



GEORGETOWN LAW

Handbook for S.J.D Students, Faculty Supervisors and Committee Members 2017-2018

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Introduction

The Doctor of Juridical Science (S.J.D.) is the highest degree offered by Georgetown University Law Center. It is primarily designed for foreign-trained law graduates who are interested in becoming law professors, scholars, jurists or public intellectuals, or in deepening their scholarship to continue in these fields. Students have five years to complete the degree, although most students finish sooner.

Writing a dissertation is the primary task for S.J.D. students. They do so under the direct supervision of a full-time member of the law school's faculty. Through the dissertation, students are expected to make a substantial contribution to legal scholarship by raising, expanding upon or answering an important question and exercising independent critical ability in making the argument. Ordinarily, the dissertation is a single book-length monograph, but with the faculty supervisor's recommendation and the approval of the S.J.D. Program Director, it may be a series of related articles suitable for law journal publication.

To earn an S.J.D., a student must meet the following requirements:

- Two years in full-time residence
- Successful completion of required and elective courses
- Successful completion of a dissertation or, if approved, a series of substantial law review articles
- Successful oral defense of the dissertation or series of articles
- Submission of the dissertation in compliance with Graduate Program guidelines

S.J.D. Program

This Handbook provides a general description of the S.J.D. Program. The Georgetown Law Student Handbook of Academic Policies, 2017-2018, is a compilation of law school rules and policies for all GULC students. S.J.D. students are expected to be familiar with its contents. The Student Handbook is available online and in the Office of Graduate Programs: <http://www.law.georgetown.edu/go/handbook>.

Residency and Coursework

To obtain a S.J.D. degree, a student must be in residence for two years and complete a full-time (8 credits per semester) course of study, research, and writing under the supervision of a full-time member of the faculty. Students must limit employment (on or off campus) to a maximum of 20 hours per week, regardless of whether a student's visa or legal residence status would permit more hours of employment.

After two years, students are not required to be full-time students unless they are residing in the U.S. on a student visa, although they are advised to devote as much time as possible to their writing. Students are also not required to remain in residency after two years but are encouraged to do so because it is highly conducive to completion. S.J.D. students who are not in residency normally maintain matriculation as full-time students in continuing enrollment (8 credits/semester).

Throughout their time in residency, all students are automatically enrolled in the S.J.D. Core Curriculum, consisting of weekly S.J.D. Seminars, the S.J.D. Colloquium, and supervised or independent reading. In addition, S.J.D. students participate in the Fellows Seminar/Workshop. First-year S.J.D. students are also required to take a 3-credit scholarly paper seminar and a course on presentation skills. S.J.D. students may enroll in electives on a limited basis. All elective coursework decisions are made in consultation with the student's supervisor.

The Core Curriculum for all S.J.D. students in residency

- S.J.D. Seminars
- S.J.D. Colloquium
- Reading courses: Supervised (first year) and Independent (continuing)
- Fellows Seminar/Workshop

S.J.D. Seminar (3 credits, fall and spring semesters) (pass/fail)

Students meet once or twice a week and take turns discussing their work in an informal and supportive setting where they receive constructive feedback and ideas. Each student's work is presented twice a year by a commenter, and as a result, seminar participants are deeply involved with each other's work. The rigor of having one's work discussed also encourages steady productivity.

S.J.D. Colloquium (3 credits, fall and spring semesters) (pass/fail)

The S.J.D. Colloquium is structured around specific themes each semester. These may include law and society; comparative law; jurisprudence; and law and development. Themes rotate from year to year based on student needs and interests. The purpose of the Colloquium is to provide a common syllabus for ongoing scholarly development and a forum for conversation in fields generally important for S.J.D. students.

Fellows Seminar/Workshop (not-for-credit, fall and spring semesters) (ungraded)

The Fellows Seminar/Workshop is a four-semester program to help students prepare for careers in law teaching. Each semester has a stand-alone structure, focusing on a particular theme in jurisprudence so students join as they matriculate. The purpose of this course is to provide a solid foundation in American and western legal philosophy and scholarship, deepen skills in critical reading and analysis, and enhance fluency in legal discourse. It is open to Georgetown fellows, visiting researchers and S.J.D. students.

Additional course requirements for first year students

Supervised Reading (2 credits, fall and spring semesters) (pass/fail)

S.J.D. students spend a significant amount of time their first the year researching and deepening their knowledge in their topic areas and developing their dissertation methodology. This process is formalized over the fall and spring semesters through supervised reading courses. Students and their supervisors develop a reading list and students meet periodically with their supervisor or another member of the faculty with expertise in the particular subject area. Short “think pieces” may be required. By the end of the year, students should have a solid literature review and research methodology. Reading lists may be finalized during the first week of school, but students should initiate contact with their supervisors over the summer to begin planning.

