

Chicago-Kent

Law Review

2025 SUMMER CANDIDACY PROGRAM INSTRUCTIONS

Table of Contents

<u>STRUCTURE OF THE PROGRAM</u>	<u>2</u>
<u>PROGRAM INSTRUCTIONS</u>	<u>2</u>
A. OBTAIN AN “EXAM NUMBER”	2
B. ACCESS THE SCP PACKET	2
C. ETHICS AND PROFESSIONALISM	3
D. DISABILITY ACCOMMODATION	3
E. ANONYMIZE YOUR PAPER	3
F. TURN IN COMPLETED PAPER:	4
G. QUESTIONS ARISING DURING THE SCP	4
<u>COMMENT/NOTE FORMATTING REQUIREMENTS</u>	<u>5</u>
<u>ELIGIBILITY TO PARTICIPATE IN LAW REVIEW</u>	<u>6</u>
A. NO GPA CUT-OFF	6
B. GRADING-ON	6
C. ACADEMIC STANDING AND CREDIT HOURS	6
<u>RESOURCES FOR THE SCP</u>	<u>7</u>
A. WRITING GUIDES	7
B. SUCCESSFUL PAST SUBMISSIONS	7
C. THE BLUEBOOK	7
<u>SELECTION PROCESS</u>	<u>7</u>
A. SELECTION FACTORS	7
B. NUMBER OF CANDIDATES ACCEPTED	8
C. NOTICE OF DECISION	8
<u>CONTACT INFORMATION</u>	<u>8</u>

Structure of the Program

The 2025 Summer Candidacy Program (“SCP”) is an opportunity to distinguish yourself based on your strong analytical reasoning, writing abilities, and attention to detail. The assignment is a closed research, anonymous academic note/comment responding to a particular prompt. During the SCP, you are expected to confine your research to only the sources that are provided in the source materials (the “SCP Packet”). The case comment/note must be completed independently and anonymously and submitted in accordance with the instructions below.

Failure to comply with the instructions in this packet will make your submission ineligible for review and may violate the Chicago-Kent Code of Conduct.

This document contains information about the program and instructions for completing your note/comment. The Program will last twelve (12) days. The SCP Packet will become available on the Chicago-Kent Law Review website at **9:00 AM CST on Saturday, May 17, 2025**. All submissions are due by **11:59 PM CST on Wednesday, May 28, 2025**.

Program Instructions

A. Obtain an “Exam Number”

All SCP submissions are anonymously evaluated. Candidates are assigned an “exam number” by the Law Review.

To obtain your exam number, email Alex Magalli at a.magalli@gmail.com with the **subject line “SCP Exam Number Request.”** You may contact him any time before **Sunday, May 18, 2025, at 11:59 PM CST** for an exam number. In your email to Alex, please list the following information:

- a. Full Name
- b. Phone Number
- c. Class Year and Day or Evening Division

A number will be assigned to you. *****Double check that you are emailing Alex’s Gmail account listed above.*****

NOTE: Obtaining an exam number **does bind you to completing the SCP**. However, **no submissions will be accepted from students who did not obtain an exam number.**

B. Access the SCP Packet

The SCP Packet will be posted online at 9:00 AM CST on Saturday, May 17, 2025. We will post the resources needed for the SCP on the Chicago-Kent Law Review website under the “Summer

Candidacy Program - 2025 Summer Candidacy Program” heading, located at:
<https://studentorgs.kentlaw.iit.edu/cklawreview/members/becoming-a-member/summer-candidacy-program/>.

The individual sources that comprise the SCP Packet materials will be edited to ensure that you do not spend your time reading material that is not important for the program.

The SCP Packet will be posted in PDF format, so you will need to have access to a PDF reader.

Do not obtain your own copies of the materials in the SCP Packet. **No additional research** is permitted beyond those sources contained in the SCP Packet.

C. 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.

Your paper must reflect your own individual work. The use of Generative AI to write any part of the work is not allowed. Further, the use of Generative AI or proprietary legal AI technologies is not allowed to elaborate on or explain issues or case law. Candidates should be aware that a violation of Chicago-Kent’s AI policy can result in disciplinary action.

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. Closen, *A Proposed Code of Professional Responsibility for Law Reviews*, 63 NOTRE DAME L. REV. 55 (1988).

D. Disability Accommodation

If you have a disability that entitles you to receive outside assistance solely for the purpose of typing your submission, 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.

E. Anonymize Your paper

1. 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.
2. **Footer:** All candidates must place their exam number in the footer of every page. For example, if your exam number is 55, you should place text in the footer on each page of your paper that reads “Exam Number 55, Page [number].”

F. Turn in Completed Paper:

1. Deadline

Your submission must be made no later than **11:59 PM CST on Wednesday, May 28, 2025**. Submissions must be made by email to Alex Magalli (a.magalli@gmail.com). **Make sure you use his Gmail address.**

2. Subject Line

Please use “[Your Exam Number] SCP Submission” as the subject of your email. Please ensure that your name, or any other identifying information, does not appear in the title or the text of your submission.

3. Number of Copies and Format

You must submit two copies of your completed paper—one in Word Document format and one in PDF format. Both documents should be emailed as an attachment to the same email. If you have trouble converting your submission from Word to PDF, please email the Law Review members designated as contacts during the program period. See “Contact Information.”

