GUIDELINES
FOR
COMPLETING
THE
MASTER OF LAWS THESIS
(2017 UPDATE)
**Completing the Master of Laws Thesis**

This document is intended to provide GW Law students guidelines on matters relating to the Master of Laws (LL.M.) thesis. The Law School’s Bulletin identifies the thesis requirements for LL.M. candidates. The standards set out in the Bulletin govern to the extent that the matters below are inconsistent with the Bulletin.

**General Thesis Guidelines**

Full-time LL.M. (students those enrolled for 9 or more credit hours/semester) are expected to complete all degree requirements within one calendar year of matriculation. Part-time LL.M. students (those enrolled for 8 or fewer credit hours/semester) are expected to complete all degree requirements within two calendar years of matriculation.

The thesis must be a substantial scholarly work of a quality and length akin to a law review article. The thesis is to be written under the supervision of a full-time member of the Law School faculty or, with the approval of the program director, an adjunct member of the Law School faculty. The thesis adviser assigns the thesis grade and is the final authority with regard to thesis deadlines. When a faculty member accepts a student’s request to serve as thesis adviser, the two parties should establish and agree, in writing, to a timeline of thesis deadlines based on the student’s planned graduation date.1

The thesis adviser may provide, at his/her discretion, written consent to an extension of the thesis deadlines up to one calendar year. The thesis adviser, in consultation with the program director, also has discretion in establishing a minimum page length requirement for the thesis. The student must fulfill the page minimum established by the thesis adviser or the thesis will not be accepted for grading. The thesis adviser may impose additional requirements regarding the thesis subject, outline, content, citation style, authoritative support, and general presentation. Furthermore, the thesis adviser must approve the student’s research methodology, and must receive at least one preliminary draft of the thesis. Individual thesis advisers may require additional drafts and/or outlines for review.

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1 Students should check the Law School academic calendar for the exact date of spring graduation. Summer graduation is always August 31. Fall/winter graduation is always January 31.
Thesis Course

Students writing an LL.M. thesis must enroll in Thesis (Law 690 and Law 691), a four credit scholarly writing class taught by a member of the Law School’s Legal Writing faculty. Full-time LL.M. students should register for the Thesis courses during the fall and spring semesters of their degree program. With the permission of the thesis adviser and notice to the program director, a full-time LL.M. student planning to graduate in August may take Law 691 in the summer semester. Part-time LL.M. students may enroll during the summer semester or during the fall or spring semesters of the second year of their degree program.

Thesis 690, which meets four times during the semester in small group classes, provides structure and guidance in selecting a thesis adviser and topic; researching and forming a thesis statement; organizing and outlining; and initiating the drafting process. Thesis 691 meets four times during the subsequent semester and covers early drafting, polishing, and tips for seeking publication. The course also includes a workshop during which students engage in peer review. Thesis 691 is a restricted course; therefore the student must seek written approval from his or her thesis adviser before registering for the course in person in the Records Office.2

In general, the student is expected to satisfy all requirements established by both the instructor for Law 690/691 and by the student’s thesis adviser; submission of the material to one does not alone satisfy any requirements for submission of material to the other.

The Writing Center

Enrolled students are encouraged to make use of the Writing Center, during or after taking the Thesis courses, for constructive feedback on portions of a working draft up to 15 pages.

To learn about Writing Center offerings visit:

https://www.law.gwu.edu/writing-center

To make an appointment, click on the large blue box labeled “Schedule an Appointment.”

Additional on-line resources for refining drafts are available via links to numerous undergraduate writing centers at: https://www.law.gwu.edu/resources-and-support

2 The “Permission to Register for a Restricted Course” form is available in hard copy in the Records Office.
Completing Degree Requirements

The student bears the responsibility to maintain contact with and provide regular progress updates to the thesis adviser. The student’s work in Thesis 690 will show as credits “in progress” until the thesis is accepted and graded. However, if the student fails to complete the thesis by the established deadline and while enrolled in Law 691, the student must secure an approved extension in writing from the thesis adviser.

With the written approval of the thesis adviser, a student may receive an extension of up to one calendar year to complete the thesis. During this year or portion thereof, the student must maintain continuous enrollment; breaking enrollment during this time will require readmission into the Law School. A student who, due to extraordinary circumstances, requires time beyond the aforementioned one-year extension to complete the thesis must seek written approval from the thesis adviser and the program director before the one-year extension expires. Thesis advisers may establish supplemental requirements regarding additional time requests.

Once an extension for completion of the thesis has been approved, the student must contact the Records Office to arrange for continuous enrollment for the next semester. A student who fails to maintain continuous enrollment will be required to apply for readmission in order to continue in the degree program. Currently the charge for continuous enrollment is $35.00; this fee enables continued use of the Burns Law Library and Lexis/Westlaw passwords. Provision of Westlaw and Lexis access is handled by the Library’s Electronic Services Department and all requests for passwords or password extensions/reactivation must be sent to eservices@law.gwu.edu for verification of enrollment status before passwords are extended or reactivated. Emails should state the student's name, whether they are enrolled as a student or as continuous enrollment for thesis completion, the semester[s] of enrollment, and the GWID number. Because continuous enrollment is a semester-by-semester determination, the student must email Electronic Services to request an extension EACH semester.

