



**APPLICATION FOR 2015 - 2016 TELJ EDITORIAL BOARD**

Please complete this form and submit a **PDF copy** along with a copy of your **résumé** to [texasenvironmentallawjournal@gmail.com](mailto:texasenvironmentallawjournal@gmail.com). All application materials must be received no later than **Thursday, February 26 at 5:00 pm**. You will be notified if you are selected for an interview (15 to 20 minutes), which will take place on Thursday, March 5 from 4:00 pm to 7:00 pm.

Please see the attached description of each Editorial Board position; you are also encouraged to contact current board members with any questions about the positions for which you are applying. For each question below, please provide as much information as is relevant; you may use as much space is needed in answering each question.

Name:

Please rank only the editorial positions for which you would like to be considered (1 being the most preferred). You may rank as many or as few of the positions you would like.

- \_\_\_\_\_ Editor-in-Chief
- \_\_\_\_\_ Managing Editor
- \_\_\_\_\_ Articles and Notes Editor
- \_\_\_\_\_ Developments Articles Editor
- \_\_\_\_\_ Symposium Director
- \_\_\_\_\_ Development Director

(1) Aside from classes, what other time commitments do you expect to have next year? Approximately how much time do you anticipate devoting to each on a weekly basis?

(2) Will you be in Austin and on campus for both semesters? Please explain. (It is still possible to share a position if you will not be on campus all year).

(3) Aside from your involvement with TELJ, please discuss any experience you have in editing and/or producing publications.

(4) Please discuss any leadership positions you have held (both in and out of law school) and how that experience would help you serve on the Editorial Board.

(5) Aside from any publishing or leadership experience, do you have other personal qualities or have you had other experiences that qualify you for the positions for which you are applying?

(6) What changes would you make to better the publication of the next volume of TELJ or better TELJ as a student organization? Are there any projects in particular that you would like to undertake/see undertaken?

(7) You may discuss any other factors that you feel are significant in evaluating your ability or desire to serve on the editorial board, including why you think publishing this journal is important.

## TELJ EDITORIAL BOARD POSITIONS

Editor-in-Chief: The Editor-in-Chief is responsible for the overall production of the journal, namely making final publication decisions and decisions relating to the operation of the journal as a student organization. Regular responsibilities include: overseeing the early editing process, performing final edits, making final decisions on the selection of student notes, approving events and purchases, conducting meetings, and communicating with the attorney Editor-in-Chief. Other responsibilities include: soliciting article and note submissions, evaluation write-on submissions, and making membership decisions.

Managing Editor: The Managing Editor is responsible for all journal operations, except the editorial process. The Managing Editor assists the EIC in all aspects of his/her work while overseeing the finances of the Journal, food and office supplies procurement, event planning, and record keeping. The Managing Editor is the TELJ's primary liaison with Texas Law Publications, Law School Accounting, Student Affairs Office, and Special Events.

Articles and Notes Editors (ANEs): ANEs are responsible for collaborating with the EIC and the attorney EIC to choose the Student Notes and Lead Articles for publication. This includes soliciting student note submissions through our contacts at various law schools, maintaining the TELJ submissions email account and the TELJ ExpressO account, and completing an initial round of article review to determine whether or not to pass it along to the EIC for further consideration. In addition, ANEs are responsible for preparing articles for edit sessions by applying the proper TELJ document formatting, inserting any necessary FA footnotes, doing an initial above-the-line cleanup, and filling out Footnote Assignment Sheets for the article. ANEs also lead the weekly staff edit sessions. This entails sending a weekly email to the staff members signed up for that week's session that includes any information relevant to the session (room number, time, etc.) as well as the prepared article(s) for that week attached as a PDF. At least two ANEs must be present at each edit session to guide staff through the editing process and to answer any questions they may have about the article(s). After edit sessions, the ANEs are responsible for inputting staff edits into the article and doing another round of editing. This includes making sure all footnotes are correctly formatted according to BB and GB rules and doing another round of above-the-line edits. The article then gets passed on for final EIC edits. In some instances, the EIC or attorney EIC may need to send an article back to the ANEs for additional editing. There are also some instances in which the ANEs will need to communicate and collaborate directly with the article author. For example, the ANEs may need to ask the author to provide unavailable sources or may need to send an article back with comments that need to be addressed by the author. Various other administrative responsibilities include training the staff, attending monthly board meetings, and being generally available to the EIC.

Developments Articles Editor: The Developments Articles Editor begins communication with supervising developments article attorneys during the summer and by creating and proposing the publication schedule for the DAs for each issue. The DA solicitation process begins in the fall by notifying associate editors of their selection to write a DA for each issue and, giving priority to their interests, pairing them with potential DA topics. Then, the Developments Articles Editor must communicate with students and supervising attorneys throughout the writing and editing process, maintaining a timely publishing deadline by continuously sending notifications to remind students of the relevant deadlines and submission dates; conduct the appropriate number of edits/suggestions/changes to each DA in preparation for final EIC edits; and simultaneously archive any potential topic ideas to be used for development articles from court decisions and other developments.

Symposium Director: The Symposium Director is responsible for organizing and executing TELJ's annual symposium. This entails securing funding for the event; developing a theme; securing speakers and the appropriate venue; conducting appropriate marketing; and obtaining CLE certification. Although the symposium usually takes place in the spring semester, planning must begin throughout the fall to ensure speaker availability.

Development Director: The Development Director is responsible for organizing the marketing, financial outreach, and social events for the journal. Weekly tasks include website updates, fundraising, and social media campaigns. Each semester the Development Director will organize various social events for the journal including dinners, happy hours, activities etc. During the Spring semester, the Director of Development should assist the Symposium Director in marketing and preparing for the event.