have been hyphenated or justified by your word processor. If a word is hyphenated (e.g., twenty-six) type the hyphen in place. You may key two hyphens for an M-dash or key M- and N-dashes from the extended character set of your font. Key three hyphens for a lowered dash. If your program automatically converts two hyphens to an M-dash, that's fine.

Ells and Ones

The letter l ("ell") and the number 1 ("one") are different characters. The "ell" is narrower than the figure 1. If "ells" are typed instead of ones, it can be expensive to correct on your page proofs.

Ells (l)llll(l998) Ones (1)1111(1998)

Troubleshooting Your File

We recognize that it is difficult to have consistency in the files you are working with. Simply put—

- the author's original files were manipulated so that they would look good when they were printed out, and
- your staff has a variety of personal techniques that they are accustomed to using.

We offer the following suggestions that will make the transition from your disk file to our working file a smoother one.

WATCH FOR:

"small" instead of "small caps"

This method of creating cap and small caps relies on point size coding changes instead of calling a font attribute. The material must be retyped in cap and lower case characters (instead of all capital letters) and coded with the cap and small cap (or bold) attribute.

Font or point size changes

JCI formatting contains font, size, and spacing definitions that create your journal's unique "look." Consistency in formatting requires that author style formatting be stripped out. If you need a character that is not available in your font's extended character set, include that information with your disk submittal so that we can include it in the proofs we return.

Ignore footnote

This is a software initiated command in WordPerfect that occurs when the content of one footnote—along with its initial footnote codes—is placed into another footnote. WordPerfect realizes it cannot begin a footnote within a footnote so it replaces the second <begin footnote> command with its own <ignore footnote> command. When our translation program encounters the <ignore footnote> command, it places the rest of the footnote material into the text of the piece. The end result is that footnote text and regular text become scrambled, sometimes beyond recognition. We cannot process files that contain this command and will call you if we encounter one. The <ignore footnote> commands must be deleted manually by scrolling through the file with codes turned on. As far as we know, they cannot be located or removed with a global search and replace.

Text boxes, frames, and tables or charts within a file

Often this material does not translate due to its format. Send a separate hard copy of these items. If the material does not translate, a hard copy buried within the article may not be discovered.

File conversions
Converting a file up and down between versions of Microsoft Word or up and down between versions of WordPerfect or back and forth between Word and WordPerfect or back and forth between MAC and PC, will result in file incompatibilities. A software initiated <unknown> is one example of this incompatibility. Since JCI accepts both Microsoft Word and WordPerfect, the best choice is to leave the file in the original version of the program in which it was created.

WPTypographicSymbols font
When WordPerfect files are converted to Microsoft Word, some characters (such as quotation marks and section symbols) lose their identity—because they do not appear in the same position in WordPerfect and Microsoft Word character sets. The Word file identifies the affected characters as being in a WPTypographicSymbols font. When typeset, these symbols either print out the wrong characters or they are dropped completely. They must be replaced with the correct character from the same font as the rest of the piece. Most of these can be identified by doing a blank search ("Edit, Find") after selecting WPTypographicSymbols in the "Format, Font" option.

Dropped italic or small cap font change
Check that the first change-font-attribute is ended before another one is called.

Non-coded footnotes
Use the footnote function of your software to create footnotes/endnotes. Our translation program does not recognize a superscripted number as a footnote call in the text or as a beginning footnote marker.

Each footnote should be a complete unit. Do not split or combine parts of different footnotes for visual effect on your printed page.

To create footnotes in Word, select the **Insert** pull down menu and select **Auto Number 1,2,3** under **Numbering**.

Converting a WordPerfect file to a Word File

1) Open the article in WordPerfect, then Save As an .rtf (rich text format). Use the drop down menu of the SAVE AS screen.
2) Then go to Microsoft Word and open the .rtf file you created.

This method yields better (although not necessarily perfect) conversion than just opening the WordPerfect file directly in Microsoft Word. If your author can only send you a WordPerfect file and you do not have WordPerfect, request that he/she do the conversion to the .rtf file and send that format.

Use of styles
Do not use styles such as Emphasis, HTML Cite, HTML Preformatted, or Strong. Our translation program does not recognize styles as article formatting, but it does enter codes which must be removed or they will appear in your proof.

Partial Composition Service

JCI offers the Partial Composition Service to editors who want some of the benefits of Desktop Publishing, but will not accept the inherent DTP styling weaknesses in their final product. This service is a hybrid between Full Composition and our Camera Ready service. When selecting the Partial Composition Service, the editor carries the composition process as far as possible within the constraints of the Desktop Publishing software and then submits it to JCI for a final polish of the styling.

CONTRACT PROOFS

To receive your Contract Proof, you will need to complete the following steps:

STEP 1 – Edit the content of your articles thoroughly.