Presentation Skills for Academics (2 credits, fall semester) (pass/fail)

Students receive training in oral presentations and practice their skills in moot sessions. This course culminates in presentations at the National S.J.D. Roundtable at the end of the fall semester.

Scholarly Paper Seminar (3 credits, fall or spring semesters) (graded)

First year S.J.D. students elect a seminar from the school’s regular curriculum that requires a scholarly paper. The seminar should be on a topic that will assist them with the dissertation either directly, resulting in a draft chapter, or indirectly, by providing needed background knowledge. Students select their seminar in consultation with their faculty supervisors. The purpose of this requirement is to add to students’ intellectual foundations for the dissertation, to give them additional experience writing a scholarly paper and, if appropriate, to enable them to submit an article for publication. Consistent with requirements for a 3-credit Graduate Independent Research course (GIR), S.J.D. students are expected to write an 8,000 word paper, regardless of length requirements for J.D. students enrolled in the particular seminar.

Continuing students in residency (second and subsequent years)

As students’ work on their dissertations progresses, they increasingly develop the capacity to work independently, and their dissertation projects require them to do so. However, advanced students in residence benefit by being members of an intellectual community for enrichment and ongoing support. This is why they continue to participate in the Core Curriculum. In addition to the Core Curriculum, continuing students in residence are enrolled in a 2-credit Independent Reading course per semester. This is unscheduled, unsupervised and ungraded but gives credits for the ongoing research that they are doing.

Optional courses for all students in residency

Electives (anytime, credits and grading policies vary)

S.J.D. students may register for, or audit, elective courses. This is especially helpful for first year students to broaden their exposure to substantive law in their fields before beginning

significant writing. It also is an opportunity to meet professors who might be potential dissertation committee members. Students may choose from courses at the law school or main campus. Continuing students may also take or audit an elective if necessary for their scholarship, but are limited to no more than one course a semester.

Continuing students not in residency

Students are responsible for maintaining regular contact with their faculty supervisors. Students away from campus are expected to follow the same meeting schedule as students in residence (see “Supervisor and Student Meeting Schedule” below) and should try to return at least once a year to meet in person. If this is not possible, students and faculty supervisors should arrange to meet via Skype or a similar means.

Time for completion

S.J.D. students are expected to complete their degree within five years after commencing the program. Up to two additional years of study may be granted under exceptional circumstances. Students must formally petition the Associate Dean of Graduate Programs. That petition must be supported by the student’s supervisor in writing. The Associate Dean and S.J.D. Program Director consult, with the final decision left to the Associate Dean. Approval will be granted only when the student has made significant progress and is close to completion.

Suggested work timeline

The time it takes to go from first draft to oral defense varies from project to project. A timeline is a useful tool for motivating and structuring the work, and students and faculty supervisors may want to develop one. The following is a general guide, but many other models are available. (See “Templates for Writing,” Appendix B).

Year 1. Students complete a well-formulated thesis statement, table of contents and literature review.

Year 2. Students develop a comprehensive outline of the dissertation and begin drafting chapters.

Year 3. Students complete a draft of the dissertation.

Years 4 and 5 (as needed). Students work on their revisions and prepare to defend. Dissertations commonly undergo many rewrites before the defense.

Scholarly process, work product and plagiarism

Scholarship is rarely a solitary endeavor. This includes dissertations, which are written with input from supervisors, committee members, other faculty, student colleagues, and participants at academic workshops, seminars and conferences. Cross-fertilization is a vital and cherished part of academic intellectual life. On the other hand, overreliance opens

the risk that the dissertation becomes the work product of another person. Furthermore, academic integrity requires scrupulous honesty in the use of another's work.

Failure to properly credit another person's words or ideas constitutes plagiarism, conduct that is subject to disciplinary sanctions. *All doubts should be resolved by crediting the contribution of others following standard rules of attribution.* (See the Georgetown Law Student Handbook of Academic Policies section on plagiarism for guidance.) Students are urged to discuss their questions and concerns with their faculty supervisors.

To protect against the risk of inadvertent plagiarism, students might consider using an electronic checking program. Keep in mind, however, that each of the various programs has significant limitations. These concerns may be discussed with faculty supervisors as well as experts from the law library.

Supervision

The cornerstone of doctoral education is the relationship between students and their faculty supervisors. Faculty supervisors are full-time members of the law school's faculty. Writing a dissertation takes sustained student dedication over several years and involves a serious time commitment for the supervisor. Students are assigned a faculty supervisor who has chosen to work with them prior to admission to the S.J.D. program. Faculty supervisors and students are expected to work together throughout the student's enrollment in the program.

