

# Editorial Policies of Legal Communication & Rhetoric: JALWD (12/10)

## Introduction

Legal Communication & Rhetoric: JALWD seeks to advance the study of professional legal writing and to become an active resource and a forum for conversation between the legal practitioner and the lawyering scholar. To further this mission, the Journal publishes articles that reflect such study and practice, as articulated in Volume 2 and continued in the annotated bibliographies contained in Volumes 3, 5, and 6.

In pursuit of this mission, the Editorial Board is responsible for overseeing all selection, editorial, and production functions associated with publishing the Journal as well as for planning the Journal's future development. To assure that the Journal is professionally produced in a way that achieves its mission and meets the needs of its audience, the editorial structure is designed to (1) match experience and expertise with appropriate roles and functions; (2) require a longer-term commitment from the editors and board members; (3) divide editorial and production responsibility among the editor(s) in chief, one managing editor, and several associate editors; (4) encourage substantial administrative support from editors' home institutions; (5) maintain a relatively small size so that editors can concentrate on editorial rather than administrative work; and (6) be flexible enough to accommodate change.

## I. EDITORIAL BOARD

The Editorial Board includes the Editor(s) in Chief, Associate Editors, and general members of the Editorial Board.

### A. Editorial Board

The Editorial Board serves under the overall direction of the ALWD Board of Directors.

**1. Membership.** The Editorial Board will include no more than twelve general board members (in addition to the Editor(s) in Chief, Managing Editor, and Associate Editors). This limit may be changed by a majority vote of the Editorial Board.

**2. Selection.** Openings on the Editorial Board will be announced on the ALWD listserv. Candidates will be asked to submit to the Editorial Board a letter or e-mail describing their interest in the position and their qualifications for membership. The deadline for

applications will be at least 30 days after the opening is announced. Current Editorial Board members will select one candidate to fill each opening.

**3. Qualifications.** Candidates for Editorial Board membership need not be current ALWD members, but a majority of Editorial Board members must be ALWD members.

**4. Terms.** Editorial Board members shall serve terms not exceeding the following term limits:

Editorial Board Members—ten consecutive years

Editor in Chief—two- to four-year terms, not to exceed eight consecutive years

Managing Editor—two- to three-year terms, not to exceed six consecutive years

Associate Editors— two- to four-year terms, not to exceed four consecutive years

**5. Removal.** If the Editorial Board determines that the performance of a general member of the Editorial Board is unsatisfactory, it shall provide 14 days' written notice to that person concerning the Board's dissatisfaction. Following this notice, the Editorial Board may recommend to the ALWD Board by two-thirds vote that the general member be removed. The ALWD Board may also independently remove a general member of the Editorial Board if the ALWD Board determines that the member's performance is unsatisfactory. In that event, the ALWD Board must provide 14 days' written notice to the member and to the Editorial Board concerning the ALWD Board's dissatisfaction. Following this notice, the ALWD Board may remove the member by a two-thirds vote.

**6. Duties.** Specific duties of the general members of the Editorial Board will depend on the experience, expertise, and preferences of the Editors and Editorial Board members. General duties will include assisting in peer review, voting on article selection, conducting substantive edits, providing guidance on policy, soliciting articles, and mentoring authors.

## **B. Editor in Chief**

**1. Positions.** One or two Editors in Chief will be

appointed.

2. **Selection.** Openings for the position of Editor in Chief will be announced on the ALWD listserv. Among other possibilities, the Editorial Board may seek applications on behalf of a specific institution that can provide a qualified Editor in Chief and institutional support. Candidates will be asked to submit to the Editorial Board a letter or e-mail describing their interest and qualifications. The deadline for applications will be at least 30 days after the opening is announced. Current Editorial Board members will select one candidate to fill each vacancy for a two- to four-year term.

3. **Qualifications.** Candidates for Editor in Chief need not be current ALWD members, but a majority of Editorial Board members must be ALWD members.

4. **Terms.** The Editor in Chief shall serve no more than eight consecutive years in that position. If an Editor in Chief wishes to continue on the Editorial Board after serving as Editor in Chief, the Editorial Board will consider the application even if there is no vacancy on the Editorial Board.

5. **Removal.** If the Editorial Board determines that the performance of an Editor in Chief is unsatisfactory, it shall provide 14 days' written notice to that person concerning the Board's dissatisfaction. Following this notice, the Editorial Board may recommend to the ALWD Board by a two-thirds vote that the Editor in Chief be removed. The ALWD Board may also independently remove an Editor in Chief if the ALWD Board determines that the Editor in Chief's performance is unsatisfactory. In that event, the ALWD Board must provide 14 days' written notice to the Editor in Chief and to the Editorial Board concerning the ALWD Board's dissatisfaction. Following this notice, the ALWD Board may remove the Editor in Chief by a two-thirds vote.

6. **Duties.** Editors in Chief have final responsibility for all issues of the Journal produced during their editorships; specifically, they oversee peer-review, selection of articles and substantive editing, and they assure that each issue is in final form for printing (including the final technical editing and proofreading of each article in the

issue and the whole issue).

### **C. Managing Editor**

1. **Positions.** One Managing Editor will be appointed. This number may be changed by a majority vote of the Editorial Board.

