

Law Journals Annual Debriefing

Taking the time to meet and debrief after the publication of your issue will help the editorial team to learn and to pass on important information to the incoming editorial board. A debriefing is not about placing blame in identifying inefficiencies or mistakes, but in creating actionable takeaways for future issues and editors, and recording successes so that they can be repeated.

The results of the debriefing, including a written memo and the documents agreed below must be deposited to the Law Journals Handover folder for your journal by **May 1, 2019**. Your folder can be accessed at tiny.cc/lawjournalhandover.

Transition Memo

This set of questions is meant to help guide your discussion. Take notes and write a short memo, no longer than one page, to record issues and make note of areas for improvement or to help guide an incoming board of editors.

- Did we have enough people on our editorial team to accomplish all of our tasks?
- Did we receive enough submissions? Did we receive the kinds of authors and articles we were looking for?
- Was our schedule realistic?
- Did we feel adequately trained to use all of our publishing tools?
- Do we want to change any of our stated policies or procedures? Do need to update any of the materials on our Journal's site to reflect these changes?
- What was the most frustrating part of the process?
- What was rewarding about the experience?

As an incoming editor, what questions do you have for the outgoing EIC?

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Handover List:

Make a checklist of all the materials that will need to be handed over to the new editorial board.

- Transition Memo
- Financial information and ledgers
- Current author agreement
- Records of any contracts or agreements with vendors, indexers, and other service providers
- Style guide and any editorial guidelines
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