Welcome to the William & Mary Journal of Women and the Law! Membership on a journal is a rewarding and challenging experience that gives you the opportunity to enhance your research and writing skills and to contribute to legal scholarship. Your input and commitment to the Journal are crucial to its success. You will find that organization and dedication are the keys to having a great year and producing a Volume of which everyone can be excited and proud.

The Journal was established in 1993 to provide a forum for scholarly debate on gender, family and sexuality issues, without promoting a specific ideology. Our mission is to provide academics and practitioners a forum through which they can discuss the intersection of gender and the laws of our world. The Journal’s scope encompasses a broad range of legal, policy, and social questions regarding gender and sexuality. These questions arise from labor and employment law, administrative law, international law, torts, reproductive rights, civil rights, politics, and the criminal and civil justice systems. The three issues will include articles in several forms: professional articles, professional essays/comments, symposium pieces, student notes, and book reviews. Issue I will be published in November 2015. Decisions concerning membership, positions within the Journal’s staff, and publication are made absent consideration of gender, race, religion, national origin, or sexual orientation. In all of our goals, we are honored to receive guidance and counsel from our interim-faculty advisor, Professor Vivian Hamilton.

The goal of this Handbook is to increase your awareness of the publishing process by explaining the steps involved and the responsibilities of each staff position. We believe that by understanding each other’s tasks—as well as our own—we will become stronger individual editors, work more effectively as an editing team, and produce superior work. This Handbook details every step of the editorial process, and will be invaluable to you throughout your two years on staff.

Welcome!

Shana Oppenheim
Editor-in-Chief
## Member Handbook Contents

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The Journal of Women and the Law provides an avenue for scholarly debate on gender-related legal issues. As a facilitator of scholarly debate, the Journal does not promote a fixed ideology, but is instead a forum for open discussion and varying viewpoints. The Journal has attained its goal of becoming one of the nation's top specialty journals, and we wish to remain in that position by continuously publishing cutting edge pieces and providing our members with a forum to write and publish their own high quality work.

The focus of the Journal is to present wide-ranging, multi-disciplinary perspectives on gender issues of our time. The gender issues that the Journal addresses are not issues that face only women. Rather these issues reflect a more modern conception of gender dialog, addressing the way in which individuals and groups of different genders interact.

In addition to advancing legal development, the Journal provides students, professors and practitioners interested in gender-related issues and feminist legal studies the opportunity to develop these interests further through a serious academic review that crosses the boundaries traditionally separating legal disciplines. The Journal's scope includes labor law, international law, administrative law, wills and estates, contracts, torts, the criminal and civil justice systems, and many other areas of law. It addresses the inherent interdependence between public policy and social issues. This broad academic approach promotes thoughtful and creative commentary on issues concerning gender and the law.

All professional and student articles submitted for prospective publication are evaluated considering the following standards: (a) relevance to gender and women’s issues, family law, sexuality or another appropriate topic; (b) timeliness; (c) quality, including the author’s writing, legal analysis, and condition of the footnotes and Bluebooking; (d) author pedigree; and (e) balance of topics within an issue and the volume as a whole.
STAFF ORGANIZATION

The Journal is an entirely student-run organization. The Journal is governed by an Executive Board, consisting of five members. The Executive Board includes the Editor-in-Chief, Managing Editor, Executive Editor, Senior Notes Editor, and Senior Articles Editor. The Editorial Board directs and facilitates the publication process. The Editorial Board consists of the Executive Board, plus all Article Editors and Note Editors.

All decisions are made by consensus when possible, with the Editor-in-Chief retaining final decision authority.

