

# January Notes Pool Submission Checklist

Before submitting your Note, make sure all of the boxes are checked.

## 1. Substantive Submission Document

- **Contains**
  - Cover page(s)
  - The body of your Note
  
- **Style & Formatting**
  - Used the **Bluebook** style guide for your footnotes, rather than any other style guide.
  - Used one-inch margins.
  - Used double-spaced, 12-point Times New Roman font.
  - Used single-spaced footnotes rather than endnotes for citations and references.
  
- **Identifying Information**
  - Removed your name or any other piece of identifying information embedded in the body document (including any references to the author's demographic information).
  - Removed identifying information typically included at the beginning of a Note in a \* footnote, such as class information, Notes Advisors, or professors that assisted in the drafting and editing of the submission.
  
- **Cover Page(s)**
  - Included the title of your submission.
  - Included a single-spaced abstract of approximately 250 words, or fewer, which briefly summarizes the argument of the submission.
  - Included a table of contents.
  - Included a list of the five secondary sources most related to the work. This list should not include cases or statutes.
  - Included the word count of the submission, both with and without footnotes.
  - If resubmitting a Note previously submitted to the *Virginia Law Review*, included a brief description of the substantive changes made.
  - Removed any personal information embedded in the digital file by following the instructions listed below:

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- 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

- Paper Submission and Email Submission
- Submitted THREE (3) copies of your Note to the Law Review office (WB 292) in an envelope.
- Emailed the submission in .docx format to vlr\_7f30@sendtodropbox.com before the Pool closes.
- Named file name the [Note Title]. For example, the file name for a student’s substantive submission document might read “A Tweetise on Bird Law.”
- Made the subject line of the email “January Notes Pool.”

## 2. Identification Document

### ● Document Information

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

### ● Document Submission

- Emailed the submission in .pdf format to vlr\_7f30@sendtodropbox.com before the Pool closes.
- Named the file [Title].Confidential. For example, the file name for a student’s identification document might read “A Tweetise on Bird Law.Confidential.”
- Made the subject line of the email “January Notes Pool.”