**AIPLA Quarterly Journal 2019 Publication Board Competition**

**I. Overview & General Instructions**

The Competition is distributed as one piece of the overall evaluation- and selection-process for the AIPLA Quarterly Journal’s Publication Board each year. It is assessed alongside post-Competition interviews and the Staff Member’s performance history on Journal. Although each piece is afforded different value in proportion to the others, no one variable is dispositive, so all Staff are strongly encouraged to participate!

The purpose of this Competition is to test different skills most applicable to the various positions on the Publication Board. This includes but is not limited to: editing style and ability (both above- and below-the-line); communication skills and aptitude for situational-analysis; critical-thinking and managerial instincts; and organizational skills. **There are five (5) Parts to the Competition:**

* **Part I:** above-the-line editing of a small excerpt for grammar, style, and overall clarity
* **Part II:** below-the-line editing of a short source table for Bluebook-compliance
* **Part III:** statement of any positions that you would refuse if given
* **Part IV:** upload your résumé to TWEN (identified with your GWID, sans GPA)

Specific and distinct instructions for each will be provided at the start of that Part within the Competition packet. **Please Read Each Carefully and Follow the Appropriate Instructions Explicitly!**

While Parts I and II carry equal weight overall, each is designed to evaluate different skills and will be assessed accordingly. Thus, poor performance on any one Part will not preclude securing a Publication Board position, nor will stellar performance on any one Part guarantee a spot. Parts IV and V will not be graded, but will be assessed by the Board during review. Please note, however, that failure to accurately follow directions in Parts IV and V may result in deductions overall. Additionally, your performance on staff assignments, as evaluated by your respective AE, will also be taken into consideration. **You Must Complete All Four Sections; Failure to Do So Will Result in Disqualification of Your Competition!**

**II. Timeline**

The Competition will be made live on TWEN for download on **Tuesday, February 5, 2019 at 12:00 a.m.** It will remain live until **Tuesday, February 12, 2019 at 11:59 p.m.**

You will have **72 hours to complete and submit** the Competition from the moment of download from TWEN. Your download and submission will both be time-stamped.

* **Please note that because we provide flexibility here, YOU are responsible for calculating your end-time based on when you begin.**
* TWEN will NOT alert you when you are getting close, or stop you from uploading after that window, so please make sure to pay attention!
* The Competition should not take you more than a few hours overall, but a large window was given to provide flexibility and reduce stress in completing it!

**Any Competition Received After the 72-Hour Window Will Receive an Appropriate Deduction in Points According to How Late It Is! Any Competition Submitted After the Final Deadline Will Be Disqualified!**

**III. Identification & Preserving Anonymity**

Competitions will be graded anonymously. Thus, **please include your GWID in the upper-left corner of every page of your Competition.** You may achieve this by putting it in the header for each Part, or by writing it at the start of every page, so long as you ensure it appears on each page before submitting.

You will need to save your file to submit as your GWID (e.g., G12345678.docx). See the TWEN instructions attached to the end of this packet for more detailed guidance!

**Identify yourself only by your GWID.** Do NOT write your name on any portion of the Competition or submissions page on TWEN. **This includes your attached résumé!** You will also need to remove all indicators of GPA from any institution that may be on there. These instructions will be given again at the start of Part V.

Finally, delete the Metadata or any additional identifying information from the documents before submitting electronically. Your comment-bubbles should NOT show your name when submitting. See the TWEN instructions attached to the end of this packet for specific instructions on how to remove this info.

**Failure to Remove Name, GPA, Metadata, or Other Identifying Information from the Submission Will Result in Disqualification!**

**IV. Available Positions**

There are **seven (7)** different Publication Board positions currently available for a total of **11 slots.** This distribution is subject to change based on the needs of the Journal and overall participation:

* Student Editor-in-Chief [SEIC] — 1 Slot
* Executive Articles Editor [EAE] — 1 Slot
* Executive Notes Editor [ENE] — 1 Slot
* Executive Production Editor [EPE] — 1 Slot
* Executive Managing Editor [EME] — 1 Slot
* Notes Editors [NE] — 3 Slots
* Articles Editors [AE] — 3 Slots

