General Information
The 2016 Write On Competition, mandatory for all first-year students seeking membership on a law journal, is scheduled to begin at 9:00 a.m. EDT on May 20, 2016.

The Office of Journal Administration (OJA) oversees the annual Write On competition. Participating students who wish to compete must purchase the rights to the online competition packet. The competition packet is a closed packet: students participating in the competition may only consult the packet materials (and the Bluebook) while writing their own competition paper. The materials include cases, scholarly commentary, and popular commentary. Some journals may also require a separate "personal statement" in which the candidate describes how the journal might benefit from his or her membership.
Although the competition itself does not begin until May 20, students will be able to purchase rights to the competition packet through the Write On website beginning on or about May 6, 2016. Once a student purchases these rights, he or she will receive a "Packet ID" number. This number, along with an "Exam Number" assigned to all first-year students by the Registrar’s Office, will serve to identify competitors in the otherwise anonymous competition. Keep a copy of your exam number and your packet number. You will need both to identify your materials and to check your results.

Beginning on May 20, participating students may log on to the Write On website to examine and download the competition materials. The website will remain open until 8:00 p.m. EDT on May 31, 2016. At that point, participants will need to have completed and returned all competition materials to the Office of Journal Administration and the competition will be considered closed.

Students will be able to preference journals when the competition opens; the preferencing part of the Write On site will remain open through mid-July so that students may take their first-year grades into account.

Results should be announced in early August, 2016.

Communicate with the Office of Journal Administration
The best way to communicate with OJA during the competition is via e-mail. You may either send an e-mail directly to WriteOn@law.georgetown.edu, or you may use the Contact Us page on the competition website.

If you contact OJA, especially in the final hours of the competition, please do not walk away until we have expressly stated the matter is resolved. Materials may not be accepted past the deadline, even if you sent an e-mail before the deadline.

Anatomy of the Competition
The Write On Competition consists of the following:

- Case Comment (required for all journals)
- Bluebook test (required for all journals)
- Personal statements and/or resumes (required for some journals)
- Preferencing (required for all journals)

Case Comment

With the help of materials provided on the 2016 Write On Competition website or authorized by these instructions, and no others, write a case comment focusing on the principal case found in the packet Materials.

Materials

You may use ONLY the following materials as you write your Case Comment:

- Materials included in the Write On Packet
• The “How to Write a Case Comment” packet (including PowerPoint presentation and webcast)
• The sample comments from the 2015 Write On Competition on the OJA website
• A dictionary (both standard and legal)
• A thesaurus
• Computerized spell check programs
• The 20th Edition of the Blue Book (print or online edition)

We fully recognize that some competitors may have more familiarity with some issue(s) than others from prior interests and readings. However, for the purposes of this Competition, you may **NOT** use or reference any other materials outside of the list above. You may **NOT** use law journals, notes, or other materials you may have encountered in class or as part of any extracurricular activities or outside interests. You may **CONSULT BUT NOT CITE** textbooks and materials from your Georgetown Law legal research and writing class.

If you wish to cite a source that is not in the case packet but is discussed by a source that is in the packet, you must cite to the source contained in the packet and use a parenthetical to refer to the outside source.

You may not access Westlaw or Lexis (or any other databases) while you are completing the Case Comment. If you wish to print the materials, you may download them from the competition website, save the files, and then print them. You may not use the printing features in Westlaw and Lexis (or any other databases).

Do not click on any links in the sources contained in the packet to access any sources on Westlaw (or Lexis or any other database). Lexis and Westlaw have cite-checking programs; you MAY NOT utilize these programs or any similar program for any reason during this competition.

Use of materials other than those explicitly authorized by these Instructions is a violation of the Student Honor Code. Simply put, **outside research is not worth the time or the risk.**

The Honor Code also prohibits you from discussing your comment, the contents of the packet, or the subject matter of the Competition with anyone, including non-students.

If you have any questions about these instructions or any part of the Competition, please contact the Office of Journal Administration via e-mail at WriteOn@law.georgetown.edu. You should not contact specific Journal editors at any point during the Competition.

*If you need any accommodations for a disability to participate in the Write On Competition, please contact Mara Bellino, the Disabilities Services Coordinator at Georgetown Law, at (202) 662-4042 or mcb260@law.georgetown.edu.*

*Downloading the Competition Packet*

All materials provided for the Write On Competition are available online at [http://apps.law.georgetown.edu/write-on](http://apps.law.georgetown.edu/write-on), once you have purchased and the competition period begins. Below the upload boxes, you will find the materials that have been posted for this competition. The name of each folder is visible. Click on the folder name to display the contents of the folder. Then click on each document name to open it or save it to your personal computer. OJA does not provide printed copies of the materials.
**MATERIALS**

Upload your completed materials in the top "position paper" box. All documents should be uploaded in either .doc or .pdf format.

To upload personal statements and/or resumes, please find the appropriate upload box for the journal you are submitting to. You may upload only one document for each journal. This means that if you are submitting both a personal statement and a resume, you must combine the documents as one. Please note that not all journals require both a resume and a personal statement. You can refer to the journal letters below to see what is required. Submitting extra documents may result in points deducted from your score. Also, do not upload personal statements to the "position paper" box! Doing so will delete your case comment from the system. Finally, please note that uploading a personal statement does not automatically prefernece a journal. You must also preference any journals you wish to join in the "Preferences section of the site."

**Downloading the competition packet:** Below the upload boxes, you will find the materials that have been posted for this competition. The name of each folder is visible. Click on the folder name to display the contents of the folder. Then click on each document name to open it or save it to your personal computer.

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<td>Food &amp; Drug Law Journal</td>
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<tr>
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<td>File</td>
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</tr>
</tbody>
</table>

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**Download folder**

All available downloads will be listed here in folders.
Format

The case comment must meet the standards described below.