STEP 2 – Apply styles to the article using the JCI template. If you have any questions about how to use your macro, please call our tech support for assistance.

STEP 3 – Prepare the other items that appear in your issue.

- *Special pages* (such as the table of contents page, board of editors page, cover, etc.) should be sent in as early as possible. Copy for each page must be included. Send Microsoft Word or Word Perfect files for new or heavily edited pages. Send a photocopy from your most current issue for pages that will be duplicated or have only minor edits (simply mark up the photo copy with necessary edits).
- *Photographs* that will appear in the journal should be sent ahead of the rest of the issue if possible. Since photos require additional pre-press time it is best have JCI prepare them before the rest of the issue arrives. Include special placement instructions, captions, or photo credits. Secure copyright releases if necessary.
- *Tables, formulas, and illustrations* take additional time to prepare—plan on a minimum of three additional days. It is best to send these as early in the process as possible. If an electronic version is available please send it, along with a hardcopy for our reference. Attach a separate transmittal form to the hardcopy for identification purposes. Complex composition and art work done in our plant will result in extra charges.
- *Advertisements:* When submitting advertisements for your journal the preferred format is either an Adobe Acrobat .pdf file or a postscript file. Be sure to specify one of these formats when contracting with your advertisers. If you have any questions concerning formats, please call our Customer Service Department.

STEP 4 – Fax or mail the necessary forms so we may generate your Contract Proof. The following forms are required.

✓☐ Order of materials
✓☐ Order for Contract Proofs

STEP 5 – E-mail your Microsoft Word .docs and your mailing list files to the order desk at: order.desk@christensen.com (be sure to identify the name of your journal, the volume and issue, and what file you are submitting).

If you are unable to e-mail your files as attachments, you can mail them to us on a disk.

When we receive your materials, your files are translated into our working files, processed and paginated. A final pagination check is made and your Contract Proof copy is prepared. Contract Proof pages are characterized by page trim markings and shaded areas that designate non-printable space.

The journal should thoroughly check the Contract Proof pages for content, pagination, and order to ensure that all files have translated accurately. Cross check names, dates, titles, and page numbers. After the journal has completed its final check, the book is ready to print. Return the Contract Proof with any final edits marked in the margins via fax or mail. (We cannot accept telephoned change-requests to Contract Proof pages.)

Twenty or more pages with changes requires another round of proofs you will need to approve before a press date will be scheduled. Fewer than twenty pages does not require an approval to print; a press date is immediately reserved. You will receive a courtesy copy of the corrections. At this time your issue's production has already begun and additional alterations will be costly. If there are no additional corrections and the Contract Proof is OK to print, a completion date for printing and binding is scheduled.

SCHEDULING INFORMATION

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3. Memorial Day
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- Files are transmitted to Westlaw and Lexis.
- Offprints are assembled and bound in separate covers. Each is shipped to the address specified.

That completes one issue of your journal . . . as you turn your attention to the next issue—an ongoing process.

Author's Alterations

Author's alterations are charged by the "correction" rather than by the "line." Under a per line quotation it is normal to count all lines changed. This means

- ☐ If you add or delete a character or word and it affects the rest of the lines in a paragraph, you pay for all those lines.
- ☐ If you have a piece with 200 footnotes and you add a new footnote at footnote number ten, you would have 190 author alterations in the text and 190 author alterations in the footnotes for renumbering.

Our per correction charge treats the addition of a word or character within a paragraph as one correction, regardless of the number of lines that change. Adding a new footnote results in only two corrections—one for the footnote addition in the text and one for the footnote addition in the footnotes. There is no charge for the renumbering of other footnotes.

Our method of counting corrections is very simple.

- ☐ An addition, regardless of length, is counted as one correction.
- ☐ A deletion is counted as one correction for each line or part of a line deleted.
- ☐ Two or more additions or deletions in one line are counted as one correction.
- ☐ Changing one group of words to another group of words is counted as one correction.
- ☐ Moving a comma, a word, or a group of words to another place is counted as one correction.
- ☐ Changes in order of citations or blocks of type are counted as one correction for each citation or block moved.
- ☐ An addition or deletion of a footnote is counted as one correction in the text and one correction in the footnotes, if the footnote is one line. See point 2 for longer footnote deletions.
- ☐ No page remake charge at revised pages for our full composition service.

Proofreading

Bf caps Jim Meets Long John Silver

¶ / / you Now to tell the truth, from the very first
caps mention of long John in Squier
v / Trelawneys letter, I had taken a ~~great~~ fear
very in my mind that he might prove to be the
1/H / m one legged sailor who I had watched for so
lc / / 2# long at the Old Benbow.

