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INTRODUCTION

Stanford Law School (SLS) students produce ten journals and a documentary film project under the supervision of the Office of Student Affairs (OSA). Three journals are published in an online format and do not require a subscription:

Stanford Technology Law Review

Stanford Journal of Law, Science and Policy

Stanford Journal of Animal Law and Policy

Seven publish a printed version and require annual subscriptions. They are, in order of their founding:

Stanford Law Review

Stanford Journal of International Law

Stanford Environmental Law Journal

Stanford Law and Policy Review

Stanford Journal of Law, Business and Finance

Stanford Journal of Civil Rights and Civil Liberties

Stanford Journal of Complex Litigation

Finally, there is an alternative to the traditional journals that produces documentary films on legal topics:

Stanford Law School Documentary Project

All eleven entities are subject to the rules and procedures set forth in this *Journal Handbook*. Thus, it is essential for each member of every student journal's editorial board to know and follow the rules and policies outlined in this *Journal Handbook*. Journals that violate any of these rules or policies could lose allocated funds and privileges, or in severe cases, find the journal dismantled.

Questions regarding these rules and policies should be raised with the OSA staff, which consists of:

Catherine Glaze, Associate Dean for Student Affairs
cglaze@law.stanford.edu, 650-723-6203, Room 108

Chidel Onuegbu, Associate Director of Student Affairs
chidel@law.stanford.edu, 650-725-0764, Room 104A

Julie Yee, Journal Manager
julieyee@law.stanford.edu, 650-723-2747, Fax 650-724-5714, Room 110

Hard copies of this *Journal Handbook* can be obtained from Julie Yee, and a PDF version is available for download on the OSA section of the SLS website.

I.

GENERAL JOURNAL INFORMATION

All Stanford journals are edited and published by students of the Stanford Law School, Crown Quadrangle, at 559 Nathan Abbott Way, Stanford, California 94305-8610.

Each journal has its own editorial board elected by its staff members for each volume/fiscal year. The board may be comprised of Editors-in-Chief (President), Senior Managing Editors, Managing Editors for Submissions, Managing Editors for Development, Managing Editors for Publishing, Managing Editor for Finance, Managing Editors for Symposium, and Member of Editors.

Each board holds office for a full-year term and has the authority to monitor the progress of its own journal. The existing board bears the full responsibility of producing a complete volume of its journal publications, which means that all issues must be completed and published no later than August 31st, the end of Stanford University's fiscal year.

The editorial board is also responsible for updating its journal's information on the Law School's website. Thus, each new editorial board should do two things immediately:

1. Update the journal's "Overview" page on the SLS website (such as <http://www.law.stanford.edu/organizations/student-journals/stanford-environmental-law-journal-elj>) by sending the new editorial board information and other change requests to Julie Yee at julieyee@law.stanford.edu

2. Update or make changes to any outside website page hosted on the University servers such as <http://elj.stanford.edu/>
 - a). Select a student or students who have the basic html knowledge to maintain the journal website.
 - b). Send Julie Yee the SUNET ID and email address of the selected student(s) who have the assignment to update and maintain the journal's website.
 - c). For technical problem, additional hints and help with changes to a website hosted on the University servers can be found at this link <<https://itservices.stanford.edu/service/web/design>>
 - d). Work with Julie Yee to ensure the new updates of your journal information are in sync with the SLS website. She usually sends out a new list of subscription prices along with the subscription billings to subscribers during the summer before September 1st.

II.

AUTHOR AGREEMENT

Stanford University holds the ownership rights to all the journals. As a condition of publication, SLS requires that each author assign the copyright of his/her article to the journal. This enables SLS to comply with its contractual obligations with Lexis, Westlaw, and Hein-Online to make the published materials available in their information databases and other electronic formats.

Author agreements between the author and the journal must be signed by both parties before publication, and a copy of the agreement for each article must be filed with the Journal Manager, Julie Yee.

Since publication is not possible without an author agreement, submission editors should work diligently to get these in advance and should also select one or two extra articles as back-up in case they need to fill out an issue to avoid any publishing delay.

Each author and co-author may receive twenty-five complimentary off-prints of an article published in an SLS journal. Additional off-prints and/or the entire issue can be ordered by the author, but the extra order has to be placed before the final proofs are submitted to JCI. An invoice will be sent to the author from the Journal Manager after the publication is printed. For additional printing costs and billing information, contact Julie Yee.

III.

PERMISSION REQUEST

An author must request permission to reuse, reprint, or republish an article published in an SLS journal. The author retains the right to reprint or to republish his/her article in academic and scholarly reference works, but the author must first obtain permission from the publishing journal and give a proper acknowledgment to the original journal publication.

In order to ensure the widest possible dissemination of articles, journals will grant the right of publication of all or any part of the article to public use, provided that such republication clearly acknowledges the original publication in the specific journal. Reasonable copyright fees are charged when the article is used. These permission requests should be sent to the Copyright Clearance Center (CCC) at www.copyright.com or by phone to Customer Services at 978-646-2794.

IV.

DESKTOP PUBLISHING PROCEDURES

Desktop publishing procedures apply to all journals published in printed version only.

