

ALASKA LAW REVIEW

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MANUSCRIPT GUIDELINES AND PUBLICATION INFORMATION

The *Alaska Law Review* (*ALR*) is a scholarly publication dedicated to the examination of legal issues affecting the state of Alaska.

ALR welcomes manuscript submissions concerning legal topics specifically relevant to Alaska. This does not mean, however, that we are interested only in state law issues; *ALR* also seeks articles concerned with federal issues of special import in Alaska.

Authors should adhere to the following guidelines when submitting manuscripts. Please feel free to call the *ALR* office at (919) 613-7105 or to email one of our three Articles Editors—John Gerl (john.gerl@lawnet.duke.edu), Jacob Unger (jacob.unger@lawnet.duke.edu), or Patrick Jhoo (patrick.jhoo@lawnet.duke.edu)—at any time should you have questions. We will be happy to assist you.

Submission Deadlines and Selection for Publication

ALR publishes in June and December every year. Manuscripts of fifty pages or less can be submitted for consideration by August 1 for publication in the December issue and by December 1 for publication in the following year's June issue. A screening committee reviews submissions on a rolling basis to determine which articles will be published. Authors will be notified as soon as possible of the decision regarding publication of any manuscript submitted. Since our publication schedule is set by contract, we generally will defer consideration of late submissions to a subsequent issue.

Manuscript Forms

We will consider the following for publication:

- ❖ Articles: In-depth, scholarly examination of a legal issue. Generally 30–50 pages in length.
- ❖ Comments: Identification of a specific legal issue, or less in-depth analysis of a topic or case. Approximately 15–30 pages in length.
- ❖ Responses: Response to an article or comment previously published. Approximately 20 pages in length.
- ❖ Book Reviews: Scholarly review of a recently published book whose subject matter is related primarily to Alaska law. Suggested 5–10 pages in length.
- ❖ Practicums: Addresses a specific, practice-oriented problem; reviews recent legislation in a specific area; or clarifies a judicial rule or regulation. Approximately 5–15 pages in length.

Submission Process

If possible, the primary means of submission should be via e-mail attachment sent to ALR@law.duke.edu. The e-mail should have a subject line that reads: "ALR Manuscript Submission, AUTHOR'S NAME, Topic of Manuscript." If e-mail is not possible, then *ALR* welcomes submissions in hardcopy form via regular mail. However, if you are using mail, we request that you also include with the manuscript an electronic version of the document. This can be submitted on a jump drive, CD, or a standard floppy disk.

In addition, each author should provide biographical information indicating his or her present position, past affiliations or official positions relevant to the subject of the article, and all academic degrees and the institutions from which they were received.

Documentation of Authority

In submitted manuscripts, any statement that is not within general knowledge should be footnoted with citation to a source for that statement. For example, citation is required for:

- (1) all quotations;
- (2) all statements attributing opinions to specific persons or groups;
- (3) all references to or statements made in reliance upon: cases, statutes, regulations, treatises, periodicals, books, pamphlets, government publications, newspapers, manuscripts, and websites; and
- (4) any personal conversation or interview in which information was obtained.

When citing a source, give all information as required in The Bluebook: A Uniform System of Citation (19th ed. 2010). Also, works are cited that the author expects the editors will have difficulty obtaining (e.g., personal correspondence, transcribed interviews, unpublished papers), the author should send copies of the title page and all relevant pages from these sources with the manuscript.

Editing Process

Once a manuscript has completed the initial screening process, it is edited in three stages. Initially, the article is assigned to an executive editor, who, along with the editor-in-chief, serves as a contact person for the author. The executive editor reads the manuscript and may propose substantive, structural, and stylistic changes. If necessary, the manuscript then is returned to the author for his or her review and changes.

Next, the process of cite checking begins. In cite checking, staff editors examine the manuscript to ensure that all citations are accurate and complete, and that they properly support the textual propositions. These editors also indicate if and where additional documentation is needed. The executive editor then evaluates the work of the cite checkers and examines the body of the article for the purpose of enhancing both style and substance. Any changes affecting the substance or structure of the article will be brought to the attention of the author. When appropriate, stylistic and technical corrections also will be brought to the author's attention. Further requests for sources and documentation also may be made.

Finally, after the author approves the editorial revisions and any necessary additional documentation has been provided, the edited manuscript will be put into first page proofs. *ALR* will send the author a copy of his or her page proofs for final review. All changes from this point forward will be technical in nature and will be the responsibility of the editors.