

INSTRUCTIONS FOR THE CHICAGO-KENT LAW REVIEW SUMMER CANDIDACY PROGRAM

Summer 2011

I. STRUCTURE OF THE PROGRAM

The assignment for the 2011 Summer Candidacy Program (“SCP”) is a 15-page maximum, closed research, anonymous academic note/comment. **Your analysis must be confined to the sources that will become available on the Chicago-Kent Law Review website at 9:00 a.m. on Tuesday, July 5, 2011. Additional research will not be permitted.** For the purposes of this program, the legal universe will consist of only those sources that are specified in the source materials (the “SCP Package”). Using any sources other than the designated SCP Package is a violation of § 2-1(b) of the Chicago-Kent Code of Conduct.

The Program will last fourteen (14) days. This SCP Package contains information about the program and instructions for completing your note/comment.

A. Obtaining Source Materials:

You will obtain working copies of the SCP Package online. We will post all the resources needed for the SCP on the Chicago-Kent Law Review website under the “Prospective Members” heading, located at: <http://www.cklawreview.com/>. The individual cases, statutes, and articles that comprise the SCP Package materials will be edited to ensure that you do not spend your time reading material that is not important for the program. The SCP Package will be posted in the Adobe Acrobat format, so you will need to have access to the Adobe Acrobat Reader. Do not obtain your own copies of the materials in the SCP Package. **No additional research is permitted beyond those sources contained in the SCP Package.**

B. Ethics and Professionalism:

Your paper must be an individual effort. **You may not solicit or receive any guidance or suggestions from anyone, or have anyone review your paper for substance or form.** Article II, §§ 2-1(a), (b), (l) of the Chicago-Kent Code of Conduct apply. If you believe that you have a disability that entitles you to receive outside assistance solely for the purpose of typing your submission, prior to the start of the SCP please contact the Executive Notes and Comments Editor (“ENCE”) for approval of such assistance. The ENCE can be reached at the contact information specified below in the “Contact Information” section. The Law Review will refer suspected violations of the Chicago-Kent Code of Conduct to the Dean for appropriate investigation and disciplinary action. Moreover, we expect all candidates to adhere to the Code of Professional Responsibility for Law Reviews. *See* Michael L. Clozen, *A Proposed Code of Professional Responsibility for Law Reviews*, 63 NOTRE DAME L. REV. 55 (1988).

II. DATES & DEADLINES

SCP participants should proceed according to the following steps and deadlines:

1. Access SCP Package Online: The SCP Package containing the topic and the source materials will be available on the Chicago-Kent Law Review website under the “Prospective Members” heading on **Tuesday, July 5, 2011** at <http://www.cklawreview.com/>. The SCP Package should be available by 9:00 a.m.

2. Obtain an “Exam Number”: All SCP submissions are anonymously evaluated, so you will hand in your completed submission identified only by an exam number issued by Law Review. To obtain your exam number, e-mail Alex Magalli at amagalli@kentlaw.edu. You may contact him any time between **July 7, 2011 and July 14, 2011** for a number. In your e-mail to Alex, please list the following information:

- a. Name
- b. Mailing Address
- c. Phone Number

3. Hand in Completed Paper: Your submission must be made no later than **10:00 a.m. on Tuesday, July 19, 2011**. Submissions must be made by e-mail to amagalli@kentlaw.edu. You must submit **two copies** of your completed paper—one each in **Word Document and PDF formats**. Both documents should be e-mailed as an attachment (to the same e-mail). If you have trouble converting your submission from Word to PDF, please email the Law Review members listed below (those designated as contacts during the program period).

Alex will e-mail you back confirming receipt of your packet and confirming that he can open the two files. If you do not receive a confirmation e-mail within twenty-four hours of your submission, you must e-mail Alex immediately.

N.B.: **Only one submission is allowed per student.** If you email more than one draft of your submission, the Law Review will only evaluate the first submission.

The clock in the Law Review office serves as the official timer for the SCP. Be safe and submit your work with time to spare. If you think you may submit your submission close to the deadline, synchronize your watch with the Law Review’s clock. Late submissions will not be evaluated.

4. There are NO EXCEPTIONS to this deadline: No extensions or alterations of SCP requirements will be made, absent extraordinary extenuating circumstances affecting the program as a whole. The CHICAGO-KENT LAW REVIEW Executive Board determines if and when the program is affected and determines any resulting modifications to the SCP.

III. ELIGIBILITY REQUIREMENTS

Your GPA at the end of the **Spring 2011** semester determines your eligibility for the SCP. Summer 2011 grades will not be included in the eligibility requirements.

