



UNIVERSITY OF PUERTO RICO
BUSINESS LAW JOURNAL

August 20, 2018

Student Body
University of Puerto Rico School of Law

Subject: Call for Editors 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 and Collaborator**.

For instructions on how to apply for the positions, click on their respective title: [Editor](#); [Collaborator](#). 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 ILs to earn elective credit before the 28-credit threshold, ILs 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*.⁴
 - iii. Digital and physical investigation of materials cited ("*bookpulling*") and confirmation that its contents relates to the text.

II. 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.

⁴ NOTE: We understand that those who may be interested are first year students who have not been exposed to the Bluebook yet. This should not be a concern, as during the semester the BLJ will host a variety of workshops aimed to train the Editorial Body about the Bluebook, and the Legal Writing and Research course will also expose them to the citation system.

INSTRUCTIONS

To be considered for the position of **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.⁵ 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 or other academic studies demonstrating your mastery of grammar, punctuation, and style.

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.

Complete applications will be accepted until **11:55 PM of September 7, 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

⁵ Please note that if you choose to submit your cover letter in Spanish, your writing sample must be in English, and vice versa.