- Times New Roman, 12-point only (for both the text and the endnotes).
- The text must not exceed seven pages and the endnotes must not exceed three pages.
- Text should be double-spaced (unless the Bluebook requires single spacing—as for long quotations) so that you have no more than 26 lines of double-spaced text.
- The endnotes must be single-spaced with a blank line between each note. Each page of endnotes may have no more than 52 lines total of print and spacing.
- Please include a title page that lists your case comment title, packet number, and exam number. The title page does not count towards the page limits described above.

You must leave a one-inch (1") margin on all four sides of the page (not including page numbers) for the text pages and endnote pages. The default settings on Microsoft Word is 1 1/4" for the top and bottom margins, so you must adjust these margin settings to 1" for the top and bottom margins.

**The easiest way to make sure that your final document retains its formatting is to submit your final copy in PDF format.** Submission of your final case comment in PDF format is a recommendation, not a requirement.

**Do not exceed the page limits, and do not try to sneak in extra endnotes. Extra pages and/or extra notes may be counted against your score.**

A case comment should include the following elements although you are not restricted to this formula:

1. **The facts of the case** (approximately 2 pages or less). Include the relevant facts and the procedural history of the case.
2. **Holding** (approximately 1 page or less) and your analysis of the holding in the principal case.
3. **Roadmap** (approximately ½ page) explaining the structure of the comment.
4. **Analysis** (the balance).
5. **Conclusion** (approximately ½ page).

Ordinarily, a case comment would run twenty-five to thirty pages and discuss many aspects of the case. The seven-page limit on text in this Competition will not permit you to mention many possible criticisms of the case. Concentrate on your most compelling criticisms and observations and, most importantly, offer your solution to the legal problem(s) presented and the reasoning behind the solution(s) you have chosen.

Removing Personal Data

You may not identify yourself in any way to the Write On judges and administrators as the author of packet materials. Therefore, **you must remove personal identifying information from every file you upload as part of the Competition.** In addition to removing your personal data from the document metadata, you should also redact any resumes and personal statements following the suggestions in the FAQs. Failure to remove any personal identifying information is a violation of the Student Honor Code.

Instructions for removing this information from Microsoft Word 2013 and older versions are given below. Students who use any other word processing software are responsible for determining how to
remove this personal identifying information through his/her word processing software. Please remove all identifying information before converting your file to .pdf.

Take these steps to insure no personal identifying information is included in your document (see also instructions from the Registrar and IST):

**Removing Personal Data in Word 2013 (Office 365)**

1. Open the Microsoft Word 2013 document.
2. Click on the File tab.
3. Choose the Options option.
4. The Word Options dialog will open.
5. Delete the information within the User Name field and press the Space key once.
6. Delete the information within the Initials field and press the Space key once.
7. Click on the OK button.

Note: You must have one blank space in both the User Name and Initials fields, as Microsoft Word needs "text" in those fields. If you do not press the Space key, your name and initials will return.

**Removing Personal Data in Word 2010 (Windows)**

1. Click on the File menu and click Info from the left sidebar.
2. Click Check for Issues and select Inspect Document. A Document Inspector window will open.
3. Click Inspect.
4. Click Remove All in the section for Document Properties and Personal Information (NOT Header, Footer, and Watermarks), then click Close.

You can also do the following:

1. Open a Microsoft Word document.
2. Click on the File tab.
3. Choose the Options option.
4. The Word Options dialog will open. (Please see the image below.)
5. Delete the information within the User Name field and press the Space key once.
6. Delete the information within the Initials field and press the Space key once.
7. Click on the OK button.

Note: You must have one blank space in both the User Name and Initials fields, as Microsoft Word needs "text" in those fields. If you do not press the Space key, your name and initials will return.

**Removing Personal Data in Word 2010 (Windows)**

1. Click on the File ribbon and click on the Info tab.
2. Click Check for Issues and select Inspect Document. A Document Inspector window will open.
3. Click Inspect.
4. Click Remove All in the section for Document Properties and Personal Information (NOT Header, Footer, and Watermarks), then click Close.
Removing Personal Data in Word 2007 (Windows)

1. Click on the Microsoft Office Button and click on the Prepare menu.
2. Click Inspect Document. A Document Inspector window will open.
3. Click Inspect.
4. Click Remove All in the section for Document Properties and Personal Information (NOT Header, Footer, and Watermarks), then click Close.

Removing Personal Data in Microsoft Word 2011 (Mac)

1. From the Word menu, select Preferences.
2. Click on the Security icon.
3. Under Privacy options, ensure that Remove personal information from this file on save is checked, then click OK.

You can also do the following:

1. Open a Microsoft Word 2011 (Mac) document.
2. Click on the word Word within the Menu bar.
3. Choose the Preferences option.
4. The Word Preferences dialog will open.
5. Click on the Security icon, located in the Personal Settings section.
6. The Security window will open.
7. Enable the Remove personal information from this file on save field.
8. Click on the OK button.
9. Save the document.

Removing Personal Data in Apple Pages 5 (Mac)

1. From the Pages menu, select Preferences.
2. Delete your name if it appears in the Author field.

Scoring

Your paper will be graded anonymously by three judges, each from a different journal, selected from a panel composed of members of all thirteen law journals. (Please note that the judges who grade your paper may or may not be members of the journal(s) to which you apply.) The average of these three scores will be added to the separate score from your Bluebook test. This total will be your final score and will be given to those journals that you have preferenced. Your paper will not be returned to you after the competition, and generally you will not find out about the score that you received on your paper.