4. Confirmation

Alex will email you back within twenty-four (24) hours confirming receipt of your submission and confirming that he can open the two (2) files. If you do not receive a confirmation email within twenty-four (24) hours of your submission, you must email Alex immediately.

5. Only one (1) submission is allowed per student.

If you email more than one (1) draft of your submission, the Law Review will only evaluate the first submission. The timestamp on your email to Alex will serve as the official clock for your SCP submission. Be safe and submit your work with time to spare. Late submissions will not be evaluated.

6. There are no exceptions to this deadline:

No extensions or alterations of SCP requirements will be made, absent extraordinary extenuating circumstances which affect 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.

G. Questions Arising During the SCP

All questions related to the SCP must be directed to the designated Senior Associates who will not be participating in grading. To ensure anonymity and a fair review process, **no candidate may contact any other member of law review regarding the SCP after May 17**. The Senior Associates who will be answering SCP questions are listed under “Contact Information.”

The Senior Associates cannot answer any substantive questions related to the prompt, Bluebooking, or your submission. However, if, for example, you encounter technical difficulties with the packet, have questions about this SCP instructions document, or have not heard from Alex Magalli, it is appropriate to reach out to the Senior Associates listed in “Contact Information.”

Comment/Note Formatting Requirements

1. Length

Your submission is limited to no more than fifteen (15) pages of text, exclusive of endnotes. There is no page minimum. 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. Spacing

Your submission should be double-spaced.

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.

- a. The Law Review recommends having your own copy, whether that it physical or purchasing the online Bluebook subscription.
- b. **TIP:** The Chicago-Kent Law Review uses the common law review typefaces described in the Whitepages § 2.1, including Ordinary Roman (Plain Text), *Italics*, and LARGE AND SMALL CAPITALS.
- c. **TIP:** It may be helpful to purchase your Bluebook subscription early or take a look at a print edition prior to beginning the SCP so that you can gain familiarity

with the Bluebook rules prior to writing your own citations. **We cannot answer any Bluebook questions once the SCP begins.**

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 55 you should place text in the footer on each page of your paper that reads “Exam Number 55, Page [number].”

Eligibility to Participate in Law Review

A. No GPA Cut-Off

The Chicago-Kent Law Review does not require applicants to have a minimum cumulative GPA to participate in the SCP. Your acceptance into Law Review through the SCP is based solely on your performance on the writing assignment.

B. Grading-On

As a reminder, the following students will automatically be invited to join the Chicago-Kent Law Review based on their academic performance:

1. Full-time day division students who have completed their first year and rank in the top 7% of the day division class;
2. Evening division and part-time day division students who have completed their first year and rank in the top 7% of the combined evening division and part-time day division class; and
3. Evening division and part-time day division students who have completed their second year and rank within the top 7% of the combined class of first-year day students and second-year evening and part-time day students.

Note: Spring grades and ranks **will not be available** prior to the write-on process. For this reason, everyone is **strongly encouraged** to participate in the SCP regardless of the potential to fall within the top 7%.

C. Academic Standing and Credit Hours

Please refer to § 1.12 of the Student Handbook for more information about eligibility requirements.

Resources for the SCP

A. Writing Guides

Review the handouts entitled [How to Write a Case Comment](#) available on the Chicago-Kent Law Review website under the “Summer Candidacy Program - Reference Materials” section and the sample academic articles available for download.

These handouts should answer most questions regarding the form and structure of a typical case comment. For more information, *see generally*, Eugene Volokh, *Writing a Student Article*, [48 J. LEGAL EDUC. 2 \(1998\)](#).

B. Successful Past Submissions

Successful past submissions are also available on the Chicago-Kent Law Review website for your review.

C. The Bluebook

1. Library Access

Several print editions are also available in the library. Bluebook differs from ALWD in several important ways, so leave plenty of time to do your citations. The Law Review recommends obtaining your own copy.

2. The Bluebook online version has a limited free trial.

3. The Bluebook Workshop

Slides from our April 25 Bluebook Workshop will be posted on the Chicago-Kent Law Review website under the “Summer Candidacy Program – Reference Materials” section.

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 of your note/comment will focus, in no particular order, on various aspects of your submission, including:

1. Analytical ability;
2. Writing ability and style (paying close attention to grammar, verb tense, 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. The Law Review will use all reasonable efforts to provide you with a decision prior to June 20, 2025.

If you are invited to join Law Review, there will be a mandatory meeting at a time and location to be announced prior to the start of the Fall 2025 semester.

Contact information

A. Prior to May 17

If you have any questions **before** the start of the SCP, you may contact the ENCE, Rachel Lehmann, at lehmann1@kentlaw.iit.edu. To protect the anonymity of the write-on process, please do not email Rachel Lehmann about the write-on once the packet has been released.

B. May 17 – May 28

If you have any questions **during** the SCP, there are two (2) law review staff members who can answer your questions. You may only contact these staff members because they will not be evaluating the write-on submissions, and thus your anonymity will be maintained:

- (1) Nicole Hentges at nhentges@kentlaw.iit.edu
- (2) Cody Clark at cclark23@kentlaw.iit.edu

Do not contact any other law review member after Saturday, May 17, 2025, other than the staff members listed above. These staff members 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 SCP Packet. **GOOD LUCK!**