

SUMMER 2005 WRITING COMPETITION INFORMATION AND RULES

FOR
VILLANOVA LAW REVIEW
VILLANOVA ENVIRONMENTAL LAW JOURNAL
AND VILLANOVA SPORTS & ENTERTAINMENT LAW JOURNAL

KEY DATES

Registration Period: April 15th -May 9th

Note: If you want to order a Bluebook from Student Services, you must register by 11:00 AM on Monday, May 2nd.

Competition Dates:

Online Materials Available	May 16th, 7:00 AM
Packets Mailed	May 13th
Hardcopy Pickup	May 16th, 9:00 AM-12:30 PM and 1:30 PM-4:00 PM

Submissions Due: June 6th

I. INTRODUCTION

The Summer Writing Competition for VILLANOVA LAW REVIEW, VILLANOVA ENVIRONMENTAL LAW JOURNAL, and VILLANOVA SPORTS & ENTERTAINMENT LAW JOURNAL consists of the timely submission of a casenote ("the Submission") and a short editing exercise prepared in accordance with the Competition Rules (the "Rules"), the Seventeenth edition of the *Bluebook*, and the Honor Code. Participants will be provided with a handout listing the basic differences in citation form between the *ALWD Citation Manual* and the *Bluebook*. Please note, however, that participants are expected to look up all citations.

Each journal has its own Committee that meets and makes acceptance decisions independently. Casenotes that comply with the Rules will be evaluated by the Summer Writing Competition Committees of the LAW REVIEW, ENVIRONMENTAL LAW JOURNAL, and SPORTS & ENTERTAINMENT LAW JOURNAL **unless the author of the casenote specifies otherwise on the registration form.**

II. QUESTIONS ABOUT THE COMPETITION

Any questions regarding the Summer Writing Competition, Competition Rules, the Honor Code, or other problems that may arise should be addressed **only** to the Competition Coordinators at **Competition@law.villanova.edu**. The Competition Coordinators are:

Keith Joseph, Special Projects Editor for LAW REVIEW

Alessandra Love & Katherine Senior, Special Projects Editors for ENVIRONMENTAL LAW JOURNAL

Matthew Couri, Special Projects Editor for SPORTS & ENTERTAINMENT LAW JOURNAL

All questions must be directed to the Competition Coordinators at Competition@law.villanova.edu or through the Virtual Classroom at the start of the Competition. Questions of general interest and their answers will be made available to all participants on the Virtual Classroom once the Competition begins.

III. THE SUMMER WRITING ASSIGNMENTS

Members of all three Journals work on their own writing projects and they also sourcecheck, evaluate and edit the work of their peers or outside authors. The Summer Writing Assignments involve similar tasks.

A. Casenote. Since Journal members almost always write a casenote, preparation of a casenote is one of the Summer Writing Assignments. No outside research is required or permitted. The length of the casenote must be **at least 180 lines and no more than 250 lines**. A casenote is a special style of writing and Submissions are evaluated, in part, on how well the author follows the casenote style that is described in *The Casenote: A Guide to the Summer Writing Competition*, which is distributed to all participants.

In evaluating a participant's casenote, the Journal Committees look primarily at the following aspects:

- legal analysis,
- use of authority,
- clarity of expression,
- conformity to the casenote style, and
- conformity of citations to the *Bluebook*.

B. Editing Exercise. All participants will receive a short editing exercise consisting of text and corresponding footnotes. The participant should revise the text and footnotes to correct grammar and Bluebooking errors. In evaluating a participant's editing exercise, the Journal Committees look primarily at the following aspects:

- Were the grammatical and style errors identified and, if so, were they properly corrected?
- Were the Bluebooking errors in the text and citations identified and, if so, were they properly corrected?

