

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. Jotwell offers certain services to its various Section Editors including but not limited to assistance in editing unsolicited submissions, policing comments, and filtering spam. The **Student Editors** will ordinarily be students at the University of Miami School of Law. Each Student Editor will be assigned to edit a number of sections. According to need, student editors will be chosen by the General Editor.
 2. A Student Editor's main role is to ensure the efficient operation of staff-provided services to the Section Editors. Their responsibilities also include but are not limited to assisting with troubleshooting, liaising with Section Editors, and making sure deadlines are complied with. The Student Editors 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 encountered, and any other issues as they occur.

Editors

1. The General Editor is currently [<http://www.law.tn> Michael Froomkin].
2. The editors for each section appear in the "Editors" list on the right side of this page.

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.