

Memo for New AWR Procedures for Law Review

1. Over the course of the summer, the Editor-in-Chief shall guide the new members of law review in writing their papers. The submissions must occur throughout the course of the summer and thus, the Editor-in-Chief shall establish a schedule for each item to be submitted (i.e. the abstract, outline, bibliography, etc.).
2. The Editor-in-Chief shall maintain a folder for each new member. Each folder shall contain the document submissions and shall also note their timeliness.
3. The Editor-in-Chief shall endorse an AWR form for each new member that satisfactorily completes the assignment(s) in accordance with submission schedule.
4. The new member shall approach a professor to read through the completed paper.
 - a. Ideally, this professor should have particular expertise with the area or issues touched upon in the student's paper.
5. The supervising professor shall work with the student to establish a schedule for the final two submissions.
6. The professor shall make comments and note all areas that need improvement, development, or alteration entirely.
7. The new member shall be required to make all necessary changes to his/her paper in accordance with the professor's comments and notes.
8. Upon successfully making the changes, the Professor shall endorse the "Supervising Professor Signature" line and return the form to the new member.
9. Upon receiving the supervising professor's signature, the new member shall then provide to the Law Review Faculty Advisor: (1) a copy of the final paper and (2) the AWR form with both signatures mentioned above.
10. If the Law Review Faculty Advisor has no objection to the student receiving AWR credit, he/she may (1) submit the form and a copy of the paper directly to the Administration or (2) return it to the new member for final submission.