

## January 2022 Notes Pool

The *Virginia Law Review* will accept submissions for its January Notes Pool from 8:00 a.m. on Friday, January 21st until 5:00 p.m. on Friday, February 4. Late submissions will not be accepted. Students who would like their Note to be considered for publication in the *Law Review* should read the following submission instructions. A student submission checklist is available in a downloadable format below. Please note that Comments are now submitted to the [Online Department](#) to facilitate faster publication.

New requests for notes advising will not be entertained during open Notes Pools. This policy is intended to ensure that authors have sufficient time to implement suggested changes before the submission deadline. Requests for Notes Department advising should be made by Friday, January 21st.

### SUBMISSION INSTRUCTIONS

#### I. How to Submit

The Notes Department has resumed paper submissions, in addition to submission by email. Specific submission instructions are included under III. Formatting for Submission below.

#### II. Length

The recommended length for a Note is 10,000–15,000 words. This word limit includes footnotes. Notes longer than 15,000 words are strongly discouraged. Notes longer than 17,500 words will not be considered without prior approval of the Notes Development Editor. Students may submit Notes shorter than 10,000 words without approval.

#### III. Formatting for Submission

The *Virginia Law Review* conducts blind review of each student's Note. Students must submit two separate documents to the *Virginia Law Review* Notes Pool: (1) a substantive submission document containing the Note but lacking *all* personal identifying information (submitted digitally and physically); and (2) a document containing information that identifies the student (submitted digitally only). Correctly following all instructions maintains student anonymity and protects the integrity of the selection process.

##### (a) Substantive Submission Document

This document must include the cover page(s) and the body of the student's Note.

### *Style and Formatting*

- Use the **Bluebook** style guide for your footnotes, rather than any other style guide.
- Use one-inch margins.
- Use double-spaced, 12-point Times New Roman font.
- Use single-spaced footnotes rather than endnotes for citations and references.

### *Identifying Information*

- Do **not** include your name or any other piece of identifying information embedded in the body document. This includes any references to the author's demographic information.
- Remove identifying information typically included at the beginning of a Note in a \* footnote, such as class information, Notes Advisors, or professors who assisted in the drafting and editing of the submission.

### *Cover Page(s)*

- Include the title of your submission.
- Include an abstract of approximately 250 words, or fewer, which briefly summarizes the argument of the submission. The abstract should be single-spaced.
- Include a table of contents.
- Include a list of the five secondary sources most related to the work. This list should not include cases or statutes.
- Include the word count of the submission, both with and without footnotes.
- If a student is resubmitting a Note previously submitted to the *Virginia Law Review*, the student must include a brief description of the substantive changes made since the prior submission.
- Remove any personal information embedded in the digital file by following these instructions: In Word 2010, 2013, 2016: Go to File, select "Info", click on Check for Issues", click on "Inspect Document". In the dialog box, click "Remove All" and close box. Save document. In Word for Mac 2016, 2018: Go to Tools, select "Protect Document" or select "Protect Document" button on Review tab. Save document.

### *Document Submission*

- Submit THREE (3) paper copies of your submission to the *Law Review* office (WB 292) by 5:00 p.m. on Friday, February 4th. Your name should not appear on these paper copies, nor should any other identifying information. Each copy should have an attached cover page. Please submit the copies in a single large envelope, if possible.

- Email the submission to [vlr\\_7f30@sendtodropbox.com](mailto:vlr_7f30@sendtodropbox.com) in **.docx** format before the Pool closes on February 4th at 5:00 p.m. The substantive submission document and identification document may be sent in the same email.
- The file name must be the [Note Title]. For example, the file name for a student's substantive submission document might read "A Tweetise on Bird Law."
- The subject line of the email must be "January Notes Pool."

## **(b) Identification Document**

This document contains confidential information identifying the author of a Note. The identification document should be a **single** page.

### *Document Information*

- Include your name, phone number, email address, and mailing address.
- Include the title of the Note.
- Include a signed statement that the Note was substantially written during law school. Electronic signatures are acceptable.
- Include the name(s) of any professor(s) with whom you worked when writing the Note.

### *Document Submission*

- Email the submission to [vlr\\_7f30@sendtodropbox.com](mailto:vlr_7f30@sendtodropbox.com) in **.pdf** format before the Pool closes on February 4th at 5:00 p.m. The substantive submission document and identification document may be sent in the same email.
- Name the file [Title].Confidential. For example, the file name for a student's identification document might read "A Tweetise on Bird Law.Confidential."
- The subject line of the email must be "January Notes Pool."

## **IV. Results**

The results of the January Notes Pool will be announced at [www.VirginiaLawReview.org](http://www.VirginiaLawReview.org). All current students whose Notes are accepted for publication by March 1st of their 3L year are invited to join the *Virginia Law Review*. If you have any questions, please contact Jack Hoover ([jvh7ec@virginia.edu](mailto:jvh7ec@virginia.edu)).

### Files

January Submission Instructions: [January Submission Instructions Here]

January Checklist: [January Checklist Here]