Supervisor responsibilities

- Clarifying mutual expectations between their students and themselves;
- Notifying students if they are failing to meet expectations and giving them reasonable time to rectify deficiencies;
- Guiding students on the feasibility and formulation of the topic, scholarship standards and ethics;
- Ensuring that students have the necessary foundational knowledge to write the dissertation, and if not, helping students find the necessary resources to fill the gaps;
- Discussing Georgetown's Institutional Review Board student research standards with students and guiding students through the approval process if required;
- Providing intellectual and scholarly support by suggesting resources and discussing ideas, theories and new scholarship;
- Helping students establish and use benchmarks to assess their progress;
- Helping students select members of the dissertation committee;
- Reading manuscript sections within an agreed-upon time frame and meeting with students in person to go over comments; and
- Directing revisions and alerting students if a manuscript requires an editor to review and correct English writing errors.

Student responsibilities

- Respecting mutual expectations between their faculty supervisor and themselves;
- Developing an agreeable arrangement for working with their faculty supervisor, including meeting schedules, course selections, submissions and revisions;
- Preparing a dissertation time-line with clear benchmarks, reviewing it with their faculty supervisor, and making adjustments along the way;
- Meeting deadlines or giving reasonable notice and reasons for delays;
- Discussing with their faculty supervisor how drafts should be submitted—with what degree of polish and in what form;
- Submitting drafts long enough in advance of scheduled supervision meetings to give their faculty supervisor adequate time to review them;
- Recognizing that all good writing is the product of rewriting and that it is reasonable for a faculty supervisor to expect multiple revisions;
- Alerting faculty supervisors of any change of circumstances that affects progress towards completion and taking responsibility for managing necessary administrative adjustments; and
- Complying with law school rules and policies.

Supervisor and student meeting schedule

Generally, supervisors and students set their own meetings. In addition, there are specific annual meetings that they must attend:

The beginning of the academic school year. Faculty supervisors and students meet to plan the coming year. *This is particularly urgent for first year students who need immediate course counseling for the fall semester.* If not already resolved over the summer, the initial meeting addresses which writing seminar the student should select and the contours of the supervised reading for the year.

Fall moots for first year students. New students prepare for the annual fall National S.J.D. Roundtable by mooting their presentations. Supervisors attend their individual student's moot. These last for an hour and usually take place on a Monday evening in late October.

S.J.D. Seminars fall and spring. Students submit their work twice a year for discussion in the S.J.D. Seminar. An assigned student commenter leads discussion. Supervisors attend and offer additional comments on the author's work. Committee members are encouraged to attend if possible. The seminars meet once or twice a week.

Annual review in the spring. Each spring the supervisor, student, S.J.D. Program Director, and committee members (if selected) meet to review the past year and plan the next.

These meetings are intended to identify and solve any problems that may have arisen over the year. *Students hoping to defend the following year must give notice at this meeting.*

Following the annual review, students write a report summarizing the meeting, including areas of success, areas needing attention, strategies for addressing weaknesses and their time line for the coming year. Their supervisor reviews the report and, once approved, signs, dates, and sends copies to the student and the S.J.D. Program Director. Students not making appropriate progress may be terminated from the program.

Dissertation Committee

In addition to the faculty supervisor, S.J.D. students complete their dissertation with the direction of two additional faculty members who constitute a student's Dissertation Committee. One committee member must be a full-time Georgetown law school faculty member. The other may be a professor from another field and/or from outside the law school if approved by the S.J.D. Program Director.

There is no deadline by which a committee must be formed. However, it is helpful to start thinking about committee members in the second year to benefit from new perspectives and input. The faculty supervisor and the S.J.D. Program Director must approve the two committee members.

Committee members play widely varying roles. Some work closely with the student and faculty supervisor throughout the process; others function more as expert advisors to be consulted on specific matters. The faculty supervisor and student should discuss the role they want committee members to take before finalizing the Committee. All committee members read and comment on the dissertation once a preliminary draft has been completed and again before the final draft is ready to be defended. If there is confusing or conflicting advice, the faculty supervisor clarifies and manages expectations. All committee members are present for the student's oral defense.

Most students need help from their faculty supervisors finding committee members—identifying possible candidates, discussing them with the student, and facilitating conversations between students and potential members. Factors to consider in selecting committee members are their reputation and expertise in the field; ability to help professionally; commitment and availability (both time and access); and enthusiasm for the topic. An ideal committee has members who offer complementary academic strengths, have different styles and serve different functions for the student.

Oral Defense

Preliminary plan to defend

The year prior to the anticipated defense, students must have a committee in place and notify their supervisor, committee members and S.J.D. Program Director in writing, before their annual spring meeting, of their anticipated readiness to defend. The supervisor, committee members and S.J.D. Program Director will review the student's request and map a preliminary completion schedule, including timetables for periodic submissions of drafts and committee review. The supervisor has discretion to decide whether this conversation takes place without the student prior to the annual meeting. If the student is not present, the plan is later discussed, and adjusted if appropriate, at the annual meeting with the student. The plan does not constitute final approval to defend and may be altered as needed.

