

KENTUCKY JOURNAL OF EQUINE, AGRICULTURE, & NATURAL RESOURCES LAW

HANDBOOK

SECOND EDITION, 2017

## **PREFACE – AMENDMENTS TO HANDBOOK**

This Handbook is the single governing document of the Kentucky Journal of Equine, Agriculture, & Natural Resources Law, and incorporates the previously separate Kentucky Journal of Equine, Agriculture, & Natural Resources Law Constitution. Every Editor and Member is expected to be familiar with its provisions. Any KJEANRL Member may propose, in writing, amendments to the Handbook. Proposed amendments shall be submitted to the Board of Editors by the Editor-in-Chief. Proposed amendments or changes to the Handbook shall become effective if approved by a two-thirds vote of the Board of Editors. All amendments will be posted in the KJEANRL office(s), permanently recorded by the Executive Editor, and distributed to every Member within thirty days of ratification.

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## NAME AND OBJECT

The name of this Association shall be the Kentucky Journal of Equine, Agriculture, & Natural Resources Law (KJEANRL). Its object shall be to publish a legal periodical; to serve as a teaching vehicle by providing means for the students of the University of Kentucky College of Law (UKCOL) to enhance their research and writing abilities; and, in general, to advance the study and development of equine, agriculture, and natural resources law.

## INTRODUCTION AND HISTORY

KJEANRL is a multi-disciplinary journal of law, science, and policy with its primary purpose being the timely publishing of quality legal scholarship. The *Journal* publishes three books per academic year and is formally independent of the University of Kentucky College of Law. Student-editors (Members) make all editorial and organizational decisions and carry out all day-to-day operations.

KJEANRL is designed to serve as an effective legal resource for judges, practitioners, and law students, while providing opportunities for Members to develop their editing, research, and writing skills. Accordingly, the *Journal* solicits original manuscripts focusing on policy, legal, and ethical issues related to natural resources, land use, energy, equine, and the environment. Shorter discussion pieces, descriptions of creative solutions to persistent problems as well as commentary on policy and politics are also suitable for publication in the *Journal*. Our pieces are widely circulated and serve legal audiences both within the Commonwealth and around the world. It is vital that the utmost care be used in each step of the publication process, with the ultimate goal of enhancing the reputation of the *Journal*, while serving the bench and bar.

## MEMBERSHIP AND FACULTY ADVISOR

- I. **Membership.** *Journal* membership shall consist only of the Board of Editors and Members (collectively, “KJEANRL Members”). All KJEANRL Members shall be students in good standing at UKCOL. No KJEANRL Member shall serve in any capacity as a member or editor on another student-managed law journal at UKCOL.
- II. **Non-Discrimination.** KJEANRL does not and shall not discriminate against any student on the basis of race, ethnicity, color, national origin, sex, gender, disability, veteran status, political beliefs, religion, sexual orientation, or age in the administration of any of its affairs.
- III. **Faculty Advisor.**
  - a. Selection. The KJEANRL Board of Editors will work with the UKCOL Administration to designate one faculty member as Faculty Advisor.

- b. Duties. Faculty Advisors may work closely with the Board of Editors to aid in the execution of the goals of KJEANRL.

## **THE BOARD OF EDITORS**

I. **Definition.** The Board of Editors shall consist of fifteen (15) positions: Editor-in-Chief; Executive Editor; Executive Development Editor; Administrative Editor; Soliciting Articles Editor; three (3) Articles Editors; three (3) Notes Editors; two (2) Online Editors; and two (2) Production Editors. The Board of Editors shall serve as the officers and governing body of KJEANRL. For the purposes of KJEANRL's function as a student organization, the Editor-in-Chief shall be considered the President, the Executive Editor the Vice-President, and the Administrative Editor the Treasurer. The Editor-in-Chief and Executive Editor are strongly discouraged from working during their terms of service.