IV. ELIGIBILITY REQUIREMENTS

- A. Any 1L may participate in the Summer 2005 Writing Competition.
- B. Any 2L may participate in the Summer 2005 Writing Competition provided that he or she has not accepted an editorial board position on the LAW REVIEW, ENVIRONMENTAL LAW JOURNAL or SPORTS & ENTERTAINMENT LAW JOURNAL or a managerial position on the Moot Court Board.
- C. Any J.D./Ph.D. student in their SECOND or FOURTH year is eligible to participate in the Summer 2005 Writing Competition.
- D. A student who is eligible to participate in the Summer 2005 Writing Competition may also participate in the Summer 2005 Competition for Moot Court Board.
- E. The eligibility requirements are derived from “Limitations on Co-Curriculum Activities” which appears on pages 12 and 13 of the 2004-05 *Student Handbook*.

V. REGISTRATION

The registration period is April 15th to May 9th. General registration is \$25.00. Hardcopy pickup is an additional \$10.00 (\$35.00 total). Mailing a hardcopy of the Packet is an additional \$15.00 (\$40.00 total). Packets will be mailed May 13th, before the Virtual Classroom opens, so that all participants start the Competition at the same time. To register, participants must complete a registration form providing contact information, Journal preferences, and whether they want the Packet mailed or want to pick up a hardcopy. **ONLY** those participants who specify when registering, and pay the extra fees (\$10 for hardcopy, \$15 for mailing) will have these options available to them. **Registration Forms are available at Student Services.**

Another timing consideration is that first-year grades will not be available to students until after June 6th when all Summer 2005 Writing Competition Assignments must be submitted.

Registration Period

When: General registration – Friday, **April 15th** through Monday, **May 9th**.
Optional *Bluebook* fee – Friday, **April 15th** through Monday, **May 2nd**.

Where: Student Services: Cheryl Ross, Administrative Coordinator of the Summer Writing Competition.

Time: 9:00 AM to 12:30 PM and 1:30 PM to 4:00 PM.

How: Submit a completed Registration Form with the appropriate fee.

Registration Fee: \$25 in cash or check payable to Villanova University.

Optional Hardcopy Fee: \$10 in cash or check payable to Villanova University.

Optional Mailing Fee: \$15 in cash or check payable to Villanova University.

Optional Bluebook Fee: \$11 in cash or check payable to Villanova University.

Registration ENDS at 4:00 PM on Monday, May 9th.

The \$25 registration fee is used to cover the cost of administering the Summer 2005 Writing Competition, in particular the cost of reproducing enough copies of each Submission for distribution to the Journal Committees.

****ALL INVITATIONS TO JOIN A JOURNAL WILL BE ISSUED VIA PHONE. FAILURE TO PROVIDE A WORKING PHONE NUMBER ON THE REGISTRATION FORM WILL RESULT IN SERIOUS DELAY. REMEMBER TO PROVIDE A PHONE NUMBER WHERE YOU MAY BE REACHED THROUGHOUT THE SUMMER.**

VI. BLUEBOOKS

Copies of the Seventeenth edition of the *Bluebook* will be on reserve at the library. In addition, **you can place a pre-paid order for the *Bluebook* when you register for the Competition from April 15th through 11:00 AM on May 2nd. The cost for a *Bluebook* is \$11 in addition to the Competition fees.** Note that the deadline for ordering a *Bluebook* is earlier than the deadline for registration. Student Services will order only enough copies for those people who pay for a *Bluebook* at this time and will **NOT** have extra copies available for purchase during the Competition. If you order a *Bluebook* from Student Services it will be available for pick-up when the Competition begins. Those who request a hard copy of the packet will receive their *Bluebook* inside their packet.

VII. DISTRIBUTION OF COMPETITION PACKETS; METHODS OF SUBMISSION AND DUE DATES

A. Distribution of Competition Packets and Last Day for Submission

Packets will be mailed on May 13th to participants who registered and *opted for mail distribution and paid the additional \$15 mailing fee.* Packets will be available at Student Services on May 16th during the hours 9:00 AM – 12:30 PM and 1:30 PM – 4:00 PM for participants who registered and *opted for hardcopy pickup and paid the additional \$10 fee.*

All other registered participants will have access to the Virtual Classroom by 7:00 AM Monday, May 16th.

The last day for delivering a Submission in person is June 6th. **Those students who choose to mail their Submissions to the Law School must have their envelope postmarked by June 6th.**

Online access to the Competition Packet is through the Competition Virtual Classroom. Access to the Competition Virtual Classroom will be similar to the access you had for your courses during the year. The name of this course is "Summer 2005 Writing Competition." You will not see this on your personal Blackboard until 7:00 AM on Monday, May 16th.