2. **Selection.** Opening for the position of Managing Editor will be announced on the ALWD listserv. Candidates will be asked to submit to the Editorial Board a letter or e-mail describing their interest and their qualifications. The deadline for applications will be at least 30 days after the opening is announced. Current Editorial Board members will select one candidate to fill each vacancy for a two- to four-year term.

3. **Qualifications.** Candidates to be Managing Editor need not be current ALWD members, but a majority of Editorial Board members must be ALWD members.

4. **Terms.** Managing Editors shall serve no more than six consecutive years in the position of Editor. If a Managing Editor wishes to continue on the Editorial Board after serving as Managing Editor, the Editorial Board will consider the application even if there is no vacancy on the Editorial Board.

5. **Removal.** If the Editorial Board determines that the performance of a Managing Editor is unsatisfactory, it shall provide 14 days' written notice to that person concerning the Board's dissatisfaction. Following this notice, the Editorial Board may recommend to the ALWD Board by a two-thirds vote that the Managing Editor be removed. The ALWD Board may also independently remove the Managing Editor if the ALWD Board determines that the Managing Editor's performance is unsatisfactory. In such an event, the ALWD Board must provide 14 days' written notice to the Managing Editor and to the Editorial Board concerning the ALWD Board's dissatisfaction. Following this notice, the ALWD Board may remove the Managing Editor by a two-thirds vote.

6. **Duties.** The Managing Editor's specific duties will depend on the experience, expertise, and preferences of the Editor(s) in Chief. Generally, the Managing Editor oversees the scheduling of the issue process, coordinates

submission of the issue to the desktop publisher, reviews the final issue before printing (including the final review of page proofs, layout, and style), coordinates with any outside publishing support to ensure timely publication in both print and electronic form, and oversees mailing completed issues in print and in other forms (e.g., other electronic databases, distribution to regional conferences).

#### **D. Associate Editors**

1. **Positions.** No more than four Associate Editors will be appointed. This number may be changed by a majority vote of the Editorial Board.

2. **Selection.** Openings for the position of Associate Editors will be announced on the ALWD listserv. Candidates will be asked to submit to the Editorial Board a letter or e-mail describing their interest and qualifications. The deadline for applications will be at least 30 days after the opening is announced. Current Editorial Board members will select one candidate to fill each vacancy for a two- to four-year term.

3. **Qualifications.** Candidates to be Associate Editors need not be current ALWD members, but a majority of Editorial Board members must be ALWD members.

4. **Terms.** Associate Editors shall serve no more than four consecutive years in the Associate Editor position. If an Associate Editor wishes to continue on the Editorial Board after serving as Associate Editor, the Editorial Board will consider the application even if there is no vacancy on the Editorial Board.

5. **Removal.** If the Editorial Board determines that the performance of an Associate Editor is unsatisfactory, it shall provide 14 days' written notice to that person concerning the Board's dissatisfaction. Following this notice, the Editorial Board may recommend to the ALWD Board by a two-thirds vote that the Associate Editor be removed. The ALWD Board may also independently remove an Associate Editor if the ALWD Board determines that the Associate Editor's performance is unsatisfactory. In that event, the ALWD Board must provide 14 days' written notice to the Associate Editor and to the Editorial

Board concerning the ALWD Board's dissatisfaction. Following this notice, the ALWD Board may remove the Associate Editor by a two-thirds vote.

**6. Duties.** Specific duties will depend on the experience, expertise, and preferences of the Editors, Managing Editor, and Associate Editors. General duties will include overseeing cite-checking, technical editing, proofreading, and formatting of each article in the issue as well as assistance in assuring that each issue is in final form for printing.

### **E. Other Editors**

The Editorial Board may recommend to the ALWD Board the establishment of additional specialized editorial positions.

## **II. FILLING VACANT EDITORIAL BOARD POSITIONS**

### **A. Future openings because of resignation**

Absent unusual circumstances, any member of the Editorial Board planning to resign from the Editorial Board shall notify the Editorial Board by March 1 of any calendar year.

### **B. Future openings because of term limits**

Absent unusual circumstances, openings in editorial positions will occur when any Editor in Chief, Managing Editor, Associate Editor, or general member of the Editorial Board reaches the relevant term limit. The editor may complete a term in those positions even if doing so would exceed the term limit for Editorial Board service.

### **C. Filling open positions**

Openings in editorial positions will be announced on or about March 15 of any calendar year so that their successors may be in place by July 1 of any calendar year.

The Editorial Board will review applicants' qualifications. Following a vote to approve one candidate for each open position, the Editorial Board will forward a slate of editors to the ALWD Board by May 15. The ALWD Board will vote on the Editorial Board's proposed slate of editors by June 15.

If the ALWD Board votes to reject a candidate for any editorial position, the Editorial Board must submit another qualified applicant to fill that position within 14 days. The ALWD Board will then have 14 days to vote on that candidate.

### **III. REPORTING TO ALWD**

#### **A. Reporting**

By January 1 of each year, the Editorial Board will provide to the ALWD Board a written report containing an update on publications and other activities of the Editorial Board, a list of current Editorial Board members, and any other information that the Editorial Board deems appropriate or the ALWD Board requests.

#### **B. Budget**

By January 1 the Editorial Board will submit a proposed budget to the ALWD Board for its approval. The ALWD Board will vote on the proposed budget within 30 days of submission by the Editorial Board.

### **IV. AMENDMENTS**

Amendments to these policies will go into effect immediately upon their approval by a majority vote of the Editorial Board and the ALWD Board.