BELMONT LAW REVIEW

INTRODUCTION
Welcome to the Belmont University Law Review! This manual is a resource for some questions you may have regarding what Law Review is, what your responsibilities as a member are, and what you can expect from the upcoming year. Of course, you likely have many questions besides those posed in this manual, so feel free to contact any of our Executive Board members for other concerns you have.

WHO ARE THE LAW REVIEW BOARD MEMBERS?
For the 2014-2015 school year, the Law Review Board Members are:

- Editor-In-Chief: Rob Martin
- Managing Editor: Jennifer White
- Executive Articles Editor: Courtney Lutz
- Executive Notes Editor: Alex Wood
- Executive Development & Technology Editor: Chandler Farmer
- Executive Submissions Editor: Chris Smith
- Executive Symposium Editor: Spencer Green
- Articles Editors: Patty Whitehead, Ron Laffitte, Shea Agee
- Notes Editors: Sara Page, Michael Holder
- Submissions Editors: Matt Schulenberg, Christine Davis
- Symposium Editor: Tiffany Sherrill

WHAT ARE MY RESPONSIBILITIES AS A 2L LAW REVIEW MEMBER?
As a 2L, you have three primary responsibilities:
1) Write your note.
2) Perform cite checks.
3) Work our fall Symposium.

You will complete your tasks for the Symposium and the majority of your cite checking requirements in the fall semester. You will work on your note during both the fall and spring semesters. Each of these responsibilities is discussed in more detail in proceeding sections.

WHAT TYPES OF WORKS ARE INCLUDED IN OUR LAW REVIEW PUBLICATION?
The majority of the publication consists of articles and notes. This year, our publication will also include a Judicial Perspective piece.

WHAT IS THE DIFFERENCE BETWEEN AN ARTICLE AND A NOTE?
Articles are written by practitioners, professors, and other individuals in the legal community. Our publication consists of both “outside” articles and “Symposium” articles. “Outside” articles are written by legal scholars throughout the world and are selected through our submissions process, while “Symposium” articles are written by the legal scholars who will speak at our fall Symposium.

Notes are written by Belmont law students. During your 2L year, you will write a note that you will have the opportunity to submit for publication. If selected, your note will be published in the proceeding fall or spring issue of our Law Review.
HOW DOES THE ARTICLE SELECTION PROCESS WORK?
We select the “outside” articles through a program called Expresso. The Executive Submissions Editor (ESE) and his team manage submissions and send articles that have publishing potential to the Executive Articles Editor (EAE). The EAE and her articles editors then review the articles in further detail and determine whether it thinks the Law Review should make an offer. If this is the case, the EAE sends the article to the Executive Board, which makes the final determination on whether to send an offer.

WHY DO CITE CHECKS MATTER?
There are two reasons why cite checks are important: usability and credibility. Although legal scholars read our Law Review to gain perspective on different topics, they also read them in order to acquire citations for use in their own articles and notes. Thus, it is important that the citations included in our publication actually exist, are quoted correctly, and are in proper Bluebook form. If these three goals are met, then it will, in turn, build our credibility in the legal community. Building credibility is especially necessary for a new Law Review like ours.

HOW DOES THE CITE CHECKING PROCESS WORK?
The cite-checking process consists of four steps:
1) Book pulls
2) Content-based cite checking
3) Bluebook formatting
4) Final grammatical/formatting checks

The first step to cite checking is to perform book pulls. Once you are assigned an article/note, your Article/Note Editor will provide you with a list of citations. You will then research for the electronic/hard copy version of that citation, create a PDF of that source, and upload it onto a Dropbox folder created for your article/note.

Once the book pulls have been completed, you will move on to content-based cite checking. To complete this step, you will use the sources in your article’s/note’s Dropbox folder to ensure that the quotation in the article/note is identical to that in the source. In the event that the author is citing the source for a general idea, rather than a quotation, you must simply determine whether the general idea is present. During this step, you must also determine whether there are any statements in the article/note that require a citation. If this is the case, you must research these citations and include them in the Dropbox folder.

Next, you will ensure that each cite is in proper Bluebook format. You will, of course, use the Bluebook to format the citations, but you will also be provided a manual to help with some of the more common citation issues.

After you have completed your cite checks, you will return the article/note to your Article/Note Editor and EAE/ENE, who will go through the article/note and make additional corrections. After these changes have been made, you will receive the article/note to make final grammatical and formatting corrections.

All of these steps will be discussed in further detail at future Law Review meetings.
WHO SHOULD I GO TO IF I HAVE QUESTIONS ABOUT CITE CHECKS?
Trust us when we say that we know how tedious, confusing, and frustrating the cite-checking process can be! Thus, if you have any questions or concerns, your EAE, ENE, and Articles/Notes Editors are here to help you. We will be providing manuals to each Law Review member that we hope will help make the cite-checking process easier. However, if you cannot find the answer to your question in the resources provided, please feel free to e-mail us or stop by during office hours. Clearing up confusion on the front end will help both you and us.

If you are having difficulty locating a source, you should contact one of our amazing reference librarians, Ian Bourgoine or Nathan Collins. We often asked them questions when locating our sources last year, and they were always ready and willing to help.

WHAT IS THE TIMELINE FOR THE CITE-CHECKING PROCESS?
In order to ensure that you have plenty of time to work on your notes and study for finals, we want the cite-checking process to occur within a short time span during the fall semester. Since Symposium authors write the majority of the articles, we are unable to start cite-checking until after the Symposium. Therefore, the current timeline is as follows:

- **Beginning of October:** Receive Article/Note Assignments
- **Oct. 15:** Book Pulls Due
- **Oct. 17:** Symposium
- **Oct. 29:** Content cite-checking assignments due
- **Nov. 5:** Bluebook formatting assignments due
- **Final Exams:** Dec. 1-12th
- **Feb. 4:** Final grammatical/look through edits due from LR members

The final cite-checking assignments will be completed at some point in the spring semester (probably January). These should not take more than a couple of days to complete.

You will receive additional details about the timeline at future Law Review meetings.

WHAT IS THE LAW REVIEW SYMPOSIUM?
Belmont Law Review’s annual symposium is an event that Law Review produces each year that is designed to engage the legal community in scholarly discourse about the law. Each presenter will write an article within the topic chosen by law review and then present on that topic. Attendees receive CLE credit for their participation in the event.

This year’s topic is “Health Care in the Balance: Weighing Competing Interests in Health Law.” Health care law involves some of the most fundamental questions about our national values, public policy, and ethics. This Symposium seeks to address those issues through exploring areas of health care law that require a balancing of competing interests. For instance, health care law requires balancing costs and quality of health care and balancing individual freedom and equality. Presenters are asked to choose a discrete, particular area of health care law and explore the competing interests at play.

You will be expected to help produce this event by cite checking the articles, promoting the event, and assisting on the day of the event. Every Law Review member is expected to attend at least part of the day.