1. The Printer. SLS has contracted with Joe Christensen, Inc., (JCI) to provide publishing services to the journals -- from camera-ready electronic service to completion of mailing.
 - a). All computers in journal offices have had JCI desktop publishing software templates installed on them. JCI offers Word point-and-click templates to assist all users with easily and consistently formatting their pieces to match their journal's pages.
 - b). Using the JCI job options settings allows for fonts to be embedded, further insuring that the pages will remain as produced. The Adobe Acrobat .PDF (portable document format) files capture each page just as it appears on the computer, holding pagination, word placement, etc. PDF files can be viewed on any computer, regardless of the operating system, with the same results. The styles are journal-specific, giving the articles the "look" of the final journal pages. Journals can send these pages to authors for their final approval and use them in their in-house editing. This is a handy feature for e-mailing authors proofs of their articles.
 - c). Distiller settings should be periodically checked to ensure the settings remain constant. JCI provides instructions and technical support for using these templates. For further assistance, please contact JCI Technical Support at 1-800-228-5030 or e-mail questions to: <tech.support@christensen.com>

2. The Journal Manager. Julie Yee acts as liaison between JCI, authors, and the editorial boards to facilitate the publication process. She also:

- Acts as a central resource for all journals' correspondence.
- Arranges the annual overview meeting between journal editors and the JCI representative in September if there is a need.
- Manages permission requests for republication and/or reuse of an article.
- Manages the budgets of all journals.
- Manages all subscriptions, billings, and other in-house business related to the journals.
- Works with SLS IT staff and JCI technicians to equip all computers with desktop publishing software such as: PC versions of Windows, Word for Windows versions 7.0 or higher, the font (postscript), and Adobe Acrobat software (Distiller and Reader) and to make sure all applications are synchronized with JCI.

3. The Editorial Board. Each journal may rely on one or two members of the board who are more skillful in the use of computers to oversee the editing process. These individuals must be detail-oriented and be willing to spend large amounts of their own time working with desktop publishing. The consistency of style and successful completion of a quality journal depends upon the skill, experience, and meticulousness of the individual doing the final composition. Generally, high-quality compositions cannot be accomplished by the casual user. It is essential to appoint a proper person who represents the board and can handle this vital position in light of extreme and firm deadlines (all volume-issues usually publish in January and April except Stanford Law Review).

4. The Editing Process. Once the editorial board accepts the articles for an issue, the editing process begins. During the process, all editing work should be kept on the desktop computers located in the journal office, including all revised files. See Julie Yee for your username and password to access these desktop computers.

With the JCI Camera Ready Electronic Service, the journals have a full control of the final appearance of each journal. By simply using the JCI template or other journal-designed methods, journals can do their own lay-out and paginate all pages of each journal issue.

After the content is thoroughly edited and approved by the editors, these articles along with the front cover materials, the table of contents, the front pages, and charts, etc., will be ready for proofs. All these files should send to Julie Yee via email <julieyee@law.stanford.edu> in both Adobe Acrobat Distiller PDF and Macro Word DOC formats along with an "Off-prints

Form” (including author’s name, pages numbers, quantity of off-prints, shipping address, and an active email address or phone number for international shipment), and the “Order of Materials for Camera Ready Form” before the submission to JCI. JCI will be unable to schedule a date for production until these forms have been submitted (see Julie Yee for Off-prints and Order of Materials forms).

Julie Yee will contact the editorial board as soon as the first round of proofs arrives back from JCI. The hard copy of proof should be picked up immediately and reviewed by the editorial board for mark-ups. Then, a signed and dated contract proof along with the mark-ups should be returned to Julie Yee again in both PDF and Doc formats for another round of submission to JCI.

If no mark-ups/corrections are required after the proofs, a final contract signed and dated by the editor should be sent along with all revised articles in both PDF and Doc files to Julie Yee as the final submission to JCI. Julie Yee will also provide JCI with the updated subscription list, distribution and quantity order form, and the address verification form for final mailing.

Printing turnaround time will be about ten business days after the final submission. The issue will then be sent to subscribers directly from JCI. The entire procedure from sending the initial proof to the finished product will take at least four weeks or longer depending on the frequency of mark-ups/corrections. Therefore, it is recommended that articles be submitted at least a month prior to the publication schedule listed on the annual list of Stanford Subscription Rates and Information (see Julie Yee for the publication schedules).

Off-prints will usually take a few additional days before being shipped directly to authors from JCI. Off-prints questions can be directed to Julie Yee.

V.

SUBSCRIPTION INFORMATION

Subscription inquiries for all journals should be directed to Julie Yee by phone 650-723-2747, fax 650-724-5714, or email: julieyee@law.stanford.edu.

Purchase of a back order or single issue for all journals requires an additional shipping and handling fee of \$5.00 per issue within the U.S.; \$10.00 per issue for an international shipment.

The Stanford Law Review – SLR (ISSN: 0038-9765) publishes six issues in each volume per fiscal year. Current publication for FY13 is Volume 65. Volume prices are \$60.00 domestic, and \$65.00 international. The price for a single issue is \$22.00 plus shipping fee.

The Stanford Journal of International Law – SJIL (ISSN: 0731-5082) publishes two issues in each volume per fiscal year, occasionally publishing a symposium issue in lieu of or in addition to a regular issue. Current publication for FY13 is Volume 49. Volume prices are \$46.00 domestic, and \$49.00 international. The price for a single issue is \$24.00 plus shipping fee.