\# But one lookat the man before me
⊙# was enough I had seen the captain and
* Black Dog and the blind man Pew, and I
what / / 1/M thought I knew a bucanneer was like a very
different creature, according to me, from
a / 1/H this cleen and pleasant tempered
¶ landlord. I plucked up courage at once,
tr crossed the threshold, and walked up right
\# to the man where hestood propped on his
crutch, talking to a~~ny~~ customer.

Insert rule

¶ Insert * One of the pirates.

/ ital / c&sc Treasure Island by R. L. Stevenson

JIM MEETS LONG JOHN SILVER

Now, to tell you the truth, from the very first mention of Long John in Squier Trelawney's letter, I had taken a fear in my mind that he might prove to be the very one-legged sailor whom I had watched for so long at the old Benbow. But one look at the man before me was enough. I had seen the captain and Black Dog,* and the blind man Pew, and I thought I knew what a buccaneer was like—a very different creature, according to me, from this clean and pleasant-tempered landlord.

I plucked up courage at once, crossed the threshold, and walked right up to the man where he stood propped on his crutch, talking to a customer.

*** One of the pirates.**

***Treasure Island* by R. L. STEVENSON**

¶ New paragraph

no ¶ No paragraph

tr Transpose—used in margin

Transpose—used in text

sp Spell out

Insert space

eq.# Equalize space— used in margin

Equalize space— used in text

^ Caret—general indicator used to mark exact position of error in text

lc Change to lower case—used in margin

/ Change to lower case—used in text

Superior—number or letter above caret

Inferior—number or letter below caret

Close up

Move this to left

Use italics—used in text

ital Italics—used in margin

Small caps—used in text

sc Small caps—used in margin

Caps Capitals—used in margin

Capitals—used in text

Rom Roman type

bf Bold face—used in margin

Bold fact—used in text

p.c. See copy

Move this to right

stet Retain as is

wf Wrong font

Upside down

Move this up

Move this down

? Insert question mark

Insert period

Insert colon

Insert comma

Insert semicolon

Insert quotation marks

Insert hyphen

Insert dash

Take out

Insert apostrophe

|| or = Line up

Run in on same line

(/) Insert parentheses

[/] Insert brackets

OK? Is this OK?

Damaged

Center horizontally

Center vertically

Note: Colon and semicolon are handled differently to distinguish them.
Likewise with comma and quotes.
Instructions to printer are **written**; corrections **printed**.
Corrections on proofs are always clearly marked in the **margin.**
Corrections on manuscript may be made within the line so long as it is clear.

Glossary of Terms

Accountable Editor—One responsible for making decisions and answering questions.

Additional Entry—Form 3510 is the “additional entry” form that periodicals journals must file with the Post Office to authorize mailing of their journal from JCI’s location. It must be on file before the journal’s first issue is mailed.

Contract Proof—The final proof your journal will receive. This is the third stage in the Full Composition Service.

First Page Proofs—Is the first stage of Full Composition. At this stage the journal staff sends an article to Joe Christensen, Inc. for the first time. The article can be typed manuscript or word processor file.

Full Composition—Customer provides JCI with word files or manuscript and the formatting is done by JCI software. This service generally includes three stages—First page proofs, Revised page proofs, and Contract Proofs.

JCI DTP Templates—Our desktop templates for Word produce pages that replicate the journal's existing style. We supply full instructions and technical support for using these macros. If you would like to reach our Tech Support Desk call 1-800-228-5030, 7:00am - 3:30pm Central time. Of course you are always welcome to e-mail your questions during or after business hours. Please e-mail to: **tech.support@christensen.com**

Offprints—Offprints are copies of articles that are bound separately in individual covers. All offprints are perfect bound. They are prepared after the regular issue has been mailed, and sent to the address(es) you specify. Offprints that are printed at the same time as the issue are the least expensive.

*Partial Compositio*n—Customer uses a template, provided by JCI, to format the issue. The formatted material is submitted as Microsoft Word files. Files are processed and paginated for proofs by JCI software. The proof created is intended to be final and additional proofing stages are not anticipated.

Printer Codes—The codes you will incorporate in your word files when using our Full Composition Services. They enable our software to recognize what style or format needs to be applied and where. See page 30-34 for the printer codes and coding information.

Reprints—We can reprint articles for you from issues that have already been printed. Reprints are always perfect bound. They are more expensive than offprints produced at the same time as the issue. This is due to set up costs, which normally are absorbed by the journal at the time of the original print run. Call us for a quotation if you need to have an article or issue reprinted.

Revised Page Proofs—Articles will be returned to the journal after the corrections of the First Page Proofs have been incorporated—formatted according to journal style with footnotes in place. Pagination takes place at this time and unless the journal requests otherwise, hand corrected articles will be held until the entire issue can be paginated. Individual disk files, though, will be returned without pagination. This is the time to check your first page edits and touch up your pieces. A thorough re-reading of each piece will be time well spent. Pieces still needing major revisions should be sent through the revised stage another time.

