

USC Gould | USC Gould's Business School of Law | Law Digest

USC Gould's Business Law Digest Board Application 2022 – 2023

USC Law for Business Digest is not your typical law journal. It is less formal and easier to read, with shorter, more concise articles related to legal implications of business developments. As a student run publication, we rely heavily on all board members to publish our bi-annual periodical and podcast episodes. Below you will find job descriptions for each of our board positions, followed by our application for the board. Applications will be due **April 3rd at 11:59 PM EST**. Applications are reviewed on a rolling basis beginning in February. Please send completed applications to: lawforbusiness@lawmail.usc.edu with the subject line "BOARD APPLICATION-[NAME]". If you have any questions during the application process, please feel free to reach out to anyone on the board. If they are not able to answer your question, they will be able to direct you to someone who can.

Board Positions & Descriptions:

The goal of the *Law for Business Digest* board is to run a smooth process for the students who work on the journal. Overall, board members need to be well organized, communicative, and passionate about business law. Board members will receive 1 credit graded CR/D/F per semester, so long as they follow the guidelines of the journal and put in the work necessary to earn the credit. While the following briefly outlines the duties of each Board position, the Business Law Digest works as a team. All Board members participate in topic development, editing, citation checks, and the publication process.

Editor-in-Chief: The Editor-in-Chief (EIC) oversees all aspects of *Law for Business Digest* including sending emails, leading class discussions, hosting emails and having final decisions. Other duties include, but are not limited to, the following: selecting the articles for publication; setting the due dates; working with the Executive Articles Editor to keep track of student articles; and reviewing edits and providing final comments on all drafts of all pieces. The EIC will also work with the Managing Editor to layout the journal, and coordinate deliverables needed to update the *Law for Business Digest's* website with the Online Editors, and the EIC is also responsible for communicating with Gould and Marshall when necessary. The EIC is the main contact for addressing any issues that arise during the year with writers and editors and will work with all members of the board to ensure their duties are being completed. Where a vote is needed to decide issues, the EIC will conduct a vote where a majority is needed to approve or disapprove matters. The EIC must have a keen attention to detail, good communication skills, and a strong understanding of both the law and the workings of a law journal.

Managing Editor: The Managing Editor (ME) oversees all notes written by student writers and is in charge of creating policies, ideas for marketing and developing the Digest. The ME also evaluates all student written content, and student edits, to ensure that the articles are of publishable quality. Additionally, the ME oversees Board selection, organizes trainings and social events, and evaluates staff throughout the semester, while also delegating work to all members of the *Digest*.

This position requires a high understanding of grammar rules and citation requirements of legal scholarship, with attention to detail and strong organizational skills.

Executive Articles Editor: The Executive Articles Editor (EAE) is responsible for managing all things related to articles written for *Law for Business Digest*. As articles are written, the EAE will have final review of footnotes of all articles for content and source accuracy, including proper use of signals and Bluebook formatting. The EAE will also ensure that general grammatical rules are applied consistently to all pieces. Finally, the EAE will provide general feedback at each stage of an article or note and manage calendars and enforcing deadlines. The EAE works closely with the EIC in all aspects, but especially as it relates to setting deadlines for writers and making sure these deadlines are enforced. This position requires a high level of attention to detail, the ability to respond quickly and professionally to moving deadlines, and a high understanding of grammar and citation requirements of legal scholarship.

Executive Online Editor: The Online Production Editor (EOE) edits student articles for sources, citations, and formatting issues. The EOE is primarily responsible for the publication of *Law for Business Digest*. This includes, but is not limited to, type setting, selection and procurement of artwork, and arranging photo shoots for article covers. The EOE is also responsible for managing *Law for Business Digest's* website and other technical aspects of the journal, including graphic design if necessary. At the outlining stage, the Executive Online Editor (EOE) will perform a pre-emption check on the topics of the articles, ensuring that attorneys and students are writing about novel concepts not previously explored in *Law for Business Digest* or elsewhere. Additionally, the EOE is responsible for recruiting attorneys to be guests on our bi-annual podcast series, editing the pieces attorneys submit. Finally, the EOE will work closely with the EIC to address concerns and troubleshoot issues that may arise throughout the publication period. This position is best fitted for someone with a background in desktop publishing and/or graphic design.

Board Application:

1. Please rank the positions you are applying for in order of interest. If you are not interested in a position, please write "N/A" next to it.
 - _____ Editor-in-Chief
 - _____ Managing Editor
 - _____ Executive Articles Editor
 - _____ Executive Online Production Editor
2. Please state, in a paragraph or less, what interests you in participating in *Law for Business Digest*'s board next year.
3. Please provide one way you plan to improve *Law for Business Digest* next year. If you did not participate in *Law for Business Digest* this year, please provide an idea you would like to implement on the journal, even if you are unsure if a similar concept is already in place.
4. Please discuss what specific areas of law you have interest in, and what experience you may have working, writing, or dealing in these areas.
5. Please provide any experience you may have with the following: podcasts, camera equipment (taking and editing videos and/or photos), redlining and editing documents, and/or working with practicing attorneys. If you have no experience in any of these areas, please let us know.
6. Please attach a resume with your GPA redacted to the e-mail containing your application.