Dear Edits and Journal Staff,

Student-run journals at Yale Law School are integral to the academic life in the YLS community and beyond. Student-run journals provide students with the opportunity to engage intellectually within an array of multiple fields in law, while developing their writing and scholarship.

Yale Law School produces a number of journals each year, under the supervision of the Office of Student Affairs. Some of the journals are published in an online format (no subscription required):

- Yale Journal of Law & Technology
- Yale Journal of Law & the Humanities
- Yale Journal of Health, Policy, Law & Ethics

Three of our journals publish a print version (subscription required):

- Yale Journal of International Law
- Yale Journal on Law & Feminism
- Yale Law and Policy Review

Two journals operate independently from the Office of Student Affairs. These journals are separate 501(c)3 organizations with independent Boards of Directors:

- Yale Law Journal
- Yale Journal on Regulation

This handbook was made to help journal editors seamlessly transfer into their new roles and to understand the responsibilities of both creating the journals, and being part of the student journal conglomerate. The journals under the oversight of OSA are subject to the procedures and guidelines set forth in this Handbook, and the Student Organization Handbook. OSA endeavors to support journal work from academic matters to subscription logistics to management challenges. We hope that this Handbook on the Student-Run Journals will serve you in creating and overseeing your respective student-run journal. OSA wants to make your experience as meaningful and as easy as possible.

Congratulations on being part of a rich aspect to the YLS community, and we hope you have a wonderful year!

- Chloe Bush
  Director of Student Affairs
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All Yale Law Journals are edited and published by Yale Law School students.

Each of these journals have their own editorial board slated by the members of the journal. Editorial boards are slated based on the upcoming volume/academic year for each publication. The board may include, but is not limited to, Editors-in-Chief, Senior Managing Editors, Submission Editors, Managing Editors, etc.

Each board will hold office for a full term of the publication. Upon publication of the current volume, a new board should be slated.

**Student Journal Support**

Although we do not have a formal Journal Office, OSA exits to support students through the entire journal production process. Our goal is to make student involvement in the journal process a rewarding experience while upholding the YLS standards of quality, scholarship, and academic presentation.

If your journal has a manual that is being actively used, please send us a version so that we can keep a copy on file. Each journal should have a manual of some kind on file that outlines procedures for printing, elections, positions, mastheads, etc.

**Student Journal Websites**

Each journal is given the opportunity to have their own page on YaleConnect. Each board has autonomy over their own sites, and should be actively updated as needed.

If your journal does not have a website, or should you have any changes you'd like to make to an existing one, please e-mail the student journal e-mail address: law.studentjournals@yale.edu

**Board Transition**

Once your student journal board is slated for the upcoming volume or issue, please inform OSA so that we may help with your transition. OSA will be responsible for updating the credentials in YaleConnect for those who need access, along with granting e-mail access to users who will need to use your respective journal e-mail account.

Office that have keys should be transferred to the incoming board members by those who are outgoing. If you need FOB access to your respective journal office, please contact Building Services for access.

OSA will meet briefly with incoming EICs to discuss a plan for the upcoming semester, and to provide relevant information to each journal.
Board Roles

Although these roles do not provide an exhaustive list of positions required to run a journal, we include them to explain these positions, and how they will relate to our office.

Managing Editor
The role of the managing editor or business manager is related to the activities associated with the journal subscription office.

Finance Person
There should be one person responsible for the primary financial activities of the journal. This person should know the guidelines for purchasing and payments and convey that information to journal members.

These include:
- Authorize expenditures prior to purchase.
- Approve any reimbursements that are submitted
- Review financial statements
- Bill authors for extra reprints
- Verify information to be printed on the masthead.

Subscriptions Person
- Send all checks and documentation to OSA
- Send all claims to OSA to check the status
- Refer all subscription-related questions to OSA
- Alert OSA in advance of the submission of the issue to the printer
**Journal Offices**

Each journal has an office at the Law School. Keys to that office should be handed off to the incoming board members from the outgoing board members. Should your office require FOB access, please contact OSA so that we may put in a request with Building Services.

It will be the duty of the Editorial Board to ensure that the office is appropriately maintained. Please do not leave any open food or drinks inside of the office, as it will be your responsibility to clean the office at the end of each visit.

**Back Issues**

Each journal office has nearly all copies of every issue of the journal for archival purposes. The library should also have the same number of copies in our Special Collections Department. These books may be checked out or reviewed at Special Collections. Printed copies of back issues for each journal is available for purchase directly through Sheridan, our publisher. Sheridan will only print back issues if the order is placed in increments of 25 copies or more.