When grading your paper, the judges will primarily focus on your analysis of the case, including identification and presentation of the pertinent issue(s) and use of the packet materials to support your arguments. Structure is also an important part of the grading, and the judges will look at the large-, mid-, and small-scale organization of your comment. Bluebooking and proofreading will also factor prominently into the grading. Additional points will be awarded for creativity and administrative precision. Please note that the criteria listed on the score sheet are not exhaustive. A score sheet has been included as part of the Materials in the packet for reference.
Keep in mind that the likely audience for a case comment in a law journal is an educated but non-expert reader. Assume that the average reader has no specific knowledge of the subject matter. Often, the case comments receiving the highest scores are those (1) focusing on a single narrow or novel issue presented by the principal case; and (2) providing some depth to the reader to explain both the specific issue and your assessment.

In addition, please note that while the packet contains many sources, you do not need to cite to all of them. Depending on the issue from the principal case that you select to discuss, some of the sources will be more relevant than others. However, while you are not required to use every source, the judges may take note of a dearth of sources and subtract points accordingly.

**Submitting the Case Comment**

You may submit your papers online, in person, or by mail.

### Online

You may submit your case comment online as a Microsoft Word or .pdf file by using the Write On Competition upload feature, found on the Materials page. Please upload your **case comment only** in the top "position paper" box.

The database was tested in Mozilla Firefox and Mac Yosemite. If you experience any issues using IE, please use Firefox instead. Some participants experienced issues uploading files via Google Chrome in previous years. We suggest you upload using Firefox or Internet Explorer.

**We strongly recommend that you convert your file to a .pdf to upload.** Doing so ensures that your formatting remains intact. We have found in the past that formatting such as footnote numbering and margin spacing can change, especially when a document moves between Mac and PC systems. Also, the Write On system has no trouble accepting .pdf files for upload.

**Please include a title page with the title of your case comment as well as your exam number and your packet number.**

If you wish to be considered by one or more of the journals requiring a personal statement and/or resume, you must also upload the personal statement (combined with a resume if required) for each journal before the end of the Competition period. Please pay attention to the materials requested by the journal, as not all require both a personal statement and resume. If a journal does not require these documents, you will not be able to submit them for that journal. **Unlike case comments, personal statements/resumes must be submitted in pdf format.**

Please name all documents to indicate the purpose of the document. For example, if your packet number is 7654, please name your case comment “7654comment”. Please note that although you should include your exam number, the packet number (generated when you purchase the packet) is what OJA uses to search and track your submission. Please keep track of the e-mail confirmation you receive when you purchase the packet, as this e-mail will contain your packet number.

When you have finished uploading all documents, click the Finish Uploading button. This button will be available when the competition is open and a document is uploaded in the "position paper" box. We encourage competitors to test download each file prior to the end of the Competition to ensure that you selected and uploaded the proper file.
In Person: If you decide to submit copies of your documents in person, you must turn in FOUR copies of your paper. Each copy must have a title page with the title of your case comment, your exam number, and your packet number. All information on the title page must be typed. Do not write your name or any identifying mark other than your exam and packet numbers anywhere on your paper. If you are submitting personal statements and resumes, please be sure that those documents also include labeling that will identify the journal to which that personal statement (and resume, if applicable) should be delivered. Do not submit materials the journal has not requested.

Submissions will be accepted in the Office of Journal Administration, Room 170 of the Williams Law Library, from 9:00 a.m. to 6:00 p.m., Monday through Friday. On Tuesday, May 31, 2016, the Office of Journal Administration will remain open until the 8:00 p.m. EDT (Eastern Daylight Time) deadline. The Office will be closed on Monday, May 30, 2016, for Memorial Day. Please notify OJA in advance that you would like to bring your submissions in person, so you can arrange a specific time to do so.

Allow extra time for copying your papers. Do not count on library copiers as they may break down. Late papers may not be accepted by the Office of Journal Administration. Please see the Late Submission policy for additional information.

By Mail: If you decide to submit copies of your documents by mail or mailing service, you must send FOUR copies of your paper. Each copy must have a title page with the title of your case comment, your exam number, and your packet number. All information on the title page must be typed. Do not write your name or any identifying mark other than your exam and packet numbers anywhere on your paper. If you are submitting personal statements and resumes, please be sure that those documents also include labeling that will identify the journal to which each personal statement (and resume, if applicable) should be delivered.

Papers mailed at least one day prior to the due date may be sent via regular U.S. mail. Papers sent on the due date must be time- and date-stamped. You must use Federal Express, UPS, or a similar carrier that time-stamps its packages. Although we do not care how long it takes for the package to reach our office (economy delivery is fine), we check each FedEx and UPS package via the Internet to make sure it left your hands by the date and time it was due. Packets must be time-stamped prior to 8:00 p.m. EDT on May 31, 2016.

FedEx and UPS do not actually stamp a time on your package; however, when these mailing services scan your package into their computer the time and date are recorded. Therefore, you must take your package to a UPS or FedEx office. Do not utilize a drop box unless you are certain the box will be collected and its contents scanned prior to the deadline. If you are mailing your paper from another time zone be sure you meet the Eastern Time deadlines as we will be checking.

Send your package, including four copies of your case comment, with telephone number and Georgetown Law e-mail address, and any personal statements, to the following address:

Office of Journal Administration
ATTN: 2016 Write On Competition
Georgetown Law
600 New Jersey Avenue, N.W.
Washington, DC 20001
Bluebook Test

The 2016 Bluebook test will consist of forty (40) questions and will test your familiarity with the Bluebook (20th Edition). While you may use the online Bluebook, this test was written with and the answers correspond to the 20th PRINT edition.

The test is, of course, open book, and you should check closely with the relevant sections of the Bluebook. Please download the PDF available in the Materials section of the competition website and use it to take the test. If you discover any variation between the interactive online version and the PDF version, please use the PDF version of this exam in selecting the correct answer from the website options. Please make sure you retain a copy of the answers you submit for this exam.

