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Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.
General Information

Unit convenor and teaching staff
Unit Convenor
Ilija Vickovich
ilija.vickovich@mq.edu.au
Contact via iliija.vickovich@mq.edu.au
W3A 624
Tuesday 2pm-3pm

Credit points
3

Prerequisites
6cp in LAW units at 300 level (P) and permission of Executive Dean of Faculty

Corequisites

Co-badged status

Unit description
Under the supervision of the editors of Macquarie Law School's journals, this unit is limited to approximately 15 students per semester, who are selected on the basis of their academic results, experience and writing ability. Each student completes a range of tasks with respect to the Journal, which include communicating with authors and reviewers; checking articles for accuracy and compliance with style; editing and proofreading of accepted articles in the production process; and potentially writing a case note or book review. Classes on editing, research and writing are provided, and students also meet regularly with the editors.

Important Academic Dates
Information about important academic dates including deadlines for withdrawing from units are available at https://students.mq.edu.au/important-dates

Learning Outcomes

1. Recognise and identify the fundamentals of legal academic publishing
2. Define and describe the production and peer review processes of an academic law journal
3. Critique legal academic articles and other works
4. Produce written academic work to a publishable standard
5. Demonstrate a capacity to proofread, edit, check and critique legal academic works in
6. Demonstrate a capacity to collaborate effectively and develop interpersonal and communication skills as part of an editorial team

General Assessment Information

Disruption to Study and Special Consideration

If a student suffers a disruption to study which is ‘serious and unavoidable’, he or she may apply for special consideration. In order to do so, the student must meet the criteria under the Macquarie University ‘Disruption to Studies’ policy and be approved by the Unit Convenor. Applications are made online at ask.mq.edu.au. Outcomes for recognized serious and unavoidable disruptions to studies are as set out in the University schedule: http://www.mq.edu.au/policy/docs/disruption_studies/schedule_outcomes.html

Assessment Tasks

<table>
<thead>
<tr>
<th>Name</th>
<th>Weighting</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Work 1</td>
<td>25%</td>
<td>Week 6</td>
</tr>
<tr>
<td>Written Work 2</td>
<td>25%</td>
<td>Week 11</td>
</tr>
<tr>
<td>Class Participation</td>
<td>40%</td>
<td>During semester</td>
</tr>
<tr>
<td>Portfolio</td>
<td>10%</td>
<td>Week 13</td>
</tr>
</tbody>
</table>

Written Work 1

Due: Week 6
Weighting: 25%

Each student is to provide a short written proposal (approx 200 words) for the first written work in week 2. Once the proposal for the first written work is presented and accepted, students will proceed to write their fully referenced written work (max 2,000 words plus footnotes) to a publishable standard and submit the work to the unit convenor in week 6 (before the commencement of the mid-semester break).

This Assessment Task relates to the following Learning Outcomes:
- Critique legal academic articles and other works
- Produce written academic work to a publishable standard
- Demonstrate a capacity to proofread, edit, check and critique legal academic works in terms of substance and style
Written Work 2
Due: Week 11
Weighting: 25%

Once students have been allocated a submitted article from an author for carriage towards potential publication in a journal edition, they will commence working on their second written work, a Critical Review of the article (max 2,000 words plus footnotes). They will submit it to the unit convenor in week 11 and (if confirmed by the convenor) also present the same in a short oral presentation at an appropriate editorial meeting of the journal.

This Assessment Task relates to the following Learning Outcomes:
- Critique legal academic articles and other works
- Produce written academic work to a publishable standard

Class Participation
Due: During semester
Weighting: 40%

1. Students will be assessed on their participation in the seminar classes of weeks 1-6, their understanding of required readings and contributions to class discussion and exercises on substantive materials (15%).

2. Students will also be assessed on their participation in the editorial meetings as required by the editors of the journals, their carriage of submitted works, communications with authors and reviewers and their attendance to journal production matters in a competent and timely manner (25%).

This Assessment Task relates to the following Learning Outcomes:
- Recognise and identify the fundamentals of legal academic publishing
- Define and describe the production and peer review processes of an academic law journal
- Demonstrate a capacity to proofread, edit, check and critique legal academic works in terms of substance and style
- Demonstrate a capacity to collaborate effectively and develop interpersonal and communication skills as part of an editorial team

Portfolio
Due: Week 13
Weighting: 10%

Students are required to create and submit a Portfolio during the semester as a record of their activities and work. It must also contain appropriate reflection statements. Further information about the contents of the Portfolio will be provided by the unit convenor. The format of the Portfolio will be at the discretion of the
This Assessment Task relates to the following Learning Outcomes:

- Recognise and identify the fundamentals of legal academic publishing
- Define and describe the production and peer review processes of an academic law journal
- Critique legal academic articles and other works
- Demonstrate a capacity to collaborate effectively and develop interpersonal and communication skills as part of an editorial team

Delivery and Resources

1. Australian Guide to Legal Citation 3rd ed
2. Readings and other documents will be available through iLearn.

Unit Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction to Law Journals; Relevant Issues</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Macquarie Law Journals Process and Precedents</td>
<td>Proposal for Written Work 1 due</td>
</tr>
<tr>
<td>3</td>
<td>Writing, Editing and Reviewing Skills</td>
<td>Editorial Meeting</td>
</tr>
<tr>
<td>4</td>
<td>Legal Referencing and Citation</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Legal Referencing and Citation</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Field Trip</td>
<td>Written Work 1 due</td>
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<tr>
<td></td>
<td>Mid Semester Break</td>
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</tbody>
</table>
### Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](http://mq.edu.au/policy/docs). Students should be aware of the following policies in particular with regard to Learning and Teaching:

  The Disruption to Studies Policy is effective from March 3 2014 and replaces the Special Consideration Policy.

In addition, a number of other policies can be found in the [Learning and Teaching Category](http://mq.edu.au/policy/docs) of Policy Central.

### Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: [https://students.mq.edu.au/support/student_conduct/](https://students.mq.edu.au/support/student_conduct/)
Results

Results shown in iLearn, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in eStudent. For more information visit ask.mq.edu.au.

Any student seeking an extension of time to complete any assessment task must contact the unit convenor as soon as possible and formally apply for special consideration. Supportive documentary evidence must be provided. In cases of extensions sought on medical grounds, a certificate signed by a medical practitioner must be submitted as supportive evidence. Extensions of more than seven (7) days will not usually be granted. Students are referred to the university special consideration policy at:

http://www.mq.edu.au/policy/docs/special_consideration/policy.html

Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- Workshops
- StudyWise
- Academic Integrity Module for Students
- Ask a Learning Adviser

Student Enquiry Service

For all student enquiries, visit Student Connect at ask.mq.edu.au

Equity Support

Students with a disability are encouraged to contact the Disability Service who can provide appropriate help with any issues that arise during their studies.

IT Help

For help with University computer systems and technology, visit http://informatics.mq.edu.au/help/.

When using the University's IT, you must adhere to the Acceptable Use Policy. The policy applies to all who connect to the MQ network including students.