JPPP
Mitchell Hamline Law Journal of Public Policy & Practice

2023-2024 Editorial Board Application Process

Excellence through diligence, not exclusivity.

Being a member of the JPPP Editorial Board allows you an opportunity to work with your fellow classmates to not only produce the main publications, but also participate in some other amazing projects— namely the Spring Symposium, the Legislative Forum, and the Quadriga blog. In addition to the experiential benefit, this position grants you 5 credits which can be flexibly spread across your school year. JPPP was initially created to provide working students with an opportunity to participate in a journal with added flexibility not typically found in Law Review. It is fun, challenging, insightful, and inspiring to have a role in a journal that was part of both of Mitchell Hamline's legacy schools! We are looking forward to reading your applications.

This process is administered by the Editor-in-Chief, but interviews are conducted by all board members as well as the incoming EIC. Many criteria are taken into consideration when selecting next year's board. The ultimate goal is to ensure the continued success and growth of this publication and its charge.

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IMPORTANT DATES:

February 18th	Applications Open
February 26th at 7:00 pm CST	Volume 45 Board Application Information Session - Open to Student Body
March 3rd at 11:59 pm CST	Applications Due
March 6th	Editor-in-Chief Interviews Begin
March 13th (or sooner)	Editor-in-Chief Announced
March 14th	Other Editorial Role Interviews Begin
March 27th (or sooner)	New Board Announced
April 9th at 7:00 pm CST	Transition Meeting

INSTRUCTIONS:

1. *Review Each Position.* A description of each editorial board position is listed below. If you have questions about a position, contact information for the current board member is included.

2. *Submit Your Application*. Applications are due **Friday, March 3, 2023, at 11:59 pm CST** and should be submitted via the Microsoft Form linked here.

If you run into any issues using the linked form, you may email your complete application to jlawprac@mitchellhamline.edu AND nicole.knightschrupp@mitchellhamline.edu. It is recommended that you prepare all of your responses and materials for the application before filling in the linked Microsoft Form.

Your application must include:

All Applicants.

- Complete the Position Preferences section and Board of Editors Application questions below (*see* page 3); and
- Submit a copy of your resume.

Non-Associate Applicants:

- Complete the attached [Bluebook Quiz](#); and
- Submit a writing sample – a trial level brief (LARC or lawyering memo) or long paper.

3. *Interview*. Interview sign-up forms will be sent to you after we receive your materials. Interviews will be conducted over ZOOM.

https://forms.office.com/r/xgq7RQf941

POSITION PREFERENCES:

Please rank each position that you are interested in. Rank your first choice with a "1," your second choice with a "2," and so on. You may indicate interest in as many positions as you would like.

_____	Editor-In-Chief	_____	Policy & Digital Editor
_____	Managing Editor	_____	Publication Editor
_____	Symposium Editor	_____	Production Editor
_____	Articles Editor	_____	Primary Editor

BOARD OF EDITORS APPLICATION:

1. For each position that you have ranked above, please state why you are interested in that position.

2. Describe qualifications and experiences that you have from prior work, school, or volunteer opportunities that will assist you in fulfilling your duties as an Editor generally.

3. In which other law school activities or organizations have you participated? Have you held, do you now hold, or do you anticipate holding a leadership position with that/those organization(s)?

4. Being an Editor is a full-year commitment and can be very time-consuming at various periods of the school year. Please list other activities and time commitments (including work, volunteering, or extracurricular activities) you anticipate having next year.

5. For current associates: Describe why you are invested in the _Journal_ and why you are interested in continuing your involvement next year.

   For non-associate applicants: Describe why you are interested in a _Journal_ position and how you can contribute to its success next year.

6. Please explain anything else that you believe would be helpful to the Board of Editors in selecting your position.

NON-ASSOCIATE BOARD APPLICANTS ONLY

Complete the Bluebook citation worksheet linked here. If you have trouble accessing the document, email nicole.knightschrupp@mitchellhamline.edu and a separate word document will be emailed to you.

a. The worksheet is provided in a word document and MUST be edited with "Track Changes" on. To ensure Track Changes are turned on, go to the "Review" Tab in the top ribbon and select "Track Changes."

b. There will be 8 citations that need varying levels of correction.

c. Review each citation and modify/correct it to comply with Bluebook rules (21st edition). You may utilize the Indigo Book if you have more familiarity with that. Please note that if you are selected for a board position, you like the associates will be expected to utilize the Bluebook, in either print or digital format.

d. Outside research or corroboration of factual details is not expected. Do not focus on determining the factual accuracy of real-world information; rather, focus your attention on the correct Bluebook format.

EDITOR-IN-CHIEF:

The Editor-in-Chief ("EIC") represents the Journal and serves as a positive and encouraging leader for all other Editors and Associates. The EIC directs all aspects relating to the operation of the Journal and has the ultimate authority and responsibility to make final determinations regarding all matters before the Board of Editors. This role involves a high-level oversight over all other roles on the editorial board as well as communication with the faculty supervisor (Professor Knapp) and other administration. The EIC outlines expectations and spearheads the overarching calendar and organization for all the moving pieces of this group. The EIC then empowers the other board members and delegates tasks and roles to each one to ensure things run smoothly throughout the year.

A successful EIC should be a self-motivated, organized, a diligent multi-tasker, good at working with others, adept at planning and coordinating monthly Board meetings and bimonthly Associate meetings and should enjoy thinking of the big picture.

nicole.knightschrupp@mitchellhamline.edu

MANAGING EDITOR:

The Managing Editor facilitates the write-on process, beginning in May, and also facilitates the Associate paper grading in January. The Managing Editor works closely with the Primary Editors, Digital Editor, and Articles Editor to ensure writing and editing is done on time. The managing editor then works with the EIC to format final publications and works with school administrative staff and external organizations to publish.