Editorial Board Selection

- The outgoing Editorial Board will solicit applications for Editorial Board positions at the beginning of the spring semester. The number of Board positions to be filled will be determined by the outgoing Board.
- All applicants are required to complete an application. The application will include at least one essay concerning qualifications and desire to complete the necessary duties. Applicants can apply for as many positions as they want but will only be chosen for one position per year. The application will also include a resume, with grade point average and class rank will be redacted and, as such, will not be considered in making decisions. All applicants are required to have an interview with the Executive Board.
- In addition to evaluating each applicant’s application, resume and interview performance, the outgoing Editorial Board will consider the following criteria when making its decisions: (a) past cite-checking performance; (b) editing skills; (c) interest and commitment to the Journal; (d) ability to organize, direct, and delegate work; and (e) overall professionalism and ability to work well with others.
Several committees are necessary to facilitate the success of the Journal. The following committees exist for the 2015–2016 academic year:

**Articles Selection Committee:**

This committee consists of the members of the Executive Board. They are responsible for reading all articles submitted or referred to the Journal and selecting those articles that are appropriate for publication in the William & Mary Journal of Women and the Law. Moreover, this committee is the springboard for all solicitations and advertisements for the Journal on both local and national levels. This committee has been active throughout the 2015 spring semester and summer and will continue throughout the year.

**Notes Selection Committee:**

This committee consists of the Editor-in-Chief, Managing Editor, Executive Editor and Senior Articles Editor. The members are responsible for reading all notes submitted by the 2L note writing class. For the 2015–2016 academic year, this committee will be responsible for selecting notes for publication in Volume 23, during the 2016–2017 academic year. This committee will be active only during the note selection process in the spring semester.

**Symposium Committee:**

This committee exists only in years that the Executive Board decides to hold a symposium rather than a special issue. The Senior Article Editor heads this committee and is responsible for working with the Executive Editor to write a symposium proposal and budget and working with the Journal’s faculty advisor to create the symposium. The Senior Articles Editor will manage and coordinate the symposium and will delegate responsibilities to the remainder of the committee once the committee is formed. The committee will include at a minimum the Editor-in-Chief, the Managing Editor, and the Executive Editor.
Staff Member Selection

- The Journal participates in the Joint Journal Competition. All new staff members are selected from this competition. The Editor-in-Chief and Executive Editor sit on the Joint Journal Committee, which is responsible for the development, administration and grading of the Joint Journal Competition. The entire Editorial Board is involved in grading of the Joint Journal Competition submissions.

- The Journal selects staff members based on excellence in writing, editing, Bluebooking and legal analysis. The Journal considers only the results of the Joint Journal Competition and does not take into account law school grades, class rank, or other outside work. Grading of the Competition is completely anonymous.

- Students transferring to William & Mary Law School may compete for membership to the Journal by participating in the next available Joint Journal Competition. Transfer students will not be accepted based on prior journal membership at another school.

- The number of transfer students accepted will be determined by the Editorial Board based on overall number of positions, number of transfer students and the best interests of the Journal.

- Transfer students who are accepted to the Journal for their 3L year will complete the tasks of a 2L member, including performing cite checks and writing a student note. These students will not be able to become members of the Journal’s Editorial Board.

Leadership and staff responsibilities are outlined on the following pages.
The Editor-in-Chief oversees all Journal operations and has final authority regarding the application of policy and procedure, article selection, publication schedule, and budgetary decisions. The Editor-in-Chief is the principal liaison between the Journal, its faculty advisor, Law School administration, alumni, and the College of William & Mary community. The Editor-in-Chief has ultimate responsibility for ensuring that each issue meets quality standards set forth in the Journal’s mission statement.

Specific responsibilities of the Editor-in-Chief include:

