

Writing *ED LAW Update* materials

Cases in Point

Cases in Point are expanded case summaries with brief analyses that are published in the new ELA periodical, *ED LAW Update* (ELU), introduced in April 2021. They go beyond the previous case summaries appearing in the previous *School Law Reporter*, adding the writer's view of the lesson(s) to be learned from the case. Currently, they appear on the ELA website in pdf format (Members Section), are printed for a small group of library subscribers, and are archived on the ELA website.

Guidelines for Cases in Point manuscript preparation

Following the guidelines below will assist in the editing and publication process and will help to ensure accuracy. Manuscripts that do not follow these guidelines may be returned to the author(s) with directions for compliance. Failure to follow these guidelines may result in a delay in publication.

Starting in January 2022, all ELA members have access to both the most recent West's *Education Law Reporter* advance sheets' case lists (converted to ELA/Bluebook style, in pdf format) and a compilation of all advance sheets' case lists from calendar 2021 in the Members Section of the website, under Writer Resources (login required). Additionally, members writing for *ED LAW Update*, Case Closeups, and the Yearbook will be emailed a Word version when advance sheets are issued two or three times a month.

ELA writers in 2021 received the advance sheets' case lists by email, with both the original pdf from West and a Word document. Starting with Volume 389#1, the format for the cases was in ELA/Bluebook style; prior to that date, the Word document reflected the case listings from West. Writers citing cases using their own copies of advance sheets from volumes prior to 389—as well as writers using Westlaw to look up the cases—should be aware of the style differences and change the case citations to the correct ELA style outlined in this guide.

The ELU editor selects the most pertinent cases from the current advance sheets and distributes them to ELU contributing writers in several topical areas. Writers may use their discretion whether the case is significant enough to the ELA membership to warrant writing a summary.

Writers should summarize the case and its outcome in a narrative style, then briefly point out the takeaways or key lesson to be learned from the case by ELA constituents (students, professors, attorneys, administrators).

Manuscripts should be checked for correct case citation (Bluebook style, abbreviations, parallel Educ. L. Rep. citation, court and year of the case) and for accuracy, as that is the responsibility of the writer whose name will appear with the published article. However, all submitted cases are subject to editing and/or return to the writer for correction or clarification.

Email manuscripts as a Word document in Times Roman font to the ELU editor: Elizabeth T. Lugg, etlugg@ilstu.edu

Case Closeup (formerly Case Commentary)

Case Closeups are bylined articles presenting an analysis of a recent case or cases on the same topic, going into more detail than Cases in Point. The length is generally 1,500 words, although some are shorter, and may have one or two authors. Along with publication in *ED LAW Update*, they are archived on the ELA website.

Guidelines for Case Closeup manuscript preparation

Following the guidelines below will assist in the editing and publication process and will help to ensure accuracy. Manuscripts that do not follow these guidelines may be returned to the author(s) with directions for compliance. Failure to follow these guidelines may result in a delay in publication.

ED LAW Update editors generally select a case summary from Cases in Point and contact the writer for its development as a Case Closeup. Additionally, unsolicited submissions from ELA members will be considered. Contact with ideas for collaboration, or submit manuscripts to the Case Closeup editor: Dr. Richard Fossey, richard.fossey@gmail.com.

Writers should follow these guidelines.

Length. Although there is no strict word limit, most commentaries are between 700 and 1500 words long.

Citations. Footnotes should follow the *Bluebook* citation rules without variation. In addition, authors should include the *Education Law Reporter* citations in the first reference to any case which has an *Education Law Reporter* citation. All quotations should be footnoted.

Unpublished cases. Some commentaries focus on recent cases for which an official citation has not yet been designated. When writing about an unpublished case, follow the *Bluebook* guidelines for citing such cases.

Organization. Case Closeups are not required to follow a standardized format, but most can be usefully organized into four sections: 1) A brief introductory paragraph, 2) a discussion of the case's factual and legal issues, 3) an analysis of the court ruling, and 4) a one- or two-paragraph conclusion, which can include the author's assessment of a court decision's broader implications for K-12 education or higher education. The articles do not use internal citations; convert these to endnotes.

Suggested topics. ELA members should look for recent decisions from state and federal courts that have broad application for ELA's various constituencies: education law attorneys, university professors, and K-12 or college administrators. Often these cases are first identified in the advance sheets of *Education Law Reporter* or are discussed in such periodicals as *Education Week*, *Inside Higher Ed*, or *Chronicle of Higher Education*.

Author's responsibility for Bluebook compliance and proofreading a manuscript prior to submittal. All ELA members who wish to publish their work in any ELA publication are expected to know the *Bluebook* and to submit manuscripts that are grammatically correct. Manuscripts that do not meet these minimal expectations will be rejected.

Editing. Edited manuscripts will be submitted to the writer for review prior to publication.