If you are unfamiliar with using the Virtual Classroom please contact Keith Joseph, Special Projects Editor for LAW REVIEW, prior to the start of the Competition.

The Competition Virtual Classroom will have all of the necessary documents for completing the Summer Writing Competition. When you enter the classroom in the Course Documents section you will find two folders. One folder will contain all of the procedural requirements for the Competition as well as the Guide for writing a casenote. The second folder will contain all of the substantive materials that you will need to complete the casenote.

Of particular importance is a document labeled table of contents. Please print this out immediately so that you can use it as a checklist to make sure you have access to all of the materials. **IT IS HIGHLY RECOMMENDED THAT ALL PARTICIPANTS IMMEDIATELY PRINT OUT HARD COPIES OF EVERY DOCUMENT USED IN THE COMPETITION. Additionally, all questions may be sent via e-mail to the Coordinators at Competition@law.villanova.edu.**

B. Methods of Submission

Participants have their choice of one of three ways to deliver their Submission:

- (1) in hand delivery to Student Services Monday through Friday, 10:00 AM to 12:30 PM, and 1:30 PM to 4:00 PM
- (2) mail, FedEx or other delivery service addressed as follows:

Villanova University School of Law
299 N. Spring Mill Road
Villanova, PA 19085-1597
ATTN: Ms. Cheryl Ross

- (3) casenote and editing exercise as e-mail attachments to:
Competition@law.villanova.edu

The table below shows the methods of delivery **and the time that delivery must be completed.**

A participant's Submission consists of the completed casenote and the completed editing exercise!

Method

Deadline

(1) Delivery to Law School Received at Student Services by **4:00 PM on June 6th.**

(2) Mail or Delivery Service Received with a postmark or a notation by a delivery service showing mailing or deposit with the service before midnight on **June 6th.**

****Two (2) copies of the casenote must be submitted if the participant's Submission is to be hand delivered or mailed to Cheryl Ross. No staples please – binder clips ONLY.**

Participants should preserve some proof of mailing or deposit with a delivery service in case the Submission is not received.

(3) E-mail

Received on the Law School's E-Mail system by **4:00 PM on June 6th** at Competition@law.villanova.edu with the Subject Line of the e-mail titled "Final Submission." **DO NOT PUT YOUR RANDOM NUMBER IN THE SUBJECT LINE!**

****If you e-mail your Submission please attach two SEPARATE documents (casenote and editing exercise) either in Microsoft Word OR Corel WordPerfect. If your Submission is in any other format it will not be read.** E-mailed Submissions will be acknowledged shortly after receipt. **The e-mail address is Competition@law.villanova.edu.**

VIII. TECHNICAL REQUIREMENTS OF SUBMISSION

The casenote and revised editing exercise **must** have the random number assigned to the participant on the upper right hand corner of each page in the following format: R.No. XXX. The random number must be underlined.

A. Requirements of Casenote

- Length: 180 (minimum) – 250 (maximum) LINES OF TEXT
- Font: Courier or New Courier, 12 point
- Margins: 1 inch top, bottom, and sides
- Paper: 8.5 x 11
- Spacing text: double spaced text
- Spacing footnotes: single spaced footnotes
- Numbering: bottom center of each page
- Word Processing Format:* WordPerfect or Word
- Footnotes: Minimum, 60 FOOTNOTES
Maximum, 80 FOOTNOTES

*Applies only if participant uses e-mail to deliver his or her Submission.

- Substantive Format: As set forth in *The Casenote: A Guide for the Summer Writing Competition* (contained within the packet and on reserve in the library). For examples of casenotes, see 47 VILL. L. REV. 605 (2002); 10 VILL. ENV. L.J. 361 (1999); 6 VILL. SPORTS & ENT. L.J. 295 (1999).

IMPORTANT: The evaluation of a casenote will be substantially lower if the casenote does not conform to the technical requirements listed above.

B. Requirements of Editing Exercise

Participants may complete the editing exercise by one of the two following methods.

