

Law Review Editor's Guide to TWEN

The rigors of editing a law review or legal journal demand the utmost organizational and communication skills. You may be familiar with 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 (Figure 1). Use TWEN to 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 academic account manager or call the TWEN team at 1-800-306-9378.

Improve Communication

With TWEN, you can improve communication with your editorial board and staff using the following features:

- Post announcements and assignments.
- Use the calendar feature to track meetings, deadlines, authority checks, and social activities. You can also schedule automated email reminders for calendar events.
- Use forums and live discussions to correspond with individuals, groups, or an entire staff.
- Use course wikis to hold discussions with law review members. Members can edit and post information on the wiki.

For research assistance 24 hours a day, seven days a week, call the Reference Attorneys at 1-800-850-9378, click **Live Chat** on WestlawNext® or **Help** on Westlaw® Classic for a live help session.

For technical support, call **1-800-486-4876**.

You can also send an email message to **west.twensupport@thomson.com**.

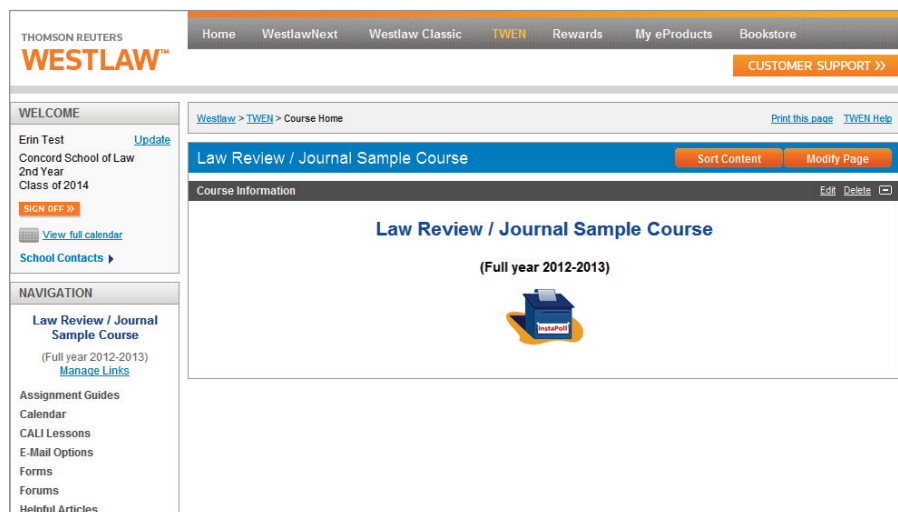


Figure 1. Law review course page

Post Announcements and Assignments

TWEN lets you post information about your publication for your staff and writers. For example, post your mission statement and names and email addresses of your staff members and editorial board (Figure 2). You can also post law review staff assignments on TWEN.

The screenshot shows the TWEN Staff Directory interface. On the left is a sidebar with a 'WELCOME' section for Erin Test, a 'SIGN OFF' button, and a 'NAVIGATION' menu where 'Staff Directory' is highlighted. The main content area is titled 'Staff Directory' and includes a search bar, view toggles for 'Active Documents' and 'Archived Documents', and buttons for 'Add...', 'Actions...', and 'Modify Page'. Below these are links for 'Copy and Send this page', 'Share this page', 'Sort Documents and Folders', and 'Apply Custom Sort'. A table displays one item: a 'Directory' entry by Sarah Bachmann-Lane, dated 6/26/2002 1:35:00 PM, with a status of 'Read'. The table has columns for 'Type', 'Title', 'Status', 'Date', and 'Submitted By'.

Figure 2. Staff directory

Create Calendars

You can make sure that everyone has access to important dates for editorial board meetings, authority checks, and other important events using calendars (Figure 3). In addition, calendars can help your staff keep track of social activities for your publication.

The screenshot shows the TWEN Course Calendar interface. The sidebar is similar to Figure 2, but 'Calendar' is highlighted in the 'NAVIGATION' menu. The main content area is titled 'Calendar' and shows a monthly view for August 2012. A dropdown menu is open, showing options: 'Add Calendar Event', 'Export Calendar Events', 'Delete Calendar Events', 'View as List', and 'Manage Calendar'. The calendar grid shows dates from 29 to 18. The date 13 is highlighted with a red box.

Figure 3. Course calendar

Communicate Using Forums

Use TWEN forums to keep in touch with all of the people involved in your publication, from student writers to staff to outside authors—wherever they are located (Figure 4). When you communicate via forums, you don't need to worry about maintaining a list of email addresses. Just make sure that each person who needs to read your messages has a WestlawNext password and access to the web. You can also easily generate guest user passwords for authors.