The Stanford Environmental Law Journal – SELJ (ISSN: 0892-7138) publishes two issues in each volume per fiscal year. Current publication for FY13 is Volume 32. Volume prices are \$40.00 domestic, and \$45.00 international. The price for a single issue is \$21.00 plus shipping fee.

The Stanford Law and Policy Review – SLPR (ISSN: 1044-4386) publishes two issues in each volume per fiscal year, occasionally publishing an additional symposium issue. Current publication for FY13 is Volume 24. Volume prices are \$48.00 domestic, and \$58.00 international. The price for a single issue is \$27.00 plus shipping fee.

The Stanford Journal of Law, Business and Finance – SJLBF (ISSN: 1078-8794) publishes two issues in each volume per fiscal year. Current publication for FY13 is Volume 18. Volume prices are \$45.00 domestic, and \$53.00 international. The price for a single issue is \$28.00 plus shipping fee.

The Stanford Journal of Civil Rights and Civil Liberties – SJCRCL (ISSN: 1553-7951) publishes two issues in each volume per fiscal year. Current publication for FY13 is Volume 9. Volume prices are \$42.00 domestic, and \$47.00 international. The price for a single issue is \$24.00 plus shipping fee.

The Stanford Journal of Complex Litigation – SJCL (ISSN: 2169-7604) is a new journal and will publish two issues each fiscal year. The first publication is Volume 1. Prices are \$45.00 domestic, and \$53.00 international. The price for a single issue is \$28.00 plus shipping fee.

VI.

SOURCES OF FUNDING

Student journals receive funding primarily through the income from subscriptions and royalties. Occasionally, there is funding to support special conferences and/or symposia but only with approval from the Office of Student Affairs and the Symposium/Conference Committee.

1. Income Budget

Each student journal has an income account on the general ledger to record all subscription and royalty income received throughout the fiscal year. This income account will

be monitored by Julie Yee. An updated budget report showing income and expenditures will be provided to the editorial board monthly or by special request. Budget expenditures include: printing, postage, food for galley nights, training or recruiting, and supplies, etc.

2. Funding from the Symposium/Conference Committee

Student journals planning symposia/conferences may be eligible for funding from the Law School's Conference Funding Committee. Journals seeking such funding must complete the Conference Funding Application which is available on the Student Affairs website. The Law School requires student journals to consult a faculty advisor and to seek funding at least three months before the conference is to be held. Therefore:

Proposals for Winter 2013 must be submitted no later than the end of the Fall quarter.
Proposals for Spring 2013 must be submitted no later than the end of the Winter quarter.
Proposals for the Fall 2013 must be submitted no later than the end of the Spring quarter.

Applicants must consult with Chidel Onuegbu on the budget portion of the proposal before submitting it. Once a funding application is approved, Julie Yee should be informed immediately and should be kept apprised of the symposium/conference planning as it progresses.

Please note that conference funding money not spent in one year will not be carried over to the following year. The Law School's fiscal year is September 1st to August 31st. However, if a student journal spends more money than was allocated, the amount of overspending will adversely impact funding for the next year and/or it will hit the student journal income account. Student journals that exceed their budgets before the end of the year run the risk that individual student members will not be reimbursed for expenses. For that reason, individual members who plan to expend personal funds should contact Julie Yee to make sure that sufficient funds remain for reimbursement.

3. Funding from the Associated Students of Stanford University (ASSU)

An SLS journal can register as a student journal with the ASSU, which is a quasi-independent entity. Registration as an ASSU student journal entitles a student journal to obtain funding through ASSU procedures (such as an event-by-event request to the ASSU Speakers' Bureau). In addition, the ASSU has a separate Graduate Student Council (the "GSC") that provides funding for activities targeted to graduate students. Guidelines on procedures for applying for funds are listed on the GSC's website at <http://gsc.stanford.edu/>.

Two major advantages of ASSU money are (a) the money can roll over from one year to the next; and (b) the money is not subject to the spending guidelines set forth in the Student Journals Handbook. (All money that comes from the Law School or through a Law School account is subject to strict spending guidelines).

4. Funding from the Student Activities & Leadership Office

The University's Student Activities and Leadership Office has funds set aside for programs targeted to graduate students. Journals must register with SAL in order to qualify for such funding. Students should contact SAL directly for information about the different funding programs run by the office. The contact information is http://sal.stanford.edu/oncampus_funding or by phone 650-723-2733.

5. Funding from Non-Stanford Sources

Student journals often wish to raise money from sources external to Stanford, such as law firms and other businesses. The Law School discourages such pleas for funds in most instances because firms and businesses dislike being constantly asked for small amounts of money. Therefore, the Dean's Office, the Office of External Relations, and the Office of Student Affairs have developed the following policy regarding students contacting external sources. Please note that requests to non-Stanford sources must be done substantially in advance of your event.

Student Journals Fundraising Policy

The mission of the Office of External Relations is to engage and involve various constituent groups in the life of the School in positive and meaningful ways with a focus on alumni and with the goal of inspiring substantive and financial support for the School. In this regard, approaches by student groups to external organizations are encouraged – whether promoting student programs among the School's alumni, recruiting speakers for a conference, finding a host for a special event, or soliciting funds for a program or project.

