**THOMSON REUTERS**
**WESTLAW**™

# Tulane Write-On Competition Information Fall 2023

## #1: Tulane Write-On Competition TWEN Page—Main

Go to www.lawschool.westlaw.com.  Enter your Westlaw Password and click on TWEN

Click on

| Manage Courses ▾ |
| --- |
| Create Course |
| Add Course |
| Drop Course |

And you will see the competition page in the course listings:

Fall 2023 Journal Write-On          Fall 2023

This TWEN page is open for any student who is interested in the write-on competition.

## #2: Accessing the Competition Packets

There is one Universal Packet for the Fall. The packet includes the rules, deadlines, and research information for the write-on. Please review the information **very carefully**.

**Fall 2023 Journal Write-On**
(Fall 2023)
Manage Features

Personal Statement Instructions
Technical Edit
Universal Packet

## #3: Submitting Your Final Competition Piece

Every publication has the same submission deadline. Make a note in your calendar or planner. Don't wait until the last minute to submit, even with the deadline, you should prepare yourself a minimum of 30 minutes-1 hour prior to the due date/time. It is YOUR responsibility to submit on time. **The due time is 9 a.m. Central time on September 1, 2023**. There will be NO EXCEPTIONS for anyone trying to submit late. There is a 5 minute "grace period" in the drop box built in. Don't wait until the last minute.

1. Once you have decided to participate in the Write-On Competition, **you must submit your registration information for the competition via the Tulane Intranet** before you can access the Journal Write-on Competition-FINAL SUBMISSIONS TWEN page.

2. The **Tulane Journal Write-On-FINAL SUBMISSIONS** TWEN page is password protected. To receive the password, you **must submit** your registration information via the Tulane Intranet

and the password will be sent to you in an auto-reply email. Once you receive that you can add the course like any other course on TWEN.

Fall 2023 Journal Write-On-FINAL SUBMISSIONS        Fall 2023

3. **DO NOT** give the page password to any other student. Doing so is a violation of the Tulane Law School Honor Code. Students on the TWEN page will be verified with who has submitted their online form.

Once you are ready to submit your piece, click on the link called **Final Submissions Drop Box**.

**Fall 2023 Journal Write-On-
FINAL SUBMISSIONS**

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**Final Submissions Drop Box**

**This TWEN Course will be available to add on Tuesday, August 15, 2023, but you can add it only AFTER you submit your online intent form from the intranet link. This course is password-protected.**

After you click on the **"Final Submissions"** link, this is what you will see.

**Assignment/Quiz**

Personal Statement
Due: 9/01/2023 9:00 AM (Fri)
Time until Due: 3 days, 18 hours, 30 minutes
**Submit**

1L Brief
Due: 9/01/2023 9:00 AM (Fri)
Time until Due: 3 days, 18 hours, 30 minutes
**Submit**

Technical Edit
Due: 9/01/2023 9:00 AM (Fri)
Time until Due: 3 days, 18 hours, 30 minutes
**Submit**

Click Submit to submit your competition pieces to the 1L Brief Packet link, as well as your technical edit & personal statement to the correct drop boxes.

You will be required to enter your anonymous ID and then click **Submit**

Anonymous ID is your Tulane 9-digit splash ID. Enter that #. Double check that your number is 9 digits and correct! Incorrect IDs may result in a delay of grading your submissions. If your ID cannot be verified via your registration your submission may be disqualified.

Enter an anonymous ID to access this assignment/quiz.

Note: Your professor is using anonymous grading. You should include only your anonymous ID on your submissions. Please ensure that your name does not appear anywhere on your work or in the file properties embedded with your submission. ❓

If you have questions about removing potentially identifiable information (metadata) from your file, please consult the help file for your specific word processor or contact the manufacturer of the software you used to create the document.

**Please use your Tulane Splash ID for your Anonymous ID.**

**Also remove anything in the properties of your document that may identify you.**

Anonymous ID [ ]

[ Submit ] [ Cancel ]

Use the BROWSE option to upload your competition piece. All submissions are time stamped & dated. You **DO NOT** need to include a message; just upload your file. Do this for each competition you are participating in. You may submit multiple times, BUT only the FINAL submission will be considered. **All earlier versions will be deleted and not opened.** It is in your best interest to submit ONLY one piece and not submit over and over again. You will likely end up making an error in what you submit. We are not responsible if the final submission you make is the wrong one. You will be allowed to submit past the deadline, but it will be noted in RED and it will be up to the publication whether or not to accept your submission. Technical difficulties **must** be reported **before** the deadline.

Version: Final ▾ ❓
Message to course administrator(s):

[ Style ▾ ] [ Default Font ▾ ] [ Size ▾ ]
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[ Normal  HTML  Preview ]

☑ Automatically mark citations in the message t
Upload your submission:
Note: The combined attachment(s) may not exce
[                    ] [ Browse ]

[ Submit ] [ Cancel ]

Additionally, you can check the TWEN time at the top of the drop box to match your time/clock.

Current TWEN time: Thursday, August 10, 2023 at 2:07 PM ❓

**Anna Guerra** ❓

**Note:** Anything submitted on/after 9:05:01 a.m. on 9/01/2023 will be considered late. You should be in the process of uploading early enough to give yourself ample time for your documents to upload.

Be sure that the file name you used for your competition piece is your Tulane Splash ID number. Save your file per the competition rules. Additionally, you might want to save your final competition piece to a **flash drive or separately in an online folder** so that you don't accidentally submit the wrong document.

## #4: Resources/Help

- West Support: 1-800-850-WEST
- Tulane Westlaw Account Manager, Anna Guerra, anna.guerra@tr.com
- Law Review Publications Manager, Nicole Manganaro, nmanganaro@tulane.edu
- **Note:** Anna may only assist with TWEN issues. She cannot answer any questions about the packets or the competition rules. Please see each publication's rules concerning how to submit questions.