- Maintaining communication with the Executive and Editorial Boards on all Journal matters. In fulfilling this duty, the Editor-in-Chief presides over Board meetings, which should occur at least once per week for the Executive Board
- Working with the Managing Editor to plan the publication schedule
- Working with the Managing Editor to plan and execute staff training
- Working with the Executive Editor to develop an annual budget and plan for the Journal’s business needs
- Working with the Senior Articles Editor to plan the Special Issue and Symposium
- Working with the Senior Notes Editors to develop the student note program
- Revising the Journal Handbook with the Managing Editor
- Coordinating updates with the faculty advisor
- Recruiting and participating in staff member selection for the following Journal year
- Attending meetings with the law school CFO and administrating when required by either the Executive or Managing Editor
- Participating in the articles selection process through the Articles Selection Committee and extending contract offers to authors
- Working with the Administrative Assistant to ensure that contract offers for publication and reprint requests are properly sent to authors and filed in the Journal office
- Participating in executive edits, page proofs, and bluelines, as well as kerning when necessary, as part of the Journal editing process prior to publication
- Reviewing each final issue with the Managing Editor before sending it to the publisher
- Assisting the Executive Editor to revise, coordinate, and execute the Joint Journal Write-on Competition for rising 2L students
- Monitoring performance of staff members and recommending sanctions when appropriate
- Ensuring the smooth transition between outgoing and incoming Editorial Boards
- Understanding and reviewing Journal printing specifications, including the method of printing, number of copies, printing schedule, mailing costs, and timeline
- Participating in the student note selection process through the Notes Selection Committee
Managing Editor | Lindy Gunderson (llgunderson@email.wm.edu)

The Managing Editor is responsible for the overall management of each published Journal issue. The Managing Editor works with the Editorial Board and the Administrative Assistants to oversee the editing and publishing process.

Specific responsibilities of the Managing Editor include:
- Working with the Editor-in-Chief to plan a publication schedule
- Working with the Editor-in-Chief to plan and execute staff training
- Maintaining regular communications with the Editorial Board to ensure the timelines and high quality of editing and cite checking tasks
- Maintaining communications with the Editorial Board to ensure all cite check shelves are up to date and that no books are overdue
- Assigning articles to Editorial Board members and individual cite checkers; assigning team readers; assigning Executive Board members to executive edits, page proofs, and bluelines
- Creating and managing a calendar to keep all journal members aware of journal events
- Maintaining communication with the Circulation Desk and Interlibrary Loan staff about the Journal’s checked-out books, cite check room assignments, etc.
- Administering and managing team reads
- Preparing for and administering each cite check and ensuring that necessary supplies are available for the cite checkers
- Creating an electronic calendar and timeline for the entire publication process and for each publication
- Participating in executive edits, page proofs, and bluelines, as well as kerning when necessary, as part of the Journal editing process prior to publication
- Reviewing each issue with the Editor-in-Chief in its entirety before sending it to the publisher
- Filling in for Editor-in-Chief in emergencies and for short periods when the Editor-in-Chief is otherwise unavailable
- Working with the Editor-in-Chief in developing and executing staff training including Editorial Board and cite checker orientations
- Revising the Journal handbook with the Editor-in-Chief
- Working with the Symposium Committee to plan the annual symposium and assisting with the Special Issue as needed
- Participating in the articles selection process through the Articles Selection Committee
- Participating in the student notes selection process through the Notes Selection Committee
- Recruiting and participating in staff member selection for the following Journal year
- Archiving cite check materials once an issue has been published
The Executive Editor is responsible for overseeing all financial matters of the Journal as well as helping the Editor-in-Chief and the Managing Editor with their day-to-day obligations.

Specific responsibilities of the Executive Editor include:

- Working with the Editor-in-Chief to develop an annual budget
- Maintaining the Journal checking accounts
- Assisting the Editor-in-Chief to revise, coordinate, and execute the Joint Journal Competition for rising 2L students
- Acting as the financial liaison between the Journal, the Law School, and the College
- Reporting the financial status of the Journal with documentation as needed
- Recruiting and participating in the selection of staff members for the following Journal year
- Assisting the Editor-in-Chief and the Managing Editor with day-to-day Journal management
- Assisting the Editor-in-Chief and the Managing Editor with edits at all stages during the publication schedule
- Participating in executive edits, page proofs, and bluelines as part of the Journal editing process prior to publication
- Participating in the articles selection process through the Articles Selection Committee
- Participating in the notes selection process through the Notes Selection Committee
- Maintaining files for each Journal member, to include all correspondence from the Executive Board, a copy of each’s final note submission, disciplinary records, and any other relevant materials
- Instituting disciplinary procedures as necessary
- Working with the Editor-in-Chief to plan Journal social functions including issue publication celebrations and the Journal end-of-year banquet
The Senior Notes Editor is responsible for the student notes program, under direction of the Editor-in-Chief. Most importantly, the Senior Notes Editor is responsible for the Journal’s 2L note writing instruction throughout the academic year.