A. 1L Day (full time and part time), 1L and 2L Evening Students: First-year day students and first- and second-year evening students who have a cumulative GPA of 3.00 or greater may participate in the SCP, as may transfer students who have completed one year of work at Chicago-Kent with the requisite 3.00 cumulative GPA for all law school courses.

B. 2L Day and 3L Evening Students: Second-year day division students and third-year evening division students who have a cumulative GPA of 3.25 or greater may also participate in the SCP.

C. Note: Students who do not meet the above GPA requirements, but believe they have **exceptional** circumstances, may petition in writing to the Law Review Executive Board for permission to participate in the SCP. All such petitions must be received by July 4, 2011.

IV. REQUIRED FORM FOR CASE COMMENT

A. Generally: Review the handouts entitled *How to Write a Case Comment* available on the Chicago-Kent Law Review website under Prospective Members at <http://www.cklawreview.com/> and the sample academic articles available for download. These handouts should answer most questions regarding the form and structure of a typical case comment. Another short article (on reserve) that you may find helpful is William R. Slomanson, *Dos and Taboos for Making Law Review: A Law Student's Compass*, 11 CRIM. JUST. J. 489 (1989). For more information, see generally, Eugene Volokh, *Writing a Student Article*, 48 J. LEGAL EDUC. 247.

B. Specific Requirements:

1. Length: Your submission is limited to no more than **15 pages of text**, exclusive of endnotes. There is no page limit on endnotes. However, the number of endnotes should be appropriate for the length and substance of the submission. Too many endnotes may be as inappropriate as too few endnotes.

2. Lines per page: Your submission is limited to no more than **26 lines of text per page**. The 26-line limit does not include the page number.

3. Margins: Your paper must be formatted with **1" margins** on all sides, on 8½" by 11" paper.

4. Font: You must use **Times New Roman 12pt.** as your font. This instruction document is written using that font and size.

5. Justification: Do not fully justify the text of your submission or the endnotes. Full justification makes it difficult to judge the spacing in citations. Your paper must be left-justified with a ragged-right margin.

6. Endnotes: **You must use endnotes, not footnotes.** Endnotes must be double-spaced.

7. Citations: All citations must conform to proper **Bluebook** form. The Law Review recommends purchasing the online Bluebook subscription; the search function makes finding what you need much easier than using the print edition. Several print editions will also be placed on reserve in the library. **Bluebook differs from ALWD in several important ways, so leave plenty of time to do your citations.** Although in previous years the SCP has used ALWD citations, this is no longer the case.

8. Identifying Information: With the exception of your exam number, your name or anything else which may identify you may not appear in the document, text, or endnotes of your paper. To remove the document identifying information, select the “File” drop-down menu, select “Properties,” the “Summary” tab, and then delete your name from the Author Line.

9. Footer: All candidates must place their exam number in the footer of every page. For example, if your exam number is 55555, you should place text in the footer on each page of your paper that reads “Exam Number 55555, Page [number].”

V. SELECTION PROCESS

A. Selection Factors: The Law Review’s Executive Board will decide which candidates will be invited to join the Law Review. Our evaluation will focus, in no particular order, on your 1) analytical ability; 2) writing ability and style (paying close attention to grammar, verb tenses, transitions, sentence structure, and punctuation); 3) ability to develop substantive endnotes as appropriate for law review writing; 4) Bluebook citation form; 5) appropriate use of sources; and, 6) appropriate form of paper.

B. Number of Candidates Accepted: The Law Review has no formal limit to the number of candidates that it may accept. We will review each paper individually on its merits.

C. Notice of Decision: You are responsible for ensuring that the Law Review can contact you during and after the SCP. You will receive notice of our decision at the beginning of August. The Law Review will use all reasonable efforts to provide you with a decision prior to the deadline for summer on-campus employer interviews (“OCI”). However, the Law Review cannot guarantee that you will be notified prior to the OCI deadline. If you are invited to join Law Review, there will be a mandatory meeting in August 2011 at a date, time, and location to be determined (check *The Record* for more details).

VI. CONTACT INFORMATION

If you have any questions before the start of the SCP, you may e-mail the Executive Notes and Comments Editor Daaron Kimmel at dkimmel@kentlaw.edu.

If you have any questions during the SCP, please e-mail the Law Review members listed below. **You may only contact these staff members because they will not be evaluating the write-on submissions, and thus your anonymity will be maintained. Do not contact Daaron Kimmel after July 4.** These people will be able to help you with questions about the write-on process, but will **NOT** be available to answer any questions related to the substantive issues in the Program Package. They may not be able to answer your questions right away, so please be patient. Furthermore, staff will not be answering questions on the July 4th holiday.

Corey Little – llittle@kentlaw.edu

Jonathan Walton – jwalton@kentlaw.edu

John Kresl – jkresl@kentlaw.edu

GOOD LUCK!