An application for graduation must be submitted for each semester in which graduation is anticipated. The Records Office will not renew prior applications.³ The deadline for submitting an application for May graduation is February 1. A pdf version of the graduation application is available at: https://www.law.gwu.edu/forms

³ The LL.M. Graduation Application may be faxed to the Records Office at 202.994.8980. Questions regarding graduation should be directed to the Records Office at 202.994.6261.
Submission of the Thesis to the Electronic Theses/Dissertations System (ETDS)

The George Washington University Electronic Thesis/Dissertation initiative is an effort to help LL.M. students create works of scholarship that are interactive, visually appealing, and readily accessible to a large audience of interested readers. All completed theses must be electronically submitted to the ETDS at http://www.etdadmin.com/cgi-bin/home after the thesis adviser has assigned a grade. Students on continuous enrollment as of fall 2009 are exempt from the requirement to submit the thesis electronically.

Specific instructions for how to submit the thesis to ETDS are provided in the Thesis 691 course materials and outlined in the attachments below. The formatting requirements to which the student must carefully adhere in order for his or her thesis to be accepted for grading by the thesis adviser and subsequently submitted to ETDS are provided on pages 6 and 7 of this document. Three attachments include sample formatting, as well as step-by-step instructions for uploading the thesis to ETDS. Attachment 4 is the ETD Approval form, which must be completed and signed by both the thesis adviser and student before the thesis can be approved for submission to ETDS. Attachment 5 is the form that the student must submit via email to ehan@law.gwu.edu, with a credit card receipt from ETDS, to seek reimbursement from the law school for the ETDS processing fee.

The Portable Document File (PDF) submitted on-line to ETDS must be final and error free. The ETDS Administrator will not edit the thesis. Students must wait until the thesis adviser has approved the final draft before submitting the PDF file to ETDS. Any suggestions or revisions made by the thesis adviser must be incorporated into the thesis before ETDS submission.

Publishing the Thesis in a Law Journal

As the author of a thesis, the student will own the copyright to his or her work. By submitting the thesis to ETDS, the student grants a license to The George Washington University. The student may wish to “embargo” his or her thesis, making the thesis unavailable for viewing on ETDS for up to two years, while the student secures a contract to publish an article or book based on the thesis. For additional information on ETDS and publication of theses, the student should visit: http://library.gwu.edu/etd/publication-issues

The Law School must be given credit for material used in the publication of any portion or adaptation of a student’s thesis. This credit typically appears on the Disclaimer or Acknowledgements page (see samples in Attachment 1); e.g., “This Article was submitted to partially satisfy the requirements of a Master of Laws degree at The George Washington University Law School.”

Materials on how to evaluate a thesis and seek publication in a law journal are provided in Attachments 6 & 7.
**Academic Integrity**

In writing the thesis, all students must act in full accordance with the GW Law School Policy on Academic Integrity. Specific provisions of note include, §§ 4.1 (the pledge of honesty), 5.2 (academic dishonesty), and 8.2 (sanctions). Students are also expected to be familiar with the Law School’s handbook, Citing Responsibly: A Guide to Avoiding Plagiarism. These documents can be found by clicking the “Integrity Code” and “Citing Responsibly” links at: [https://www.law.gwu.edu/academic-integrity](https://www.law.gwu.edu/academic-integrity)

If you have any questions concerning the thesis guidelines, please contact your thesis adviser or the Upper Level Writing Program Coordinator within the Legal Research & Writing Program.
THESIS SUBMISSION REQUIREMENTS
FOR LL.M. DEGREE CANDIDATES

Candidates must follow all of the formatting requirements outlined below. Failure to comply with these requirements will result in rejection of the thesis by the Electronic Theses/Dissertations System (ETDS) and may delay graduation. Thesis advisers may set additional guidelines to supplement, but not replace, these minimum requirements. Supplemental formatting guidelines can be found on the specific LL.M. program websites.

Formatting

- Preliminary pages must be in the following order (see Attachment 1 for specific layout)
  - Title Page (required)
  - Dedication (optional)
  - Acknowledgements (required)
  - Disclaimer (optional)
  - Abstract (required)
  - Table of Contents (required)
  - List of Figures (required if there are figures)
  - List of Tables (required if there are tables)
- Word-formatted
- Times New Roman (12 pt.)
- Double-spaced text
- 1.5 inches left margins
- 1 inch margins on the top, bottom, and right
- Footnotes with proper Bluebook citations (no endnotes)
- No blank pages
- Page numbering:
  - Lower case Roman numerals for preliminary pages [e.g. title page, table of contents (see attachment 1 for sample formatting)]
    - Title page is page i, but is not numbered
    - Page numbers are to be located at the bottom center
  - Arabic numerals beginning with “1” on the first page of text and continue to the end
    - Page numbers are to be located at the bottom center
    - All pages, including appendices or supporting documents, must be numbered
- See Attachment 2 for a guide to adjusting page numbering.
Additional Formatting Requirements for Submission to the ETDS

- The document must be submitted to ETDS as a single PDF file.
- There must be no password protection on the PDF and security settings must allow for printing.
- Fonts must be embedded in the Word document before conversion to PDF.
- The following tools will convert documents to PDF:
  - PDF Conversion Tool in UMI ETD Administrator (RTF and Microsoft Word documents only)
- For a tutorial and FAQs on creating PDF files for submission to ETD, visit [http://www.etdadmin.com/GlobalTemplates/ETDAdmin/StudentHelp/faq.html#pdf](http://www.etdadmin.com/GlobalTemplates/ETDAdmin/StudentHelp/faq.html#pdf)
ATTACHMENTS

1) Sample Formatting of Preliminary Pages
2) Page Numbering Guide for MS Word
3) Ten Step Process for Uploading the Thesis to ETDS
4) ETD Approval Form
5) Reimbursement Form
6) Scholarly Writing Rubric
7) Scholarly Writing Publication Guide
Attachment 1