Specific responsibilities of the Senior Notes Editor include:

- Ensuring each note writer receives appropriate guidance during the note writing process by reviewing drafts for style, substance, citation accuracy, and effectiveness of organization
- Assisting note writers in developing a suitable note topic
- Working with the Editor-in-Chief and the Managing Editor to establish deadlines for topic selection, outlines, rough drafts, and final notes that complements the publication schedule
- Reviewing, with the assistance of Notes Editors, topic selections, preemption checks, outlines, rough drafts, and final copies and student notes
- Providing individualized written feedback to note writers throughout the school year
- Meeting one-on-one with note writers to assist in developing note topics, review written feedback, and respond to any solicitations for assistance
- Participating in the articles selection process through the Articles Selection Committee
- Recruiting and selecting staff members for the upcoming Journal year
- Participating in executive edits, page proofs, and bluelines as part of the Journal editing process prior to publication

The Notes Editors work with the Senior Note Editor in all aspects of the Student Notes process. Most importantly, the Notes Editors are responsible for assisting with the Journal’s 2L note writing instruction throughout the academic year.

Specific responsibilities of the Note Editor include:

- Ensuring each note writer receives appropriate guidance during the note writing process through personal interaction and written feedback by reviewing topic selection, preemption checks, outlines, and drafts
- Providing written feedback on note drafts for style, substance, citation accuracy, and effectiveness of organization
- Performing the responsibilities of Article Editors as assigned. In particular, Note Editors will perform the duties of Article Editors for each of the student notes published in the Journal
Senior Articles Editor | L. Olivia Wiggins (lowiggins@email.wm.edu)

The Senior Articles Editor is responsible for planning and organizing the Special Issue and Journal’s annual symposium. The position is also responsible for assisting in solicitation of high-quality articles within the Journal’s scope for publication.

Specific responsibilities of the Senior Articles Editor include:
- Selecting, along with the members of the Executive Board, a topic for the Special Issue
- Reaching out to scholars and experts on the selected topic area to write articles for the Special Issue until the entire Issue is filled
- Maintaining contact with authors who have contracted to take part in the Special Issue, providing them with the publication schedule, information about the Journal’s publication process, and taking care of any questions or concerns they may have
- Participating in the articles selection process through the Articles Selection Committee
- Recruiting and selecting staff members for the upcoming Journal year
- Participating in executive edits, page proofs, and bluelines as part of the Journal editing process prior to publication

Articles Editors
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Articles Editors are responsible for mentoring and supervising staff members in the cite-checking process, as well as editing articles for substance, citation accuracy, style, and clarity.

Specific responsibilities of the Articles Editors include:
- Preparing articles for the cite check, including creating a source list, inserting add-cites in each’s assigned article, and drafting an introductory letter to the cite checkers
- Guiding cite checkers through the cite check process, communicating to resolve any issues during the check, and providing individual feedback upon completing the cite check
- Inputting all cite check changes electronically and providing both the original and edited article versions to the Managing Editor for use during the rest of the publication process
- Reporting any disciplinary problems to the Executive Editor
- Ensuring all materials (including ILLs) checked out are returned to the appropriate library in a timely manner
Cite Checkers | 2L General Membership

Cite Checkers are responsible for ensuring the accuracy of the articles published by the Journal. This includes reviewing drafts for substance, citation accuracy, and effectiveness of organization.