### II. **Position Descriptions.**

a. **Editor-in-Chief**

The Editor-in-Chief (EIC) has ultimate responsibility for all of the *Journal's* operations and activities and is the primary source of the *Journal's* short- and long-term planning. The EIC acts as the *Journal's* liaison with UKCOL's administration and student body. Accordingly, the EIC's enumerated responsibilities are to:

1. Organize the 1L interest meeting;
2. Plan the 1L Write-On Program;
3. Meet with members of the faculty;
4. Meet with their *KLJ* counterpart;
5. Begin developing overall policy and administrative goals;
6. Administer the Write-On Program;
7. Make staff selections from the Write-On Program;
8. Maintain communications with Board of Editors;
9. Edit Handbook;
10. Establish production schedule;
11. Supervise orientation;
12. Maintain communications with leaders in industries that are represented by the *Journal*;
13. Perform final edits on all manuscripts;
14. Preside over all general and Editorial Board meetings;
15. Work with administration, faculty, and staff to ensure a successful publication;
16. Maintain communications with the printer and authors to ensure timely publication of Books and manuscripts;

17. Maintain an electronic file and hard copy on each Member for the purpose of selecting the following year's Editorial Board and recommending Members for credit;
18. Conduct Editorial Board interviews;
19. Lead the selection process for the next year's Editorial Board; and
20. Update the *KJEANRL Style Manual*.

b. **Executive Editor**

The Executive Editor (EE) works closely with the EIC and is primarily responsible for the substantive edits of all articles, Notes, and essays. The substantive edit involves scrutinizing the article's text for compliance with *The Bluebook* and the *KJEANRL Style Manual*. Also, the EE is responsible for enforcing all disciplinary action against Members. Specifically, the EE's responsibilities are to:

1. Plan the 2L orientation with the assistance of the AE (e.g., date, speakers, training, etc.);
2. Conduct orientation;
3. Assist with establishing the production schedule;
4. Organize and coordinate the editing assignments;
5. Perform substantive edits of all manuscripts;
6. Ensure all KJEANRL Members meet specified deadlines;
7. Stand in for EIC in the event they are unavailable;
8. Participate in Editorial Board interviews; and
9. Assist in making selections for the following year's Editorial Board.

c. **Administrative Editor**

The Administrative Editor (AE) works closely with several Editorial Board members to ensure the smooth operation of the *Journal's* internal as well as external business and social activities. Accordingly, the AE's enumerated responsibilities are to:

1. Extend invites to prospective staffers once the Write-On Program selections have been made;
2. Assist the EE in planning orientation;
3. Plan social activities (i.e., fall alumni reception, banquet);
4. Work closely with the EDE to develop the KJEANRL Alumni Association;
5. Maintain printing and database contracts;
6. Handle all billing;
7. Review all invoices;
8. Create and maintain annual budget, in conjunction with EIC;
9. Negotiate new printing contracts in coordination with the Dean's Office as necessary;
10. Respond to all claims made by subscription services and replies to requests for information on *Journal* cost, availability, binding, and distribution;

11. Maintain general office management;
12. Participate in Editorial Board interviews; and
13. Assist in making selections for the following year's Editorial Board.

d. **Executive Development Editor**

The Executive Development Editor (EDE) works to develop and host an annual symposium on a relevant legal topic. The symposium is usually held in the spring semester. Ideally, the EDE works to tie the theme of the symposium to the manuscripts selected for publication. Specifically, the EDE's enumerated responsibilities are to:

1. Work with other Editors to develop themes for symposium;
2. Create committee(s) to assist in symposium planning;
3. Regularly engage in correspondence with desired speakers;
4. Encourage speakers to produce manuscripts for publication;
5. Work closely with AE to develop KJEANRL Alumni Association;
6. Assist in planning of fall reception for alumni and current *Journal* members;
7. Lead all fundraising efforts;
8. Participate in Editorial Board interviews; and
9. Assist in making selections for the following year's Editorial Board.

e. **Notes Editors**

Notes Editors (NEs) are involved in almost every aspect of the *Journal's* operations. Their enumerated responsibilities are to:

1. Work with their *KLJ* counterparts to assist in planning the Write-On Program (e.g., researching and planning the writing prompt);
2. Review and grade all write-on submissions;
3. Recommend Candidates for Member selection;
4. Lead the orientation session on Source and Cites;
5. Assist Members in completing assigned Source and Cites as needed;
6. Grade all staff member literary and technical edits;
7. "Incorporate" all corrected edits into one document and conduct a master literary edit;
8. Help Members develop a Note topic;
9. Assist Members in submitting a publishable Note;
10. Grade all Notes;
11. Select Notes, with the assistance of the EIC, for publication;
12. Participate in Editorial Board interviews; and
13. Assist in making selections for the following year's Editorial Board.