Sample Formatting of Preliminary Pages
The Title of the Thesis
By
Brilliant Law Student {full name - no initials}
B.A., June 1985, Impressive University
J.D., May 1990, Impressive Law School
{List bachelors and all graduate degrees with
dates conferred and names of conferring institutions}

A Thesis submitted to

The Faculty of
The George Washington University Law School
in partial satisfaction of the requirements
for the degree of Master of Laws
May 20, 2018
{or the convocation date on which your degree will be conferred}

Thesis directed by
Your adviser’s name {exactly as it appears in the Law School Bulletin}
Professor of Law {or the title that appears in the Law School Bulletin}
Acknowledgements

The author wishes to thank….
Disclaimer

Captain _______ serves in the U.S. Air Force Judge Advocate General’s Corps. This paper was submitted in partial satisfaction of the requirements for the degree of Master of Laws in Government Procurement at The George Washington University Law School.

The views expressed in this paper are solely those of the author and do not reflect the official policy or position of the United States Air Force, Department of Defense or U.S. Government.
Abstract


Over the past nine years.....
Table of Contents

I. Introduction ........................................................................................................................................... 1
II. Background ........................................................................................................................................... 4
Introduction

[Text]
Page Numbering Guide for MS Word
(with gratitude to Dan Schwender, LLM ’11)

1. Create your title page.

2. At the end of your title, go to the “Page Layout” tab, select “Breaks” and choose “Next Page” to create a section break.

3. On the new page, create your table of contents. At the end of your table of contents, go to the “Page Layout” tab, select “Breaks” and choose “Next Page” to create a section break.

4. On the new page, write the text for your article.

5. Now, return to your table of content page. Double click the footer area on your table of content page. It should read “First Page Footer Section 2” and a new “Design” tab should appear at the top of your screen.

6. Choose the “Page Number” section within the “Design” tab and select the appropriate positioning of your numbers (i.e. bottom/center). If you are using Word 2011 and encounter a problem inserting page numbers directly into the footer, close the footer and simply use the insert page number drop down menu.

7. Choose the “Page Number” section again and select “format numbering” and select the appropriate number style (i.e. lower-case roman numerals “i, ii, iii…”).

8. Now return to the first page of your article’s text. Double click the footer area on your first text page. It should read “First Page Footer Section 3” and a new “Design” tab will appear on the top of your screen.

9. Choose the “Page Number” section and select the appropriate positioning of your numbers (i.e. bottom/center).

10. Choose the “Page Number” section again and select “format numbering” and select the appropriate number style (i.e. standard numerals “1, 2, 3…”).

11. Your pages should now be correctly numbered. If you used the Multilevel list (outline formatting) under the “Home” tab “Paragraph” section while writing your paper, then you can right click the table of contents and update it automatically. Otherwise, you will have to create a table of contents manually.

* See also a written guide on page numbering for Word 2013 on the Kansas State University ETD site: https://www.k-state.edu/grad/etdr/word/word13/pagenumbers.html
Attachment 3
Ten Step Process for Uploading the Thesis to ETDS
Ten Step Process for Submitting the Thesis to ETDS

1) Start by visiting www.gwu.edu/~etds.
   a) In the left hand navigation bar on that page you will find a link to the Law School’s Guidelines for Completing the Master of Laws Thesis, under School-specific Guidelines. These guidelines include specific requirements for font, margins, and page numbering, as well as a sample of the preliminary pages of the final thesis document.
   b) In the same left hand navigation bar you can also sign up for Microsoft Word Training at your desktop if you feel you need a refresher for purposes of formatting your thesis in accordance with the law school’s guidelines before you upload it onto ETDS.
   c) Further down this left hand navigation bar you will find a link to Frequently Asked Questions (FAQ) about submitting via ETDS, as well as specific information about Copyright Issues.
   d) You must download the “ETD Approval Form,” which can be found on the left hand navigation bar under Submitting Your ETD. This form must be signed by your thesis advisor after he/she has graded your thesis and then submitted to the Thesis 691 course professor before she can give final approval to your thesis via ETDS. The ETD Approval Form is also available at Attachment 4 of this Guide.

2) The next step is to create an account at www.etdadmin.com. The first time you visit the site, you’ll go to the sign in at “Student” in the upper right hand corner and click “Submit.” In the future, you will login via “Student,” “Revise my dissertation/thesis” in the middle of the page and use a username and password. You can come back to the www.etdadmin.com site as often as you need to complete the uploading process and make revisions. When asked to identify your institution, click on “The George Washington University.”

3) The first page will present Publishing Options with a set of instructions. You must select “Open Access Publishing.” The law school will reimburse you for the cost of Open Access Publishing. You may decide whether you want an “embargo” on your paper to withhold posting on the internet for up to two years. You may also decide whether you want major search engines like Google to discover your paper. There is no requirement to register for a copyright.

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4 The reimbursement form is Attachment 5 to this Guide and should be submitted by email to the Thesis 691 professor with a pdf copy of the credit card receipt provided by ETDS.
4) The next step will prompt you to provide contact information where you can be reached. Please ensure you provide a permanent mailing and email address. Do not provide your GW email if you do not plan to use it anymore.

5) Next, you will provide details about the title of your thesis, your degree, as well as your thesis adviser (there is no committee review for LLM theses). You will be prompted to provide text for a brief abstract, which will appear on the ETDS page as information for researchers in deciding whether or not to read your full paper. You may choose to simply use the same language from the abstract you provide in the preliminary pages of your thesis.