Specific responsibilities, outlined in the Cite Checker Handbook in detail, include:
- Acquiring all books and materials cited in the article from the Law Library, Swem library, or the National Center for State Courts, or through online PDFs of the source in original form, or via the Interlibrary Loan process
- Verifying that the article cites the proper publication or reporter, date, page number, and other details for each source
- Verifying that each source supports the proposition asserted by the author
- Verifying that each quotation in a cite-checked article contains the exact words of the reference quotation
- Editing all footnotes completely and thoroughly, by following the rules of the 20th edition of the Bluebook and the Chicago Manual of Style
- Editing the text of the article for grammatical, punctuation, and stylistic errors, following the rules of the Chicago Manual of Style
- Ensuring the proper parentheticals are used when necessary due to Bluebook rules or to increase understanding as to the citation’s relevance
- Attempting to solve all problems encountered during each cite check before returning the cite check to the Articles Editor assigned
- Communicating all problems to the Articles Editor assigned to the article
- Revising and re-checking a portion of an article, when necessary

Team Readers | 3L General Membership

Team Readers provide an additional layer of review to ensure that articles meet the Journal’s standards, prior to the publication formatting process.

Specific responsibilities of the Team Readers include:
- Reading every word, space, and symbol of each article manuscript to ensure that all changes have been made from previous rounds of editing
- Providing confirmation to the Managing Editor that all changes have been made, and providing additional edits as necessary for any other mistakes caught and not yet addressed
MEMBERSHIP
RESPONSIBILITIES

General Membership Obligations

Membership on the Journal is a two-year obligation, with the exception of transfer students, who serve only one year. One of the first obligations of a new staff member is to participate in a comprehensive orientation session, which will include instruction on editing, Bluebooking, and general library research.

Staff members are also required to attend staff meetings and any additional training sessions, assist in administrative duties as needed, and participate in Journal recognition activities, including any speakers brought to campus by the Journal.

As the Journal is a scholarly legal journal, staff members are expected to treat all assignments and obligations with high priority. As such, any member who fails to fulfill her or his duties in a satisfactory and timely manner may be asked to resign upon the recommendation of the supervising editor and at the discretion of the Editor-in-Chief and the Executive Board.

If a member resigns from the Journal, she/he must remove any indication of participation in the Journal from their resume. Additionally, the resigning member will be required to inform any employers with whom they have interviewed OR have received an offer of employment about their resignation from the Journal. At the discretion of the Executive Board, the Board may investigate to ensure that the resigning member has fulfilled these requirements.

The Journal maintains a file on each member during the course of his or her membership. This file shall contain, at a minimum, Editor evaluations, student note, disciplinary letters, letters of exemplary service, and any other relevant information.
Cite-Checking and Editing

The primary responsibility of all staff members is to assist in the process of manuscript publication by cite-checking articles. Each staff member must cite-check articles for grammatical, substantive, and Bluebook citation errors. Specific duties include: verifying quotations word for word, Shepardizing cases and providing subsequent history, ensuring that all statements that should be cited are cited, adding additional footnotes as needed, and providing pinpoint citations where necessary.

The Managing Editor assigns each staff member to a team led by an Articles Editor. Each staff member will receive editing assignments in his or her hanging file at the scheduled time. In addition to regular cite-checking and editing duties, staff members may receive additional assignments within their teams, including database searches and general research.

Note Writing

All Journal members are required to write a note during their first year of Journal membership, conforming the note to the broad subject matter covered by the Journal — appropriate topics would link to gender, sexuality, family, or elder law studies. All note writers will be supervised by a Note Editor, who will assist the in formulating a topic, performing preemption checks, and reviewing outlines and drafts for organization, citation accuracy, and style.

The Journal has the right of first refusal to publish all notes submitted by members. No member may grant an exclusive copyright to anyone other than the Journal, without a consent release from the Journal.

The Note requirement for the 2015–2016 note-writing class must be a minimum of 50 typed pages, double-spaced with one-inch margins in 12-point Courier New font. The note must include at least 150 footnotes. The space taken by footnotes is included towards the total page count.

The note writing process begins in the fall semester and continues the entire year. Students must complete the following stages of the process: a list of possible topics, a
pre-emption check, a note outline, a 25-page draft, a 40-page draft, and a 50-page draft, all to be reviewed by your Note Editor.

