

## Editors' Section

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## Editorial Roles & Responsibilities

### Editorial Roles

1. The **General Editor** is responsible for ensuring the smooth functioning of Jotwell. These duties include:
  1. Coordinating the general administrative functions of Jotwell;
  2. Creating new sections;
  3. Selecting the initial Section Editors for new Sections;
  4. Appointing and managing the Student Editors;
  5. Appointing Section Editors when vacancies arise;
  6. Supporting the activities of the Section Editors.
2. **Section Editors** have general editorial control of a single subject area section of Jotwell. In most cases there will be two (2) Section Editors per section.
  1. The Section Editors are responsible for arranging for, soliciting and overseeing participation in their section from Contributing Editors and prospective contributors.
  2. Section Editors are expected to write at least one Jotwell contribution per year.
  3. Section Editors are responsible for ensuring that there is at least one new Jotwell contribution in their section per month, and that this contribution is ready to be published by the section's monthly publication date.
  4. Subject to the agreement of alternate arrangements with the General Editor, Section Editors are responsible for approving or rejected unsolicited contributions to Jotwell, and for editing them as needed. (Note: this function can be delegated to the Student Editors.)
  5. Subject to the agreement of alternate arrangements with the General Editor, Section Editors are responsible for managing the section's spam filters in order to permit the publication of comments that may have mistakenly be identified as spam. (Note: this function can be delegated to the Student Editors.)
  6. Subject to the agreement of alternate arrangements with the General Editor, Section Editors are responsible for monitoring comments to their section and for removing comments that are clear violations of the Jotwell Acceptable Use Policy. (Note: this function can be delegated to the Student Editors.)
3. **Contributing Editors** are selected by the Section Editor of that section. Contributing Editors are responsible for authoring one contribution per year according to the deadlines set up by their respective Section Editors. It is recommended that Section Editors aim to appoint ten Contributing Editors, but in no case more than twenty (20).
4. **Student Editors**
  1. The **Managing Editor** will be a student at the University of Miami School of Law who will coordinate the activities of the other student editors. The Managing Editor's responsibilities include but are not limited to overseeing the student editors, assisting with troubleshooting, facilitating dialogue between the Section Editors and the student editors, and making sure deadlines are complied with. The Managing Editor will report to the General Editor on a regular basis and will include in such reports the status of deadlines, any potential or actual technical issues faced by the student editors or Section Editors, and any other issues as they occur. The Managing Editor's main role is to ensure the efficient operation of

staff-provided services to the Section Editors. The Managing Editor will also be responsible for creating a master index of work reviewed by author and title and updating it as each Contributing Editor or Section Editor submits their Contribution or the topic of their contribution.

2. Jotwell offers certain services to its various Section Editors including but not limited to assistance in editing unsolicited submissions, policing comments, and filtering spam. According to need, additional student editors will be chosen by the General Editor with consultation with the Managing Editor.

## **Editors**

1. The General Editor is currently [<http://www.law.tm> Michael Froomkin].
2. INSERT SECTION EDITORS LIST HERE

## **Filling Vacancies in the Editorial Staff**

1. A General Editor, acting in consultation with the Section Editors, may select his or her successor.
2. If the the position of General Editor becomes vacant due to the death, resignation, or incapacity of the incumbent, and no successor has been designated by the former General Editor, a new General Editor shall be selected by the Dean of the University of Miami School of Law in consultation with the Section Editors.
3. When a section with two or more Section Editors has a single vacancy, the remaining open position shall be filled by agreement among the remaining Section Editors, acting in consultation of the General Editor. If a section has no incumbent Section Editors, the vacancy or vacancies shall be filled by the General Editor.
4. Each section may have up to twenty (20) Contributing Editors. When a section has fewer then twenty (20) Contributing Editors, the Section Editors of that section may appoint additional Contributing Editors. All Section Editors of a section must agree to the appointment of a new Contributing Editor unless the Editors have by previous written agreement, deposited with the General Editor, provided among themselves for some alternate means of appointment.

## **Removal of Editors**

1. Section Editors have editorial control over their sections, and the following rules should be interpreted to give meaning to this general principle and to the editorial independence of Jotwell as an institution, and the participants in Jotwell as scholars.
2. The General Editor may be removed for cause upon the written request of two-thirds of the Section Editors. Cause in this context refers to failure to fulfill the responsibilities listed above.
3. Section Editors may be removed by the General Editor if they fail to adequately administer their section or if they fail to ensure the publication of original contributions on the schedule agreed with the General Editor. Alternately, a Section Editor will be removed by the General Editor at the written request of the other Section Editors of that Section (if any) joined by two thirds of the Contributing Editors of that Section.
4. The Section Editors of a section may remove a Contributing Editor to that section if the Contributing Editor fails to meet an annual deadline for his or her contribution, or for other good cause.
5. Student Editors may be removed for cause as determined by the Section Editor or General Editor as appropriate. This will depend primarily on whether the student editor works for a particular section or assists the General Editor. Cause in this context refers to 1) failure to fulfill responsibilities set out above, 2) consistent failure to meet deadlines or 3) consistent unexcused absences from scheduled editorial meetings.