

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



LegalWriting
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

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Thank you!