The criteria for proceeding to defense are reviewed with the student at the annual meeting. These include:

1. Before defending a dissertation, a student must have (a) spent at least two years in full-time residence and (b) successfully completed all required and elected courses. The S.J.D. Program Director certifies that the student has completed these requirements.
2. The dissertation must meet the following standards:
 - a. Substantial contribution to legal scholarship by raising, expanding upon or answering an important question and exercising independent critical ability in making the argument.
 - b. Book-length, normally 75,000-100,000 words including footnotes, but excluding preliminary pages, table of contents, bibliography, charts and other similar matter.
3. Final manuscript preparation is not necessary for the defense (see "Completing the Manuscript" below) but the manuscript must be edited. Dissertations with grammar, punctuation, spelling, formatting and citation errors will not be accepted for defense.

Editing

Almost all professionals who write scholarly texts for a living use some form of editing. There are different levels of editing: proofreading, copy editing and substantive editing.

- Proofreading assistance to correct grammar, punctuation and spelling is permissible in all cases.
- A reasonable amount of English copy editing for clarity—including style, word usage and verbiage—does not bear on the quality or authorship of the dissertation. Non-native English speakers are strongly advised to hire an editor or ask a native speaker to copy edit the dissertation. What is reasonable is to be determined by the individual faculty supervisor and the S.J.D. Program Director.
- Proofreading and copyediting are not plagiarism and do not need to be cited.

- Employing an outside editor for substantive editing that alters the ideas, structure and logic of the dissertation is never permitted.

Approval to defend

1. Following the timeline set forth in the preliminary or revised plan to defend, the student submits a hard copy of the dissertation to the faculty supervisor who then decides whether the student is ready to defend.
2. If the supervisor thinks that the student is ready, the other committee members are contacted and the student sends each member a hard copy of the dissertation. The supervisor sets a schedule for them to read and comment on the dissertation. Committee members must have at least a month to read the dissertation.
3. The committee meets to discuss the dissertation. The defense will not be scheduled until all members of the committee agree that the dissertation is ready to be defended. This process may take several meetings. The committee may meet alone to discuss the dissertation. The student is notified if the committee has concerns and is given adequate time to respond and revise.
4. The faculty supervisor notifies the S.J.D. Program Director when the committee agrees to proceed with the defense.

Setting the defense date

1. The defense must take place at least a month prior to graduation but three months is advisable. Graduation dates are the Sunday of the weekend preceding Memorial Day weekend, February 1 and October 1.
2. If additional work is anticipated after the defense (see “Revisions” below) or the manuscript is not in final form before the defense (see “Completing the Manuscript” below), three months between the defense and graduation is advisable. *The student will not graduate* as planned if the Registrar has not received the Certificate of Completion two weeks before graduation, and the S.J.D. Program Director must have the final manuscript two weeks before submitting the Certificate of Completion to the Registrar.
3. The faculty supervisor:
 - a. Discusses with the student who will attend the defense (see “The defense” below) and they decide on a range of possible dates.
 - b. Surveys the committee members for their availability on those dates.
 - c. Contacts the S.J.D. Program Director with at least several scheduling options, as well as the number of people who will be invited to attend, and type of defense planned, i.e., formal presentation in a moot court room or informal in a seminar room.
4. The S.J.D. Program Director schedules the defense and notifies the faculty supervisor, committee members and student of the date, time and place.
5. If a member of the committee will be traveling to the defense, travel arrangements should be made as soon as possible after the date is set. The

Office of Graduate Programs will cover the lowest-cost economy travel and, if needed, one night's stay in a local hotel. The manager of the Office of Graduate Programs, currently Molly Jackson (jacksonm@georgetown.edu), will work with the traveler to make arrangements. The faculty supervisor should provide the traveler's contact information to Ms. Jackson directly or to the S.J.D. Program Director.

The defense

Students may choose the style of defense they prefer: an open defense to which members of the law school community are invited, a defense that others may attend by invitation, or a closed defense with only the panel in attendance (the faculty supervisor, dissertation committee and S.J.D. Program Director).

The defense is expected to take approximately two hours. Typically, the student presents a 20-30 minute overview of the project, including reflection on the intellectual process, the new ground covered, and the remaining open questions. The supervisor then opens discussion for questions and comments from the committee. Only the panel may ask questions of the student. Following the discussion, the panel meets privately and votes whether to recommend the degree. The faculty supervisor, committee members and S.J.D. Program Director sign four copies of the Certification of Completion after a successful dissertation defense.

The S.J.D. Program Director retains the four copies of the Certification of Completion while the candidate completes revisions, if any, and the final steps to graduation (see "Final Steps to Graduation" below).

