



## **Call for Student Applications**

Calling all enthusiastic, organized, and detail-oriented self-starters with an interest in scholarly legal research and writing! The Toronto Metropolitan University Law Review (TMU Law Review) is now accepting applications for the 2024-25 academic year for the following positions:

- 1 Executive Editor
- 1 Submissions Manager
- 1 Business and Operations Manager
- 2-3 Associate Editors

Only second and third-year students are eligible for these roles for academic credit.

**NOTE:** A call for volunteer Assistant Editors may be put out in the Fall 2024 or Winter 2025 terms on an as-needed basis, and first-year students who are interested in applying for a position in JUR318 as upper-years are encouraged to apply as Assistant Editors.

### **Journal Overview**

Most law faculties across the country publish at least one law journal, with a range of different missions and focus areas. As the Lincoln Alexander School of Law gains more of a foothold in the Canadian legal education landscape, building up our research-related efforts will help us further our mission and establish our institutional legitimacy.

The TMU Law Review is the first and flagship law journal established at the Lincoln Alexander School of Law, with its inaugural volume published in 2023. The TMU Law Review is a general publication, with an emphasis on our school's core pillars, including social and racial justice, technology and innovation, and new developments in legal practice and the legal profession. More information is available on our website: <https://www.tmulawreview.com/>.

The faculty Editor-in-Chief, Professor Angela Lee, manages the journal with the assistance of a team of Lincoln Alexander Law Student editors and executives selected on a competitive basis. The team will work throughout the academic year, culminating in the publication of Volume 3 in 2025.

### **Why Apply?**

This is a unique opportunity to be a formative part of the TMU Law Review's history and development, working closely with other students, faculty, and staff members. Student team members will play a key role in the operation of the journal, and will be involved in all aspects of the journal's production, including the assessment, selection, and substantive and stylistic editing of manuscripts submitted, as well as business operations, journal administration, and research dissemination efforts.



Students enrolled in the journal for credit course will receive rigorous training and development with respect to legal research and referencing, and academic publishing in general. Involvement with the law journal will supplement students' substantive knowledge of the law in a diversity of subject areas, as well as serving to cultivate important transferable skills in areas like communication, professional correspondence, teamwork, time management, and attention to detail. Further, involvement with a law journal can also increase students' competitiveness for positions like judicial clerkships, as well as for graduate programs.

### **Application Process**

Please carefully review the role-specific application requirements below and submit your completed application package via email to Professor Angela Lee (angela@torontomu.ca) by 11:59pm on **March 1, 2024** with "TMU Law Review – X Application" in the subject line (with X being replaced with the title of the role for which you are applying). Any questions about the application process can be directed to the same. Shortlisted candidates will be invited to an interview (to be held either in person or via Zoom) between **March 4-March 8, 2023**, as schedules permit.

Professor Lee also anticipates hiring a student assistant for the Summer 2024 term on a full-time basis through the Career Boost program, to provide support for journal-related work and other research-related duties. If approved, the job posting will be available later this term on the Career Boost website: <https://recruitstudents.torontomu.ca/home.htm>. It will be considered an asset if a student is interested in continuing on with JUR318 after successful completion of the summer term. Please indicate in your application materials if you are interested in applying for the Summer 2024 position.

### **Journal for Credit**

Students must obtain permission from Interim Associate Dean Atak for admission to the journal for credit course, following recommendations from the Editor-in-Chief. The journal for credit course is a commitment for the full academic year, with the minimum 36 hours required of a regular course spread out over the Fall and Winter terms. Students must submit an application and be successful in the selection process to participate in this course. Upon accepting an offer for a position, a student will be permitted to enroll in JUR318 and will receive credit for one academic term in either the Fall 2024 or Winter 2025 term. The journal for credit course will be assessed on a Pass/Fail basis.

**NOTE:** JUR318 will not be available for selection through MyServiceHub during the regular Course Intentions period. Students who wish to apply for JUR318 should select another elective during the course intentions period. Those who are successful can drop an elective of their choice and will be enrolled in JUR318 instead.

**\*\*For 3L students, please note that you are expected to continue to work on your journal-related duties during your placement term, if it will take place in either the F2024 or W2025 term. You should not apply if you anticipate that this will be a problem for you.\*\***



## Role Descriptions and Application Materials

### Associate Editor

Associate Editors will take carriage of at least one submission from start to finish, and are responsible for performing the bulk of the editing work to ensure that all published pieces will meet the journal's editorial standards.