Special pages—Includes such things as Table of Contents, Faculty pages, Board of Editors, Mailing Statement, etc.

The Student Journals Office would like to thank JCI for allowing us to excerpt generously from their Editor's Handbook.

APPENDIX A

Order for Page Proofs Form
Order for Contract Proofs Form
Order of Materials for Full Composition Service Form
Universal Expense Form for Reimbursement
Missing Receipt Affidavit

Order for Page Proofs

Each article requires a separate form.
(An electronic version available upon request.)

Journal Name:____Vol./Issue________________

Author's Name:____
Running Head:____
☐ Article ☐ Note ☐ Comment ☐ Book Review ☐ Other:_________________________

This submittal is:	for first pages	for revised pages
Typed Manuscript		
Disk File File Format_________		
Corrected Copy		
Special Pages		

Also included:
☐ Accents in this piece
☐ Graphs, tables, formulas with hardcopy enclosed
☐ Complete hardcopy
☐ Order of materials form
☐ Other____

Special instructions for this article:

Special instructions for mailing of proofs:

Signature________________________________Date______________Phone #____________

JOE CHRISTENSEN, INC.
1540 Adams St. Lincoln, NE 68521
Phone: 800-228-5030
Fax: 402-476-3094
E-mail: order.desk@christensen.com

Order for Contract Proof

Please send this form with your final set of page proofs.

Journal Name:__________________________________Vol./Issue______________________

Production will not be scheduled unless the following items are completed. Please initial each item.

______All pages and/or files included
______All edits marked in margins of proofs
______All running heads checked
______Volume, issue, and date on cover, spine, table of contents, masthead, etc. compared
______Titles and authors' names on cover, table of contents, articles, etc. compared
______Order of materials included if not previously sent
______Mailing list/disk or labels included or previously sent
______Completed mailing list verification form included or previously sent
______Special shipping or mailing instructions included or previously sent
______Offprint order forms completed and included
______Quantity and Distribution Order (with total quantity to print) completed and included

Note: Contract Proof corrections are expensive and time consuming. If there are extensive corrections on your revised pages, we suggest another set of revised pages instead of Contract Proofs. **Joe Christensen, Inc. will not accept responsibility for any corrections that are not marked on the Contract proof**.

Signature________________________________Date________Phone #____________

JOE CHRISTENSEN, INC.
1540 Adams St. Lincoln, NE 68521
Phone: 800-228-5030
Fax: 402-476-3094
E-mail: order.desk@christensen.com

ORDER OF MATERIALS FOR **FULL COMPOSITION SERVICE**

(Editor, please see instructions on back of this form.)

Journal Name, Volume/Issue:____Stage:____________________

COVER ____

INSIDE FRONT COVER ____

FRONT PAGES

i ____

ii ____

iii ____

iv ____

v ____

vi ____

vii ____

viii ____

ix ____

x ____

ARTICLES—Page numbers to begin with page number ___________

	Kind of Article	Author of Article	None	Article TOC	Photos	Tables included on disk	Charts/Graphs Tables/Artwork	Appendix	Other-Explain
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

BACK PAGES

B1 (Next odd Page)____

B2 (Next Page) ____

B3 (Next Page) ____

B4 (Next Page) ____

B5 (Next Page) ____

B6 (Next Page) ____

INSIDE BACK COVER ____

BACK COVER ____

Date ____________________________ Signed ____

PLEASE NOTE ON THIS FORM ALL REQUIREMENTS FOR SPECIAL SERVICES

UNIDENTIFIED REQUIREMENTS WILL **DELAY YOUR SCHEDULE**

INCLUDE ALL REQUIREMENTS FOR SPECIAL SERVICES

UNIDENTIFIED REQUIREMENTS WILL **DELAY YOUR SCHEDULE**

Identify, in the boxes provided, all special services required for articles in this issue of your journal. Items to be noted include:

* Article Table of Contents,
* Photographs,
* Tables that are included on your disks,
* Charts, Graphs, Artwork, Tables not on disk,
* Appendices, or,
* any other items that will require special attention from our prepress staff such as equations, foreign language phrases, or other unusual items that are not straight textual material.

If there are no unusual items, please mark None.

Material requiring special service is categorized into two types:

1) Material included on disk with the body of the article,
2) Material supplied separately from the article disk file.

Special Service Material On Disk. - We must be alerted to these requirements when we receive your disks. Otherwise, we cannot schedule them properly. If these requirements are not recognized until we process your articles, we will be unable to meet our schedule commitment. Unidentified requirements that are encountered while processing your disks will result in a two-day delay in the schedule.