Student notes are selected in the spring semester by the Notes Selection Committee. The notes are chosen anonymously, so note writers are prohibited from discussing their note topics with the Editor-in-Chief, Managing Editor, Executive Editor, or Senior Articles Editor. This includes posting information about your note on Facebook. If the members of the Notes Selection Committee learn of a particular member’s topic before the selection process is completed, that note may be ineligible for selection and publication by the Journal.

The Notes Selection Committee will generally choose six (6) notes to be published, as well as alternates; the number of notes and alternates selected is at the discretion of the Executive Board. The alternates are published only if a chosen note becomes unpublishable for any reason (such as pre-emption by another publication) or if the Executive Board determines that there is available space in one of the Journal issues. Those students whose notes are chosen for publication will work closely with the Editorial Board to prepare their notes for publication, including performing a final author’s edit, and are expected to keep their notes up-to-date in the time between selection and the beginning of the publication process.

Each Journal member will receive three (3) “flex” days at the beginning of the academic year. Each flex day extends a note deadline by twenty-four (24) hours. Staff members may use flex days to extend any note deadline except the final note deadline of March 4, 2016. No more than two (2) flex days may be used on any given deadline. Flex days may not be used to extend cite checking or other deadlines; they may only be applied to notes deadlines. Notes Editors will keep track of flex days used and will not provide any other extensions. All notes deadlines end at precisely 5:00 PM on the specified date. Unless otherwise informed by the Senior Notes Editor, all note writers must submit both a hard copy and an electronic copy of each draft/outline to their assigned Note Editor.

**Academic Credit**

Second-year and transfer Journal members who write a student note of publishable quality will receive a total of two credits: one credit per semester. The student note fulfills the
William & Mary Law School writing requirement. The faculty advisor is solely responsible for awarding academic credit for work on the Journal.

The Editor-in-Chief receives a total of five (5) academic credits. The Managing Editor and Executive Editor receive four (4) credits. These positions also receive GrF credit hours if appropriate.

The Senior Notes Editor and Senior Articles Editor receive four (4) credits. Articles Editors and the Notes Editors receive three (3) credits.

Third-year staff members do not receive any academic credit, with the exception of 3L transfers who participate in the student note writing process.
PROFESSIONALISM & DISCIPLINE

Expectation of Professionalism

Membership on the Journal is an honor and as such, adherence to professional standards is expected. Journal leadership does not expect there to be any issues with professionalism of its membership. However, if a member’s conduct negatively impacts the Journal’s publication mission or disrupts Journal activities, the Executive Board shall take action to remedy the situation, as outlined in the disciplinary policy.

Disciplinary Policy

Quality, efficiency, and punctuality are crucial for producing a successful law journal. To achieve these goals, guidelines will be strictly enforced for all Journal members. Should a member inadequately fulfill Journal responsibilities, the following sanctions will apply for each successive infraction.

The goal of this policy is to ensure that our publication goals are met while being mindful and sensitive to our membership. When any conflict or concern regarding your Journal duties may arise, please be open with the Executive Board and proactive in your communications. The Editor-in-Chief and the rest of the Executive Board will do everything reasonably possible to assist you in your position on the Journal and to explore alternative solutions to any issue that arises, before disciplinary action becomes necessary.
Editor-in-Chief. The Editor-in-Chief is subject to discipline for failure to fulfill duties as delineated by this manual, for violation of the canons of responsible journalism, and/or for the misappropriation of funds for personal use. Should an alleged violation of any of these occur, the procedure for discipline is as follows:

- Upon the motion of three members of the Editorial Board, the Managing Editor shall write a letter to the Editor-in-Chief informing him or her of any alleged violation.
- The Editorial Board shall hold a meeting within five (5) business days after sending the notification letter. At this meeting, the complaint will be discussed. The accused Editor-in-Chief will be given an opportunity to speak, after which the Board will vote by secret ballot whether to retain or dismiss the Editor-in-Chief. The Editor-in-Chief may be removed by no less than a two-thirds majority vote.
- Once removed, the former Editor-in-Chief may appeal the matter to the Publications Council on the grounds of an arbitrary removal.
- Any person removed under this section may be retained as a member of the Journal staff, subject to a simple majority Editorial Board vote.