6) Next, you will upload the document to ETDS in PDF format. Use the PDF converter function. FAQs about converting to PDF and much more are available at http://www.etdadmin.com/GlobalTemplates/ETDAdmin/StudentHelp/faq.html#pdf

7) Next, you can choose to order bound copies of your thesis at your own expense.

8) Finally, you will click on “Submit.”

9) Once you have uploaded your document, the ETD administrator and Prof. Thornton will receive email notification and will review the document for consistency with the formatting guidelines provided in the law school’s thesis submission guidelines.

10) In the event that edits need to be made, either the ETD administrator or Prof. Thornton will ask you to make revisions in your original Word doc. After making the corrections to your Word doc, you must convert back to PDF and upload the new document. You will receive email notification when your thesis receives final approval and is uploaded to ETDS.
Attachment 4

ETD Approval Form
The George Washington University
Electronic Theses/Dissertations (ETD) Access / Approval Form

The information on this form should match exactly the record entered into the GW ProQuest ETD online system, (http://www.etdadmin.com) and should be submitted to your school or college’s graduate office at the same time you submit your thesis or dissertation online.

Student’s Full Name as on Thesis or Dissertation

GWID: _______________________
ETD Submission ID#: ____________

Mailing Address:

____________________________________
____________________________________

Email: _______________________________ Phone: _____________________________

Degree (Official Abbreviation): _______________ Planned Graduation Date: __________

School or College: __________________________________________________________

Program: ___________________________________________________________________

Campus: □ Foggy Bottom □ Virginia Campus □ Other: ____________________________

Type of Submission: □ Dissertation □ Thesis

Exact Thesis/Dissertation Title:

___________________________________________________________________________
___________________________________________________________________________

Name(s) of PDF Files(s) Submitted to ProQuest: Date of File: ________________

Thesis or Dissertation:

___________________________________________________________________________
___________________________________________________________________________

Supplements, if any:

1. _______________________________________________________________________
2. _______________________________________________________________________
3. _______________________________________________________________________
4. _______________________________________________________________________

Student and Thesis Advisor/Dissertation Director Certifications

Research Approvals
I hereby certify that I have obtained the required institutional approvals if my research involves human subjects, protected health information, animals, radiation or other hazardous materials, and the like (see http://www.gwumc.edu/research). In addition, this thesis or dissertation does not contain personally identifiable information that would compromise assurances of confidentiality to research participants.
Part B: Copyright (See Copyright and Patent Issues for more information.) Please select one of the following options:

1. [ ] I own the copyright in the thesis or dissertation as its author. I hereby grant to the George Washington University and its agents the non-exclusive, world-wide, royalty-free license to archive and make accessible, under the conditions specified below, my thesis or dissertation in whole or in part in all forms of media, now or hereafter known. I retain all other rights, title, and interest in my thesis or dissertation and may use all or part of my thesis or dissertation in future works (such as conference presentations or papers, articles, or books).

2. [ ] I have produced my thesis or dissertation for the U.S. Government as an officer or employee and therefore the thesis or dissertation is not subject to copyright (17 U.S.C. § 105).

Further, I hereby certify that, where warranted, I have obtained and attached hereto written permission statements from the owners of each third party copyrighted matter to be included in my thesis or dissertation, allowing distribution as specified below.

Part C: Release Statement (See Publication Issues for more information.)

In addition to the unrestricted display of the bibliographic information and the abstract, I agree that the above-mentioned document will be placed in the GW ProQuest ETD archive with the following status (choose one option from each of the options below). In all cases, the full text of all theses and dissertations will be available for unrestricted open access worldwide through the GW Libraries and Washington Research Library Consortium (WRLC) catalog either immediately or after the embargo period expires.

1. [ ] Unrestricted Open Access: Release the entire thesis or dissertation for free, open access worldwide.
   a. [ ] Immediate Release (Preferred option except in rare situations noted below), or
      b. [ ] Embargoed: Keep the thesis or dissertation from public access for a period of
         [ ] 6 months, [ ] 1 year, or [ ] 2 years while I pursue a commercial opportunity (such as a book contract or patent) or to meet research sponsor requirements. I understand that patent applications must comply with the GW Patent and Scholarly Works Policy.

OR

2. [ ] Traditional Publishing: Release the entire work for purchase through ProQuest.
   a. [ ] Immediate Release (Option of choice except in rare situations noted below), or
      b. [ ] Embargoed: Keep the thesis or dissertation from public access for a period of
         [ ] 6 months, [ ] 1 year, or [ ] 2 years while I pursue a commercial opportunity (such as a book contract or patent) or to meet research sponsor requirements. I understand that patent applications must comply with the GW Patent and Scholarly Works Policy.

Thesis Advisor/Dissertation Director Verification of ETD:
I have reviewed the final electronic version of my thesis or dissertation to be submitted to GW ProQuest and have determined that it is an accurate representation of the document reviewed and approved by the Dissertation Research Committee or Thesis Advisor.

The undersigned agrees that this ETD Access/Approval Form updates any and all previous statements submitted heretofore.

Signed: ____________________________ Printed Name ______________________ Date ________________
Student

Signed: ____________________________ Printed Name ______________________ Date ________________
Thesis Advisor/Dissertation Director

Signed: ____________________________ Date ________________
Graduate School Administrator

Revision draft: uac/awla/eng/w Wednesday, July 10, 2013 4818-7559-0419, v. 4818-
Attachment 5

Reimbursement Form
To: Kasey Brzezanski  
Senior Finance Director

From: ____________________________________________

       ____GW Employee       ____Non-GW Employee

Subject: Request for Reimbursement

Date: ______________________________

It is requested that I be reimbursed for the following expense:

Amount: _____________________________

If more than one receipt is attached, please itemize on a separate sheet of paper.