Many of the questions involve finding errors in footnotes and others involve finding errors in text. The question will clearly state if you are looking at a textual sentence or a footnote. A number appearing a few spaces before the citation further indicates that the citation is a footnote.

Please note that some authorities cited are fictional. Although some of the article titles are nonexistent, please note that some journals and newspapers cited are real and should be checked against the Bluebook to make sure that the real sources are correctly named, formatted, and abbreviated (as applicable).

Do not look for “mistakes” consisting of made-up law review articles or years that do not match up with the volume number. For example, although Volume 16 of the Georgetown Journal of Legal Ethics was published in 2002-03, for the purposes of this test, it is not considered an error for the citation to read: 16 Geo. J. Legal Ethics 1 (1998).

These questions test your familiarity with the Bluebook. While an answer may be correct or incorrect based on formatting (i.e., small caps versus italics) or missing or incorrect punctuation, we are not testing your ability to determine spacing or lack thereof. In other words, do not consider a citation incorrect because a space is missing or present when it should not be.

As noted, this test has forty questions. Your answers can earn you a raw score from zero (0) to forty (40), based on the number of questions answered correctly. This raw score will be translated on a zero (0) to five (5) scale to be incorporated into your write-on grade. You will receive 1/8 point for every correct answer for a total possible score of five (5) points. That score will be added to your average score on the case comment portion of the Write On Competition.

Again, please make sure you retain a copy of the answers you submit for this exam.

If you need any accommodations for a disability in taking this test, please contact Mara Bellino, Disability Services Coordinator at Georgetown Law, at (202) 662-4042 or mcb260@law.georgetown.edu.

Submitting the Bluebook Test

The Bluebook test is administered online via the Bluebook Online page of the Write On Competition site. Scroll down to each question and click the radio button next to each answer that you want to select. If you wish to save your answers and return later, click the "save test" button. If you work on a paper copy of the exam, do not forget to enter your answers online before the end of the Competition.
period. Once you have entered all your answers on the site, click the "save test" button and then the "Finish Bluebook test" button. Do not click the "Finish Bluebook test" button until you have entered all your answers, verified that they are correctly answered, and clicked the "save test" button. Clicking "Finish Bluebook test" will close this portion of the site.

We recommend that you click "save test" whenever you make changes to the Bluebook test. When the competition is over, we will accept your final saved answers even if you have not clicked "Finish Bluebook test." If you do not "save test," your answers may be lost. We also recommend that you print your final answers. There will be an option to do this after you click "Finish Bluebook test" until the competition ends May 31st at 8:00 pm EDT.

Clicking "clear" will clear your selection for that question.

**Personal Statements**

Some journals weigh a personal statement as part of your overall Write On score for that journal. This is indicated in the Journals Comparison Chart and in the letters from the editors (where personal statement guidelines can be found). If you wish to be considered by one or more of the journals requiring a personal statement and/or resume, you must also upload the personal statement before the end of the Competition period (combined with a resume if required) for each journal. For the purpose of these instructions, the term “personal statement” means both any written statement and a resume if one is required. As with case comments, you must remove your personal information from any document you upload as a personal statement. We also ask that you redact identifying information from the document itself, such as your name and e-mail address. See more suggestions for redaction in the FAQ section below.

### Submitting Personal Statements

**Online:** You may submit any personal statement(s) online as a **pdf file only** by using the Write On Competition upload feature, found on the Materials page. Each journal that accepts a personal statement will have an upload box for that document, not to be confused with the “Position Paper” box for the case comment.

Please pay attention to the materials requested by the journal, as not all require both a personal statement and resume. If a journal does not require these documents, you will not be able to submit them for that journal.

To upload personal statements and/or resumes, please find the appropriate upload box for the journal you are submitting to. You may upload only one document for each journal. This means that if you are submitting both a personal statement and a resume, you must combine the documents as one. Please note that not all journals require both a resume and a personal statement. You can refer to the journal letters on the Materials page to see what is required. Submitting extra documents may result in points deducted from your score. Also, do not upload personal statements to the "position paper" box! Doing so will delete your case comment from the system. Finally, please note that uploading a personal statement does not automatically preference a journal. You must also preference any journals you wish to join in the **Preferencing** section of the site.

Please name all documents to indicate the purpose of the document. For example, if your packet number is 7654, please name your statement for the Ethics journal “7654Ethics.” Please note that
although you should include your exam number, the **packet number** (generated when you purchase the packet) is what OJA uses to search and track your submission. Please keep track of the e-mail confirmation you receive when you purchase the packet, as this e-mail will contain your packet number.

**In Person:** If you decide to submit copies of your documents in person, you must turn in one copy of each personal statement submission per journal you wish to submit it to. **Each personal statement must have a title page with the journal the statement is for, your exam number, and your packet number.** All information on the title page must be typed. Do not write your name or any identifying mark other than your exam and packet numbers anywhere on your paper. Do not submit materials the journal has not requested.

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Allow extra time for printing and organizing your papers. **Late papers may not be accepted by the Office of Journal Administration.** Please see the [Late Submission policy](#) for additional information.

**By Mail:** If you decide to submit copies of your documents by mail or mailing service, you must send one copy of each personal statement submission per journal you wish to submit it to. **Each personal statement must have a title page with the journal the statement is for, your exam number, and your packet number.** All information on the title page must be typed. Do not write your name or any identifying mark other than your exam and packet numbers anywhere on your paper. Do not submit materials the journal has not requested.