Special Service Material Not On Disk. - This material, for example, masthead, charts, graphs, artwork, photos, etc., will be scheduled for a five-day turn-around. If you want to view proofs of these items (highly recommended) prior to completion of article processing, the material must be provided no later than 5 working days before you send your file(s) or CRC. Note that this type of material often has many corrections required on the first proofs. If you do not allow time for proofing and revising, it may not be complete at the time the articles are complete, and your schedule may be delayed.

If special service material (scheduled for five working days) and articles on disk or CRC pages, are processed concurrently, the entire issue will be scheduled for the five working day delivery schedule.

It is anticipated that the information on this form will need revision if new information about an article becomes available. Please make sure that an accurate date accompanies your signature so that the latest version can be clearly identified.

UNIVERSAL EXPENSE FORM

Note: Receipts must be received by the TRO within 60 days of the date expense incurred.

EMPLOYEE TYPE OR AFFILIATION

- O Harvard Employee
- O Affiliate/Harvard Student/Casual/Stipend- *Complete Non-Employee Section*
- O Invited Guest/Visitor – *Complete Non-Employee Section*

Date:

PAYMENT TYPE *(CHECK ALL THAT APPLY)*

- O Out of Pocket
- O GE Capital Corporate Card

Reimbursement **M**ethod

- o Direct Deposit
- o Paper Check

Harvard ID#:	Reimbursee or Cardholder Name:	Web Voucher/PO#:
Non-Employees Complete This Section.	**Social Sec/Tax ID#:**	**US Citizen or Permanent Resident: _______Yes _______ No** **Permanent Residents - Resident Alien Card # ______________** **If you are not a US Citizen or Permanent Resident, provide:** **Visa Type: Country of Tax Residency:**

BUSINESS PURPOSE (Detailed reason for expenditure. For travel or entertainment, include person and/or organization visited and location. Also include expense date range. List additional business purposes on page 2.)

	Date(s) of expense(s)	
#1		
#2		
#3		
#4		
#5		

SUMMARY OF EXPENSES (Room for additional expenses is available on page 2)

Business Purpose#	Description (date, detail, etc…)	Air/Rail Travel	Ground Trans.	Lodging	Business Meals	Other	Total
	Subtotals from page 2, if applicable:						
	LESS ADVANCES						**$**
	EXPENSE REPORT TOTAL:						**$**

TOTAL AMOUNT OF RECEIPTS UNDER $75 | **$** |

REIMBURSEE: ***I certify that these are all legitimate Harvard University business expenses. By signing this form you agree that no unallowable costs, including undocumented expenses under $75 are being charged to federal grants***

SIGNATURE: **Date:**

Reimbursee Permanent Legal Address:

Reimbursee Check Mailing Address, if different than Legal:

.

Preparer: ________________________________ *Phone:* ___________ *Approver:* ________________________________
(PRINT) ***(SIGNATURE)***

HARVARD UNIVERSITY UNIVERSAL EXPENSE FORM – SUPPLEMENTAL INFORMATION PAGE _____OF ____

Reimbursee or Cardholder Name: Web Voucher/PO#:

Departmental Accounting

The area below is for departments whose financial office requires this information for processing purposes.

This information will be captured in the Web Voucher System.

Business Purpose#	Amount	Tub (3)	Org (5)	Object (4)	Fund (6)	Activity (6)	Sub (4)	Root (5)
	$							

ADDITIONAL BUSINESS PURPOSES OR INFORMATION

	Date(s) of expense(s)	
#6		
#7		
#8		
#9		

ADDITIONAL EXPENSES

Business Purpose#	Description (date, detail, etc.)	Air/Rail Travel	Ground Trans	Lodging	Business Meals	Other	Total
	Subtotals, carry to first sheet						

Hints and policy notes:

1. You may attach an GE statement in lieu of completing the description section. Cross-reference business purpose to each item on the statement by writing the business purpose # next to the itemized lines.
2. Please refer to the ***Policy at a Glance*** or the complete travel policy at www.travel.harvard.edu.
3. To expedite processing, contact the **Travel and Reimbursement Office (TRO)** at 495-7760 with policy questions prior to submitting this form.

HARVARD UNIVERSITY
MISSING RECEIPT AFFIDAVIT

Please read the Missing Receipt Affidavit requirements on the back of this form. Missing Receipt Affidavits lacking the required information or documentation will be returned to the authorized signer.

Airline Ticket Receipts

☐ Attached is a copy or fax of the airline ticket receipt (last page of the ticket stub).

- OR - I certify that I have contacted the agency and was unable to obtain a copy of the ticket receipt. Therefore I have attached one of the following:

☐ A copy of the GE Corporate Mastercard statement

☐ A copy of the itinerary invoice and form of payment (i.e., credit card statement, cancelled check)

Hotel Folio

☐ Attached is a copy or fax of the hotel folio.