The following guidelines have been established to govern students' efforts to raise funds from external organizations, and have been approved by the Dean of the Law School and the Associate Dean for Student Affairs. They are designed to ensure that a comprehensive picture of external contacts is maintained by the Office of External Relations and that interaction with prospective donors support rather than undermine critical School-wide priorities.

Please note: Solicitation of individual alumni or prospective donors is the purview of the Office of External Relations. Student groups are to limit their fund-raising activities to law firms, corporations, and foundations only.

Eligibility to Fund-Raise from External Organizations

Approval for student fund-raising from law firms, corporations, and/or foundations will be limited to those student programs and special projects whose overall program budget exceeds \$3,500. Funding for smaller events, guest speakers, etc. must be sought from the Office of Student Affairs, the ASSU Speakers Bureau, and/or other on-campus student program funding sources.

Student Journals Fund-Raising Guidelines

Student journal representatives must submit to the Assistant Director of Development, Corporate & Foundation Relations a complete copy of the approved Application for Conference Funding (and/or relevant special event or project description with a complete budget) and a list of firms and/or organizations the group wishes to contact at least one quarter (3 months) before contact.

Student requests for support from external organizations must be approved in writing in advance, and should not exceed \$2,500 annually per external organization.

Student solicitations for support should be made no later than 8 weeks prior to the program or event (10-12 weeks is preferable).

Once received, gifts should be delivered to Julie Yee. The original envelope and correspondence, as well as the number of the student account into which the money should be deposited must accompany the gift.

Student representatives are responsible for acknowledging each gift in writing, with a copy forwarded to the Assistant Director of Development, Corporate & Foundation Relations. Thanking the donor will play an important role in ensuring future funding.

Student journals are responsible for honoring any recognition promised in conjunction with a gift (e.g., listing the donor as a sponsor of the event on printed materials and web sites).

Journals that do not receive prior approval in writing for fund-raising from external organizations are subject to a two-year suspension of general funding from the Law School and eligibility for consideration by the Conference Funding Committee.

VII.

SPENDING GUIDELINES

A student journal that spends money “out of policy” (*i.e.*, in a manner inconsistent with the rules and regulations outlined in this *Journal Handbook*) runs the risk that the event’s costs will not be reimbursed by the Law School.

1. Allowable Expenses

According to rules promulgated by the University’s Controller, student journals may use University funds only for events that further the school’s academic mission. These rules are enforced by the Controller’s Office in a rigid and inflexible manner. Stanford University’s accounting system runs on the academic calendar year; thus, all references below to the term “year” are for a period of time from September 1st to August 31st of the following year.

a). Food and Drink for Events

Student journals can provide food for the following types of events:

Orientation/Recruiting Meeting

A student journal is allowed to have one orientation or recruiting meeting as long as it is related to the journal development.

Galley Nights/Editing and Member Development

Student journals can host two galley nights (except SLR) where group members work together to edit each issue for publication so long as the group adheres to the funding and spending guidelines and limits set forth in this *Journal Handbook*. Please check with Julie Yee before spending money on such events.

Transition and Training Meeting/Guest Speaker Workshop or Symposium

Student journals can host an event after the election of a new board to train new members. They may also invite an outside speaker to present a legal talk and/or journal-related training. Please check with Julie Yee before spending money on such event.

b). Guest Speakers' Travel Expenses

Guest speakers' travel expenses are calculated at the following levels: airfare is based on economy/coach fare, meals cannot exceed \$25 per meal and hotel accommodation should not exceed \$185 per night. We have negotiated the lowest possible rates with most hotels in the area. If you are quoted more than \$185 per night for your guest, please let Chidel Onuegbu know. Event coordinators are encouraged to recruit students to transport guest speakers to and from local airports or arrange shuttle transportation for them. Parking at speaker's local airport, cab/shuttle rides to and from airports (including speaker's local airports) are allowable and reimbursable expenses.

See section VIII for details on reimbursing guest speakers.

c). Tokens of Appreciation

The University does not permit student journals to give "gifts" to guest speakers; however, in lieu of an honorarium, a student group may spend no more than \$50 on a "token of appreciation."

2. Unallowable Expenses

Student journals are explicitly prohibited from using their funds to pay for the following:

a). Alcohol

Student journals cannot pay for alcohol using their Law School funds. If there is a compelling reason to serve alcohol during an event, the journal must get pre-approval from Cathy Glaze at the Office of Student Affairs.

b). Personal Items

Under no circumstances may a member of a student group use student journal funds to pay for personal items.

c). Gifts to Individuals

Journals may not use their funds to purchase gifts for individuals. A student journal may give a “token of appreciation” to a guest speaker in lieu of an honorarium. However, the cost of the “token” must not exceed \$50.

d). Additional Insurance Coverage for Guest Speakers

Stanford student journals and their guests are covered under Stanford’s insurance policy during its business travel. Journals should advise their guest speakers against purchasing additional coverage when renting vehicles. Additional insurance is unnecessary and will not be reimbursed by the University.

e). T-shirts or Other Clothing

Student journals are not allowed to purchase any type of clothing on behalf of the student journal with Law School funds.

f). Contributions to Charitable Organizations

University policy prohibits student journals from making charitable contributions with funds which were allocated to them through the University

VIII.

