

# EDITING ARTICLES

## OVERVIEW

The Journal generally receives articles from professors, practitioners, judges, and students. Each article must be edited to the Journal's standards. Some articles come to us with little editing done and need many hours of careful scrutiny. Others, because they are shorter or were written more carefully, need fewer hours of work. All articles receive the same degree of careful scrutiny.

All articles are substantively and technically edited by Associate editors and Lead editors, as assigned by the Managing Editor of Articles. Each editing assignment is given to two Associate editors to help ensure that all errors are corrected.

## ACCEPTANCE OF PIECE AND PRELIMINARIES

The Managing Editor of Submissions, with the help of the Editorial Board, reviews the many articles, notes, and comments that are received by the Journal. The authors whose pieces are determined to meet the criteria of the Journal are offered publication. An offer letter and a contract are sent to the author.

The Managing Editor of Articles then assigns a team to carry the piece throughout the entire editing process. A team consists of an Executive Editor, a Lead Editor, and seven or more Associate Editors. The Managing Editor of Articles sets deadlines for completion of each edit and each phase of the editing process.

Following is a flow chart showing an overview of the editing process from acceptance to publication:



