



UNIVERSITY OF BRITISH COLUMBIA
LAW REVIEW

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2022–2023 Recruitment Information Package

What is the *UBC Law Review*?

The *UBC Law Review* is one of Canada's leading peer-reviewed legal journals. Our history spans over fifty years and we boast many prominent judges, practitioners, and professors as past members. We are entirely student-run, meaning that students do everything from selecting and editing articles for publication to managing the business of the UBC Law Review Society. We also have faculty advisors who offer direction and insight when needed.

The *UBC Law Review* typically publishes three issues per year, and occasionally a fourth special issue on a particular area of law. We publish independent articles, case comments, and book reviews on any and all areas of law. Articles published in the *UBC Law Review* have been cited in factums and judicial decisions—all the way up to the Supreme Court of Canada! We also publish the Table of Statutory Limitations once per year.

The *UBC Law Review* hosts the Faculty Snapshots event each year in second term. This event is open to all students and features an overview of the current research of different faculty members. These faculty members are often looking for research assistants, so the event can be a great way to network and learn about possible job opportunities.

How to get involved with the *UBC Law Review*

The *UBC Law Review* offers multiple opportunities for students to get involved! These positions are traditionally filled by 1L students, however, interested 2L and 3L students are also encouraged to apply. Experience working on a journal or editing is not required. We are primarily looking for students who are enthusiastic about the work we do and who have excellent attention to detail.

Assistant Editor

Our Assistant Editor team is comprised of 30 students who are each responsible for editing a portion of an article that we have accepted for publication. This includes locating and fact-checking sources, editing footnotes in accordance with the *Canadian Guide to Uniform Legal Citation*, 9th edition (more commonly known as the *McGill Guide*), and copy-editing body text and footnotes for grammar and clarity. Assistant Editors will work on two editing assignments per semester. These assignments usually take approximately 10 hours and can be completed any time within a two-week period. We try to schedule editing assignments so that they do not overlap significantly with 1L assignments, but if overlap cannot be avoided, more time is given for the assignment. Work is done independently on the student's own time, but Associate Editors are available to answer questions and provide guidance as needed.

Assistant Business Manager

The *UBC Law Review* is seeking two Assistant Business Managers this year. The Assistant Business Manager will provide support to all of the administrative positions on the Board of the UBC Law Review Society: Editor-in-Chief (Administrative), Executive Business Manager, Associate Business

Manager, Submissions Manager, and External Relations Manager. Their duties may include, but are not limited to, any of the following:

- Assisting with managing and overseeing all business-related aspects of the journal, including revenue generation, subscriber relations, budgeting, and financial analyses
- Assisting with liaising with advertisers, subscribers, financial institutions, and other stakeholders
- Assisting with coordination of mailout
- Assisting with securing external reviewers to evaluate submissions
- Assisting with summarizing reviewers' comments for authors
- Assisting with event planning and organization
- Assisting with publishing issues online and transitioning the *UBC Law Review* to an open access platform
- Collecting mail from the mailroom
- Checking and organizing the *UBC Law Review* email

We are seeking two Assistant Business Manager. We estimate that it will be approximately two hours per week, with some weeks being busier than others. This position is an excellent opportunity for students who want to be involved with the *UBC Law Review*, but who are less interested in the editorial side of the journal. It will also be an excellent stepping stone to future opportunities as a Board member of the UBC Law Review Society.

Benefits of Volunteering with the *UBC Law Review*

- Get exposure to leading legal research and the scholarly publishing process
- Develop working relationships, mentorships, and friendships with people outside your small group and with upper year students
- Get an opportunity to apply for paid summer positions the summer after first year, and to apply to join the Board of Directors in your second and/or third year(s)
- Assistant Editors will also become experts in legal citation: an invaluable skill for memos, factums, and papers—both in law school and into your future career

How to Apply

Send your resume and a one-page cover letter to lawrevubc@gmail.com. Cover letters should be addressed to the Editors-in-Chief: Katie Browning and Cassandra Federico. Applications are due **Sunday, September 18th, 2022 at 11:59 pm.**

Please note that successful applicants will have to attend a mandatory orientation and training session on Tuesday, September 27th, 2022 from 5:00pm-6:30pm. If you are unable to make this session, you are still encouraged to apply and we will arrange alternative training options if your application is successful.

Questions

If you have any questions, please email us at lawrevubc@gmail.com, or attend our drop-in office hours on Tuesday, September 13th and Thursday, September 15th between 12:30pm and 2:00pm in Room 370.

We look forward to receiving your application!