

Guidelines for Proposals & Special Editor Responsibilities

Thank you for your interest in publishing your symposium in *L&CP*. These guidelines provide an overview of what we need to see in a symposium proposal and your responsibilities as the Special Editor throughout the process.

Proposals

Initial Proposal:

1. The ordinary first step is an initial proposal from you as a potential Special Editor briefly describing the theme of your symposium and whom you plan to invite to write for the symposium.
 - a. On the theme: *L&CP* is interested in a diversity of viewpoints and a reasonably balanced presentation of those differences. This reflects the vision of *L&CP*'s founder, David Cavers, who noted that legal problems may also have economic, political, or technological aspects, and that a specialist in any one field would predictably respond to such problems differently. The symposium format of *L&CP* was intended to solicit contributions not only from those trained in the law, but from those with different "knowledge and experience . . . vouch[ing] for the significance of their commentary on the subject under discussion."
 - b. On the authors: In this initial proposal, proposed authors need not have agreed to write for the symposium. Please identify all authors, describe the likely topic or focus of each, and indicate whether each has agreed to write or not.
2. In your initial proposal, please state if you expect to have a conference on this topic. If so, indicate when and where it will be. *L&CP* student editors help organize and host one conference per year held here at Duke Law School, but the journal's budget is quite limited in terms of possible pecuniary support.
3. Please indicate your planned schedule for the symposium, including the deadline you would propose for authors' submission of their articles.

L&CP's Faculty Board reviews proposals on a rolling basis. Once we receive your proposal, the board will meet to discuss it and will send out promising initial symposium proposals for external review. The committee may then approve an initial proposal, with or without recommended changes. After such approval, you would then submit a final proposal.

Final Proposal:

Your final proposal should identify the authors who have agreed to write for the symposium and as much information as you can provide about what each author will write. Please also provide e-mail addresses for the authors, so the Editor in Chief can acquaint them with the editorial process. You should also indicate if anything has changed from your initial proposal. The Faculty Board will then make a final decision on your symposium proposal.

Combined Proposal:

If the authors you propose have already agreed to write for your symposium, you may submit a single final proposal containing all the information described in the sections above.

Submission: Please e-mail your proposal to lcp@law.duke.edu or send it by mail to Law & Contemporary Problems, Duke University School of Law, Box 90364, Durham, NC, 27708-0364.

First Publication: Publication of each article in *L&CP* should be its first appearance in print. We cannot accept articles that have already been published, except for open, online publication of drafts, such as SSRN.

Responsibilities of the Special Editor

As discussed below, the Special Editor receives drafts of all of the articles in advance of their submission to the journal for quality check and substantive review. As the Special Editor, you should communicate any necessary revisions, including reductions in length, to the authors *before* the articles are sent to the journal.

1. **Page limits.** *L&CP* is bound by its annual budget and by the limits of student editors' available time to a limit of 250 pages per issue (including all the articles and your foreword). You may parcel these pages among your authors however you please, allowing some authors more, some fewer pages. Please inform the Editor in Chief of such arrangements. Unless we are told otherwise, we will assume all authors are bound by the same page limit, calculated based on the number of authors in your symposium. If you have eight authors, for example, we tell them their articles may not exceed 50 double-spaced pages, including double-spaced footnotes—around 12,500 words—which translates to 25–30 printed pages each. The chart below may help you determine the page or word limit for your authors.

	TOTAL PAGES / ISSUE	PAGES / AUTHOR (6 Authors)	PAGES / AUTHOR (8 Authors)	PAGES / AUTHOR (10 Authors)
PRINT: 500 words/p	250	40 per author; 10 for foreword	30 per author; 10 for foreword	24 per author; 10 for foreword
MS: 250–300 words/p	400–425	65–70 double-spaced (including double-spaced footnotes)	50 double-spaced, etc.	42 double-spaced, etc.
MS. WORDS		16,250–21,000	12,500–15,000	10,500–12,600

2. **Manuscript review.** You are responsible for informing the symposium authors of a date by which he or she will preview the manuscript drafts. We recommend that you require your authors to submit their articles to you for your review **approximately one month before the journal deadline.**
3. **Substantive review.** You should engage in a substantive review of each manuscript and should reject any articles that are not of publishable quality. Student editors and faculty board members can propose that the Faculty Board reject an article for quality reasons, but

you are the primary filter and can reject articles on your own. For articles you do not reject, you should give substantive feedback to each author to suggest improvements. Relatedly, you should assess each article for its value in whatever academic field (in addition to law) it concerns. If you are not familiar with that field, you are responsible for finding another reviewer who can competently make this assessment. You should memorialize that assessment in a brief summary of the paper's content that you send to the journal.

This review also allows you to ascertain that the symposium authors have followed their page limitations and should help you identify background information unnecessarily repeated in articles that would more suitably be mentioned in your foreword.

4. **Deadlines.** All manuscripts, including those that need reworking, are due in the office of the student editors by the submission deadline for that symposium. No piece submitted after the submission deadline will be accepted unless the faculty board approves (and there is a presumption against such approval).
5. **Changes.** Once the student editors have received all the manuscripts, they and the faculty board will review them to ensure that they reflect the accepted proposal. In the unlikely event of a significant difference between the proposal and the submitted papers (in terms of authors, quality, or focus), the faculty board has the discretion both to recommend changes and not to proceed with publication.
6. **Student editing and footnote policy.** Student editors will edit all submissions, with a focus on the accuracy and form of footnotes. Please note that *L&CP* strives to be lightly footnoted, which means that primary sources are preferred to secondary sources; secondary sources, when cited, should be minimal; and discursive footnotes are discouraged.
7. **Communication with authors.** The student editors and staff take responsibility for day-to-day communications with authors concerning our editorial suggestions and citation requests. On occasion, however, we may need your help in facilitating such communications.
8. **Foreword.** You will determine the order of the articles in the final issue to ensure its logical progression from beginning to end and a minimum of repetition. You are responsible for a foreword, which will give an overview of the issue and which may provide background common to all the articles. The journal editors will provide you with a deadline for submitting the foreword, which will undergo an abbreviated editing process.
9. **Posting in advance of print publication.** If any given article has finished the editorial process and you think it would be appropriate to post that article online before print publication, you can identify such article for posting to the *L&CP* website.
10. **Timing.** Please note that *L&CP* publishes four issues per volume. The entire editing process, from the initial submission to print publication, takes approximately eight months.