#### Responsibilities include:

- Annotating manuscripts with substantive edit suggestions
- Performing necessary research to ensure full accuracy of citations
- Editing footnotes to ensure conformity with the McGill Guide
- Copyediting manuscripts for spelling and grammar and ensuring compliance with the journal style guide

#### An ideal candidate will demonstrate:

- An interest in legal scholarship
- Excellent attention to detail
- Strong writing and editing skills
- Strong time management skills
- Ability to give and receive constructive feedback, and act on feedback
- Ability to work collaboratively and as part of a team

#### Application Materials

To apply for this position, please submit each of the following components as a single PDF document:

1. Cover letter clearly explaining your interest in the position and your qualifications for the role
2. CV
3. Academic transcript (can be unofficial)
4. Writing sample solely authored by the applicant (no specific requirements with respect to word limit, and can be an excerpt of a longer piece)

**\*\*Please also submit a completed Editing Exercise as a .doc or .docx file, with your initials appended to the end of the file name.\*\***



## Executive Editor

The Executive Editor is the primary student responsible for overseeing the editing process. They act as an extension of the Editor-in-Chief and provide leadership and support to the rest of the editing team.

### Responsibilities include:

- Reviewing and approving substantive edits made by Associate Editors
- Following up with Associate Editors on tasks and deadlines, and providing feedback on their work
- Updating the Editor-in-Chief on the progress of the editing cycle, and escalating any issues as needed
- Assisting Associate Editors and/or Assistant Editors with any questions arising about the McGill Guide or law journal style guide

### An ideal candidate will demonstrate:

- Strong leadership ability and comfort managing a team of peers
- Strong communication and organizational skills
- An interest in legal scholarship
- Excellent attention to detail
- Excellent writing and editing skills
- Strong time management skills
- Ability to give and receive constructive feedback, and act on feedback
- Ability to work collaboratively and as part of a team
- Experience with or knowledge of the academic publishing process is considered an asset

### Application Materials

To apply for this position, please submit each of the following components as a single PDF document:

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## Submissions Manager

The Submissions Manager is the first point of contact for authors and acts as a primary intermediary between authors and the Editor-in-Chief. Their purpose is to manage the progression of manuscripts throughout the internal and external review processes.

### **Responsibilities include:**

- Assisting in the outreach and solicitation of submissions
- Organizing submissions and managing permissions on an internal shared drive
- Fostering good relations with authors and peer reviewers
- Managing the submission intake and external peer review processes
- Tracking the status of all submissions and communicating with authors throughout the process

### **An ideal candidate will demonstrate:**

- Effective and professional communication practices
- Excellent organizational skills
- Excellent attention to detail
- An interest in legal scholarship
- Ability to effectively and tactfully balance needs of multiple stakeholders
- Strong time management skills
- Strong problem-solving abilities
- Experience with or knowledge of the academic publishing process is considered an asset

### **Application Materials**

To apply for this position, please submit each of the following components as a single PDF document:

1. Cover letter clearly explaining your interest in the position and your qualifications for the role
2. CV
3. Academic transcript (can be unofficial)

**\*\*Please also submit a completed Submissions Manager Exercise as a .doc or .docx file, with your initials appended to the end of the file name.\*\***



## **Business and Operations Manager**

The Business and Operations Manager is responsible for managing finances and day-to-day operational needs of the journal. Their purpose is to ensure that production, publication, and distribution of the journal runs smoothly from an operational standpoint.

### **Responsibilities include:**

- Creating an annual budget and maintaining financial responsibility of the journal
- Tracking journal expenses, invoices and executing reimbursements
- Producing financial and other internal reports
- Managing relationships with internal partners (law library, LASL, Toronto Metropolitan University) and external partners (sponsors, databases, publishers, etc.)
- Overseeing management of public-facing aspects of the journal (website, marketing and social media, etc.)
- Creating and maintaining any policies and procedures necessary for the operation of the journal

### **An ideal candidate will demonstrate:**

- Effective and professional communication practices
- Excellent organizational skills
- Excellent attention to detail
- An interest in legal scholarship
- A high degree of financial literacy and responsibility
- Strong time-management skills
- Strong problem-solving abilities
- Comfort with learning new systems and processes
- Fluency with social media and other technical platforms
- A willingness to take initiative
- Business and management experience is considered an asset

### **Application Materials**

To apply for this position, please submit each of the following components as a single PDF document:

1. Cover letter clearly explaining your interest in the position and your qualifications for the role
2. CV
3. Academic transcript (can be unofficial)