1. *Manual Markup.* Corrections must be shown in red pencil or red pen on the hard copy of the editing exercise. **ONLY ONE COPY OF THE EDITING EXERCISE IS REQUIRED FOR IN-HAND DELIVERY OR MAILING.**
2. *Word or WordPerfect Markup.* **If you choose the option of e-mail Submission you must download the document from the Virtual Classroom, which will be contained in the Course Documents folder, and place all of your corrections in RED.** Corrections must be shown in **RED** in a Word or WordPerfect document. Please attach your editing portion along with your casenote in the same e-mail in separate Word or WordPerfect documents. As stated above, the e-mail should contain the subject line “Final Submission.” **DO NOT PUT YOUR RANDOM NUMBER IN THE SUBJECT LINE!**

IX. ANONYMOUS EVALUATION BY JOURNAL COMMITTEE

All Summer 2005 Writing Submissions, whether submitted in hard copy or by e-mail, are received by Cheryl Ross, a Law School staff member who serves as the Administrative Coordinator of the Summer Writing Competition. Each participant is given a random identifying number when they register. The only identification on a participant’s Submission is the random number. Members of the Journal Committees do not know who authored the Submission.

X. PARTICIPANTS ARE SUBJECT TO THE LAW SCHOOL CODE OF CONDUCT

The Law School Code of Conduct provides in section 2.3(j) that it is an infraction of the Code of Conduct for a student to

violat[e] a published rule of . . . a student organization applicable to a . . . candidate for membership on a journal . . . or a legal writing or skills competition.

Set forth below are the Summer Writing Competition Rules and Regulations.

1. *Participants Sole Work.* Participants shall not discuss any aspect of the Competition with other persons, including, but not limited to, other students, any practitioner, judge, faculty member, law professor, or librarian. The prohibited subject matter of discussion includes, but is not limited to, the issues and material contained in the Packet, the topic of the casenote, the editing exercise, and Bluebooking.
2. *No Research.* Participants shall not do any independent legal research on the casenote topic and shall not use Shepard's, WestKey or Insta-Cite, or any other citation service to determine the subsequent history of any case that is part of the casenote assignment.
3. *Based only on Material in Competition Packet.* A participant in preparing his or her Submission shall not use any source material other than that contained in the Competition Packet. Standard references like Blacks Law Dictionary, writing style manuals, and dictionaries are not considered source material and may be consulted but not cited as authority.
4. *Material in Competition Packets.* Participants shall not transfer any material in their Competition Packet to any other student or other person even if the participant has already turned in their Submission.
5. *Bluebooking.* Participants shall not use WestCheck, or KeyCite to prepare or check the citations in the participant's Submission.
6. *Typing Assistance.* Submissions shall not be prepared by a trained legal secretary. Other typists who do not have legal backgrounds may prepare Submissions.
7. *Anonymity.* Participants shall not include in their Submission any material designed to identify their Submission to a Journal member and participants shall not communicate or attempt to communicate with a Journal member in order to identify their Submission to the Journal member.
8. *Precautions While Working in Library or Other Space Where Other Participants are Working.* Participants shall take reasonable precaution to keep their Summer Writing Competition material and work confidential in order to ensure that the participant's work product is not accidentally or deliberately borrowed by another competitor.

A participant's Submission will be disqualified if a participant violates the Summer 2005 Writing Competition Rules and Regulations.

All generally applicable provisions of the Code of Conduct apply to participants in the Summer 2005 Writing Competition. For example, plagiarism of another student's summer writing work or consulting another student, professor, or attorney for assistance with the casenote and/or editing exercise is an infraction of the Code of Conduct.

XI. NOTIFICATION

The Journals' target dates for notifying participants whether they have been selected are as follows:

LAW REVIEW	July 18th
ENVIRONMENTAL LAW JOURNAL	July 20th
SPORTS & ENTERTAINMENT LAW JOURNAL	July 20th

LAW REVIEW grade-on invitations will be issued before mid-June. The Summer Writing Submission of a first-year student who grades on and accepts an invitation to join the LAW REVIEW will automatically be withdrawn from consideration by any other Journal unless the student requests otherwise.