

Submission Checklist

Please take these steps before submitting your writing sample to the teaching assistants:

1. **Tailor Your Writing Sample:** If you have more than one possible writing sample, choose the one most appropriate for the position or ask the prospective employer what they prefer (e.g., research memorandum, motion, appellate brief). Choose a writing sample that reflects your best writing.
2. **Create a Cover Page:** Create and attach a cover page to your writing sample. You can find examples of cover pages under Legal Writing Resources. The cover page should (1) include your name, (2) identify the document as a writing sample, (3) state the purpose of the writing sample (e.g., memorandum for your Legal Research and Writing course, memorandum for a private law firm), (4) briefly explain the subject matter of the writing sample (e.g., remedies under the National Labor Relations Act, piercing the corporate veil), (5) indicate whether you wrote the writing collaboratively (e.g., if a supervising attorney edited it), and (6) state, if you wrote it outside of law school, whether a supervising attorney approved the document for use as a writing sample.
3. **Submit in Word:** Submit your writing sample as a Word document to the teaching assistants. Remove any word-limit certification. (Although you are no longer bound by a word limit, your writing should still be as concise as possible.)
4. **Remove Your Student ID Number:** Use your name instead.
5. **Proofread:** Read, review, edit, and repeat. Make your writing sample as strong as you can. This includes carefully checking for errors in grammar, punctuation, and citation *before* submitting it to the teaching assistants.
6. **Incorporate Professor Feedback:** If your writing sample is Graded I, Graded II, or Graded III, make your professor's suggested changes before submitting the writing sample to the teaching assistants. If your professor has not yet reviewed your paper, you can still submit it to the teaching assistants. However, *the teaching assistants will not review a writing sample that you wrote for a course assignment and have not yet submitted for grading.*

7. **Correct Citations:** Make sure all your citations conform to the Bluebook or ALWD. Basic citation format is as follows:

Full Citation (triangles indicate spaces)

Case Name, volume ▲ reporter abbreviation ▲ initial page, pincite page ▲ (court abbreviation ▲ date).

Example: *United States v. MacDonald*, 531 F.2d 196, 190-91 (4th Cir. 1976).

Short Form Citation

Shortened Case Name, volume ▲ reporter abbreviation ▲ at ▲ pincite page.

Example: *MacDonald*, 531 F.2d at 197.

Use a full citation the first time you cite each case and short form citation thereafter. If the citation is to the same case as your previous citation, use *Id.*, indicating any change in the page cited from the previous citation.

Example: *Id.* at 199.

For more specific rules on citation, see the Bluebook, the ALWD Manual, or your legal writing professor.

8. **Shepardize:** Shepardize your cited cases to ensure they remain good law.
9. **Correct Formatting:** Your writing sample should have one-inch margins and a font no smaller than 12 points. The preferred font is Times New Roman.
10. **Obtain Permission:** If your writing sample originated from writing you did for an employer or judge, obtain permission from the employer or judge to avoid confidentiality issues. Do not simply redact, but rather substitute, names.
11. **Email to Confirm Receipt of Reviewed Writing Sample:** After you have submitted your writing sample to the teaching assistants for review and your teaching assistant has emailed it back to you with feedback, reply to that email to confirm you received it.