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Send your package, including four copies of your case comment, with telephone number and Georgetown Law e-mail address, and any personal statements, to the following address:

Office of Journal Administration  
ATTN: 2016 Write On Competition  
Georgetown Law  
600 New Jersey Avenue, N.W.  
Washington, DC 20001
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<th>Late Submissions</th>
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<th>How to Submit</th>
<th>Any consequences?</th>
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<tbody>
<tr>
<td><strong>On Time</strong> (for most students, this means prior to May 31 at 8pm EDT. Deferred exam students will have individual deadlines.)</td>
<td>case comment and personal statements/resumes (if applicable), timestamped <strong>On Time</strong></td>
<td>Write On website apps.law.georgetown.edu/write-on</td>
<td>no consequences</td>
</tr>
<tr>
<td>within 10 minutes past deadline (for most students, May 31 from 8:01-8:10pm EDT)</td>
<td>case comment and personal statements/resumes (if applicable), timestamped <strong>On Time</strong></td>
<td>e-mail to <a href="mailto:WriteOn@law.georgetown.edu">WriteOn@law.georgetown.edu</a></td>
<td>no consequences</td>
</tr>
<tr>
<td>10-60 minutes past deadline (for most students, May 31 from 8:11-9:00pm EDT)</td>
<td>case comment and personal statements/resumes (if applicable), timestamped <strong>On Time</strong></td>
<td>e-mail to <a href="mailto:WriteOn@law.georgetown.edu">WriteOn@law.georgetown.edu</a></td>
<td>10 points deducted from final average packet score (not including Bluebook)</td>
</tr>
<tr>
<td>May 31 8:01pm EDT – June 9 8:00am EDT</td>
<td><em>one time only</em> – an alternate version of an already-submitted case comment or personal statement, timestamped <strong>On Time</strong></td>
<td>e-mail to <a href="mailto:WriteOn@law.georgetown.edu">WriteOn@law.georgetown.edu</a></td>
<td>no consequences</td>
</tr>
<tr>
<td>Late - more than 60 minutes past deadline (for most students, anything submitted for the first time after May 31 at 9:00pm EDT)</td>
<td>not accepted</td>
<td>not accepted</td>
<td>not accepted</td>
</tr>
<tr>
<td>Late – document time-stamped after the deadline (for most students, May 31 at 8pm EDT)</td>
<td>not accepted</td>
<td>not accepted</td>
<td>not accepted</td>
</tr>
</tbody>
</table>
Preferencing

You must indicate the journals you want to join in the order of your desire to join them. This is known as “preferencing”. All preferences must be entered online via the Preferences page of the Write On Competition site.

When you access the Preferences page, you will see a drop-down menu listing all the available journals. Select your most preferred journal from the list of available journals first, then your second preference, etc. You will not be considered for membership on a journal if you do not preference that journal.

We extend the preferencing period so that you can take your first-year grades into account in the preferencing process. If, for example, you know that your grades are poor, then it is probably unadvisable to preference your number one choice a journal that weighs grades as 50 percent of its total Write On score. If you feel that you did not put a much effort into your Write On paper, you probably should not preference your number one choice a journal that places a high value on the paper score. Remember that all other things being equal, the higher you rank a journal, the more likely you’ll be offered membership on it.

If you preference journals that require personal statements, be sure to spend time on them. It's easy to create a "boilerplate" personal statement that you can send to each journal after only minor modifications, but this type of impersonal approach will rarely net you good scores. It's a much better idea to personalize each statement for the journal in question. OJA suggests that you write your personal statement at the start of the competition period, before you are heavily invested in writing your case comment. Students are often so tired by the time they finish the case comment that they have little desire to put any more time into crafting original, thoughtful personal statements.

Preferencing Tips

- You may preference as many or as few journals as you like, but pay attention to your preferencing order.
- Review each journal’s preference cutoff in the Journals Comparison Chart
- Preferencing journals outside of their cutoffs could hurt your chances overall.
  - For example, the Georgetown Law Journal will only consider students who preference it as their first choice, so if you preference it second, you would effectively lose your second preferencing slot.
- Please note that this year, the lowest cutoff set by any journal is 5, so you will not be able to preference more than 5 journals.
- The higher you preference a journal, the higher your chances of placing on that journal.
- Review how each journal weights the three criteria of the competition (packet, grades, personal statement)
- If a journal weights a “personal statement”, make sure to pay attention to what they specifically request in the letter + prompt on the Materials page.
  - Many journals request a required resume and optional personal statement for this criterion. However, if a journal requests only a personal statement, submitting a resume in addition to or instead of the statement will likely hurt your score with that journal.
  - If a journal weights a “personal statement” but you do not upload one, you may still preference that journal. However, your score for that journal will be hurt because you will have a 0 for the weighted “personal statement” criterion, and your chances of
placing on that journal might be decreased. To clarify, you must turn in a case comment to remain in the competition; you may not opt to take a 0 for the weighted “Packet” criterion.

- If you submit a personal statement for a journal, you must also preference that journal within its cutoff to be considered for membership.
- If you are not sure at first if you might preference a journal that weights a “Personal Statement”, you might wish to submit one anyway. All “Personal Statement” submissions are due with the other competition materials on May 31, 2016 at 8:00 pm EDT. “Personal Statement” submissions will not be accepted after the deadline if you later decide to preference a journal that wants one.

- We will match you to one journal.
- If, after being offered membership, you decide that you do not wish to be a member of that journal, you may decline membership. You will not, however, be offered any other journal memberships. This is why you should only preference journals in which you have a sincere interest.
- You will be able to change your preferences until mid-July, specific deadline TBA. Please make sure that your list is final at that time.
- If you are applying or have been accepted to a study abroad program, please review the journals' policies on studying abroad before you preference:
  http://www.law.georgetown.edu/academics/law-journals/writeon/upload/study-abroad-2016.pdf

If you have any questions, please contact OJA, not the journal editors. Please note that we can help you use the Preferencing page, but we cannot give out strategic advice on which journals to list in what order. Consult the journal letters and comparison chart for information about particular journals and their requirements.
Terms and Conditions

I. The cost for rights to a competition packet is $40. Students may pay for their packet rights via this website using VISA, MasterCard, or American Express. Students may purchase their packet rights beginning at approximately 11:00 am Eastern Daylight Time (EDT) on May 9, 2016.

