

June 29, 2018

Student Body
University of Puerto Rico School of Law

Subject: Call for Editors, Online Director and Collaborators

Greetings!

Since its launch in 2009, the **University of Puerto Rico Business Law Journal** has attracted authors from almost every continent to analyze and think critically about recent developments in Business Law and other related areas. Conceiving the law as a key instrument for economic development, the Journal traditionally publishes two issues (Winter/Summer) that constitute its yearly volume and cover a diverse array of topics of interest for businesses, academics and legal professionals, including corporate & securities law, intellectual property protection, labor & employment matters, taxation affairs, trade & financial regulation, and transactional & financing issues.¹ With nine volumes published so far, the pertinence of the subjects addressed by the Journal has earned it a privileged spot among student-edited, specialized, digital legal periodicals.²

The Journal is currently seeking talented and enthusiastic law students willing to become part of its historic Tenth Volume Editorial Board and develop a set of high-valued skills in a collegiate and collaborative environment.³

This Call is circumscribed to the positions of **Editor, Senior Editor, Online Director, Online Editor and Collaborator**. Candidates with excellent legal citations skills are encouraged to apply for Senior Editor. Additionally, those with at least one year of experience in a legal periodical are also encouraged to apply for Senior Editor, but it is not a requirement.

For instructions on how to apply for the positions, click on their respective title: [Editor](#), [Senior Editor](#), [Collaborator](#), [Online Editor](#), [Online Director](#). For a description of the roles, scroll down. Details on how to submit are located at the bottom of the document.

¹ To browse the Journal's previous issues, please visit: <http://www.uprblj.org>.

² *Law Journals: Submissions and Ranking, 2006–2014*, WASH. & LEE U. SCH. L., <http://lawlib.wlu.edu/LJ/index.aspx> (last visited June 28, 2015).

³ Our editors are entitled to one (1) academic credit for every volume they work on, up to a maximum of three (3) credits towards their degree. Credits are graded upon the Editorial Board's assessment of each editor's performance throughout the year. Although ABA regulations do not allow 1Ls to earn elective credit before the 28-credit threshold, 1Ls should be aware that editorial experience is highly valued by prospective employers, both in the public and private sectors.

DESCRIPTION OF ROLES AND DUTIES

Tenth Volume Editorial Body

I. **Editor**

- a. Constituting the position held by the majority of the board's members, **Editors** are the first to edit the articles selected for publication.
- b. They work under the supervision of an Executive Editor and several Senior Editors.
- c. Duties:
 - i. Editing of the text's grammar and style.
 - ii. Correction of citations following the *Bluebook*.
 - iii. Digital and physical investigation of materials cited ("*bookpulling*") and confirmation that its contents relates to the text.

II. **Senior Editor**

- a. Working directly under the Executive Editors, **Senior Editors** are their direct connection to the Editors. They aid the Editorial Board during the editorial cycle and supervise both the editorial teams and the designated committees.
- b. Duties:
 - i. Further editing of the text's grammar and style.
 - ii. Revision of citations, ensuring they follow *Bluebook* standards.
 - iii. Aiding their immediate Executive Editor in answering Junior Editors' queries.

III. **Collaborator**

- a. Our connection with the rest of the academic community, **Collaborators** aid the Editorial Board in the organization and execution of activities, such as our Induction Ceremony, conferences, and symposiums. They do not take part in editorial activities.
- b. Duties:
 - i. Coordination of events.
 - ii. Contacting people of interest.
 - iii. Preparation of the materials to be used in activities, including designing and publishing physical and digital promotional material.
 - iv. Photograph and maintain a record of our activities.
 - v. Gathering and organizing the history of our magazine.
 - vi. Maintaining and updating contact information of previous members of the Journal.