- OR - I certify that I have contacted the hotel and was unable to obtain a copy of the hotel folio. Please reimburse me based on the following information:

Dates	Hotel/City	# of Nights	Daily Rate*	Total

*Daily rate excluding taxes and service charges.

Car Rental Agreement

☐ Attached is a copy or fax of the car rental agreement.

- OR - I certify that I have contacted the rental car agency and was unable to obtain a copy of the car rental agreement. Please reimburse me based on the following information:

Dates	Rental Company	Car Class*	# of Days	Total

*C=Compact, M=Mid-size, F=Full-size

Meals (list each meal separately)

Date	B, L, D*	Restaurant/City	# of People	Total

*B=Breakfast, L=Lunch, D=Dinner (Note: if more than 1 person, please include business purpose on Expense Report or PCard Settlement System.)

Miscellaneous

☐ Attached is a copy of the PCard statement.

Date	Description (in detail)	Total

I, the undersigned, certify (a) that each expense described above, reported on expense report number ____________ or PCard transaction number ____, dated ____________ was lost or not obtained, and (b) that these expenses have not yet nor will again be submitted to Harvard University or any other organization for reimbursement or tax purposes.

Signature of Payee/Cardholder ____ Date ______________

REQUIRED

Authorized Signature ____ Date ______________

REQUIRED

DOCUMENTATION REQUIREMENTS

The University requires individuals to submit the following documentation to substantiate all expenses in excess of $75.

- Air/Rail – original ticket receipt
- Hotel – hotel folio is required for all lodging expenses, regardless of cost.
- Car Rental – car rental agreement receipt
- Personal Car Usage – receipts for tolls and parking and daily mileage log listing date, itinerary, and number of miles
- Meals/Entertainment – credit card receipt or cash register receipt (no restaurant tear tabs)
- Receipts must include the name of the vendor, location, date, and dollar amount.
- Detailed cash or sales receipts
- Packing slips with a dollar amount
- Subscription or dues forms

Please Note: Some schools require receipts for all expenses.

Transactions under $75 do not need receipts unless otherwise required by the individual school or because of conflict with funding agency requirements. Lodging transactions require hotel folio regardless of amount.

MISSING RECEIPTS

General

Individuals must attempt to obtain a copy of the original receipt from the vendor for all travel costs in excess of $75. Missing receipt affidavits must be signed by both the individual and authorized signer with a complete explanation of the expense if a copy of the receipt is unobtainable.

PCard Receipts

Cardholders are required to obtain original receipts for all transactions in excess of $75. If this is not possible, a missing receipt affidavit must be completed and signed by the cardholder and the PCard administrator.

Airline Ticket Receipt

In the event of a missing airline receipt (last page of the ticket stub), the affidavit must be accompanied by some form of documentation. The agency issuing the original ticket must be contacted and a copy of the receipt requested. All agencies are required by the Airline Reporting Commission to keep copies of every ticket they issue.

If the traveler is unable to obtain a copy of the airline receipt, acceptable alternatives are: A copy of the airline or agency itinerary showing form of payment, the GE Corporate Mastercard statement or cancelled check. <u>One</u> must be included with the missing receipt affidavit.

Hotel Folio

The IRS requires a hotel folio or itemized bill for all lodging reimbursements. The $75 limit does not apply to lodging expenses.

For complete information on expense reporting, please refer to the Harvard University Travel and Entertainment Policy and Reference Manual.

APPENDIX B

General Author Contract
Confidentiality Agreement
Fundraising Guidelines

Dear [__________________]:

This letter sets forth the agreement between the President and Fellows of Harvard College on behalf of [*Journal name*] (the "Journal") and you regarding an article you are writing for publication in the Journal under the working title "[*title*]" (the "Article").

1. The Journal is copyrighted by the President and Fellows of Harvard College, the corporate name of Harvard University. You will retain the copyright in your Article.

2. You grant the Journal the worldwide right to publish and to license others to publish the Article, and translations thereof into any other language, in any format and in any medium now known or hereafter invented including journals, magazines, newspapers, other periodicals, on the Internet, in reprints, in hard-copy or electronic anthologies with other works and articles from the Journal and other Harvard Law School journals, and in electronic archives and data retrieval services. The Journal's rights shall be exclusive until one year after first publication in any format or medium by the Journal. Thereafter the Journal's rights shall persist for the term of the Journal's copyright in the Journal issue in which the Article is originally published.