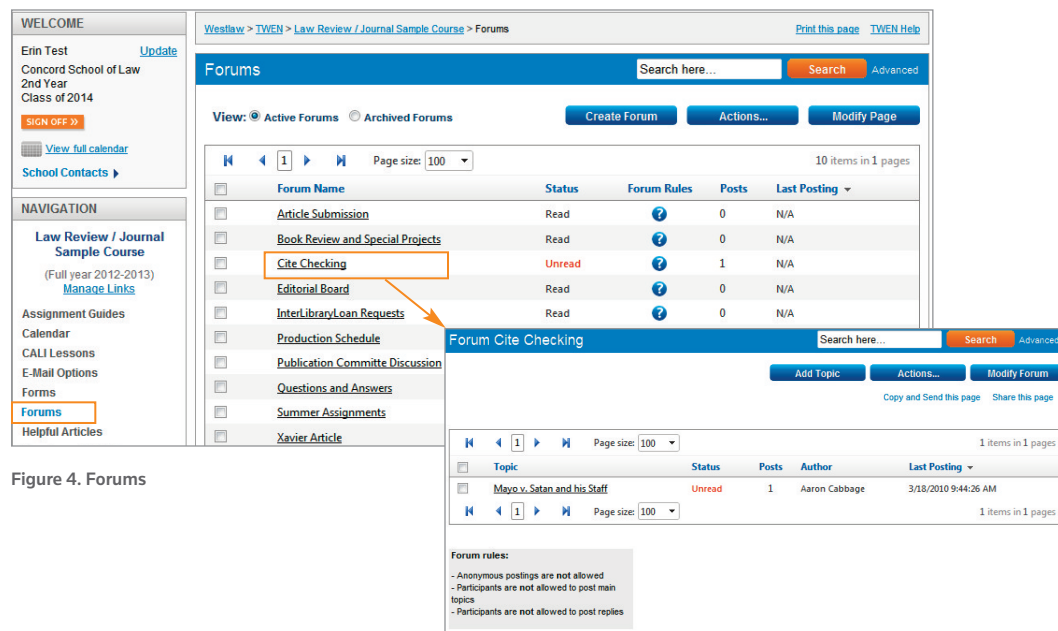


Figure 4. Forums

Post and Share Documents

Use TWEN document pages to post important documents for your staff, writers, and other individuals. You might choose to post articles, presentations, book reviews, policies, rules for write-on competitions, or your publication's bylaws and constitution. To access a document page, click a document page name on the left side of a course home page, such as **Assignment Guides** or **Write-On Competition** (Figure 5).

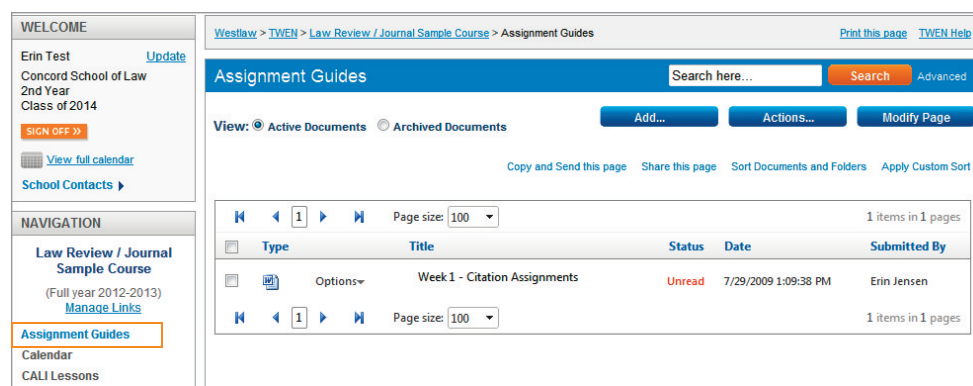


Figure 5. Assignment Guides document page

Ensure the Accuracy of Citations and Improve Citation and Legal Research Skills

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

- WestCheck®—automatically extracts citations from a document and verifies their accuracy by checking them in KeyCite® and other WestlawNext resources. Access WestCheck at www.westcheck.com.
- CiteStation®—a series of online exercises using *Bluebook* and *ALWD Citation Manual* formats, designed to hone citation skills for editors and staff.

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

For assistance using WestlawNext, call 1-800-850-9378.

For free reference materials, visit store.westlaw.com/westlaw/guides.