f. **Soliciting Articles Editor**

The Soliciting Articles Editor (SAE) is generally responsible for soliciting articles and overseeing the review of unsolicited manuscripts to decide which are worthy of publication. The SAE is the primary point of contact with potential authors and Law School faculty. The SAE also supervises the articles-editing process. Specifically, the SAE's responsibilities are to:

1. Solicit articles for publication;
2. Maintain the KJEANRL email account;
3. Draft all documentation to be used for the purpose of solicitation;
4. Design marketing materials to be used for the purpose of solicitation;
5. Maintain prompt and open correspondence with prospective authors;
6. Extend offers of publication or rejection to authors and negotiate deadlines;
7. Assist the EIC in shaping the general themes of each book;
8. Communicate with AEs;
9. Assist EE in ensuring that all initial edits are completed by AEs prior to assignment of Source and Cites;
10. Participate in Editorial Board interviews; and
11. Assist in making selections for the following year's Editorial Board.

g. **Articles Editors**

Articles Editors (AEs) review both solicited and unsolicited manuscripts to select articles for publication. AEs are responsible for substantive and technical edits on all articles, essays, and commentaries published in the *Journal*. Specifically, their responsibilities are as follows:

1. Assist SAE in determining strategy for soliciting manuscripts for publication;
2. Assist SAE in opening correspondence with potential authors and soliciting pieces for publication;
3. Continuously monitor submissions to the KJEANRL website and ExpressO for unsolicited manuscripts;
4. Assist Members in completing assigned literary and technical edits as needed;
5. Grade all Member edits;
6. "Incorporate" all corrected edits into one document and conduct a master edit;
7. Participate in Editorial Board interviews; and
8. Assist in making selections for the following year's Editorial Board.

h. **Production Editors**

The Production Editors (PEs) ensure that each piece is internally consistent, especially among citations and textual references. The PEs are primarily responsible for assisting the EIC in ensuring that the entire production process runs smoothly and

efficiently. PEs assist with the flow, direction, and timing of production work. Specifically, the PEs' responsibilities are to:

1. Work with their *KLJ* counterparts to assist in planning the Write-On Program (e.g., production and literary edits);
2. Review and grade all write-on submissions;
3. Recommend Candidates for Member selection;
4. Grade all technical edits on all manuscripts submitted for publication;
5. Ensure that each piece is internally consistent, especially among citations, textual references, formatting, and style;
6. Design each book's binding;
7. Assist EIC in the final printing;
8. Communicate any concerns to AEs and NEs as necessary;
9. Participate in Editorial Board interviews; and
10. Assist in making selections for the following year's Editorial Board.

i. **Online Editors**

The Online Editors (OEs) are principally responsible for maintaining the online components of the *Journal*. Accordingly, the OEs' enumerated responsibilities are to:

1. Create a blog production schedule;
2. Assign blog posts and suggest topics;
3. Maintain the social media presence of the *Journal*;
4. Expand KJEANRL's online presence;
5. Conduct all literary, substantive, and technical edits of blog posts;
6. Grade and provide feedback for blogs;
7. Upload each blog to KJEANRL;
8. Promote blogs;
9. Participate in Editorial Board interviews; and
10. Assist in making selections for the following year's Editorial Board.

III. **Terms of Office.** The Board of Editors' responsibility to KJEANRL is in full effect during the summer. The Board of Editors shall take office no later than the last day of the Spring Semester in which they are selected and shall serve no later than the last day of the Spring Semester of the following year. In its discretion, the outgoing Board of Editors may turn over management of KJEANRL to the incoming Board of Editors prior to the last day of the Spring Semester.