Editorial Board Members, other than the Editor-in-Chief. Any Editorial Board member shall be disciplined for failing to fulfill duties assigned by this manual, for violating the canons of responsible journalism, and/or for misappropriation of funds for personal use.

- Upon the motion of three members of the Editorial Board, or at the request of the Editor-in-Chief, a letter shall be written to the Editorial Board Member by the Editor-in-Chief, informing him or her of the alleged violation and specifying a period of two (2) business days to correct such deficiencies or answer any allegations.
- At the conclusion of the three-business-day period, if cited deficiencies have not been corrected or adequately addressed, the Editor may be removed from his or her position. Within five (5) business days after the corrective action period has concluded, the Editorial Board shall hold a meeting at which the complaint will be discussed. The accused Editor will be given an opportunity to speak, after which the Board will vote by secret ballot and may remove the Editor by no less than a two-thirds majority vote.
- Once removed, the former Editor may appeal the matter to the Publications Council on the grounds of an arbitrary removal.
- Any Editor removed under this section may be retained as a member of the Journal staff subject to a simple majority Editorial Board vote.
**Staff Members.** The Journal procedures for staff member discipline depend on whether the infraction is considered major or minor. This distinction is necessarily subjective.

**Minor Infractions:**

Minor infractions include missing student note deadlines, failing to meet editing deadlines, consciously neglecting Journal procedures (e.g. not checking sources out to the cite check room, not completing ILL requests, etc.) or submitting wholly insufficient work. Minor infractions may also include general issues with conducting oneself professionally during interactions with Journal leadership and/or staff members. The following procedure shall govern:

1. **First infraction:**

   At the request of the staff person’s supervising editor(s) or the Executive Editor, the staff member shall be given written notice of the infraction and will be asked to meet with the Executive Editor to discuss the deficiencies. The staff member will be given two (2) days to correct any stated deficiencies. At the end of the two-day period, the Executive Editor, with the advice of the supervising editor(s), will inform the staff member in writing as to whether the deficiencies have been corrected. If the deficiencies have not been corrected, a second infraction will be deemed to have occurred.

2. **Second infraction:**

   Upon receiving notification of a member’s second infraction, the Executive Editor shall issue a second warning letter and individually meet with that member a second time to discuss further disciplinary sanctions. Possible disciplinary sanctions at this stage include any of the following:

   - Probationary status, with terms defined by the Executive Editor
   - The member may receive a permanent mark on their record that will foreclose them from applying for any editorial or executive board positions the following year.
   - The member’s note may no longer be considered for publication. In such cases, the member will still be required to complete the note in a satisfactory fashion to receive academic credit as a staff member, but would not be in contention for selection for publication. If the Executive Editor deems this sanction appropriate, it will be brought before the Executive Board for a full hearing and vote, following the process for third infractions (as detailed below).
- If sufficiently severe, the second infraction may be deemed to require a full Executive Board hearing (as detailed below) to discuss that member’s future on the Journal. The below procedures will govern if this sanction is determined to be appropriate.

3. Third infraction:

A third infraction will trigger a full Executive Board hearing to review the quality of that member’s performance and determine the member’s future on the Journal.

- The member shall be given written notice of such proceeding at least three (3) days in advance. The accused member shall have the opportunity to submit a written explanation and speak on her/his own behalf at the hearing.

- The Executive Board may consider, among other factors: (a) the nature of the violation; (b) the justifications for the violation; (c) the severity of the violation; and (d) the consequence of the violation on the overall success of the Journal.

- At the end of the hearing, the Executive Board shall determine an appropriate remedy at its discretion, up to and including removal, based on the particular facts of the case. If there is disagreement regarding what the consequence should be, the Executive Board members will determine the appropriate remedy by a simple majority vote. The Editor-in-Chief shall cast a second vote in the event of a tie.

- In the event that the Executive Board votes for removal, the Executive Editor shall notify the Faculty Advisor in writing.