Activity:

____________________________________________________

(luncheon, dinner, taxi fare, etc.)

Purpose: _________________________________

Attendees: ________________________________________

Address to which check should be sent:

____________________________________________________

____________________________________________________

____________________________________________________

GWID Number: _________________________________

E-mail or Phone Number: _______________________________

Please attach original receipts and other supporting documents.

Please submit other University forms--payment request, etc.--as appropriate
Attachment 6

Scholarly Writing Rubric
**Scholarly Writing Rubric**

**Introduction**

The student:
- identifies the thesis and includes a hook that captures the reader’s interest and articulates the scope of the thesis.
- describes the overall argument.
- clarifies fundamental concepts to the extent necessary.
- summarizes the paper’s structure in a roadmap.

**Thesis**

The student’s thesis is evaluated on the basis of the following elements:

- **Issue Statement**
  - The student identifies a problem and provides a constructive analysis of it.
  - If the proposal is procedural, the student provides recommended substantive standards.

- **Legal Significance**
  - The student presents a thesis that is novel, not obvious, and useful to the audience.

- **Persuasive Argument**
  - The argument in support of the thesis is clear, logical, and sustained throughout the document.
  - The student makes connections to broader related issues, without tangents or distractions.

- **Balance**
  - The student offers a proposition and gives sufficient weight to opposing views and countervailing considerations, by:
    - taking problems and turning them to his/her advantage.
    - addressing implications such as resources and policy matters.
    - acknowledging tradeoffs as necessary.

**Analysis: Support of the Thesis**

The student proves his or her proposition by:
- analyzing relevant facts, statutes, regulations, case law and policies and using these sources effectively to support arguments and distinguish counterarguments.
- synthesizing cases and issues rather than simply presenting a descriptive summary.
- discussing precedent with an emphasis on binding precedent.
- testing the thesis’ viability using actual facts to avoid unanticipated results.

**Organizational Choices**
The student:
- structures the sections in a logical order.
- prepares the reader for the in-depth analysis by providing sufficient factual and legal background.
- coherently connects sections and uses transitions to effect good flow throughout.
- provides informative road maps and headers to guide the reader.

The student’s conclusion:
- re-states the thesis.
- provides insightful observations and conclusions (for example, by discussing the future implications of the thesis or by providing forward-looking recommendations).
- avoids introducing new, confusing information or propositions.

Writing Style & Polish
The student achieves a polished product by employing:
- correct spelling, grammar, and punctuation.
- appropriate vocabulary and usage.
- clear and concise sentence structure, avoiding the passive voice where it would detract from persuasiveness or clarity.
- a professional tone, avoiding idioms and colloquialisms.
- an artful writing style that makes the paper pleasurable (not cumbersome) to read.

Evaluating the Overall Supporting Research
The student:
- understands how the thesis fits in the context of the existing literature.
- relies, where possible, on primary rather than secondary source authority.
- discusses the hierarchy of law and provides sufficient coverage of various sources.
- discusses relevant sources of law (constitutions, statutes, treaties, regulations, cases, administrative materials, and the like) with an appreciation of their authority relative to one another.
- discusses relevant case law.
- discusses relevant policy-related developments and issues.

Compliance with Citation and Academic Integrity
The student:
- complies with Citing Responsibly and cites to all outside sources.
- places citations appropriately using the formatting guide directed by the professor (e.g., Bluebook (19th ed.)).
### Final Scholarly Paper Rubric in Narrative Form