IV. **Voting Power.** The members of the Board of Editors shall be of equal rank and, except as hereinafter provided, shall be entitled to votes of equal weight on any matter on which the Board of Editors may vote. A quorum of the Board of Editors shall consist of at least three-fourths of the Board of Editors membership. Unless otherwise specified in this Handbook,

votes by the Board of Editors shall be decided by a simple majority vote. In the event of a tie, the Editor-in-Chief's vote shall serve as the tiebreaker.

V. **Editorial Board Selections.**

- a. *Time of Election.* The election of a new Board of Editors shall be conducted at a special meeting (“Editorial Selection Meeting”) of the current Board of Editors called for that purpose by the Editor-in-Chief and to be held before May 1.
- b. *Eligibility.* Eligibility for selection to the Board of Editors shall be limited to those who have fulfilled the duties of a Member to become Senior Staff Members and, after selection, will have at least two (2) but not more than four (4) full semesters (not including summer sessions) remaining before graduation.
- c. *Method of Selection.* Selection for the successive Board of Editors shall be based on an application and interview process. Applications shall be released at least one week prior to the Editorial Selection Meeting. Each applicant will then be interviewed by the outgoing Board of Editors. The outgoing Board of Editors shall select applicants for a particular position by a majority vote in a closed session Editorial Selection Meeting. Factors in the selection process include, but are not limited to, time available to devote to *Journal* related work; professional work experience; service as a Member where such an opportunity was available; service on *Journal* committees; and completion of all writing assignments (i.e., Notes and blogs).
- d. *Vacancies.* Vacancies on the Board of Editors shall be filled for the remainder of the unexpired term of the vacating Editor by a majority vote of the incumbent Board of Editors. Vacancies may be filled by any third-year Member.
- e. *Removals.* Any Editor may be removed for failure to perform the duties of the Editor's office. Removal may be initiated by any two Editors who believe an Editor is not performing adequately. The two Editors shall call a conference of the Board of Editors with the Editor who is subject to removal. Showings of cause for removal may be made by any Editor. After the Editor in question has been given the opportunity to rebut showings of cause for removal, a vote by secret ballot shall be taken of the Editors. If all Editors, excluding the Editor subject to removal, unanimously vote to remove, the Editor shall be removed.
- f. *Loss of Credit.* The removal of a Member from the Board of Editors will result in that Member being ineligible to receive the additional credit hours for their respective position. The removal will be permanently recorded in the Member's file and retained by the UKCOL.

## **CANDIDATE MEMBER SELECTION**

- I. **Eligibility.** Candidates shall be second-year students who may gain acceptance to KJEANRL either by “grading-on” or by participating in the Write-On Program. Candidates finishing in the top 10% of their class at the end of the second semester will “grade-on” to KJEANRL provided that their write-on assignment demonstrates a “Good Faith Effort.” All candidates

seeking a membership invitation must complete the write-on assignment. Those students outside the top 10% may earn an invitation to KJEANRL through participation in the Write-On Program.

- II. **Timing.** The Write-On Program shall be administered annually at the completion of the spring semester.
- III. **Writing Competition.** Write-On responses will be graded for analytical and writing skills, including logical and succinct analyses, appropriate use of sources, readability, proper grammar and correct citation. Invitations will be given to Candidates who display superior writing ability. The Write-On Program will consist of a writing exercise (i.e., Abbreviated Note) as well as Bluebook and literary edits.
  - a. *The Abbreviated Note.* The Abbreviated Note will be worth 70% of a candidate's total Write-On score. Notes Editors will provide candidates with several sources and ask candidates to use those sources, and only those sources, to respond to a prompt. Candidates must cite their sources in endnotes which follow Bluebook format. Candidate responses are limited to seven pages in length.
  - b. *Bluebook and Literary Edits.* The Bluebook and literary edits will be worth 30% of a candidate's total Write-On score. The Bluebook Edit requires candidates to analyze and correct a series of citations according to *The Bluebook: A Uniform System of Citation*. Candidates must use the law journal format for their citations (white pages). The Literary Edit requires candidates to analyze a provided section of text and correct said text according to *The Chicago Manual of Style* and *The Bluebook*.
- IV. **Submissions.** Candidates shall not reveal their identities in their submitted Write-On responses. Candidates will be assigned anonymous numbers for identification purposes. The Write-On responses will be submitted by email using those anonymous numbers.
- V. **Honor Code.** The honor code governs the Write-On Program. Students may not consult any outside resources during the Write-On period, including but not limited to professors, other students (including those not participating in the Write-On Program), attorneys, supplemental materials, etc. The EIC will personally report any student found to be cheating on this assignment or violating the honor code.
- VI. **Membership Notification.** Candidates will be notified of their membership status after the Write-On Program has been completed and spring grades have been posted.

