

PROFESSIONAL LEGAL RESEARCH

The rigors of editing a law review or legal journal demand the utmost organizational and communication skills. You may be familiar with The West Education Network® (TWEN) in the classroom, but are you aware that TWEN is also a powerful law review and journal management tool? With TWEN, an online communications platform on the Web, you can easily create and administer a Web site for your publication. You can improve communication with your editorial board and staff, post and share documents, and hone your legal research skills.

To set up a TWEN site, contact your West academic account manager or call the TWEN team at 1-800-306-9378.

Improve Communication

TWEN helps improve communication with your editorial board and staff. You can use these features:

- Post announcements and assignments.
- Use the calendar feature to track meetings, deadlines, authority checks, and social activities. You can also schedule automated e-mail reminders for calendar events.
- Use forums and live discussions to correspond with individuals, groups, or an entire staff.

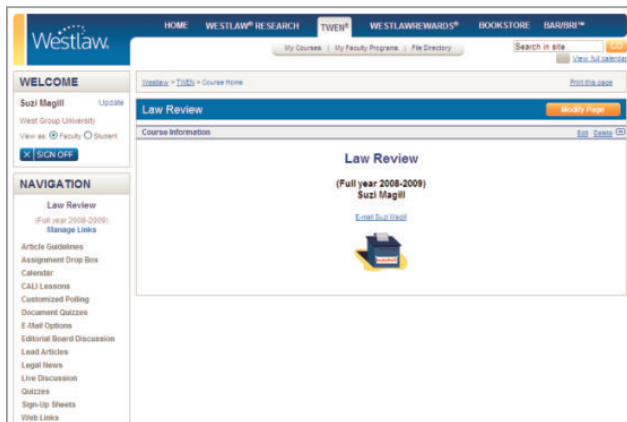


Figure 1. Course home page

Post announcements and assignments

TWEN lets you post information about your publication for your staff and writers. Post your mission statement, for example, and names and e-mail addresses of your staff members and editorial board. You can also post law review staff assignments on TWEN.

Category:

TWEN

For research assistance 24 hours a day, seven days a week, call the West Reference Attorneys at

1-800-850-WEST
(1-800-850-9378)

or click **Help** on Westlaw® for a live help session.

For technical support, call

1-800-486-4876.

You can also send an e-mail message to

west.twensupport@thomson.com.

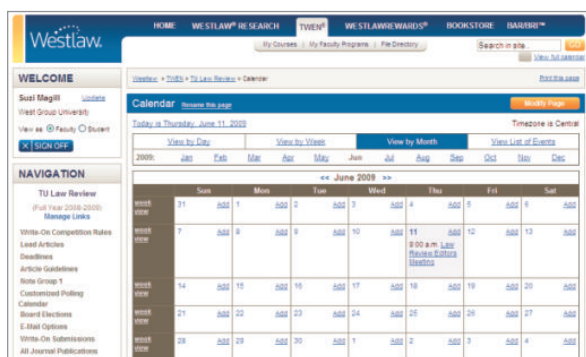


Figure 2. Course calendar

Create calendars

You can make sure that everyone has access to important dates for editorial board meetings, authority checks, and more using calendars. In addition, use calendars to help your staff keep track of social activities for your publication.

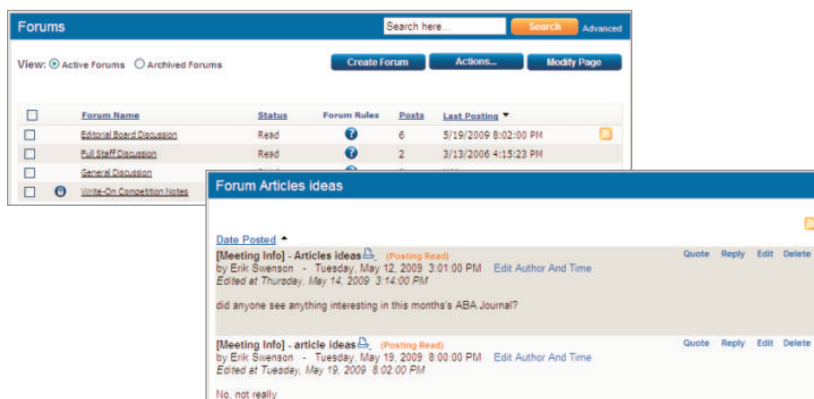


Figure 3. Forums

Communicate using forums

Keep in touch with all of the people involved in your publication, from student writers to staff to outside authors—wherever they are located. When you communicate via TWEN forums, you don't need to worry about maintaining a list of e-mail addresses. Just make sure that each person who needs to read your messages has a Westlaw password and access to the Web. (You can also easily generate guest user passwords for authors.)

Post and Share Documents

Use TWEN document pages to post important documents for your staff, writers, and others. You might choose to post articles, presentations, book reviews, policies, rules for write-on competitions, or your bylaws and constitution.

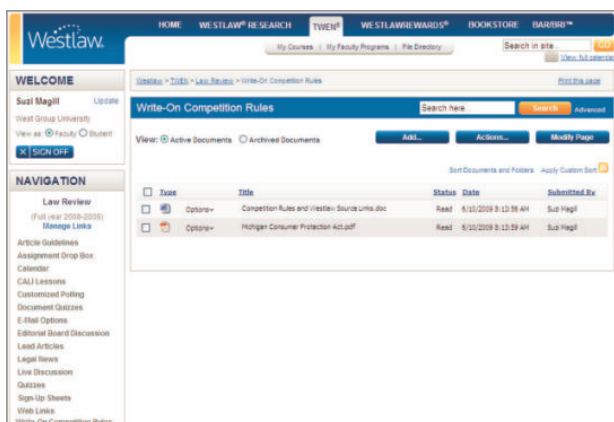


Figure 4. Sample document page

Click the document page name, e.g., **Write-On Competition Rules**, to view the postings.

Ensure the Accuracy of Citations, Learn Complex Editing Skills, and Improve Legal Research

Using TWEN, you have access to the following tools to help make your legal research more efficient and effective:

- **WestCheck**—West’s citation research application that automatically extracts citations from a document (or a list of citations created manually) and helps verify that all of the citations in the document are correct and that the supporting cases are good law. Access WestCheck by going to www.westcheck.com or download the software versions with QuoteRight on the Software Download Center at <http://west.thomson.com/software/westcheck/default.aspx>.
- **CiteStation**—a series of online exercises (using *Bluebook* and *ALWD Citation Manual* formats) designed to hone citation skills for editors and staff.
- **Legal Research and Writing**—tools and materials that provide advanced tips for conducting legal research in primary and secondary sources.

For more information, contact your school’s Westlaw account manager. You can also contact a TWEN team expert at 1-800-306-9378 or at west.twenteam@thomson.com.

For assistance using Westlaw, call 1-800-850-WEST (1-800-850-9378).
For free reference materials, visit west.thomson.com/westlaw/guides.