BLJ Forum
Online Editorial Board

- I. **Online Editor.**
 - a. **Online Editors** work directly with the material to be published in our **BLJ Forum** section. They carry out the crucial role of writing, editing, proof-reading, and investigating the sources of the Notes and Articles to be published.
 - b. They will work under the supervision of the Editorial Board and the Online Director.
 - c. Duties:
 - i. Proofreading, editing, and “*bookpulling*” of submitted online notes to be published.
- II. **Online Director.**
 - a. As social media evolves, so does the need for immediate and prompt information, and the **Online Director** will serve as the leader of the **BLJ Forum** section where we will publish timely, relevant pieces for our audiences, as the changes happen.
 - b. He or she will answer directly to the Editorial Board.
 - c. Duties:
 - i. Supervising the Online Editors.
 - ii. Further proof-reading of the submissions for the BLJ Forum section.
 - iii. Assisting the Executive Publishing Editor in the publication of the edited Notes and Articles online.

INSTRUCTIONS

To be considered for the position of **Editor** or **Senior Editor**, please submit the following:

1. An updated resume, summarizing the qualities you would contribute to the Journal. It should also highlight any recognition that makes you stand out among your peers.
2. A one-page cover letter (CL), not restating what your resume should summarize, but expressing what you expect to gain from your experience as an editor and your vision and mission for the Journal.⁴ It is in this document where you should specify what position you are applying for.
3. A writing sample, either in English or Spanish done during the course of your Law School studies demonstrating your mastery of grammar,

⁴ Please note that if you choose to submit your cover letter in Spanish, your writing sample must be in English, and vice versa.

punctuation, and style.

4. Complete the respective exercise on Google Forms linked in the email, webpage or social media by properly editing, in terms of grammar, punctuation, style, and citation, according to the rules set forth in *The Bluebook*.⁵

To be considered for the position of **Collaborator**, please submit the following:

1. An updated resume, summarizing the qualities you would contribute to the Journal. It should also highlight any recognition that makes you stand out among your peers.
2. A one-page cover letter (CL), not restating what your resume should summarize, but expressing your interest and what you expect to gain from your experience. It is in this document where you should specify what position you are applying for.

To be considered for the position of **Online Editor** or **Online Director**, please submit the following:

1. An updated resume, summarizing the qualities you would contribute to the Journal. It should also highlight any recognition that makes you stand out among your peers.
2. A one-page cover letter (CL), not restating what your resume should summarize, but expressing what you expect to gain from your experience as an editor and your vision and mission for the Journal.⁶ It is in this document where you should specify what position you are applying for.
3. A writing sample, either in English or Spanish done during the course of your Law School studies demonstrating your mastery of grammar, punctuation, and style.
4. A short essay or note (1,000-2,500 words) that illustrates your opinion and analysis on any of the following:⁷

⁵ THE BLUEBOOK: A UNIFORM SYSTEM OF CITATION (Columbia Law Review Ass'n et al. eds., 20th ed. 2015).

⁶ Please note that if you choose to submit your cover letter in Spanish, your writing sample must be in English, and vice versa.

⁷ Note that if you choose to submit your writing sample in Spanish, your note must be in English, and vice versa. We recommend that in writing in your essay or note, where applicable, you adhere to the following guidelines: (1) brief recollection of the facts of the case, (2) explanation of the controversy at hand, (3) examine the Court's methodology, (4) analysis of the decision in light of other noteworthy cases and doctrines, (5) your opinion of the case at hand in light of the political, social, and economic climate; case law and doctrines, and any other applicable factors.

- a) Raúl E. Casanova Balado v. UBS Financial Services, Inc., 2017 TSPR 164
 - b) Deméter International, Inc. V. Secretario de Hacienda, 2018 TSPR 21
 - c) Miramar Marine, Inc v. City Walk Development Corporation; McCloskey, Perez & Asociados, Inc., 2017 TSPR 141
5. When writing your note, you should observe proper grammar, punctuation and style rules; and, to the best of your ability, follow citation guidelines, according to the rules set forth in *The Bluebook*.

Complete applications will be accepted until **11:55 PM of July 16, 2018**. They should be sent directly to **uprbj@gmail.com**, under the subject: **Tenth Volume Staff Application**. In the email, please specify what position you are applying to. We look forward to hearing from you. Do not hesitate to ask us any questions that may arise while preparing your application.

Best regards,

The Editorial Board
Tenth Volume
University of Puerto Rico Business Law Journal