

MEMORANDUM

TO: Ruth Anne Robbins, President of LWI
FROM: Second Draft Editorial Board
Kathy Vinson, Chair of Second Draft Committee
Sam Moppett
Julie Baker
Stephanie Hartung

DATE: September 24, 2009
RE: Transition of *The Second Draft*

Since 2005, faculty from Suffolk University Law School have been editing *The Second Draft*. We are thankful for this opportunity and have enjoyed the editorial process; however, at this time, we wish to give another school or persons the opportunity to become the editorial board of *The Second Draft*. We are still planning on editing the next issue of *The Second Draft*-The 25th Anniversary Issue. To make the transition as seamless as possible, below are our recommendations for the future as well as a summary of our goals, achievements, and timeline of the editing process. Please contact us if you have any questions or concerns. We'd also be happy to talk to the new editors as questions arise.

Recommendations

- A group of 4 editors has worked well and the board shouldn't be too much larger
- The editors don't have to be from the same school
- Technical expertise is not required because the layout and design can be done by an outside company. We have been very satisfied with the company and person we have been working with recently. Now that the newsletter is electronic, he could still be used if desired. Contact info: Andrew Boucek, Design Department, Gnomon Copy, 325 Huntington Ave, Boston, MA 02115 (617) 536-4600, andy@gnomoncopy.com
- Have a member of *The Second Draft* Editorial Board be a nonvoting member of the LWI Board or have a liaison from the Board keep the editors informed of any relevant developments (i.e. new logo, etc.)
- Change name of publication from "Newsletter." It is too long and formalized to call it a newsletter, although it is not the same as a "journal." Perhaps just call it *The Second Draft* – an official publication of LWI

Goals/Achievements

When we began editing *The Second Draft* in 2005, our driving editorial goal was to make sure that the publication was interesting to read, useful for legal writing professionals, and timely. To achieve that goal, we:

- altered the publication schedule to coincide with the fall and spring semesters, which insures that writing professors receive their copy at the beginning of each semester and can implement new ideas, teaching techniques, and exercises immediately;
- became more selective about accepting articles (this was also necessary to keep costs of publication in check), accepting articles that are the most helpful, well-written and diverse, and attempting to give first-time contributors preference over those who have had their articles published in *The Second Draft*;

- added The Publication Spotlight to highlight the increase in publication of law review and other articles written by members of the legal writing community;
- added the Quick Tip to provide an easy-to-read and easy-to-implement teachable tool;
- created a list of topics for the website to correspond with each issue;
- put the issue's topic in the header of each issue;
- involved four editors from the same school in a triple-check system to decrease publication costs (one draft vs. multiple revisions after involving the publisher);
- worked with LWI to update mailing lists or listserv members and the website; and
- converted the hard copy publication to electronic only publication. With the electronic only publication we have been able to include hyperlinks as well as author photos and other images. We are also able to publish the issues in a timelier manner.

Timeline

Our work schedule as editors starts a few months before publication, when we begin to officially solicit submissions. We then read through each submission. We also contact authors who write regular columns, such as The Writing Specialist, The President's Column, and the Next Step. (The Next Step article comes from the upper-level legal writing courses committee. The Writing Specialist column contact person is Anne Enquist). The editors then meet and determine whether to accept, decline, or reserve a submission for a future publication. Editors are then divided into teams and double-edit each article. Editors then contact authors who have submitted articles and let them know if their article has been accepted for publication. The editors also provide authors with the suggested edits we incorporated into their articles. The editors select the publication order of articles and solicit news and calendar events. The editors write the Letter from the Editors. Finally, the editors coordinate with the publisher, Gnomon Copy, who specializes in university publications. Once the edition has been edited by all editors, it is sent to the publisher, who creates a mock-up, which is then sent back and re-edited. The editors also select the theme of the next issue and include the call for submissions in newsletter being published and post it on the listserv. Once the newsletter is published the editors forward it to the LWI website and send out an announcement on the listserv. The final step is to forward the expense bills to the LWI treasurer.