3. From your signature of this letter of agreement through the end of the one-year period described in paragraph 2, you agree not to publish, reproduce or distribute, or authorize the publication, reproduction or distribution of the Article in any format or medium without the express written permission of the Journal, except as otherwise permitted in this letter of agreement. However, this clause does not prohibit the circulation of working papers. You reserve the right to distribute single copies of the Article before publication to colleagues and policymakers provided that it is indicated on the manuscript that it is to be published in Volume [_] of the Journal and may not be copied without the written permission of the Journal. After publication by the Journal, you may distribute single copies of the Article (reprints provided to you by the Journal) as you see fit.

4. After the end of the time period described in paragraph 3, you will have the right to publish, reproduce and distribute, and to authorize the publication, reproduction and distribution of the Article as you deem appropriate, provided that you and your licensees acknowledge its initial publication in the Journal. The Journal will retain the rights set forth in paragraph 2.

5. Unless you notify the Journal in writing otherwise, the issue of the Journal in which the Article appears shall include a notice stating that the Article may be reproduced and distributed, in whole or in part, by nonprofit institutions for educational purposes including distribution to students, provided that the copies are distributed at or below cost and identify the author, the Journal, the volume, the number of the first page of the Article, and the year of the Article's publication.

6. You warrant that:
   a. You are the sole (or joint) author of the Article, and that you have the power to convey the rights granted in this letter of agreement and have not previously conveyed such rights;

b. The Article (subject to paragraph 7) is original work, has not previously been published and is not currently promised to be published, in whole or in part, except as follows (please check all that apply, and give publishing date and reason for publishing):

☐SSRN____

☐BEPress____

☐Current Legislation____________________________________

☐Department of Justice__________________________________

☐Other____

In each case you must indicate on the manuscript that it is to be published in Volume [_] of the Journal and may not be copied without the written permission of the Journal.

c. The Article does not infringe the copyright or other proprietary rights of another; and

d. To the best of your knowledge the Article does not contain matter that is defamatory, or that violates another's right of privacy, right of publicity, or other legal right or is otherwise unlawful.

7. If the Article reproduces any textual or graphic material that is the property of another for which permission is required, you agree to notify the Journal and, if requested by the Journal, to obtain and provide to the Journal written consent to such reproduction.

8. You agree that the Journal shall have the power, after giving you notice, to initiate legal proceedings against persons or entities believed to be infringing the rights granted by you to the Journal. You agree to cooperate reasonably in the institution and maintenance of such proceedings. Damages recovered in such proceedings shall be applied first toward the Journal's reasonable costs and expenses incurred in the proceedings, and the balance shall be divided equally between you and the Journal.

9. You agree to the attached proposed publication schedule and general editing procedures followed by the editors of the Journal, to cooperate with all reasonable editing requests and to abide in good faith with the deadlines established by the Journal for completing any additional work required of you prior to publication. Publication is contingent on satisfactory completion of the editing process.

10. You understand that your "sign-off," giving final permission to publish the edited piece, will be based on a word-processed printout that is then delivered to our printer. It is our policy that authors do not see galley-proofs or page proofs.

11. You will receive 25 reprints of your Article free of charge. Additional reprints are available to you at cost. You will be contacted by the Harvard Student Journals Office with information about ordering and purchasing additional reprints.

12. You understand that your Article in manuscript form may be distributed among and read by the Journal editors and staff, and members of the Student Journal Office. Should you require confidentiality for your Article prior to the publishing date, the Journal will addend a confidentiality agreement to this contract. The staff, editors and members of the Journal will abide by the provisions of the confidentiality agreement until the date noted on the agreement.

Would you like to request confidentiality for this piece? _____Yes _____No

13. You acknowledge that the final decision whether or not to publish the Article will be made by the Journal in its sole discretion and that we will not pay you any fee for the Article. The Journal will notify you if it decides not to publish the Article, whereupon the rights you have granted to the Journal will terminate. However, the manuscripts you submit to us will become the property of the Journal, even if we do not publish the Article.

14. This letter of agreement states our entire understanding about the Article and cannot be amended except by our further written agreement. This letter of agreement shall be governed by and construed under the laws of the Commonwealth of Massachusetts, without regard to the choice of law principles thereof, and the copyright laws of the United States. The rights granted in this letter of agreement are irrevocable and the Journal may transfer or assign such rights in full or in part.

Please indicate your agreement with these provisions by countersigning the enclosed copy of this letter and returning the enclosed countersigned copy to us by [date]. Please note that the editorial process will not begin until we have received your signature. If you have any questions, please do not hesitate to call us.

Sincerely yours,

[Name]
Editor-in-Chief
[*name of Journal*]

Agreed to and accepted:

____
Author Signature

____
Date

Confidentiality Agreement

THIS CONFIDENTIALITY AGREEMENT is entered into as of _________________, 200_, (the “Effective Date”) by and between the President and Fellows of Harvard College on behalf of [*Journal name*] (the “Journal”) and ________________ (“Author”) regarding drafts of an article Author is writing for publication in the Journal under the working title “[*title*]” (the “Article).