PAYMENT AND REIMBURSEMENT PROCEDURES

1. Paying Vendors

Student journals can pay vendors several ways:

Purchasing Card

Julie Yee has a Master Card that student journal representatives may borrow to make purchases on behalf of the student journal. The use of this card will eliminate some of the need for students to pay cash up front. However, the procedures detailed here must be followed or the journal will not be allowed to use the card again.

- a). Students must borrow the actual card to make a purchase and may do so only after filling out the proper paperwork.
- b). The card must be returned immediately after making the purchase and no later than 4:00 PM the same day.
- c). The original itemized receipt from the purchase, an email invitation or flyer describing the event, and a list of attendees from the event must be submitted to Julie Yee immediately after the event.

Each transaction cannot be more than \$4,999 (including taxes, shipping and handling fees). Charges cannot be split into two expenses to avoid this rule. The card may not be used for travel expenses. All expenses must be made in accordance with the guidelines established for spending for student journals.

Travel Card

Julie Yee has a different Master Card that student journal representatives may borrow to make travel and lodging reservations in advance for their events' guest speakers. The use of this card will eliminate some of the need for travelers to pay up front. However, the procedures detailed here must be followed or the journal will not be allowed to use the card again.

- a). Students must borrow the actual card to make a purchase and may do so only after filling out the proper paperwork.
- b). The card must be returned immediately after making the reservation for airfare and/or hotel along with the receipts showing the name of traveler, travel destinations and dates, and the journal-related business purpose and no later than 4:00 PM the same day.
- c). This card may not be used for other purchasing purposes.

Student Pays Upfront – Reimbursement Method

Students who use their own money to pay for journal-related events can be reimbursed for such expenses by submitting their original receipt(s) to Julie Yee in Room 110. Remember, if you wish to be reimbursed for food/drink expenses, you will need to submit the following:

- a). original itemized receipts,
- b). a list of attendees,
- c). a reimbursement form signed by the Editor-in-Chief of your journal, and
- d). an email invitation or flyer describing the event.

The reimbursement form is available on-line in the Student Affairs section of the website. No reimbursement can be issued without these documents.

Petty cash reimbursement is not available to students. Give all the reimbursement documents to Julie Yee, who will submit a reimbursement request to the University Reimbursement Office. The turnaround time for reimbursement of expenses is approximately ten to fifteen business days. Only the person who actually spent the money can be reimbursed.

Bill Directly to the Law School

Some caterers and businesses (typically those with a long, established relationship with the Law School) will send an invoice directly to the student journals and the Law School will pay them directly. Student journals who hire these caterers or businesses must request that the bill be sent directly to the journals. The journals must submit the bill to Julie Yee with a list of attendees (if requesting payment for catering services). Student journals that hire caterers or businesses not used by the Law School must also request that the bill be sent directly to the journals. In addition, the vendor must supply a tax identification number (or Social Security number) and a full address in order to receive payment.

For a list of preferred caterers, click on this link:

<https://www.law.stanford.edu/experience/studentlife/webauth/pdf/caterers.pdf>

2. Payment and Reimbursement of Legal Speakers

Honoraria

Most potential guest speakers will honor a student journal's request to come and speak at SLS as long as their travel expenses are covered. With that in mind, the Law School strongly discourages student journals from paying honoraria to guest speakers. In rare circumstances, a journal may pay honoraria to guest speakers with the Law School funds. However, the amount must be "reasonable." You are advised to check with Cathy Glaze to determine whether a proposed amount is reasonable before you enter into any agreement with the speaker.

Because an honorarium is classified as taxable income for the speaker, the speaker must provide a full home address and either a tax identification number or Social Security number in order to be paid. Please note that a LA-6 form is required for foreign visitors. Some speakers ask if they can have the Law School donate their honorarium directly to a charitable organization. The Law School cannot do so. If the speaker wants to donate the money to a charitable organization, the speaker must first receive taxable income from Stanford University and then make the donation on his or her own.

If a speaker wants to sign a contract for a speaking engagement, please consult the Dean of Students, Cathy Glaze. Students cannot enter into contracts on behalf of Stanford University.

Travel Reimbursement for Guest Speakers

Stanford University will reimburse "reasonable" travel and lodging expenses but will not pay for first class or business class airfare. If a speaker submits a receipt for first class or business class airfare, Stanford University will only reimburse the equivalent of a coach fare, in an amount to be determined by Stanford. Guest speakers will not be reimbursed for use of frequent flyer miles for a Stanford visit.

Guest speakers' travel expenses are calculated at the following levels: airfare is based on an economy/coach fare, hotel accommodation should not exceed \$185 per night and meals cannot exceed \$25 per meal. Event coordinators are encouraged to recruit students to transport guest speakers to and from local airports or arrange shuttle transportation for them. Parking at the speakers' local airports and cab/shuttle rides to and from airports (including speakers' local airports) are allowable and reimbursable expenses.