## MAINTENANCE OF MEMBERSHIP

### I. Required Work and Three Strikes Rule.

- a. **Failure to Perform Duties.** Failure by any Member to adequately perform his or her duties on a good faith basis and in a timely manner will result in disciplinary action (i.e., strikes) by the Editorial Board. The duties referred to include, but are not limited to, performing technical checking as well as all other editing, meeting mandatory deadlines for all writing assignments (e.g., Notes and blogs), and attending all staff meetings unless otherwise excused. Disciplinary action for failure to adequately perform these and all other duties may result in a strike.
- b. **Strikes.**
  1. *Three-Strikes Rule.* Each KJEANRL Member shall be subject to the three-strikes rule during his or her tenure. The procedure for strikes will be as follows:
    - i. **Warning.** Any conduct that does not warrant an automatic strike shall receive a warning, unless such conduct demonstrates an intentional violation of the *Journal's* policies and procedures contained in this Handbook. Each Member is entitled to only one warning. If a Member has already received a strike, any offense that would otherwise ordinarily result in a warning may result in a strike. All warnings shall be given in writing.
    - ii. **First Strike.** A strike may be issued to any Member committing an offense that is related or unrelated to the basis of the warning that Member was previously issued. Upon receiving his or her first strike, the Member will be required to meet with the Editor-in-Chief and/or Executive Editor. During which time a solution will be developed to ensure the Member is aware of and follows all *Journal* policies and procedures in the future. This solution shall be written and signed by the offending Member and placed in that Member's file.
    - iii. **Second Strike.** After having been issued his or her first strike, if a Member commits a second related or unrelated offense then that Member may receive a second strike. The Editor-in-Chief will issue a formal written reprimand to the offending Member, place a copy of the reprimand in that Member's file, and send a copy to the *Journal's* Faculty Advisor.
    - iv. **Third Strike.** After having been issued his or her second strike, if a Member commits a third related or unrelated offense then that Member may receive a third strike and be subject to dismissal upon a majority vote of the Editorial Board. If the offending Member is an Editorial Board member then he or she may not participate in the vote. If the offending Member is not voted off *Journal* following a third

strike, a new vote will be held upon that Member's next strike worthy offense.

2. *Automatic Strikes.* Certain offenses warrant the issuance of automatic strikes regardless of whether that Member has received a warning. These offenses are:
  - i. Missing production deadlines; and
  - ii. Submitting any assignment that clearly demonstrates less than a good faith effort (e.g., incomplete Source and Cite, or written work below production standards). Should a Member's work be deemed inadequate, that work will be immediately returned to the Member so it may be done properly.

II. **Loss of Membership.** The dismissal of a Member will result in that Member being ineligible to receive credit hours for their respective position. Dismissal will be permanently recorded in the Member's file and retained by the UKCOL. If a Member is dismissed while publication for his or her Note is pending, the *Journal* reserves the right to not publish the work.

III. **Resignation of Membership.**

- a. A Member may resign at any time for any reason during his or her first semester of membership. Resignation during this period shall not carry sanctions. Resignation at any time thereafter, however, shall only be permitted with the approval of both the Editor-in-Chief and Faculty Advisor. Withdrawal should only be permitted under exceptional circumstances. Upon approval of resignation, the Member's withdrawal will be treated as a formal class withdrawal resulting in a "W" appearing on the Member's official transcript.
- b. Before a member makes a final decision to resign from the *Journal*, it is strongly urged that the Member consult with the Editorial Board and the Faculty Advisor. It is recognized that a number of legitimate issues may affect the Member's performance to such a degree that the Member becomes unable to satisfactorily perform his or her *Journal* duties. However, problems that result from extraordinary circumstances can be dealt with outside of resignation. Under such circumstances, a Member may notify the Editor-in-Chief or Executive Editor and a leave of absence or a lightened workload may be granted.
- c. The Editorial Board will make every effort to accommodate Members with special problems. In the interest of fairness to all KJEANRL Members, however, no such accommodations will be made when said purposes are found, upon reasonable investigation and assessment, to be based upon a Member's desire to minimize his or her responsibilities.

