Technical Editing for the Assistant Editors of Legal Writing: The Journal of the Legal Writing Institute
Resources

- The article;
- The Technical Editing handout;
- Your team of fellow Assistant Editors;
- The Assistant Editor in Chief and the Managing Editor;
- *The ALWD Citation Manual*, fourth edition;
- *The Redbook*, second edition;
- *The Style Guide of the Legal Writing Journal*; and
- Reference librarian at your law school (for inter-library loans, possibly).
The Work Involves a Team

- The Assistant Editor in Chief or the Managing Editor will select the team members and the leader of the team.

Communication
- Team members
- Assistant Editor in Chief or Managing Editor
Technical Edit: The Handout

- Introduction

- Before starting the technical edit, look at the footnotes for difficult to find sources.
  - Contact the Assistant Editor in Chief or Managing Editor
    - She may have the sources, or
    - She will contact the author to obtain the sources.
  - Inter-library loan.
Technical Edit: The Handout

What to look for in a technical edit

- Style
- Small-scale organization
- Sentences, phrases, and words
- Attribution
- Citations
The Corrections and the Critique

- Please make all corrections to the electronic version of the article (turn on the “Track Changes” function).
- Also may insert electronic comments to note where additional information is needed from the author.
The Corrections and the Critique

- Each team member should give his or her electronic version of the article and his or her notes to the team leader.
- The team leader will consolidate all the electronic versions and draft a critique memo.
- The team leader will forward the critique memo and the article to the Assistant Editor in Chief and the Managing Editor.
Contact Information

- **Assistant Editor in Chief**
  - Brooke Bowman
  - E-mail: bowman@law.stetson.edu

- **Managing Editor**
  - Terrill Pollman
  - E-mail: terrill.pollman@unlv.edu
Thank you!