The S.J.D. Program does not award departmental honors for dissertations.

Revisions

Sometimes the manuscript may require changes following a successful defense before a student is cleared for graduation. If changes are needed, the student must complete and submit the electronic PDF of the corrected dissertation to the S.J.D. Program Director no later than 30 days before graduation. If overdue, graduation may be delayed until the next date.

If a student is asked to make small additions or corrections to the dissertation, the faculty supervisor determines whether the student must resubmit after making these corrections. Normally a faculty supervisor's review and approval are not necessary for minor corrections. If the committee requires major revisions, the faculty supervisor, in consultation with the S.J.D. Program Director, determines the appropriate procedures and schedule.

Completing the manuscript

- Detailed instructions for formatting the dissertation are provided in Appendix C. If a particular aspect is not specified, students may follow their own preferences.
- Dissertations must follow Bluebook citation rules. Even if citations were inserted via Zotero or another citation program, it is strongly recommended that all citations be reviewed to ensure conformity.

Final Steps to Graduation

Law library archival requirements

The law library retains a single keyword searchable electronic PDF copy of every S.J.D. dissertation. The library prints two bound copies, one for general circulation and non-circulating one for the library archives.

Students are responsible for preparing the electronic PDF. The file's "Document Properties" fields should include: title, author, subject, keywords, summary, copyright status and copyright notice. The law library is available to help locate the fields and assign subject headings.

The electronic copy must also include the Author's License and Deposit Form. This form governs electronic publication of the dissertation by the law school. (See Appendix D, "Author's License and Deposit Form.") Students who want to arrange first publication of their dissertation elsewhere may submit a request to the law library for an embargo of up to two years, copying the S.J.D. Program Director.

Certification of Completion

Once all revisions, if any, are completed, and law library archival requirements are met, the successful candidate sends the S.J.D. Program Director the electronic PDF file of the dissertation. The S.J.D. Program Director notifies the Registrar that the student has met all academic requirements for graduation and transmits the PDF file to the law library. The Registrar, the law library, the Office of Graduate Programs and the candidate receive copies of the Certification of Completion.

Printing and binding

The S.J.D. Program Director will arrange for two copies of the dissertation to be printed and bound: one copy goes to the candidate and the other goes to the Office of Graduate Programs. The candidate should provide an address to which the copy should be sent.

Commencement

The Office of Student Life sends graduating S.J.D. students information about Commencement. Students make all their own arrangements for renting their regalia, purchasing announcements, etc. There is a web page devoted to Commencement: <http://www.law.georgetown.edu/campus-life/student-life/Commencement/index.cfm>.

Visa Requirements for Graduating International Students

The visa requirements indicated below are subject to change. Students are responsible for confirming the validity of their own visas.

- International students on Georgetown-sponsored F-1 or J-1 visas need to be especially alert to the program end date listed on the DS-2019 or I-20. If the student will need additional time to complete the program, or if the student will finish more quickly than initially expected, the program end date on the DS-2019 or I-20 should be updated to reflect this change.
- J-1 students have a grace period of 30 days following the program end date if they do not apply for post-completion Academic Training.
- F-1 students have a grace period of 60 days after the program end date if they do not apply for Optional Practical Training. During the grace period, students may stay in the US but reentry in F-1 or J-1 status after travel abroad is not permitted.
- Students interested in applying for Academic Training or Optional Practical Training should contact their international student advisor at lawcentervisa@georgetown.edu at least 2 months in advance of one's program end date.
- Students with additional questions should contact their visa advisor.

Graduate Teaching Fellow Program

S.J.D. students may want to acquire experience in teaching during their residence at Georgetown. The possibility of doing so depends upon the willingness of a faculty member to allow the student to participate in teaching a course. Students are cautioned that teaching requires a substantial amount of time and dedication, and may significantly delay completion of the dissertation. Graduate Teaching Fellows may teach with a faculty member at the law school or Main Campus. Students who wish to acquire teaching experience are advised to discuss options with their faculty supervisor as doing something jointly is the most promising avenue.

Teaching experience can take one of several forms:

- Serving as a teaching assistant in a Law Center course;
- Teaching a portion of a Law Center course;

- Serving as a teaching assistant, co-teacher or adjunct at another school within Georgetown University (Main Campus)

In all of the above situations, grading enrolled students shall remain the sole responsibility of the faculty member.

In the event that a new course is contemplated, the student will need to develop a proposal with the faculty member and then submit it to the S.J.D. Program Director. The proposal should describe how the candidate will contribute to the teaching of the course by specifying the number of class sessions, if any, to be led by the candidate and otherwise describing how the candidate will participate. If the J.D. program offers the course, approval must also be obtained from the Associate Dean for J.D. Programs. Graduate Teaching Fellows will be compensated in the amount paid to adjunct professors.

