

**Southern Law Journal and  
Proceedings of the Southern Academy of Legal Studies in Business**

**Duties: Editor in Chief**

1. The style sheet and deadline for submissions is published with the call for papers in the late summer and early Fall.
2. Deadline for submission is typically 30 days after the annual meeting.
3. Submissions are sent to the editor with two copies and a diskette containing the paper.
4. The editor acknowledges receipt of the papers by e-mail or letter to the lead author on each submission.
5. “Blind” copies of the papers are assigned a number, recorded and sent to the Lead Advisory Editor, Dan Davidson.
6. Dan assembles a team of reviewers. He communicates the reviewers’ recommendations for inclusion in the Journal or Proceedings.
7. The winner of the “Best Paper” award is automatically included in the Journal, at the option of the paper author(s).
8. After the recommendations for publication are made, the editor in chief sends letters (or e-mail) to the lead author offering to publish the papers and giving the author(s) a deadline for accepting the invitation.
9. After the authors accept or decline the invitation to publish, the author begins editing the papers for format, style, content and footnote form.
10. The papers are typically submitted in Word Format. The editing begins with the page format (checking for margins, etc), the paragraph format (justification, etc) and inserting headers (for Journal articles) and footers (for Proceedings papers). All page numbering begins with an odd number.
11. After initial editing, the formatted, edited version is sent via e-mail to the lead author, along with any questions or necessary revisions.
12. The lead author returns the e-mail version. The final page numbering is done at this point.
13. The editor then prints a copy of the final paper and prints a PDF file.

14. The PDF file is sent via e-mail to Joe Zavaletta for publication on the SALSBS web site.
15. The paper copy is then copied (front and back) with a certificate of publication attached to the front. The author is sent five copies; for multiple author articles, the lead author is sent 10 copies.
16. The editor complies a paper copy of the Journal and Proceedings for his or her files.