II. The purchase of packet rights is non-refundable. OJA will not issue any refunds on the sale of packet rights for any reason, including cases where students are unable or unwilling to finish the competition.

III. The Competition database will open at 9:00 AM EDT on May 20 and will close at 8:00pm EDT on May 31, 2016. The Office of Journal Administration (OJA) strongly advises competition participants to upload their completed papers well ahead of the 8:00pm EDT deadline in the unlikely event of server problems. Should a participant find him or herself unable to access the internet, s/he may send his/her submission via FedEx, UPS, or Registered U.S. Mail. Papers sent on the due date of May 31, 2016 must be time- and date-stamped. Please note: FedEx and UPS do not actually stamp a time on packages; however, when these mail services scan a package into their computer, the time and date are recorded. Therefore, students seeking to mail their submission on the due date must take it to a UPS or FedEx office. Students should not utilize a drop box unless they are certain the box will be collected and its contents scanned prior to the deadline. All students must ensure that their mailed packages meet the Eastern Daylight Time deadline. Please refer to the 2016 Write On Competition Instructions for the late submission policy.

IV. Students who mail or hand-deliver their packets must provide four copies of their case comment.

V. Extensions to the May 31 deadline will not be granted except in case of extreme emergency—e.g., illness requiring immediate surgery, death in your immediate family, or a deferred exam. Accommodations for particular religious observances must be arranged with OJA prior to the start of the competition.

VI. All students are advised to read all competition information available from the "Materials" section completely, including the "How To Write a Case Comment" document. This information will be available to all students as soon as they purchase their packet rights. OJA, the Competition Administrator, and Georgetown Law will not be held responsible for students who fail to properly complete competition materials due to ignorance of said materials.

VII. Students with deferred exam(s) must notify OJA of their deferred exam(s) prior to May 20, 2016, the opening of the Write On Competition website, and may not begin the competition until 24 hours after the submission of their last exam. Students have the responsibility to communicate with the Office of Journal Administration regarding the appropriate start time. Students with deferred exams will have the same number of hours to complete their competition materials as students in the rest of the 1L class.

VIII. Students are NOT ALLOWED TO DO ANY OUTSIDE RESEARCH when writing their case comments. If a source in the packet quotes a second source that is not in the packet, students may only use that second source to the extent it is used in the included source. Students must rely entirely upon the materials provided in the packet, plus the following sources: a dictionary, a law dictionary, a thesaurus, and the Twentieth Edition of the Bluebook (print or online). Students may not refer to any law journal articles or materials during the Write On period unless those articles or materials are included as sources in the packet. Students may neither discuss the contents of the packet with anyone during the Write On period, nor may they receive editing or proofreading assistance from anyone else. While writing,
students may use a spell-check and grammar-check program as these programs are widely available.

IX. Additional information concerning the 2016 Write On Competition will be sent regularly to students in the competition via e-mail. THESE E-MAILS WILL ONLY BE SENT TO EACH STUDENT'S GEORGETOWN LAW E-MAIL ACCOUNT. It is each student's responsibility to regularly check his or her e-mail throughout the duration of the competition. OJA, the Competition Administrator, and Georgetown Law will not be held responsible for students who miss deadlines or fail to properly complete required portions of the competition due to missed e-mails.

X. Joint-degree and part-time students who wish to defer their membership on a journal must notify the Office of Journal Administration of their intentions before the preferencing deadline. Information about intention to defer will not be shared with Write On judges or editors and will be used for staff planning purposes only.

XI. Journal membership is a two-year commitment. Students who do not fulfill their journal obligations may be subject to internal journal disciplinary procedures, including expulsion from the journal.

XII. All students will be required to adhere to the Academic Honesty Statement during the entire course of the Write On Competition. Students found to be in violation of the Academic Honesty Statement will be removed from the competition without refund and may face other sanctions as appropriate. The text of the Academic Honesty Statement is below:

ACADEMIC HONESTY STATEMENT

I understand that by participating in the 2016 Georgetown Law Write On Competition that I am bound by the Georgetown University Student Honor Code. I have complied with the time limits as described in the instructions for this packet. The work that I have submitted to the journals is completely my own, and I have neither accepted outside help nor engaged in any outside research.

Signature:________________________________________    Date:____________________*

* If you have purchased online via the Competition website, you agreed to these terms & conditions (including the Academic Honesty Statement) during the purchase process, and you do not need to separately submit your signature on these items.
Frequently Asked Questions

How many journals can I try to join?


Participants in the Write On competition indicate the journal(s) for which they wish to be considered by ranking those journals on the preferencing section of the Write On website. The preferencing area of the website will be open May 20th through mid-July, 2016 (deadline will be announced via e-mail).

Each journal will announce its criteria before the start of the competition. For example, the Georgetown Law Journal will only consider students who preference it as their first choice. For more detailed information that may be useful while you are preferencing the journals, please download the 2016 Journals Comparison Chart here (PDF). Please see the question below, “Are there any strategies I can follow to increase my chances of being accepted to a journal?” for tips on preferencing.

Please attend one of the Journal Town Hall meetings this spring for more details. The dates of the Town Hall meetings are (1) March 22 following Professor Stromseth’s Constitutional Law class and (2) March 23 (3:30 - 5:00, Hart Auditorium). An audio recording of the March 23 town hall is available online at gtlwriteon.org.