## GENERAL BOOK COMPOSITION

- I. All books will generally adhere to the following outline:
  - a. Introduction letter by the Editor-in-Chief (optional; one per volume)
  - b. One or more articles or essays by non-student authors with Juris Doctorate degrees\*
  - c. Comments (optional)
  - d. Up to four student-written Notes
  - e. Book Reviews (optional)
- II. The last book of each volume shall contain an index for that entire volume. The last issue of each tenth volume will contain a cumulative ten-year index in addition to the individual volume's index.

## MATERIALS FOR PUBLICATION

### I. Nonstudent Material.

- a. *Articles and Essays.* Each book of KJEANRL shall contain one or more articles and essays.
  1. **Description.** Articles and essays are written by members of the bench and bar. Typically, an article is longer and contains more detailed footnotes than an essay. The *Journal* strongly prefers articles that are under 25,000 words in length—the equivalent of 50 journal pages—including text and footnotes. Length in excess of 30,000 words—the equivalent of 60 journal pages—will weigh significantly against selection. A manuscript will be considered an essay if it is 25 journal pages or fewer in length and its primary purpose is to advance an idea, summarize a development, or initiate or engage in discussion. Manuscripts by symposium participants are construed as essays. Under no circumstances will a student-written manuscript be designated as an article or essay.
  2. **Selection.** The Editor-in-Chief, the Executive Editor, and the Articles Editors shall select all articles and essays for each issue. Acceptance of a professional piece is subject to the approval of the Editor-in-Chief, the Executive Editor, and majority of the Articles Editors.
  3. **Publication Agreement.** The Board of Editors shall obtain a copyright, license, or other suitable agreement from each professional author.
- b. *Comments.*
  1. **Description.** Comments are most commonly written by members of the bench and bar. Without exception, the word limit for a Comment is 3,500

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\* However, Articles and Essays may occasionally be written by distinguished practitioners in fields related to law.

words—the equivalent of 7 journal pages— including text and footnotes. A comment, should present a concise yet still original argument and have minimal literature review. Comments often (but need not necessarily) respond to a recent development in the law, such as cases, legislation, and law review articles, lawsuits, administrative rulings, and executive orders.

2. **Selection.** The Articles Editors shall be primarily responsible for the selection of all Comments for each issue. Acceptance of Comments is subject to the approval of the Editor-in-Chief, the Executive Editor, and the majority of the Articles Editors.
3. **Publication Agreement.** The Board of Editors shall obtain a copyright, license, or other suitable agreement from each professional author.

c. *Book Review.*

1. **Description.** Book Reviews may be written by members of the bench and bar. The *Journal* strongly prefers Book Reviews that are no more than 5,000 words in length—the equivalent of 10 journal pages—including text and footnotes. Length in excess of 5,000 words will weigh significantly against selection. The *Journal* also strongly prefers reviews of legal books that will be published in the upcoming year so that the reviews are current.
2. **Selection.** Selection for publication of a Book Review is made by a three-fourths vote of the Board of Editors
3. **Publication Agreement.** The Board of Editors shall obtain a copyright, license, or other suitable agreement from each professional author.

## II. Student Material.

a. *Notes.*

1. **Description.** Notes are exclusively written by second-year Members. The *Journal* strongly prefers Notes that are no more than 15,000 words in length—the equivalent of 30 journal pages—including text and footnotes. Length in excess of 15,000 words will weigh significantly against selection. Notes should advance, with frequent citation of authority, a particular area of legal scholarship beyond its current state by making a detailed argument, and provide persuasive evidence for its propositions and conclusions.
2. **Selection.** The Editor-in-Chief, the Executive Editor, and the Notes Editors shall rank and select all Notes for each issue. Publication of a Note is subject to the approval of the Editor-in-Chief, the Executive Editor, and majority of the Notes Editors.
3. **Copyright Agreement.** The Board of Editors shall obtain a copyright agreement from each student-author.