1. **Nondisclosure of Article.** Without Author’s express written consent, except as otherwise required by law the Journal shall not directly or indirectly disseminate or otherwise disclose, deliver or make available to any person outside of the staff of the Journal and the Harvard Law School Student Journal Office and the Journal’s legal counsel any drafts or copies of the Article until the delivery of the Article from the Journal to a printer or other similar vendor for preparation of the Article for first publication by the Journal in any medium. Author acknowledges that staff of the Journal and the Harvard Law School Student Journal Office will read drafts of the Article as part of the Journal’s editorial process and that from time to time the Journal may need to seek guidance from legal counsel on matters related to the content of the Article.
2. **Term.** If for any reason the Journal does not publish the Article, Journal’s obligations under this Agreement shall continue until one (1) year from the Effective Date.
3. **Miscellaneous.** This letter of agreement shall be governed by and construed under the laws of the Commonwealth of Massachusetts, without regard to the choice of law principles thereof.

In Witness Whereof, the parties have executed this Confidentiality Agreement as of the date set forth above.

President and Fellows of Harvard College

By: _______________________
Name: _____________________
Title: ______________________

Author: ________________________
Name: _____________________

<u>HLS Student Group Fundraising—Alumni Center Policies and Procedures</u>

Effective February 1, 2006

As a private institution, Harvard Law School is very dependent on fundraising. The three primary sources of revenue for the Law School are tuition, gifts, and endowment income (prior gifts which generate interest). Fundraising results have a direct impact on the School's budget and require vigorous efforts every year to minimize tuition increases as well as to continually improve life at HLS. As such, all alumni, as well as numerous law firms, foundations, corporations, and friends are asked every year to support HLS financially. In order to avoid mutually self-defeating requests for support, it is imperative that all fundraising activities emanating from HLS are coordinated.

The contact office at the Alumni Center is the HLS Fund (please contact Sarah Bell by email at sbell@law.harvard.edu and by phone at 617-494-8160). All student groups and journals should send fundraising requests to Sarah's attention.

The Alumni Center is the clearinghouse for all HLS alumni and development outreach. Student groups and journals are asked to coordinate their messages with the Development Office. In addition, the Law School is currently in a $400 million comprehensive campaign. Thus, it is extremely important that certain alumni and law firms are not contacted multiple times by different parts of HLS. In all cases, the Alumni Center will do its best to accommodate student group/journal fundraising requests, but the review and approval of fundraising-related items is essential.

- Alumni Center staff will:
    - Suggest strategies for success.
    - Offer suggestions/input for all written solicitation materials.
    - Review all individual/firm/company/foundation names in advance of solicitations, and approve or (not approve) these names.
    - Ensure timing of requests is appropriate.

- Groups/journals can contact the Alumni Center from January–April and from July–mid-November. They are asked <u>not</u> to request help in May, June, mid-November, and December, due to the business at the ends of fiscal and calendar years.

- Requests for assistance should be sent at least 30 days prior to individual/firm/company/foundation phone and mail solicitations. Ideally, groups and journals should plan all fundraising activities in advance for all events, trips, and symposiums.

- Groups/journals should contact the Fund office by email. The email should include:
    - Brief background on group/journal and description of fundraising purpose (i.e. event, journal, trip, etc.)
    - <u>All potential solicitation materials.</u> Any letters/pledge forms/written materials should be attached to this email.
    - A list of suggested individuals/firms/companies/foundations (as appropriate) to be solicited by the group or journal. <u>This last step is extremely important</u>, and the Alumni Center needs to approve all names.

- Unless otherwise noted, student groups/journals should use normal channels of communication (i.e. marketing office, human resources office, main reception number) when contacting law firms/companies/foundations (once the Alumni Center has approved contacting these places).

- Once the student group/journal has emailed the Fund the aforementioned materials, they can request a meeting if necessary. It is best to provide the Fund office with all materials in advance of a meeting.

- Since it sometimes takes time to respond and approve all student group/journal fundraising requests, the Alumni Center asks for 30 days notice (as mentioned above). As always, the Fund office will do its best to respond as quickly as possible.

- *Since it is especially important not to "over-solicit" firms and companies, there will be a limit of three solicitations per firm/company a semester (fall and spring). The Alumni Center will track these solicitations. In addition, student groups will be able to contact these firms and companies on a first-come, first-serve basis.*

- Lists of alumni will not be released to create ongoing data bases. All alumni information will be given in hard copy format (electronic copies will not be distributed).

If a student group/journal knows certain individuals at law firms, foundations, companies, etc., or if a group/journal is contacted by a firm/foundation/company, it is requested that they contact the Fund office before proceeding with fundraising activities. Again, it is imperative that all fundraising requests emanating from HLS are coordinated.