What does the competition require me to do?

The Write On competition requires you to write a case comment using only materials provided in the online packet, available from the site for $40. You must also complete a bluebooking test, and some journals require the submission of separate personal statements and/or resumes.

For a set of sample instructions and a list of the materials from a previous competition, please see here. Please note that these instructions are provided for informational purposes only and are subject to change.

During the Write On competition period, students must rely entirely upon the materials provided in the packet, plus the following sources: a dictionary, a law dictionary, a thesaurus, and the Twentieth Edition of the Bluebook. Students may not refer to any materials during the Write On period unless those materials are included as sources in the packet. Students may neither discuss the contents of the packet with anyone during the Write On period, nor may they receive editing or proof-reading assistance from anyone else. While writing, students may use a spell-check and grammar-check program as these programs are widely available.
How long will I have to complete the Write On?

The Write On packet is designed to be completed in five to seven days. The competition, however, runs for longer — from May 20 to May 31, 2016. This period includes two full weekends. Your completed packet must be returned to OJA by the deadline. The Competition database will close at 8:00 p.m. EDT on May 31, 2016.

Do I have to be in DC to participate in the Write On?

No. The Write On competition is run entirely through the competition website, which you can access through the OJA website. When you complete your packet, you have the choice of uploading your completed paper to the competition website, hand-delivering it to OJA, or sending it via Fed Ex, UPS, or any other shipping company that time- and date-stamps its packages. Should you wish to hand-deliver your packet, please contact OJA in advance to make arrangements.

Who judges the Write On papers?

The judges are rising third-year staff members from each law journal. Each paper is read by three different judges, each from a different journal. The judges score each paper on qualities such as analysis, structure, and creativity, and enter their scores directly into the Write On database.

Is my paper score made public?

OJA does not release Write On paper scores to anyone. Editors and judges will only be able to identify individual papers by their packet number. The competition is completely anonymous.

How does the Write On system match me to a journal?

Once your paper has been scored by three judges, the averages of those scores are used to generate a final paper score. Your Bluebook score is added to the paper score, and then the score is scaled to produce a final Write On packet score. This Write On packet score is combined with a score based on your grades. In addition, some journals will factor in your personal statement score. The total of these scores is your raw score. Your raw score, however, will probably be different across several journals, since the journals weigh the various components of the score differently. For example, one journal might value the paper score at 50 percent of the total raw score and your grades as the other 50 percent. Another might break the total raw score down as 40 percent paper, 40 percent grades, and 20 percent personal statement. Please see the journal comparison chart and consult the individual journal letters to determine how each journal weighs the various elements.

The system first attempts to place everyone on their first-place journal, then on their second-place journal, and so on until all the journal slots are allocated.

How will I know if I made it onto a journal?

Once the final matching is run by OJA, results will be available on the Write On website. All Write On participants will receive an email alerting them that final results are available. We plan to announce results in early August.
Why don’t you announce the results earlier? I want to take my journal membership into account in the Early Interview Week bidding process, and I want to put my journal membership on my resume before the EIW upload deadline.

We have chosen our release date based on when the Office of Career Services schedules EIW. Given the size and complexity of the competition - including the number of judges involved, most of whom are not in DC and many of whom are abroad - we have found it difficult to release results early enough for all students to have an opportunity to update their resumes for EIW. Releasing our results early enough to give all students time to take their journal membership into account in the bidding process is also an impossibility, since to be fair to all students who are participating in EIW, we would need to release the results in early July. Such an early date would shorten the time we give judges to evaluate the papers and would leave no room for unexpected circumstances.

Since EIW interview slots are assigned in a lottery system and employers have no opportunity to accept or reject interview candidates based on the content of resumes, a student’s journal membership is not relevant for employers until the time of the screening interview. Finally, employers ask for an updated resume at the screening interview, so participants in EIW have ample opportunity to communicate their journal membership to prospective employers.

Is it possible for me to make it onto more than one journal?

We will attempt to match you to one journal. If, after being offered membership, you decide that you do not wish to be a member of that journal, you may decline membership. You will not, however, be offered any other journal memberships. This is why you should only preference journals in which you have a sincere interest. Remember as well that journal membership is a two year commitment. Please participate in the competition only if you are willing to commit to journal membership for two years.

What if I’m not matched to a journal? Can I try again next year?

Not everyone who participates in the Write On competition will be matched to a journal. There are limited spaces, and the competition for many of them is strong. If you are not accepted to a journal, there is no other opportunity to participate in the Write On competition. It is only open to first-year students. This restriction ensures a level playing field among participants.

Keep in mind, though, that while the resume value of journal membership is certainly great, Georgetown Law offers many other activities that carry equal resume value. Career Services can provide excellent assistance in evaluating non-journal extracurricular options. The NALP guide also offers unique and valuable guidance specific to particular firms.

What if I am an evening student or a joint-degree student and want to defer membership in a journal until the following year?

Only first-year students are eligible to participate in the Write On competition. If you are an evening student or a joint-degree student, you may not delay your participation in the Write On competition, although if you are accepted for membership, and the journal consents, you may defer your participation on the journal.
If we allowed some students to participate in the Write On after additional coursework or after they have had summer legal experience, they would be in a position of unfair advantage with respect to their co-competitors. Thus, our policy is that evening students and joint degree students must compete after their first year of law school but may defer membership, if they are offered it, for one school year.

If you plan to defer membership on a journal, please notify the Office of Journal Administration before the preferencing deadline (TBA, mid-July). Deferral plans will affect neither your score nor how you are placed on a journal. We will use the information solely to facilitate coherent staff planning for the next two years. If you are offered membership and do defer, your slot will be held for you until the following year. If you have any questions about this process, please contact the Office of Journal Administration at WriteOn@law.georgetown.edu.