**V. Reference Materials**

You are permitted and encouraged to use the following materials:

* *The Bluebook* (20th Edition)
* A Dictionary
  + Black’s Law Dictionary
  + Webster’s New World Dictionary
* Any Sources Provided on TWEN with the Competition
* *The Redbook* *A Manual on Legal Style* (3rd Edition)

**You Are Not Permitted to Discuss This Competition with ANYONE. Collaboration Is Strictly Prohibited! If Discovered, All Involved Competitions Will Be Disqualified and May Be Subject to Honor-Code Violations by the Academic Integrity Council.**

**VI. Questions for Publication Board**

Once it goes live, **the current Publication Board will not field any substantive questions regarding the Competition or the standards which typically apply to our Journal.** If you feel something within the Competition or your answers requires further explanation, qualification, or assumption, please feel free to explain in a comment bubble. **If you have an emergency that interferes with your ability to complete the Competition, please contact the EME, Anthony Ruiz (**[**aiplaqj@law.gwu.edu**](mailto:aiplaqj@law.gwu.edu)**).**

**Any questions regarding complications with actual submission to TWEN should be directed to the SEIC, Lexy Khella (Submissions@aipla.org)**

**TWEN Download & Submission Instructions**

**I. Downloading from TWEN**

First you will need to select “Add Course” from the TWEN home-page and add the course titled “**2019 AIPLA QJ E-Board Competition”** The Competition packet and sources can be found in the assignment labeled **“2019 E-Board Competition Downloadable Materials.”** *Note*: this is a timed assignment, and once you download the materials, your 72-hour window will start.

When asked, please input your GWID as your anonymous identifier.

**II. Document Format & Save Requirements**

You must submit one **Microsoft Word document** (i.e., either a .doc or .docx file). If you are not using Word, you should consult your word processor’s help file to determine how to save your document as a Word file (note: many word processors have a “Save As” option that allows you to choose the type of file to save). After saving the file as a Word document, you should verify that the formatting in the file remains as you have set it by opening your file in Word.

When you create a file, potentially identifiable information (metadata) is automatically stored in the properties of your file. You must remove this information from your file. The method of removing this information will vary depending on the word processor and the type of computer (PC vs. Mac) you are using:

* Word 2010 on PC – Open your file and click the “File” ribbon. Choose “Info.” In the “Prepare for Sharing” area, click “Check for Issues” and choose “Inspect Document.” **Ensure that only “Document Properties and Personal Information” is checked.** Click “Inspect.” Choose “Remove All” then “Close.”
* Word 2007 on PC – Open your file and click the Office Button (the button in the top left corner of Word). Choose “Prepare” then “Inspect Document.” **Ensure that only “Document Properties and Personal Information” is checked.** Click “Inspect.” Choose “Remove All” then “Close.”
* Word 2003 on PC – Open your file and choose “Tools” then “Options.” Click the “Security” tab. Check the “Remove personal information from file properties on save” option. Click “OK” to close the Options dialog box.
* Word 2008 on Mac – Open your file and choose “Word” then “Preferences.” Click the “Security” tab. Check the “Remove personal information from file properties on save” option. Click “OK” to close the Preferences dialog box.
* Word 2016 on Mac – Open your file and choose “Tools” then “Protect Document.” Under “Privacy” check the box next to “Remove personal information from this file on save.” Click “OK.” Save the document!

If you are using a different version of Word, try the above instructions. If none work or if you are using a different word processor, consult the help file in your word processor to determine how to remove personal information, properties, or metadata.

**III. Uploading to TWEN**

You must submit the Competition to the assignment labeled **“2019 E-Board Competition SUBMISSION.”** When you upload this assignment, you will have the ability to upload multiple files. Your submission should include:

* The actual **Competition packet** itself, with your GWID on every page and no other identifying information.
* Your **résumé**, sans GPA, with your GWID on every page from Part V.

*Note:* these should all be separate files. Do NOT upload your Competition packet, collected-sources, and your résumé as a single file, or any other combination thereof.

**Good Luck! ☺**