Guest speakers must submit original receipts for reimbursement. The original receipt of an airfare ticket is the stub of the ticket or the electronic printout of the

“ticketless travel” airfare with payment information. An itinerary of the flight or the credit card bill is not an original receipt of airfare. Speakers must mail in all travel receipts with the “Reimbursement Form” which is available on-line in the Student Affairs section of the website. The reimbursement will be mailed directly to the speaker.

Guest speakers who incur travel expenses must seek reimbursement within sixty days of completion of travel or pay taxes on the reimbursement in accordance with IRS regulations.

3. Payment and Reimbursement for Student Participation in National Conferences

Student journals can request funding for their members to attend national conferences so long as the traveling students agree to give a presentation upon their return to the SLS community on what they learned. The Conference Attendance Application is on the OSA section of the SLS website. Students who attend a conference must submit original receipts for reimbursement. The same travel reimbursement guidelines that apply to guest speakers apply to students who travel for conferences.

Funds distributed to students who attend a conference are reported as taxable income to those students. Stanford University will prepare a Form 1099 (miscellaneous income - federal tax form) for the student.

IX.

PLANNING AN EVENT

As a general rule, students should consult both Chidel Onuegbu and Jillian Del Pozo, the Director of Facilities, well in advance of any weekend event or any other event involving many people, extended sessions, or multiple room use to ensure that all necessary requirements have been met by the student journal and that a staff member from the Facilities office is on stand-by in case of an urgent facility need.

1. Scheduling an Event

Before scheduling any event, student journals must check their proposed event date to make sure there is no conflict with another event. To view scheduled events, visit the Law School calendar on the web at <http://www.law.stanford.edu/calendar>. If no apparent conflicts exist, contact your journal’s calendar administrator and have him/her add your event to the calendar and request space for it. OSA has the discretion to reject a scheduling request that conflicts with a scheduled administrative event or with another major event taking place at the Law School.

2. Arrangements for Clean-up

The student journal that sponsors an event is responsible for clean-up. Some functions, particularly those held on weekends may require special custodial services. The sponsoring journal is responsible for making clean-up arrangements with the Office of Student Affairs and Facilities at the time the journal reserves the room and must bear the costs of that clean-up. If the student journal does not clean-up adequately after an event, the student journal will be charged the costs of clean-up and risks being barred from reserving space and/or being dismantled.

3. Funding

Student journals should refer to Section VI of this *Journal Handbook* for information on sources of funding. Groups must follow the guidelines for use of funds stipulated in this *Journal Handbook* in order to avoid disappointments on the day of the event and to make sure those who spend their personal money can be reimbursed.

4. Advertising and Promoting an Event

The Office of Student Affairs strongly encourages student journals to use advertising methods that are consistent with the Law School's attempts to reduce the use of paper, including using the web calendar, lobby bulletin board and electronic mailing for advertising. Notices in individual student boxes should be kept to a minimum. Advertising should not begin until the event has been approved on the web calendar and a location has been assigned.

Web Calendar

Every student journal must appoint a calendar administrator who is in charge of posting the journal's events on the web calendar. The web calendar is a place where people go to check out upcoming events at the Law School. Events listed on the calendar are open to alumni and to the general public.

SLSCoconnect

SLSCoconnect is a social media tool that connects current students and alumni, offering mentoring and networking opportunities in a private setting. Student journals can use this tool to reach out to alumni for speaking engagements at SLS, create chat groups, run contests, post videos or podcasts of meetings and events, receive comments and feedback, provide forums for virtual discussions, elections, etc. To learn more and to get started, click on the following link: http://www.law.stanford.edu/alumni/sls_connect/

Lobby Calendar

The lobby calendar is located on the first floor of the administrative building next to the library entrance. The purpose of the bulletin board is to consolidate information in a single spot. We post fliers for student journal events and events sponsored by other departments. The benefits are that students (and guests to the law school) will know where to look for event information. Student journals will save money because there is no need to put fliers on every available piece of concrete or spam the law school with repeated law-announce messages.

Here are the procedures for posting fliers on the bulletin board:

- After you have calendared your event and received confirmation of your reservation of the space, submit a flyer to Chidel Onuegbu. OSA will confirm that the event is properly scheduled and will post the flyer on the bulletin board.
- Only fliers that are posted by OSA are permitted on the bulletin board.
- 8 ½” x 11” fliers are preferred.

Weekly Brief

The *Weekly Brief* is an electronic newsletter that goes out to all students, faculty and staff on Monday mornings. To get people into the habit of checking the web calendar to find out about events happening at the Law School, we generally limit the number of events we announce in the *Weekly Brief*. Instead, we include a link to the web calendar and ask people to go there and get information about upcoming events. For big events such as conferences, student journals can send Chidel Onuegbu detailed information to include in the newsletter.

Electronic Mail

Student journals can advertise their events on the student run email list server: law-announce@lists.stanford.edu, pursuant to the rules set out by Law Association for such postings.

Posting Fliers

OSA strongly encourages student journals to limit the number of fliers posted around the law school and take advantage of the lobby calendar instead. However, if a student journal chooses to post fliers around the law school and SLSCConnect, it must abide by the rules set forth below.

Student journals can post fliers promoting events/activities on bulletin boards located in the basement near the mailboxes. Fliers may also be posted on the concrete pillars in the breezeway and on the walls by the basement stairwell of the administration building.