**Author Agreements**

Yale University holds the sole ownership rights to all of the student-run journals. As a condition of these rights, Yale Law School requires that each author assign the copyright of the article solely to the journal.

Maintaining the copyrights of these articles enables Yale Law School to comply with the contractual obligations of legal research companies that make the published content available to the public. Form agreements can be found in your journal shared-drive.

When you accept an article form an author, the Author Agreement must be signed before proceeding further with the article or essay. Author agreements must be signed by both the author and the EIC of the journal. Journals should retain a copy of the signed agreements and send a copy to OSA. You may also upload a copy of the agreement to your YaleConnect page for record.

Authors receive 25 complimentary offprints of their article. Co-authors divide the complimentary 25 copies as they see fit.
Author Agreements (ctd.)

Please Note: For your protection as well as the University’s protection, individual students and student journals may not formally enter into any contracts for the expenditure of funds on behalf of Yale University. Any contracts that are sent to your office should be forwarded to the Office of Student Affairs, and we will consult with the Procurement Office as needed.

Copyright Permission Requests

Journals may grant the right of publication for all or any part of the article for public use. Permission requests are granted for educational uses. If requests are granted for educational uses. If a request comes from a for-profit company, even if it is for an educational use, journals should charge at least $25.00USD per article. Copyright fees may be charged when the article is used. Sample copyright permissions can be found on your journal’s shared-drive.

Subscriptions

Subscription inquiries should be directed to the OSA Journals e-mail address: law.studentjournals@yale.edu. All subscriber lists are kept and maintained by OSA. Please make sure all subscribers’ checks are given to OSA as soon as they come in.

Printing

Yale Law School contracts with Sheridan, INc. to provide the publishing services to all of our journals. Sheridan manages the distribution of our journals to our subscribers. Our representative at Sheridan is Katy Seibert. Her e-mail is katy.seiber@sheridan.com.

The computers in your respective journal office have the Macro publishing software you will need to properly format your journal. There are templates to assist with formatting articles to match the journal’s publication standards. Printing with the Macro publishing software is important because it strips away all previous settings and applies the appropriate setting for the journal professionally, while maintaining consistency with the previous journal publications already printed.

There is a 300 page maximum got each issue. If your journal prints two issues per academic year, the maximum pages allowed to print is 600 pages.

The process of sending the initial proof to receiving the finished product typically takes a few weeks, depending on the frequency of corrections.
The process of sending the initial proof to receiving the finished product typically takes a few weeks, depending on the frequency of corrections. Therefore, we recommend that articles be submitted for proofing at least two months before the publication date.

Production of the journal should follow these stages:
- First Page Proofs
- Revised Proofs
- Contract Proofs
- Printing/Publishing/Binding

Once you have mapped out the schedule of producing your journal, please send to OSA so we can better support you during your process. This will also help OSA in answering any timeline questions received from journal subscribers.

Bluebooks
The Bluebook is a great resource in determining the source for all citations in your journal. Each journal office should have several copies of the bluebook for use. If there is a need for additional bluebooks, the library has a limited number of extra copies that can be checked out for your reference.

Offprints
Offprints are typically copies of articles or essays made during the initial print of the issue or volume. These copies are bound separately in individual covers of their own. These prints are what will be given to the author if quantities of 25 copies. They are prepared directly after printing the journal, and mailed to the address of the author directly. This is because offprints are less expensive than printing an entire version of the journal.

Printing (ctd.)
All volumes should be published in accordance with the publication schedules for your respective journal. For those who operate on a subscription-based service, timely publications should reflect the work of Yale Law School and Yale University. Authors, subscribers, and subscription services all rely on effective and timely publication of issues.
Journal Mail

Student journals may receive correspondences through the Yale Law School Mail Service. Each journal has its own mailbox in the Student Commons area in the Sterling Law Building. Typically, OSA will receive journal mail, and distribute it to the respective journal office. As such, please note that the discretion of OSA, we may enter your office to deliver your mail as needed.

Outgoing Mail
A Law School Postage Request Form must accompany all letters and packages for U.S. mail. The mail room will provide you with the Postage Request Form. The mail will be processed through the mailroom and charged to your journal account.

Supplies
Boxes, envelopes, etc. are also located at Mail Services. These supplies will be billed to your journal account. You may also order mailing supplies through OSA if there is anything you need in large supply.

Journal Finances

Funding
Journals overseen by OSA receive funding through OSA. Funds are kept in the University financial system with a separate account for each journal. Each journal must be self-funding. Additional funding is occasionally provided through royalties and subscription services, but not enough to sufficiently sustain the operation of the journal. Royalty feeds are deposited directly to the journal’s account of operating and expenses, and are typically used to offset the cost of printing.