b. *Blogs.*

1. **Description.** Blogs are almost exclusively written by second- and third-year Members. Blogs must be at least 300 words in length, excluding citations, but

longer blogs are welcomed (generally blogs do not exceed 500 words in length). The Online Editors shall assign blog topics in accordance with their production schedule, and make all blog assignment and due dates available to all Members. In accordance with those dates, the Online Editors shall provide suggested blog topics to members at least one week prior to the date the blog is due. Members shall either choose a suggested topic or select one that is related to a core area of the *Journal* and advocate a position. For examples, Members may refer to the *Journal's* website, [www.kjeanrl.com](http://www.kjeanrl.com).

2. **Copyright Agreement.** The Board of Editors shall obtain a copyright agreement from each student-author.

c. *Comments.*

1. **Description.** Although, comments are most commonly written by members of the bench and bar, they may also be written by Senior Staff. Without exception, the word limit for a Comment is 3,500 words—the equivalent of 7 journal pages— including text and footnotes. A comment, should present a concise yet still original argument and have minimal literature review. Comments often (but need not necessarily) respond to a recent development in the law, such as cases, legislation, and law review articles, lawsuits, administrative rulings, and executive orders. The Journal strongly advises all Senior Staff Members to work closely with a faculty member as an advisor.

2. **Selection.** The Articles Editors shall select all Comments for each issue. Acceptance of a Comment is subject to the approval of the Editor-in-Chief, the Executive Editor, and the majority of the Articles Editors.

3. **Copyright Agreement.** The Board of Editors shall obtain a copyright agreement from each Senior Staff Member.

## ACADEMIC CREDIT

I. Editors and Full Members (i.e., “Senior Staff”) of KJEANRL who have satisfactorily completed their duties as provided in this Handbook shall be eligible to receive academic credit, as allowed by the UKCOL Administration. The Board of Editors has discretion to award said academic credit to Editors and Senior Staff.

## ADDITIONAL POLICIES

I. **Authority for Citations.** The *KJEANRL Style Manual*, fashioned after *The Chicago Manual of Style*, and *The Bluebook* governs the *Journal's* editorial style and use of legal citation.

II. **Email Policy.** All Members should regularly check the email address they have on file with the *Journal* to remain informed of notices that concern them. All Members will be deemed to have constructive notice of information 24 hours after an email has been sent. If a Member

fails to respond to an email within 24 hours on three separate occasions, then that Member may be subject to the three-strikes rule.

- III. **Policy on Extensions.** All assignments must be completed and turned in when due. Extensions may be granted for good cause at the discretion of the assigning Editor. Extensions will be granted only in extraordinary circumstances unless obtained two days prior to the date on which the assignment was due. Tardiness or unacceptable work may result in disciplinary action under the *Journal's* three-strikes rule.
- IV. **Membership Files.** The Editorial Board shall keep personnel files on each Member in order to track the progress of all Members' work. These files are to remain locked at all times and are to be used for *Journal* purposes only; primarily, the files will guide the Editors' credit and disciplinary decision making. Accordingly, information contained within the files should never be reported to anyone except appropriate Members of the *Journal*. A Member may, upon request, view the contents of his or her file.
- V. **Unfinished Work.** When an Editorial Board's term expires and the successor Board's term commences, all responsibility and authority for the prior board's unfinished work passes to the new Board. Although the new Board may request assistance from Members of the old Board, the new Board remains primarily responsible for editing and processing all work in progress during its term. However, major policy decisions affecting an old Board's issue, such as a decision not to publish an article, must be authorized by the Faculty Advisor. To avoid any potential conflicts or appearances of impropriety, the former Editor-in-Chief will be responsible for supervising and making a final determination on any Notes that must be re-written after the date of transfer between Editorial Boards.
- VI. **Amendments to the Constitution.** Any Member may propose, in writing, amendments to the Handbook. Proposed amendments shall be submitted to the Board of Editors by the Editor-in-Chief. Proposed amendments or changes to the Handbook shall become effective if approved by a two-thirds vote of the Board of Editors.