

## SPECIAL EDITOR RESPONSIBILITIES & GUIDELINES FOR PROPOSALS

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Thank you for your interest in publishing your symposium in *Law and Contemporary Problems*. 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.

The Special Editor of each issue of *L&CP* is responsible for developing the symposium proposal, soliciting the authors, allocating the issue's pages among the authors and their papers, peer reviewing their drafts, writing the issue's foreword, and generally facilitating communications between the journal and the authors.

### **Symposium Proposals**

The Special Editor is first responsible for developing a symposium proposal and submitting the proposal for consideration by the *L&CP* Faculty Board. *L&CP*'s Faculty Board reviews proposals on a rolling basis.

1. **Statement of Interest.** The first step in the proposal process is a one paragraph statement of interest from you as a potential Special Editor briefly describing the theme of your symposium and ideas on whom you might plan to invite to write for the symposium. *L&CP* is interested in themes and authors that reflect a diversity of viewpoints—including viewpoints from outside the legal field—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. *L&CP* will review your statement of interest and invite you to submit a full proposal if the topic and tentative plan meet the journal's requirements for subsequent issues.
2. **Proposal.** If you are invited to submit a full proposal, that proposal must include: (1) a fully developed description of the issue or topic you intend to address, (2) a list of potential or confirmed authors, and (3) a proposed timeline for the issue, including any anticipated conference. The Faculty Board will then make a final decision on your symposium proposal.
  - a. **On the authors:** In this proposal, proposed authors need not have agreed to write for the symposium. However, we strongly encourage you to include a list of pre-committed or "anchor" authors, together with a list of those who would be invited after acceptance. The proposal should identify each, briefly describe the likely topic or focus of their contribution and indicate whether they are already committed or still to be invited.

Please also note that publication of each article in *L&CP* must 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.
  - b. **On conferences:** If you plan to hold conference on this topic, please indicate when and where it will be and when. *L&CP* has historically hosted one conference per year held at Duke Law School. Depending on existing commitments, we may be able to assist.
  - c. **On the schedule:** Please review the publication information below as you prepare the proposed timeline for your issue. Note that *L&CP* publishes four issues each year and that, in general, the entire process from statement of interest to publication takes approximately one to one-and-a-half years.
3. **Submission.** Please e-mail your proposal to [lcp@law.duke.edu](mailto:lcp@law.duke.edu)

**Issue Publication**

Once a proposal has been accepted, the Special Editor allocates the issue's pages among the authors and their papers, receives drafts of all of the articles in advance of their submission to the journal for quality check and substantive peer review, and writes the issue's foreword.

1. **Page limits.** *L&CP* is bound by its annual budget and by the student editors' available time to a limit of 250 pages per issue (including all the articles and your foreword). You are responsible for ensuring that your issue conforms to this limit and, if *L&CP* receives documents totaling more than 250 pages for the symposium, you will be responsible for identifying articles that must be trimmed. You may parcel these pages among your authors however you please, allowing some authors more, some fewer pages. The chart below may help you determine the page or word limit for your authors.

	<b>TOTAL PAGES / ISSUE</b>	<b>PAGES / AUTHOR (6 Authors)</b>	<b>PAGES / AUTHOR (8 Authors)</b>	<b>PAGES / AUTHOR (10 Authors)</b>
<b>PRINT:</b> 500 words/p	250	40 per author; 10 for foreword	30 per author; 10 for foreword	22 per author; 10 for foreword
<b>MS:</b> 250–300 words/p	400–425	50–60 double-spaced (including footnotes)	40 double-spaced, etc.	30 double-spaced, etc.
<b>MS. WORDS</b>		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 you and any co-special editor will conduct your peer review of their manuscript drafts. We recommend that you require your authors to submit their articles to you for your review **approximately 1.5 months before the drafts are due to the journal** so that there is ample time for you to review them and the authors to process your comments.
3. **Substantive review.** You are responsible for conducting a substantive review of each manuscript and for communicating any necessary revisions—including any reductions in length or changes to conform with *L&CP*'s style conventions and author instructions—to your authors *before* the articles are sent to the journal. You 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 are responsible for giving substantive feedback to each author to suggest improvements. As part of your review, 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 a reviewer who can competently make this assessment.

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.** After the substantive review, all authors must incorporate any edits and submit updated manuscripts to 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 the delay. The deadlines for each issue are as follows:

- a. The first issue of each academic year is due to *L&CP* the first week of August and is scheduled for publication in November.
  - b. The second issue of each academic year is due to *L&CP* the first week of September and is scheduled for publication in December.
  - c. The third issue of each academic year is due to *L&CP* the first week of January and is scheduled for publication in March.
  - d. The final issue of each academic year is due to *L&CP* the first week of February and is scheduled for publication in April.
5. **Changes.** Once the student editors have received the manuscripts, they will ensure that the submissions accord with 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 student Editor in Chief will consult with the faculty board which has the discretion to recommend changes or to decide 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. Above the line edits will be proposed when necessary to clarify an author's statement or to adhere to *L&CP* style and grammar conventions. The student editors will not, however, suggest any substantive changes to the article.
  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 minimal repetition. You are responsible for a foreword, which gives 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.