<table>
<thead>
<tr>
<th>Highly Proficient</th>
<th>Proficient</th>
<th>Developing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>Introduction is effectively crafted to grab reader’s attention by gaining and holding interest. Introduction articulates the paper’s thesis, places the thesis in proper context, and lays out the framework of the paper. Hypothetical or real illustration may be used to give context to reader and develop an interest in the thesis. If a quotation is used to begin the paper, the quotation is closely connected to the topic and thesis, attributed to a credible source, and makes a good “sound bite.” The introduction includes a roadmap of the major subsections of the paper, briefly describing each part of the paper.</td>
<td></td>
</tr>
<tr>
<td><strong>Thesis</strong></td>
<td>There is a clearly-stated thesis in the introduction to the paper. The thesis says something, is easily identifiable, and is manageable. The thesis strikes the right balance in scope, neither too simple nor too complex. Any biases or assumptions at play in the thesis are fair and appropriately identified, with recognition of alternatives where possible. Thesis results are positive and supportable; to the extent there are negative or problematic results, those results are addressed and defended in the analysis.</td>
<td></td>
</tr>
<tr>
<td><strong>Analysis: Support of the Thesis</strong></td>
<td>Based on the analysis, the thesis is valid and supportable. Analysis addresses counterarguments, reflecting critical reflection on the thesis. The paper considers how the thesis would operate in different factual situations to provide further support for the thesis on a broader scale. The analysis presents a solution that can be implemented or addresses why lack of implementation does not detract from the strength of the proposed solution. Effective use of hypotheticals or examples to illustrate analysis help reader grasp complex points. Limitations in scope are appropriately identified and addressed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The analysis is partially underdeveloped, erroneous, or missing, leaving the reader unable to determine the validity of the thesis. This is more likely due to inadequate research or effort than to actual substantive gaps (meaning, there is analysis to support the thesis, but the student has not fully developed it, as compared to there is no analysis to support the thesis). The analysis fails to fully address counterarguments or implementation challenges, leaving unanswered questions for the reader. Scope limitations are acknowledged, but not addressed, or ignored.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>There is an attempt at supporting the thesis, but the analysis is too thin to convince the reader of the thesis’s validity. The author’s approach is too cursory, making unsupported assumptions and drawing conclusions without fully engaging in the scholarship and other material to support the thesis.</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th><strong>Organizational Choices</strong></th>
<th><strong>Writing Style and Polish</strong></th>
<th><strong>Publishability</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The paper executes the appropriate large-scale organizational approach (possibly as directed by law review or seminar professor), as well as consistently effective small-scale organization. The paper is internally consistent, with similarly structured headings and sub-headings, and properly proportioned sections. The paper is effectively and accurately titled. The paper shows evidence of thoughtful organizational choices that support the analysis.</td>
<td>On the whole, the paper shows signs of thoughtful organizational choices, but those choices are not effectively executed throughout the paper, or are not as well-executed as they could be. Some signs of this are imbalanced sections (e.g., a lengthy background section and a very short solution section), inconsistent headings and sub-headings, and an ordering of arguments that does not support the thesis as well as it could (e.g., starting with counterarguments).</td>
<td>There is no clear organizational approach to the paper, suggesting the author dumped in all information without time to assess its placement. The organization is so poorly executed as to detract from the analysis of the paper because the reader cannot understand how the parts and sub-parts of the paper fit together or how they support the paper’s thesis. Lack of organization on the small scale is also present here, including poor paragraphing.</td>
</tr>
<tr>
<td>The writing is clear, concise, rhetorically effective, and meticulously proofread. For this category, technical accuracy is necessary but not sufficient: the writing must also be fluid and sophisticated. When effectively executed, examples of fluid and sophisticated writing include topic sentences, transitions, subject-verb agreement, and simplicity and brevity in sentence structure and word choice.</td>
<td>The writing contains few, if any, errors in style or mechanics; these errors do not detract from the overall substantive strength of the paper. Despite technical accuracy, the writing lacks some fluidity or sophistication (e.g., overuse of the passive voice, mismatching in subject-verb pairs, nominalizations, unnecessary wordiness, etc.).</td>
<td>The writing suffers from clarity or precision issues; substance is sometimes confused or obscured as a result. A more rigorous edit would have eliminated technical errors and mistakes. Use of colloquial or idiomatic speech is excessive. At the low end of this category, the writing shows a distinct lack of care in proofreading and editing. There may be signs of a need to work on the rules of standard written English.</td>
</tr>
<tr>
<td>The paper accurately and appropriately incorporates feedback, including in response to specific comments from reviewers and applying specific comments on a global scale. Sophisticated interpretation and application of feedback is evident throughout the paper, resulting in a significantly improved draft. The improvements are attributable to the author’s interpretation and application of the feedback rather than merely the result of accepting specific suggested changes.</td>
<td>The paper accurately and appropriately incorporates feedback, but does so by merely accepting specific changes or strengthening identified weak areas. The paper does not reflect a global application of feedback, leaving the reader to deal with inconsistencies and confusion—the inconsistencies and confusion stand out because the author demonstrated the ability to avoid these problems in other parts of the paper, but failed to similarly do so in others.</td>
<td>The paper rejects most or all feedback with no legitimate basis (e.g., the student did not communicate disagreement with the reviewer, but instead, just ignored the feedback).</td>
</tr>
<tr>
<td>The paper contributes to the scholarly discussion in a way that suggests it is publishable with little revision. The paper appears complete and professional, with no obvious indication it is a student paper. The topic and thesis are timely, also suggesting likely publication; sources are appropriately and accurately cited. The style and voice are appropriate for a scholarly publication read by practitioners or scholars. A paper that meets this category is not guaranteed to be published, as all publishing decisions are the sole responsibility of the journal editors.</td>
<td>The paper does not advance the scholarly literature on the topic or does not advance it enough to garner publication. The paper does more than merely restate the literature, but fails to provide something useful to the audience. Despite these shortfalls, the thesis is novel and defensible. And with revision to answer these shortfalls, the paper could be strengthened to become publishable.</td>
<td>The topic is overwritten already and the utility of another article on the topic is likely low. A paper may also fall into this category if it provides too narrow a view, giving rise to many unanswered counterarguments that would make a reader question the placement of the article in a scholarly journal. The paper may also fail in other areas so much so as to prevent publication (e.g., writing style is ineffective and confuses the reader). A paper that falls into this category may still be worthy of academic credit.</td>
</tr>
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Attachment 7

Scholarly Writing Publication Guide
Scholarly Writing Publication Suggestions

Scholarly Writing: Ideas, Examples & Execution is an excellent resource for information about publishing beyond the law school. Here are some highlights from the relevant chapter on publication, and some tips gathered from students’ experiences:

I. Where do you want to submit? Think about your career goals. Who do you want reading your paper?

a. What are your options? Take note of the journals being cited most often in the articles you’ve been reading as part of your research.
   i. Traditional law reviews are the most prestigious, but also the least likely to publish work by non-professors
   ii. Specialty legal journals - these receive fewer submissions because of their more narrow subject matter requirements, so you have a better chance of publication here
   iii. Practitioner newsletters (e.g. BNA) - these are often willing to publish student submissions
   iv. Internet-only publications - some journals have “extra” Internet publication platforms, and others are online only. These are traditionally less prestigious, but are gaining ground as we become more internet-focused as a society. Don’t be deterred by an internet-only publication option!

