

Read-Aloud Guidelines

Campbell Law Review

The following guidelines are provided to facilitate efficient scheduling of read-alouds and offer a general overview of the read-aloud process.

Purpose

The purpose of read-alouds is to create an additional check in the editing process. While most of the editing of an article or comment is, ideally, completed during spading, read-alouds are needed to ensure that any changes made during the spading process are correct. Arguably, read-alouds are the most important step in the process, since they provide us one last opportunity to edit/correct a paper before it is delivered back to the author for approval of the changes. Authors often rely on the changes we make and improper modifications and missed errors reflect poorly on *Campbell Law Review*.

Groups of two or three participate in a read-aloud to aggregate “bluebook knowledge.” This allows the group to discuss/interpret the *Bluebook* fully and accurately for each change made during spading. Additionally, reading a paper out loud makes it possible for the group to identify any awkward wording and guarantees that the paper flows smoothly from sentence to sentence.

Read-Aloud Schedule

The Managing Editor will post a read-aloud schedule whenever necessary to meet the demands of Law Review, preferably every two to three weeks. This schedule will be posted on the Law Review Bulletin Board and an email notice will be given at the time of the posting. Once a read-aloud schedule is completely filled up, it will be posted on the Law Review TWEN course.

Every staff member and editor (unless you have been told otherwise) **MUST** participate in one read-aloud for every read-aloud schedule posted. Accordingly, when a schedule is posted, it is the responsibility of every staff member and editor to sign up for a date and group on the schedule. The time and dates for read-alouds have been chosen such that there is a no conflict with classes (Tuesday and Thursday from 3-5). If it is impossible for you to make it to campus on Tuesdays or Thursdays, you must contact the Managing Editor about scheduling a read-aloud on Friday.

Read-aloud schedules will be posted well in advance, approximately two weeks prior to the scheduled read-aloud (except for the first read-aloud schedule). As a result, it will be expected that each member/editor will be able to find a date that fits within his/her schedule. However, if after signing up on the schedule, you realize that you will not be able to participate on the date you selected, you have the sole responsibility of finding another member/editor with whom to trade dates. Additionally, you must contact the Managing Editor to inform him/her of the trade. If you are unable to find another member/editor to trade with, you will need to contact the Managing Editor to schedule a

make-up read-aloud. Regardless of the reasons you have for missing your scheduled read-aloud, you will be responsible for making up the missed read-aloud. If you fail to make-up the missed read-aloud, you may be subject to disciplinary actions, as prescribed in §4.5 of the by-laws.

Read-Alouds – Generally

A bulleted outline identifying what is expected during read-alouds is provided below. However, a few important points will be discussed briefly.

When reading over portions of the text, the following things should be considered: whether the author has used proper grammar and punctuation, does this sentence/paragraph make sense with respect to the content/theme/goal of the particular section (or the paper as a whole), does this sentence/paragraph flow with the rest of the writing, does this sentence need to have a footnote (aka does this sentence sound like it is not the author's original thought(s)), could this sentence be re-worded in order to make it more understandable, etc. *It should be remembered, however, that we do not want to make changes to the author's style of writing. Thus, when considering whether to make changes to the text, please differentiate between changes that are necessary to make the substance of the paper more understandable and changes that are merely related to a style preference.*

When reading over citations, the following things should be considered: is this citation in proper *Bluebook* form, does the cited reference stand for the proposition for which it is cited, is the citation still good law (please Shepardize all cases), etc.

Finally, each group will be assigned a certain number of pages or footnotes to complete during their read-aloud. Two hours have been allotted for you to finish your assigned pages/footnotes. If it takes longer than two hours, you will still be expected to finish your assignment. However, if your group finishes early, you are free to go. With that said, each member/editor participating in a read-aloud will be expected to carefully and meticulously review their assigned pages/footnotes. The changes that your group makes during the read-aloud will be checked by a member of the Board of Editors. If your group finishes in less than an hour, it will be presumed that you rushed and your changes will be carefully scrutinized. If a reviewing editor feels that your group did an unsatisfactory job, none of the group will receive credit for the read-aloud and a make-up read aloud will be scheduled.

Editors

When leading a read-aloud, please make sure you are doing the following:

- Electronic Copy
 - Obtain a flashdrive from the board outside the Law Review office the contains the author's paper you are editing
 - Track any changes that you make
 - Save a copy to the flashdrive

- After saving the document, post the document on the TWEN course under Read-Aloud Turn-In
 - In the message box, write the names of your group members and the pages/footnotes that you worked on
- Hard Copy:
 - Mark any changes that the group decides to make
 - If necessary, cite *Bluebook* rule and/or give explanation for making the change
 - Put folder with all copies back into large Comments or Articles folder
- Bring:
 - Bluebook
 - Texas Manual
 - Pens, pencils, highlighters
 - Laptop

Staff Members

When participating in a read-aloud, please make sure you are doing the following:

- Hard Copy:
 - Mark any changes that the group decides to make
 - Return your copy to the editor before leaving
- Bring:
 - Bluebook
 - Texas Manual
 - Pens, pencils, highlighters
 - Laptop, if you have it (so you can check cites and quotations)