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**PEPPERDINE UNIVERSITY SCHOOL OF LAW**  
**THE JOURNAL OF BUSINESS, ENTREPRENEURSHIP & THE LAW**



**PUBLICATION INFORMATION FOR AUTHORS**

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# THE JOURNAL OF BUSINESS, ENTREPRENEURSHIP & THE LAW

## PUBLICATION INFORMATION FOR AUTHORS

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### **EDITING**

Editing by the Pepperdine Journal of Business, Entrepreneurship and the Law (the “Journal”) ensures that citations comply with *The Bluebook: A Uniform System of Citation*, and that grammar is clear and coherent. Grammatical changes generally adhere to the *Texas Law Review Manual on Usage and Style*.

### **PUBLICATION PROCESS**

#### **STEP 1: Sending Articles Electronically**

Authors are asked to submit articles in Microsoft Word format. To avoid formatting problems, authors are encouraged to submit articles in the original word processing program rather than saving to a different program after the article is completed. Articles should be submitted via Email or U.S. Mail to the following addresses:

*Journal of Business Entrepreneurship and the Law*  
Pepperdine University School of Law  
24255 Pacific Coast Highway  
Malibu, California 90263

Phone: (310) 506-6221

Email: [jbelsubmissions@law.pepperdine.edu](mailto:jbelsubmissions@law.pepperdine.edu)

#### **STEP 2: Conversion**

Upon receipt of the article, the Production Editor will use publishing software to convert the article to law review format. The conversion process provides the Production Editor with pages formatted similar to how the article will appear in printed form.

#### **STEP 3: Citation Check**

Once conversion is complete, each page of the article will be reviewed in detail by at least two Journal Staff Members. Staff Members are second or third year law students. The purpose of the review, referred to as a "citation check," is to ensure that proper Bluebook form is used, proper grammar exists, and adequate support exists for each substantive assertion. The citation check is a lengthy process, involving nearly one hour of review for each page of text. Citation checks for an entire article are generally completed in two to four weeks, depending on the size of the article.

Following the citation check, a Senior Staff Member will review in detail all changes recommended by Staff Members. Senior Staff Members are third year law students. The responsibilities of Senior Staff Members in this regard are to incorporate the revisions proposed by each Staff Member into a consolidated version of the article, and to resolve any conflicts between proposals by different Staff Members. This process of incorporating recommended changes is known as "incorporating." Incorporating of an entire article is generally completed in two to three weeks, depending on the size of the article.

Following the review by a Senior Staff Member, a Literary and Citation Editor will perform a detailed review of the consolidated revised article. This is a lengthy process, involving approximately forty to sixty hours of review for each article. The process is generally completed in three to five weeks.

NOTE: authors are strongly encouraged to submit a "source file" of rare or difficult-to-locate sources cited in the article. This will help members of the Journal complete their review in a timely and effective manner.

#### **STEP 4: Proofreading/Author Approval**

After the review process is complete, the Editor-In-Chief will proofread the entire article. The article will then be sent to the author for review and approval of all revisions proposed by the Journal. Significant or unusual revisions will be brought to the author's attention throughout the review process. However, to promote efficiency, minor revisions will be brought to the author's attention only at the end of the review process.

#### **STEP 5: Galley Proofs and Advance Sheets**

Following the author's approval of the revisions, the article will be sent to the printer. "Galley proofs" will be prepared by the printer and will then be sent to the author, Editor-in-Chief, and Managing Editor. The Editor-in-Chief and Managing Editor will each proofread the galley proofs. Once the galley proofs are approved, "advance sheet" copies of the article will be printed and forwarded to the author. Each author will receive up to fifty complimentary bound copies of the article in advance sheet form. Additional copies are available from the printer at a minimal cost.

#### **STEP 6: Publication**

The published article will be included in a semi-annual soft cover issue of the Pepperdine Journal of Business, Entrepreneurship and the Law. Each issue generally consists of two to three lead articles and two to three articles written by student members of the Journal.

The printer will ship the quarterly issue in hardcopy form to all subscribers of the Pepperdine Journal of Business, Entrepreneurship and the Law (i.e. courthouse libraries, public law libraries, law school libraries, etc.). The printer will also forward an electronic copy of the article to Westlaw and LEXIS to ensure on-line availability. A copy of the quarterly issue in hardcopy form will also be provided to the author.

### **PUBLICATION SCHEDULE**

The Pepperdine Journal of Business, Entrepreneurship and the Law is dedicated to maintaining a timely and organized publication schedule. We understand that authors generally seek expedient publication of their articles. We strive to balance the need for timeliness with the need for a thorough and effective review to ensure quality output.

There are generally no promised publication dates, as dates are inherently subject to change based on the unique circumstances surrounding each article and issue. However, we attempt to provide authors with an estimate of when the article will likely reach final publication. Please contact the Editor-In-Chief, Managing Editor, or Lead Articles Editors with questions about estimated publication dates:

[jbelsubmissions@law.pepperdine.edu](mailto:jbelsubmissions@law.pepperdine.edu).

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