Resources and Events

S.J.D. students have unparalleled access to resources by virtue of studying in Washington, DC, home to major international organizations. S.J.D. students are also an integral part of the law school community and are invited to participate in its rich academic and social life.

Georgetown offers the following special resources to support S.J.D. students in their scholarly pursuits:

Carrels

There are a limited number of carrels reserved for S.J.D. students at the library. The S.J.D. Association administers the assignment of carrels jointly with the library. Although some of these carrels include lockable bookcases, students should *not* leave valuables such as laptops in these bookcases.

Conferences

S.J.D. students are encouraged to attend scholarly conferences to present their work and to meet others working in their fields. Limited funds of up to \$500 may be available to meet some of the costs. Students are advised to contact the President of the S.J.D. Association, Liron Shilo, ls1057@georgetown.edu, for procedures for obtaining funds.

Copying

S.J.D. students are eligible for free photocopying and printing up to \$250 each semester in the Georgetown Law Library. The account is obtained from the Go-Card office at the beginning of each school year.

Exchange Program with Sciences Po

The Georgetown S.J.D. Program and the Sciences Po Institut d'Etudes Politiques de Paris have an exchange program for a student from each school to visit at the other for any length of time up to a year. Applicants must find an advisor at Sciences Po who agrees to work with them. It is not necessary for students to speak French to participate. Fees at both schools are waived although the students must have the required health insurance consistent with school or visa requirements.

ExpressO

Students may submit articles to American law reviews through a national online system called ExpressO at <http://law.bepress.com/expresso>. The Office for Research and Academic Programs will handle submissions for up to 30 journals free of charge, upon receipt of the recommendation from a faculty member that the article merits publication. Students who wish to submit to additional journals, or who wish to submit articles on their own without obtaining a recommendation letter from a faculty member, can do so through the ExpressO system at their own expense or by using regular mail.

S.J.D. Association

The S.J.D. Association fosters interaction between S.J.D. students and the larger GULC community, and organizes various academic, social and cultural events. Activities vary from year to year. Liron Shilo is current President and may be reached at ls1057@georgetown.edu for questions and joining the Facebook page.

National S.J.D. Roundtable

S.J.D. students are invited to participate in the Roundtable held every fall on a rotating basis between American University and Georgetown for S.J.D. students around the country. Students present a paper for discussion and feedback. Georgetown students moot their work in preparation for the Roundtable.

Presentation Opportunities

S.J.D. students are strongly encouraged to take advantage of opportunities within the law school to present their work. One such venue is the Fellows Workshop held on alternating weeks of the Fellows Seminar/Workshop (see "Core Curriculum" above). Professor Robin West schedules the workshops. west@law.georgetown.edu. Twice-weekly summer workshops are another venue. The faculty organizer circulates a sign-up list to faculty, fellows and S.J.D. students at the beginning of each summer.

S.J.D. Dissertation Boot Camp

Each spring students participate in a two-day Boot Camp to focus exclusively on writing a portion of their dissertations using the Pomodoro technique.

https://en.wikipedia.org/wiki/Pomodoro_Technique. The goal is to produce 20,000 words of first draft material. The Boot Camp is fun and highly productive—supported with good food, music at breaks and awards for every 5000 words.

Graduate Program Administration

The offices of the S.J.D. program are located in the Graduate Programs suite, on the fifth floor of the Hotung building. Professor Rosa Brooks, Associate Dean for Graduate Programs, is located inside the suite. Professor Alexa Freeman, Director, S.J.D. Program, is located just outside the suite in Hotung 5005. Students may schedule an appointment with Professor Freeman by contacting her directly at (202) 662-9231, apf5@georgetown.edu. Students who wish to meet with Dean Brooks should schedule an appointment by contacting Kimberly Martin at (202) 661-6572, ksm54@georgetown.edu.

Appendix A: Registration Information

Because registration takes place in May for the following academic year, the law school has special procedures for S.J.D. students.

Automatic registration

- All S.J.D. students in residence are automatically registered for the Core Curriculum (note that the Fellows Collaborative is not a “course” for which registration is required):
 - S.J.D. Seminar (3 credits, fall & spring semesters) (pass/fail)
 - S.J.D. Colloquium (3 credits, fall & spring semesters) (pass/fail)
 - Supervised/Independent Reading (2 credits, fall & spring semesters) (ungraded)
- First year students are also automatically registered for:
 - S.J.D. Presentation Skills (1credit, fall semester) (pass/fail)
- Continuing students not in residence are automatically registered for:
 - S.J.D. Continuing Full-time Registration (8 credits, fall & spring semesters) (ungraded)