b. Develop a list -
   i. The Washington & Lee database (http://lawlib.wlu.edu/LJ/index.aspx), with information for almost 800 journals, can help you search for journals by category and subject matter, provides submission instructions for each journal, and can even help generate a list of e-mail addresses for electronic submission.
   ii. Check out the journal database at Journal Seek (journalseek.net) and Lexis Nexis (www.lexisnexis.com/lawschool/prodev/lawreview)
   iii. The ABA offers a free search engine that searches the free full-text of over 400 online law reviews and law journals, as well as document repositories hosting academic papers and related publications such as Congressional Research Service reports. This site can also help you in generating your list. (http://www.americanbar.org/groups/departments_offices/legal_technology_resources/resources/free_journal_search.html)
   iv. Deanna Barmakian at Harvard Law School suggests you consider:
1. Is the journal in Westlaw’s Journals and Law Reviews Combined (JLR) database?
2. Are they in LexisNexis’ Law Reviews, Combined (lawrev;allrev)?
3. Are they indexed by Legal Trac?  
   [Link](http://solutions.cengage.com/Gale/Database-Title-Lists/)
4. Are they indexed by Index to Legal Periodicals and Books?  
   [Link](http://www.ebscohost.com/title-lists)
5. Are they included in Tables of Contents Services like Current Index to Legal Periodicals?  
   [Link](http://lib.law.washington.edu/cilp/period.html)

v. If you’re interested in shortening your paper into a shorter piece that might be suitable for a legal looseleaf and its practitioner audience, check out the LawTRIO database, which can be accessed from here:  
   [Link](http://law.gwu.libguides.com/content.php?pid=162652&sid=1373961). You can search by subject and specifically limit your search to newsletters. The coverage is limited to US legal newsletters, but also includes online newsletters.

vi. Ulrich’s Periodicals Directory is also useful for locating all types of publications, both foreign and domestic. You can find the database here:  
   [Link](http://libguides.gwu.edu/content.php?pid=98717&sid=1719911). In the advance search, students can limit to serial type, country of publication, and other limiters. This database is not limited to legal resources.

vii. Also, Be press’ ExpressO, an electronic submission system (see more below in para. IV.c.), allows you to select which journals you would like to send your paper to be considered. You can search by title, browse by category and Top 100 ranking (based upon US News & World Report rankings).

viii. Finally, ask your professor if he or she has suggestions as to which journals are likely to be interested in your work.

II. Tailor your submission

   a. Check the journals’ requirements - what do they want to see in a submission?

   b. Review previously published pieces for each journal to which you plan to submit your work. Look for average length, subject matter preferences and stylistic issues.
c. The format of a piece published by a traditional law review (generally longer and more academic in tone) will probably differ somewhat from a piece published by a specialty legal journal (more to-the-point, for use by busy practitioners), and will definitely differ from a piece published in a BNA newsletter (much more succinct). Alter your piece according to the source to which you’re submitting.

III. Time your submission

a. Best bets
   i. February and March is the BEST time to submit a piece to a journal - new editorial boards have been selected, and they’re looking to fill their upcoming volume.
   ii. August through October is your second best option - editorial boards are back at school, looking to fill up any empty slots. Sometimes there will be slots that remain unfilled from the spring, and other times a previously selected author might pull an article, causing the journal to scramble for a replacement.
   iii. Some suggest submitting at the earlier end of each of these windows.

b. Avoid submitting pieces during December, January, June and July. Why? There’s no one at school! Editorial boards are either enjoying their winter breaks or enjoying their summer jobs. June and July are a somewhat better bet because some editorial boards will continue to work over the summer, but February-March and August-October are still a better choice.

c. From here? Winter break is a GREAT time to review your options, make a list of publication outlets, and edit your note accordingly. Ideally, you should have someone with a “fresh” pair of eyes take a look at what you have in January or early February, and then start sending out submissions!

IV. Making your submission

a. Make strategic decisions
   i. Send out a “first wave” of submissions - the journals in which you’d most like to publish.
   ii. Then send out a “second wave” -- to journals in which you’re less interested, or to newsletters and internet outlets - about three weeks later.
b. What to send

i. Cover letter - they don’t all require one, but you should send one unless the journal specifically asks you not to. EICs do read them.
   1. Use letterhead
   2. Make it interesting - include an compelling fact or idea from your paper. Emphasize freshness.
   3. But keep it short! Save the details for the abstract and make the themes consistent.
   4. Include word count.
   5. Mention your qualifications and any past articles and where you placed them.
   6. Proofread your cover letter within an inch of its life!
   7. If e-mailing (more on this in a minute), put the cover letter IN the body of the e-mail and not as an attachment.

ii. Abstract - some journal editors ONLY review abstracts, and then read the full submissions of a few “finalists.” Without an abstract, you’re out of the running!
   1. About 200-250 words summarizing your paper, its implications, and why a journal should be interested in it.
   2. The abstract is very important because if you use ExpressO (see para. IV c) the receiving editors see only your name, school affiliation, title, and abstract.
   3. Frame it for an editorial audience by focusing on the impact and urgency/freshness of your contribution to the current literature.
   4. Draw from your intro and conclusion to do this.
   5. Review some samples on SSRN.
   6. Professor Eugene Volokh of UCLA offers some advice about writing an effective abstract at http://www.volokh.com/2010/02/08/writing-an-abstract-for-a-law-review-article/

iii. Résumé - update your résumé! Some journals want to see a résumé or CV. Tailor it to your audience, and remember this isn’t a job search! Emphasize scholarly achievements (awards, etc.) and previous publications over work experience.
iv. Check your formatting - some journals have very specific requirements, and others don’t. Generally speaking, your work should be:
   1. Left-aligned, double-spaced, 12 point Times New Roman.
   2. Footnoted (not endnotes), in 10 point font.
   3. Stellar bluebooking = happy editors.
   4. Consider using Prof. Volokh’s journal article template to make your work look professional: www2.law.ucla.edu/volokh/writing/article.dot

v. You may consider sending a follow up letter to your top choice journals, particularly if you relied on the journal in your paper or if the school has a program in their curriculum that focuses on your paper topic.