Each journal has two budgets for the academic year - journal discretionary budget, and your operating budget. Journals are expected to use their budgets for journal-related events throughout the school year. Such expenditures may include printing, food for citing nights, training, supplies, etc.

To keep track of spending, you may access the ledger for your journal’s account through your YaleConnect portal. Journal staff are responsible for updating the ledger as expenses are made.

Please Note: Funds are not spent in one academic year will not be carried over for the following year.

Student Fundraising Guidelines
Student-run journals may fundraise externally for additional funding. Please be advised that Yale University will keep 12% of any gift you receive for administrative costs. This is true for all gifts made to the University.
Funding (ctd.)

Student Fundraising Guidelines
Should you receive funding, your editorial board is responsible for acknowledging the gift from the external source in writing. Student journals are responsible for recognizing gifts as promised in conjunction with the solicitation.

All gift checks should be sent to the address below for processing:

Yale Law School
Office of Student Affairs
Attn: Christine Jolly
P.O. Box 208215
New Haven, CT 06520

Spending

There are two ways you may spend your funds: Using a P-Card at OSA for purchases, or invoicing the expense. To use an OSA P-Card, you must fill out our credit card authorization form located in the OSA Page in YaleConnect.

Yale Law School permits student organizations to purchase food and drink items for events. There is a two-drink maximum for alcoholic beverages (beer and wine only) per person, and a food limit of $75.00 per person per event. For more on this, please see our Yale Alcohol Policy.

Other appropriate uses of spending your allocation are:
- Transition and Training Meetings
- Source Cite Meetings

Student run journals should not use OSA funding for the following:
- T-shirts or Clothing
- Gifts to Authors
- Contributions to charitable organizations
- Gifts to individuals

Should your office need office supplies, please contact OSA, and we will order them for you through our business affiliated site. The Business Office will charge your journal’s account directly.

Billing
If your journal incurs a bill or invoices that needs to be paid through our Business Office, please submit the invoice or bill to OSA. This process typically takes 2-4 weeks for payment to be processed.
Non-Food Purchases

Printing
- TYCO can invoice the Law School directly
- Yale Printing and Publishing Services can charge expenses directly to your group’s University account for any printing expenses
- OSA will print five copies of your event poster for free. You can request this service by contacting osa@yale.edu prior to your event. Copies will be made available for pickup in the OSA office.

Supplies
- Supplies can be ordered and delivered to the Law School and charged directly to your group’s account
- The University’s preferred vendor for supplies is W.B. Mason - Contact OSA to make a W.B. Mason purchase. The Yale discounted pricing rates are not reflected on their public site.

Mailing and Courier
- Mailing and related expenses can be charged directly to your group’s University accounts.
- A Postage Form for the YLS Mail Room must accompany all letters and packages for U.S. mail. Then the mail will be processed through the mail room and charged to the student organization account.

Honoraria
The Law School has a longstanding practice of not paying honorarium to speakers. This is consistent with the practice of other Yale Schools. As a not-for-profit, Yale Law School is funded by student tuition dollars and alumni gifts, we endeavor to spend money judiciously.

Based on student request, an exception to this is to allow organizations to pay low-income and working-class speakers a small honorarium in an effort to be more inclusive in attracting speakers. Decisions are made at the discretion of the organization and with advanced notice to the Director of Student Affairs.
Making Purchases for your Student Journal

If you’re unable to secure an OSA credit card, or prefer to use your own credit card to make purchases, you may pay out of pocket and request a reimbursement from OSA by submitting a Reimbursement Form in the OSA portal of YaleConnect.

**Need a Credit Card? FOLLOW THESE STEPS!**

1.) **YALE CONNECT**
Submit a Credit Card Request Form on Yale Connect under the OSA portal.

2.) **WAIT FOR APPROVAL FROM OSA**
You will receive an e-mail confirming there is a credit card available for you to sign-out.

3.) **MAKE YOUR PURCHASE!**
Purchases can be made online or in person, wherever MasterCard is accepted. The billing address is: PO Box 208215 New Haven, CT 06520

4.) **RETURN CREDIT CARD AND RECEIPT**
All credit cards and itemized receipts are due back to OSA in 48 hours.

**HELPFUL TIPS!**
- Yale will allow a max of 10% gratuity
- Costco and BJs do not accept our card
- Tax ID number is on each card (E0015)

**WE'RE OUT OF CREDIT CARDS? TRY INVOICING INSTEAD!**
- You can choose a vendor where they will invoice the Law School, and all you’ll have to do is submit an Direct Invoicing Form on Yale Connect
- You can direct invoice with places like: Nica’s, Ay Ay Arepa, Rumbaba, Tyco, Blue State, and more on Yale Connect