- **A staff member who has been dismissed is ineligible for further membership on the Journal at any time. The former member must remove any indication of participation in the Journal from his or her resume.**

**Major Infractions:**

Major infractions include refusing to perform assigned editing duties, plagiarizing or cheating on the Joint Journal Competition or during the student note-writing process, and other suspected violations of the William & Mary Honor Code. In the case of a major infraction, the Executive Board will convene and may take any action warranted including initiation of Honor Council proceedings, removal from the Journal, and a recommendation to the Faculty Advisor that the person receive a grade of “F” on his or her transcript. The Executive Editor shall submit a written recommendation of the appropriate action to the
Faculty Advisor after discussion with the Editor-in-Chief, the member, and any other parties the Executive Editor believes can provide relevant information on the potential infraction.

**Honor Council Proceedings.** In the case of a disciplinary matter that could be subject to both Honor Council and Journal disciplinary proceedings, the Honor Council proceedings and formal Journal proceedings may be undertaken simultaneously at the Executive Board’s discretion. The Journal may institute formal disciplinary proceedings regardless of the Honor Council’s determination. The Journal may consider the judgment of the Honor Council but is not bound by its findings.

**Plagiarism.** The Notes Editors review all student notes for plagiarism. Any suspected plagiarism will be investigated by the Executive Board and will not be tolerated. Plagiarism shall be defined as stated in § 2-2 of the William & Mary Honor Code:

> Plagiarism occurs when a student, with intent to deceive or with reckless disregard for proper scholarly procedures, presents any information, ideas, or phrasing of another as if they were his or her own and does not give appropriate credit to the original source. Proper scholarly procedures require that all quoted material be identified by quotation marks, or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source. Students are responsible for learning proper scholarly procedure. While any amount of improperly unattributed material may be sufficient to find plagiarism, a student may be presumed to have acted with intent to deceive or with reckless disregard for proper scholarly procedures when a significant amount of improperly attributed material is presented as if it were the student's own work. In the absence of proof of the accused's intent, the hearing panel shall determine whether the amount of improperly attributed material is so significant that intent may be presumed.
FINANCIAL POLICIES

Journal Dues

Each year the Executive Board establishes a fee to be due from each first-year staff member. This fee satisfies the member’s dues-paying obligation for his or her full tenure on the Journal. These monies shall be used to cover operating expenses for the Journal. Dues will also be used to fund social activities and to purchase certificates and awards for graduating members. The Executive Board shall take action to secure funds from other sources to keep the fee as low as possible. The 2015–2016 membership fee is $100. If you have questions or concerns about Journal dues, please contact the Executive Editor.

2015–2016 Financial Policies

Oversight Financial Responsibility

The Executive Editor shall have primary oversight of the financial operation of the Journal. The Editor-in-Chief, however, has the ultimate responsibility and decision-making authority on all financial matters.

Budget

The Executive Editor, after consulting the WM Law School Accounting Department, Faculty Advisor, and Editor-in-Chief, shall draft an annual budget. This budget must be adopted by a majority of the Executive Board.
Dues

Members shall pay membership dues only once while serving on the Journal. The Executive Editor shall propose an amount, which must be approved by a majority of the Executive Board. Failure to pay dues shall constitute a major infraction under the Disciplinary Process.

Reimbursement Process

The Executive Editor shall annually develop a “Reimbursement Request Form” to be completed by members seeking reimbursement. This form must be completed and signed by the member seeking payment and be submitted with original receipts. Only in extraordinary situations and with the approval by 3/5 of the Executive Board, shall an expense be reimbursed without the original receipt(s).

Before incurring an expense on the Journal’s behalf, the member must receive the prior approval of a member of the Executive Board. Members of the Executive Board must receive prior approval from the Executive Editor. The Executive Editor must receive the prior approval from the Editor-in-Chief.

Accounting of Expenses and Outside Account

The Executive Editor shall provide the Executive Board with a monthly statement of accounts that details expenses incurred during the past month and a comparison of the budget to actual expenses incurred.

The Journal shall deposit all dues into a financial institution approved by the Executive Board, which the Executive Editor shall manage.