What if I want to study abroad?

Because of the time commitment involved in journal membership, participation in study abroad programs may affect your ability to hold editorial positions in your second year of journal membership and in some cases may preclude participation on a journal altogether. Because their editorial processes differ, journals have substantial autonomy in responding to requests for accommodation of study abroad opportunities. Some journals may be more accommodating, and some study abroad opportunities may mesh more easily with journal membership. Please inform yourself about the study abroad policies of those journals you wish to join.

Are there any strategies I can follow to increase my chances of being accepted to a journal?

Obviously, the best strategy is to get good grades in your first year and to write the best competition packet that you can. Every journal considers these two components in its ranking of prospective members.

You should, however, be honest with yourself about your scores. We extend the preferencing period so that you can take your first year grades into account in the preferencing process. If, for example, you know that your grades are poor, then it is probably unadvisable to preference as your number one choice a journal that weighs grades as 50 percent of its total Write On score. If you feel that you did not put a much effort into your Write On paper, you probably should not preference as your number one choice a journal that places a high value on the paper score. Remember that all other things being equal, the higher you rank a journal, the more likely you'll be offered membership on it.

If you preference journals that require personal statements, be sure to spend time on them. It's easy to create a "boilerplate" personal statement that you can send to each journal after only minor modifications, but this type of impersonal approach will rarely net you good scores. It's a much better idea to personalize each statement for the journal in question. OJA suggests that you write your personal statement at the start of the competition period, before you are heavily invested in writing your case comment. Students are often so tired by the time they finish the case comment that they have little desire to put any more time into crafting original, thoughtful personal statements.

**Preferencing Tips**
What if I’m a transfer student? How do I participate in the competition?

Transfer students can become journal members. However, they do not participate in the regular Write On Competition. Instead, OJA runs a separate Write On Competition exclusively for transfer students. Each journal reserves spots on its staff specifically for transfer students. Click here for more information about the transfer student Write On competition. If you were admitted too late to participate in the 2015 Transfer Write On, you must participate in the 2016 Transfer Write On.

If I have not passed LRW, may I still compete?

Students must complete after their 1L or 1E year. LRW grades are not released until after the Competition period. If a student does not pass LRW, they will be removed from the Competition and are not eligible to compete again. Students who have taken Advanced Legal Research and Writing will not be eligible to compete.

If extenuating circumstances prevent me from completing my first year, may I still compete?

Such extenuating circumstances are evaluated on a case-by-case basis. The student, or an administrator acting on behalf of the student, should reach out to OJA as soon as possible (and prior to enrolling in classes when returning to Georgetown) to explore his/her options.

I see that some journals require a resume and/or personal statement. How does that work?

Resumes and/or personal statements are to be written and uploaded, like your other Write On Competition materials, during the competition period of May 20 – May 31. Details about the personal statements are included in the letters posted to the Materials page for the relevant journals. Sometimes, the journal will not provide a “prompt”, per se, but will make length and formatting suggestions. In the absence of a specific prompt, you are generally encouraged to write on your experience with or interest in that journal’s topic of focus.

As the instructions indicate, we ask that you redact your personal information from personal statements and resumes. Personal information might include:

- your name and any contact information
- any positions you hold in Georgetown Law organizations
  - Law Fellows – list but do not identify day or night division
  - RAs – just list that you will be an RA for the summer, not who or what you are working for (e.g., don’t list the ARCP)
- any awards that would be obviously traceable back to you
- the name of your undergraduate institution
- any publication titles and citations
- the name of your summer firm
- anything else that would be easily searchable or otherwise common knowledge among the student body

Our primary goal is to ensure anonymity in the competition. In cases where the item to be redacted is related to the nature of the journal you’re applying to, we would recommend including a brief note describing the nature of the item. For instance, if your undergraduate thesis is titled, “Three Things Very
Dull Indeed’: Class, Poverty, and Welfare in Jane Austen’s England”, you might need to redact the title but add, “used the novel Emma as a springboard for exploring the pernicious and pervasive problem of poverty in early 19th-century England”.

What is journal? What will I be doing as a journal member?

For more information about what journals are and the role students play on them, please see our Journals 101 info sheet, developed by the 2015-16 editors in chief. While the responsibilities and time commitment might vary from journal to journal, this document will give you a good general idea of what you might expect.

Some General Tips

DO read all instructions. There may be technical directions which will help you avoid headaches later.

DO take time at the beginning to familiarize yourself with the competition website.

DO convert files to pdfs when possible. Sometimes conversion between Mac/PC or versions of Word can make problematic changes to your document. Personal statement submissions (including resumes) must be submitted in .pdf format only. Check your converted file before uploading to make sure it looks right.

DO remove metadata and personal information from your documents.

DO pay attention to what is being asked of you. If a journal does not ask for a resume, do not try to submit a resume.

DO NOT remove file extensions when uploading.

DO click Finalize when you are 100% finished with a page.

DO NOT click Finalize until you are 100% finished with a page.

DO NOT wait until the last minute to upload. You might encounter trouble due to server traffic. You might also forget to upload documents, or upload incorrect versions. Late papers may not be accepted by the Office of Journal Administration. Please see the Late Submission policy for additional information.

DO NOT walk away from your email or phone if you are trying to contact us the day submissions are due. We have people in the office to answer your questions, and we will get back to you as soon as possible. Your paper may not be accepted past the deadline, even if you sent an email before the deadline.

DO keep a copy of everything you submit

DO keep the email you receive after purchasing. This is your receipt, and it contains the packet number you will need to use on all submitted documents.

DO NOT contact the editors or any journal members during the competition. Please contact OJA instead at WriteOn@law.georgetown.edu