



Document overview

When you have a well-defined process, you're able to be more efficient. The templates within this document are meant to help you define your current article selection, citation-checking, and any other workflows that your team is already doing - and evaluate how you can improve each process.

Workflow templates included:

[Article selection workflow](#)

[Glossary of our special terms](#)

[Our article selection workflow](#)

[Where our article selection workflow can be streamlined](#)

[Citation-checking workflow](#)

[Glossary of our special terms](#)

[Our citation-checking workflow](#)

[Where our citation-checking can be streamlined](#)

[{{insert process}} workflow](#)

[Glossary of our special terms](#)

[Our workflow](#)

[Where our workflow can be streamlined](#)



Article selection workflow

Glossary of our special terms

Fill in any special terminology that your law review uses here

Our article selection workflow

Write out each step of your article selection (or other) workflow here

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)
- 6.)

Where our article selection workflow can be streamlined

After reviewing your outlined workflow, find areas where you can streamline

- 1.)
 - a.) **IMPROVEMENT:**
- 2.)
 - a.) **IMPROVEMENT:**



Citation-checking workflow

Glossary of our special terms

Fill in any special terminology that your law review uses here

Our citation-checking workflow

Write out each step of your article selection (or other) workflow here

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)
- 6.)

Where our citation-checking can be streamlined

After reviewing your outlined workflow, find areas where you can streamline

- 1.)
 - a.) **IMPROVEMENT:**
- 2.)
 - a.) **IMPROVEMENT:**



{{insert process}} workflow

Glossary of our special terms

Fill in any special terminology that your law review uses here

Our workflow

Write out each step of your article selection (or other) workflow here

- 1.)
- 2.)
- 3.)
- 4.)
- 5.)
- 6.)

Where our workflow can be streamlined

After reviewing your outlined workflow, find areas where you can streamline

- 1.)
 - a.) **IMPROVEMENT:**
- 2.)
 - a.) **IMPROVEMENT:**