Fliers cannot be posted on/in:

- ◆ Wooden surfaces
- ◆ Painted surfaces
- ◆ Windows
- ◆ Furniture
- ◆ Restrooms
- ◆ Elevators
- ◆ Anywhere in the library

All fliers must name the student journal sponsoring the event/activity and fliers must be removed by the posting student journal immediately after the event/activity.

Student journals that repeatedly violate these posting rules run the risk of losing funds allocated to them, losing the ability to reserve space for events, and/or being dismantled.

Student Boxes

Student journals are discouraged from distributing fliers in student mailboxes. Such advertising is rarely justified, is time-consuming and can be counter-productive since many students will be annoyed by extra paper in their mailboxes. In the event that a journal decides to stuff student mailboxes, it is encouraged to use recycled, unbleached paper or reused paper, and to print notices on quarter or half sheets.

5. Contact Sheet for the Office of Student Affairs

For major events that you want to advertise widely outside the Law School and outside the University, please provide OSA with details about the event. OSA will distribute the information to staff at the Law School who may receive phone calls about the event from third parties.

The information sheet and/or email should have all the necessary details of the event:

- √ the name of the event,
- √ the dates, times and locations,
- √ the sponsoring journal,
- √ a contact person and phone number.

It is also helpful to provide the OSA with a general sheet of information about students involved in the event – their roles, phone numbers and email addresses.

Please note: Julie Yee's phone number, 650-723-2747, is also the central phone for all student journals.

6. Parking, Transportation and Maps

If you plan to host a big event that many outsiders will attend, or if you plan to invite speakers from outside the Law School to speak, you may want to send directions, information about transportation, and parking passes. The Law School website also contains this information at <<http://www.law.stanford.edu/contact/#driving.directions>>.

Information about Transportation

Airport

People from out of town can fly into either San Jose Airport or San Francisco Airport. A cab ride from either airport costs approximately \$85 - \$100. The shuttle service for San Francisco airport is Super Shuttle, (415) 558-8500, and costs approximately \$26 from the airport to Palo Alto. The shuttle service from San Jose is Santa Clara County Airporter, (800) 771-7794, and costs approximately \$25 from the airport to Palo Alto.

Mass Transportation

√ BART (Bay Area Rapid Transit) – The BART system serves the San Francisco Bay Area including the cities of San Francisco, Oakland, Berkeley, Daly City, Richmond, Fremont, Hayward, Walnut Creek, Concord, Martinez, and Pittsburg/Baypoint. BART also serves South San Francisco, San Bruno, San Francisco International Airport and Millbrae, with connecting service to Oakland International Airport using the AirBART buses. Unfortunately, it does not extend as far south as Palo Alto; however, it does connect with Caltrain in Millbrae. For more information, you can call (650) 992-BART or visit www.bart.org.

√ SamTrans – The bus system for San Mateo County is known as SAMTRANS. It offers routes from Palo Alto to downtown San Francisco, San Francisco International Airport, and the Hayward BART station. For more information, you can call (800) 660-4BUS or visit www.samtrans.com.

√ Santa Clara Valley Transportation Authority – This bus system serves Santa Clara Valley and some of San Mateo County. Bus service extends to Menlo Park, Los Gatos, Fremont, Milpitas, and Gilroy. On weekdays, an express bus runs from downtown San Jose to Santa Cruz. For more information, you can call (408) 321-2300 or visit www.vta.org.

√ San Francisco MUNI – MUNI provides bus and metro train service to CalTrain and around San Francisco. Some buses run twenty-four hours a day. For more information, you can call (415) 673-MUNI or visit www.sfmuni.com.

Directions via Car

Via Highway 101

To get to campus from U.S. 101, take the Embarcadero Road exit and drive west about two miles. After crossing El Camino Real, Embarcadero Road becomes Galvez Street. (You will see the football stadium on your left.) This is the entrance to the Stanford campus. After you pass the stadium, get in the left-hand lane, and turn left at Campus Drive. This is the main street that circles the campus. To get to the Law School, proceed along Campus Drive past the gas station and turn right on Bowdoin. Take a left at the stop sign and an immediate right into Parking Structure 6. Parking Structure 6 has ample visitor parking. After parking, proceed on Bowdoin towards the Munger housing. Bowdoin runs into Galvez Mall. The Law School is at the corner of Bowdoin and Galvez Mall, facing the Munger housing.

Additional parking is available in Tresidder parking lot. To get to that parking lot, instead of turning right on Bowdoin from Campus Drive, stay on Campus Drive until you get to Mayfield Avenue. At Mayfield Avenue, turn right. After one block, the street turns left. Go approximately one-half block and turn into the parking lot for Tresidder Memorial Union. Walk between Tresidder and Dinkelspiel Auditorium, veering right toward the post office. The Law School is the building behind the post office. Note: Payment is required at Tresidder weekdays until 4:00 PM.

Via Highway 280

To get to campus from Interstate 280, take Alpine Road exit, and drive east. Make a right onto Junipero Serra Boulevard at the traffic light. (This is the first traffic light you will see.) Turn left at the second traffic light onto Campus Drive East (past the first traffic light, which is Campus Drive West.) Campus Drive is the main street that circles the campus. At the first stop sign, Mayfield Avenue, turn left. After one block, the street turns left. Go approximately one-half block and turn into the parking lot for Tresidder Memorial Union. Walk between Tresidder and Dinkelspiel Auditorium, veering right toward the post office. The Law School is the building behind the post office.