c. How to send it
   i. Bepress’s ExpressO (http://law.bepress.com/expresso/)
      1. Bepress makes a “blast” release of your paper to law reviews of your choice. Your paper can be delivered to your choice of 550+ law school journals, simply by uploading the electronic file to the site. (see the ExpressO FAQs at http://law.bepress.com/expresso/faq_authors.html).
      2. GW Law has an institutional account for current students and recent graduates. Contact the Scholarly Writing Coordinator within the Legal Writing Program to get added to the account so you can use the service for free.
      3. This process is less personalized than e-mailing yourself, but many journals use it as their primary delivery method. You can upload a cover letter, abstract, and resume to accompany your paper when it gets sent. Note: because you are submitting under a student account, even if you submit after graduation, you may be blocked from some journals that don’t accept student papers. Instead, you can submit directly to those journals by email with a copy of your CV.
      4. GW Law’s ExpressO Institutional Student Account is setup under the Complete Prepaid Plan, which allows for unlimited submissions, but it is restricted to a single subject area, which means students can only select one subject area per submission. You can however, combine more than one (eg banking AND corporate) subject area for greater specificity. The system will also identify which journals are “full,” meaning they are no longer accepting submissions.
5. You can submit in your paper in “waves” - in other words, you can submit to 15 journals that are “sure things,” and then whether you get offers or rejections, you can submit another 10-15 and put in expedite requests. When you submit to ExpressO you can print out a log of when you upload to help you keep track, but the system can automatically seek expedited review if you can an offer and want to see of other journals will match it (more on this in para. V. below).

6. The ExpressO website has good pointers to review. The "2007 Expresso Submissions Guide" links to blurbs about when to submit, submission strategies, rankings of the journals they submit to most, what to put in your cover letter and resume, etc.

7. They have, aside from their pure "most popular law reviews" list, several subject-specific lists such as environmental law, science & technology (IP law), and international law. Note that these are all law school journals.

ii. Scholastica (https://scholasticahq.com/law_reviews)

1. In recent years, law journals have become overwhelmed with submissions, likely because ExpressO makes submitting so easy, and relatively inexpensive ($2.20 per submission for those without an institutional account). To weed out frivolous submissions, some journals have begun accepting via Scholastica, which charges $5 per submission.

2. From the author’s perspective, Scholastica works exactly the same as ExpressO.

3. For the most part, journals that have chosen Scholastica over ExpressO still accept submissions by email, as a means of avoiding the $5 charge.

iii. E-mail:

1. The Washington & Lee website (see para I.b) can e-mail articles for you

2. By yourself (to journals not on the W&L website)

3. The main drawback of this approach compared to ExpressO is that you’ll need to maintain a carefully organized Excel spreadsheet to keep track of offers, rejections, and expedited reviews.

iv. Snail Mail:

1. Only if the journal REQUIRES hard copy submission. Many limit submissions to electronic only.

2. Otherwise, you waste postage and kill trees, and run the risk of having your work lost amid the wreckage of a student journal office.
V. Dealing with offers

a. When you get an offer:
   i. Request an expiration date and any additional terms - seeking guidance from a professor might be a good idea at this point, to make sure you don’t agree to something that’s problematic.
   ii. Then shop around armed with an offer! Call other journals where you’d prefer to publish and say that you have an offer from X journal but would rather publish with them, and see if they’ll give you an expedited review before the expiration date from your initial offer expires.
   iii. ExpressO creates a template so you can update journals of any acceptances you receive. You might tailor the template to express your gratitude in receiving the offer. Some law reviews will not give an initial response until they learn you are holding another offer. Note it is considered unethical to submit your paper to a journal where you would never agree to be published, only for the purpose of being able to seek expedited review from more prestigious journals.
   iv. Also negotiate with editors to post your paper on the Social Sciences Research Network (SSRN). Editors may want only the abstract visible until the issue goes to press. SSRN will get you attention outside the legal field and may result in offers to speak or present about your topic and thesis.

b. When you accept an offer, notify other journals to withdraw your submission from consideration.

c. If no offers, change the title, do another round of revisions, and prepare for another round of submissions.
   i. Submit to less prestigious journals
   ii. Scale back the length and scope of your paper and seek publication of an excerpt in a newsletter or other format
   iii. Don’t take rejection personally!

VI. Working with editors – once you’ve accepted an offer, you’ll embark on the very exciting publication process as an author working with 3L editors!

a. Do NOT take edits personally. Allow yourself a day or two to digest suggestions before firing back a response.

b. You don’t have to accept all changes (it’s your name on the article!) but do consider them and take them seriously.
VII. The Dark Horse: Writing Competitions!

a. There are a surprising number of writing competitions that offer both publication AND cash prizes to the winning authors, in addition to perks like trips to conferences or gala events.

b. Check requirements: some will accept any submission, some accept only one per school. You may be the default “winner” from your school if no one else wants to enter the competition!

c. Places to look for competitions:
   i. ABA section websites
   ii. Writing Center home page
      (http://www.law.gwu.edu/Academics/EL/Writing%20Center/Pages/Competitions.aspx)
   iii. Journal websites
   iv. Prof. Kathryn Sampson’s blog
      (http://legalwritingcompetitions.blogspot.com/)