Additional course registration

- First year students enrolling in their 3 credit Scholarly Paper Seminar:
 - Check the curriculum guide on the law school website to see what courses are available that semester. Students may take the seminar under either the J.D. or LL.M. curriculum. J.D. upper level writing courses are directly searchable: Academics → Academic Programs → Curriculum Guide → Schedules → Change term → Upper division JD writing courses. This will produce every upper level writing seminar in the J.D. curriculum. Be sure to look for the 3 credit courses with WR notations.
 - LL.M. writing courses are not listed separately from other LL.M. courses. Follow the same search but choose “Graduate program schedule” instead of “Upper division JD writing courses.” Scroll through the listings to find the 3 credit writing seminars. Check the course description to ensure that the J.D. section of the course has the WR notation. If yes, you may enroll in the LL.M. section of the course and still meet the paper requirement.
 - After considering the options, first year students should meet or correspond with their supervisors to decide which writing course will be most helpful for their scholarship. If a course is full, schedule an appointment with Professor Freeman because it may be possible to enroll in it as “Graduate Independent Research” (GIR) if the course professor permits.

- Note that S.J.D. students are expected to write a 10,000 word paper, regardless of length requirements for J.D. students enrolled in the particular writing seminar.
- All S.J.D. students follow the same procedure for any other course they desire to take at the law school for which they are not automatically registered.

Auditing and Main Campus courses

- S.J.D. students may audit any upper-class course at the law school with the course professor's specific permission and if space is available. Students are strongly encouraged to consult with their supervisors to weigh the benefits and costs of taking time away from writing to audit a course. Note that audited courses at the law school do not appear on transcripts.

The process of registration for courses on the Main Campus has its own rules and mechanisms. Information on requesting permission to enroll in a Main Campus course can be found on pages 55-56 of the Student Handbook.

http://www.law.georgetown.edu/campus-services/registrar/handbook/upload/Graduate_Programs.pdf

- It is not necessary to register for the Fellows Collaborative because it is not taken for credit. Students are given the class time and location at fall orientation.

Appendix B: Templates for Writing a Dissertation

There are a great many templates for completing a doctorate. While most pertain to the Ph.D. and include tasks that Georgetown S.J.D. students have already done, such as choosing a topic and drafting a proposal, a template for writing a dissertation may be helpful for S.J.D. students.

The “Dissertation Calculator” developed at the University of Minnesota is an on-line program that generates a timetable based on starting and completion dates that the student plugs in.

<https://www.lib.umn.edu/help/disscalc/>

The University of Queensland, Australia, has a site that breaks the process down into stages with a wellspring of resources under each: “PhD...First thoughts to finished writing.”

http://www.uq.edu.au/student-services/phdwriting/fr_phsta.html

The Australian National University offers a Facebook page for its Research Skills Centre

http://www.facebook.com/AnuResearchSkillsAndTraining?ref=stream&hc_location=stream

You may also find the following useful:

Varun Grover, *Successfully Navigating the Stages of Doctoral Study*, 2 INT. J. DOCTORAL STUDIES 9 (2007)

Taming Your Dissertation, DISSERTATION NEWS, No. 1 (1994) offers guidelines and includes a 39-step schedule.

TERRY HUTCHINSON, RESEARCHING AND WRITING IN LAW 170-173, 194 (2010) describes how to create a time line and time management matrix and provides two models for the S.J.D., one for 18-48 months of full-time work and one for 36-96 months of part-time work.

The Thesis Whisperer

<https://www.facebook.com/pages/The-Thesis-Whisperer/136762006343946>

Appendix C: Format for the Dissertation

1. Order and Content

Follow the sequence of elements below. The items marked with the asterisk are required in every dissertation. All other elements are either optional or required only if pertinent to the manuscript. Specifications for these for these elements are described below in part 3.

- Title Page*
- Copyright Page
- Abstract*
- Dedication Page
- Acknowledgments Page
- Table of Contents*
- Table of Appendices
- Text with Footnotes*
- Bibliography*
- Appendices

2. Style

Spacing

Double-space the body of the document. Long quotations, footnotes or endnotes, bibliographies and extracts are single-spaced with a double space between entries or paragraphs.

Margins

Page size should be 8½ x 11 inches. Leave a margin of 1½ inches at the left side of each page and 1¼ inches on the top, bottom, and right side of the page. “Left justified” margins (i.e., not justified on the right) are preferred for readability.

Fonts

Fonts should be 10 or 12 point in the body of the dissertation. They may be smaller in footnotes or endnotes. Font size should be consistent throughout the dissertation. Use fonts such as “Courier”, “Times New Roman”, “Garamond”, “Cambria” or others that are common and readable.