A Managing Editor should be organized, deadline driven, and reliable.

rachel.tennant@mitchellhamline.edu

ARTICLES EDITOR:

The Articles Editor is responsible for the solicitation, acquisition, development, and publication of articles from non-Associate authors. The Articles Editor reads articles submitted to the Journal and determines which articles receive a publication offer. From there, the Articles Editor works directly with the non-Associate author and the Journal Board to facilitate the publication process effectively.

The Articles Editor is the primary contact between non-Associate authors and the Board. Authors submit external articles primarily through Scholastica or directly through the Journal email. It is

the Articles Editors' job to monitor both Scholastica and the Journal email to ensure quick publication offers or denials. These articles chosen for publication are primarily from authors outside of the MHSL community but may also include non-Associate MHSL students or MHSL faculty. Additionally, the Articles Editor works with the Primary and Managing Editors in overseeing the production process of the external articles chosen.

The Articles Editor traditionally has also organized the end-of-year banquet.
An Articles Editor should be organized, personable, detail-oriented, and enjoy reading legal articles.

john.oswald@mitchellhamline.edu

PUBLICATION EDITOR:

The Publication Editor is responsible for overseeing and distributing editing assignments and source pulls for both student articles and external articles. When overseeing editing assignments, the Digital Editor creates an editing calendar, divides up articles for editing, and sends out to Editing Associates or Primary Editors to send out to Writing Associates.

The Publication Editor should be organized, punctual, and have excellent communication skills.

christopher.markuson@mitchellhamline.edu

PRIMARY EDITOR (2 POSITIONS):

The Primary Editor gets the most "hands on" experience with Associates, working one-on-one with them throughout the writing process to help craft a high-quality paper of publishable quality. While not every Associate will get published on the Journal, the goal of the Primary Editor should be to help Associates develop a paper that can serve as a professional writing sample that is reflective of their hard work and diligence. As a representative of the Journal and the School, it is our job to ensure that Associates are completing work that places us in the best light possible.

Primary Editors must also understand how an academic paper is structured, what components are included in the body of the paper, and how to manage time effectively. It is a challenging but rewarding experience, and throughout the process, you will likely learn about the different areas of public policy on which your Associates are writing about. It is a fantastic way to bolster your writing and Bluebooking skills, and you'll get to wear a "teacher hat" for a whole academic year.

A Primary Editor should have (1) a strong command of writing mechanics—including spelling, grammar, syntax, and punctuation; (2) meticulous attention to detail (e.g., to spot the difference between an *Id.* and *Id*.); (3) an understanding of how to capture an audience and tell stories persuasively and credibly; and (4) lots of patience.

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spring.sendele@mitchamline.edu

SYMPOSIUM EDITOR:

The Symposium Editor is tasked with spearheading the annual law symposium. The law symposium is an event where we focus on a policy related topic and host an event aimed to inform, educate, and inspire students, practitioners, and the general public. As Symposium Editor you are tasked with selecting a topic that is interesting, controversial, and most importantly, relevant. After selecting the topic, you are tasked with soliciting speakers and programming that can represent different viewpoints. From there, you have to plan the event, including date, time, reservations, crediting, meal/refreshments, advertising, etc. You will be left with a contact sheet with the people you need to reach out to in order to organize this event (Ex: room reservation contact, catering contact, etc.). In this position, you have the opportunity to expand your knowledge and network with industry leaders in the topic area selected.

A Symposium Editor should be a self-starter, organized, comfortable talking/collaborating with others (potentially strangers), and creative.

wendy.conner@mitchellhamline.edu

POLICY & DIGITAL EDITOR:

This combined role is a forward-facing role with the primary responsibility of finding authors for the Quadriga, which is the Journal's public policy focused blog. The Policy & Digital Editor should aim to receive at least 3 articles per semester. This entails reaching out to elected officials, lobbyists, professors, and attorneys to author articles focused on current events and matters of public policy affecting the community. Knowledge of the legislative process is extremely helpful. Once an author is identified and a draft is received for the Quadriga, the Policy Editor is responsible for editing the article. These edits include grammatical edits and citation checks. Upon completion of edits, the Policy & Digital Editor will provide the author a clean version for their approval prior to posting. Once the final version of the article is approved by the author, the Policy & Digital Editor will be responsible for posting the article to the Quadriga blog. The Policy & Digital Editor is also responsible for publishing and overseeing the JPPP social media outlets and maintaining the *Journal* website with the help of the MHSL IT staff.

Finally, the Policy & Digital Editor is responsible for organizing the Legislative Forum. This event can be focused on a single public policy issue occurring at the legislature or can be a general preview of what may happen during the upcoming legislative session. The Policy Editor is responsible for deciding the topic and organizing the speakers and the agenda.

A Policy & Digital Editor should be persistent, direct, driven, organized, enjoy creative tasks, and able to approach elected officials with ease.

vacant

PRODUCTION EDITOR:

The Production Editor is responsible for performing final grammar, fact, and cite checks of all issue articles in cooperation with and at the direction of the Managing Editor. A successful Production Editor should be an excellent team worker since the main goals of the Production Editor will be completed in a timely manner within the publication deadlines set by the Managing Editor, Articles Editor, Digital Editor, EIC, and Production Editor. A successful Production Editor will be extremely attuned to document detail and be responsive to email and phone calls from the rest of the Board throughout the spring and fall editing periods through final publication. Strong Bluebook skills are required for this position. The Production Editor position is ideal for those hoping to clerk with a judge during law school or after graduation as your document processing skills will become highly developed.

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