Additional parking is available at Parking Structure 6. To get to that lot, instead of making a left on Mayfield from Campus Drive East, stay on campus Drive until you get to Bowdoin. Make a left on Bowdoin and another left at the stop sign to get into Parking Structure 6. After parking, proceed on Bowdoin towards the Munger housing. Bowdoin runs into Galvez Mall. The Law School is at the corner of Bowdoin and Galvez Mall, facing Munger housing.

Maps

A student journal can get up to ten Stanford maps at a time from Chidel Onuegbu in Room 104A. If you need more, you can buy them at Stanford Bookstore or order them through the Law School's Facilities Office (Room 146). You can also download Stanford maps from the website at <http://campus-map.stanford.edu>.

Parking Passes

Chidel Onuegbu has a limited number of "A" one-day parking passes that journals can purchase for guest speakers. You can also buy individual passes at the Parking and Transportation Department, located at 340 Bonair Siding, 723-9362. Hours of operation are 7:30 AM to 5:00 PM. A one-day "A" pass is \$11.00

7. Record Keeping

Julie Yee usually keeps records of all expenses for each journal. Journals are encouraged to check with her about their expenses.

X.

FACILITIES AND PROCEDURES

1. Copying and Faxing

Copy orders can be processed by the Law School's Copy Services Center located in the Law School basement with the costs billed to the student journal's account. The account must be included when the order is placed. Student journals that wish to make copies on their own can do so using any of the copy machines in the Law Library, **but a special copy code, issued to each journal, is required.** Please see Julie Yee for the copy code for your journal. Copying costs will be billed automatically to the student journal's account.

Student journals can use the fax machine located in Room 110. The fax number is 650-724-5714. Students can also use the fax machine on the second floor of the Law Library, in the Teaming Room, the number is 650-724-2983. There is currently no system for distributing faxes to students, so students have to pick up their faxes themselves.

2. Mail – Student Journal Mailboxes

All incoming mail for student journals is placed in the assigned mailboxes for each journal located in the basement lobby next to Room 51. Journals should check their mailboxes on a regular basis to be sure they don't miss important mail. Student journals can use the law school's mailroom services for outgoing mail. Outgoing mail should be divided into three categories: (1) mail to people within the Law School; (2) interdepartmental (I.D.) mail for delivery elsewhere at the University; and (3) mail going through the U.S. Postal system with the account number of the student journals clearly listed on each envelope. Please check with Julie Yee for your account number.

3. Office Equipment

Student journals offices are assigned permanent office equipment depending on the needs of the journals and subject to budgetary restrictions. When a request for new equipment is approved, the Law School will arrange for its purchase in the most economical way.

Temporary rental equipment such as extra chairs for meetings may be obtained through Facilities, Room 146. These expenses will automatically be charged to the student journals' account. Arrangements must be made at least a week before the event to allow enough time for delivery.

4. Office Keys

All student journals are responsible for their office keys. For security reasons, students are prohibited from leaving keys in mailboxes for others to pickup. Groups must return keys to the Law School Facilities Office (room 146) before the summer break begins or give Facilities the name and contact information of the student appointed to hold the keys over the summer. Questions regarding keys or requests for all keys go to the Law School Facilities Office.

XI.

USE OF THE “STANFORD” TRADEMARK

Use of Stanford’s name, trademark, and/or logos is a privilege given by permission, not a right, and is therefore subject to limitation. Failure to conduct the activities of a student journal in accordance with the rules and regulations outlined in this *Journal Handbook* could result in temporary or permanent rescission of the journal’s right to use the Stanford name, trademark, and/or logo.

XII.

PROHIBITED BEHAVIOR

1. Entering into Contracts

Individual students and/or student journals cannot formally enter into contracts for the expenditure of funds on behalf of Stanford University. Student journals with any questions about entering into contracts should consult OSA.

2. Political and For-Profit Activity

Because Stanford University is a tax-exempt organization, the use of Stanford's funds and facilities is restricted. Specifically, certain types of political activity and for-profit activities are prohibited. Check with OSA for more information on what activities are prohibited.

As stipulated in Stanford’s admin guide, guest speakers and/or the journals are prohibited from selling their products (e.g. videos and books) on campus tax-exempt grounds for their personal financial gain. Such act is considered unrelated business unless the proceeds go directly to benefit Stanford. As an alternative, guest speakers and/or the journals can provide a website where the product can be ordered. For more information on this policy, please refer to the admin guide: <http://www.stanford.edu/dept/Events/policies/protected/fundraising.html>.

3. Use of PayPal

Student journals are prohibited from using PayPal as an option for accepting payments for Stanford products. It is considered a violation of university policy primarily because there is no way for Stanford to audit PayPal transactions; thus, journals are encouraged to work with Julie Yee to transfer the funds from ASSU accounts to journal operating accounts if there is money to support your journals. There are other options available through ASSU. More information on this policy is listed on the following website:
<http://studentaffairs.stanford.edu/sal/policies/ecommerce>.