Pagination

- Page numbering should be aligned on the right but may be on the top or bottom of the page. Pages laid out in “landscape” mode, such as for charts or graphs, should have the page number in the same position as any other page.
- The introductory pages (copyright, abstract, acknowledgments, table of contents, etc.) are numbered with lower-case Roman numerals (ii, iii, etc.) and continue consecutively until the beginning of the main text of the dissertation.
- The pages in the main text of the dissertation are numbered consecutively from Chapter 1 through appendices using Arabic numerals (1, 2, etc.)

Reproduction of non-text items

Non-text items, such as tables, graphs, and scans may be incorporated in the dissertation document. The item(s) must be mounted so that it conforms to the margin, paper, and numbering requirements discussed above. If the item is too large to fit within the margins of one 8½ x 11 inch page, then the item may be split and placed on two (or more) additional pages. In addition, the non-text item must appear in sharp, dark, and clear contrast and any text included with the item should be in the same font as the rest of the dissertation.

3. Elements

Title page

Center the following on the first page (unnumbered):

**TITLE OF THESIS:
SUBTITLE OF THESIS**

by

NAME OF AUTHOR

**A thesis submitted in partial fulfillment of the
requirements for the degree of
Doctor of Juridical Science (S.J.D.)
at the
Georgetown University Law Center
20xx**

Copyright

Authors wishing to copyright their dissertations may do so. The copyright notice is published on its own page following the title page and should be centered both vertically and horizontally on the page. It generally takes one of the following forms:

Copyright 2006, Jane S. Doe All rights reserved	Copyright by Jane S. Doe 2006	© 2006, Jane S. Doe
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Abstract

At the same time that the dissertation is submitted, the author will provide an abstract of the dissertation (of no more than 750 words) and 5 keyword-searching terms to be used by the Georgetown University Law Library. Two links to helpful articles about writing abstracts are provided at: <http://journalauthors.tandf.co.uk/preparation/writing.asp> and <http://research.berkeley.edu/ucday/abstract.html>. If needed, the author may contact the Head of Reference at the Law Library for additional assistance in completing the abstract or providing keywords.

Dedication and Acknowledgment

Dissertations may include a dedication and/or acknowledgment page in which authors address, acknowledge and show appreciation towards the individuals who assisted them in their dissertation. This page should use the same font size used throughout the dissertation and follow the other format requirements.

Table of Contents

A table of contents is required for every dissertation. It should be clearly marked as such and include page numbers for the subsequent sections of the document.

Table of Appendices

A table of appendices is not required. However, we encourage its use to clarify charts, graphs, diagrams, etc. for the reader.

Text with footnotes

Footnotes (not endnotes) are the preferred method when citing authorities and sources. They should be at the bottom of the page and single-spaced. Numbering and content should begin anew with each chapter. Follow the citation format given in the most recent edition of *The Bluebook: A Uniform System of Citation*.

Bibliography

There are several ways of structuring the bibliography but the preferred method is to include every item cited in the dissertation. Items should be alphabetized within the following groups (where applicable): Cases, treaties and legislation, and books and articles.

Appendices

- All charts, graphs, diagrams, maps and other pictorial components must be precise, clean and clear.
- Color is allowed, although the use of symbols, labels, cross-hatching and shading offers more contrast than color provides. It is recommended that the color blue not be used because it does not photocopy well.
- No actual photographs will be accepted. All photographs must be scanned and the copy inserted into the document.
- Large materials that will not fit within the margins (i.e., large folded maps, forms that due to copyright laws cannot be shrunk, video tapes, etc.) may be: photocopied and reduced to fit; included in a fold-out page which opens to the right; or included in a pocket at the end of the dissertation. (If including materials in a pocket, please inform the Law Center Archivist of the identity of such materials).

Appendix D: Author's License and Deposit

I understand and agree to the following:

Copies of the dissertation will be placed in the Georgetown University Law Center Archives, the Georgetown University Law Center Library open stacks and the Office of Graduate Programs at the Georgetown University Law Center.

The dissertation will be published electronically in a manner that makes it searchable online and that electronic publication will take place immediately once the Georgetown University Law Center Library receives the final dissertation unless an embargo is requested for 6 months, one year or two years.

A request for an embargo must be submitted to the S.J.D. Program Director and Associate Dean of Graduate Programs and copied simultaneously to the Georgetown University Law Center Library. During the period of embargo the text of the dissertation will be withheld, but metadata, including title and author, and an abstract of the work will be available online.

Embargoes of longer than a total of two years may be requested, either at the time the dissertation is submitted or later, but the burden of justifying such an extension will rest with the student. Such requests must be made before the expiration of any previously granted embargo. Requests must be addressed in writing to the S.J.D. Program Director and accompanied by a letter of support from the student's dissertation supervisor. The decision whether or not to grant such an extension will rest with the S.J.D. Program Director or the Associate Dean of Graduate Programs.

S.J.D. Candidate (print name)

Signature

_____/_____/_____
Month Day Year