

Submitting an article electronically to law reviews via Scholastica

Step 1. You can log in at <https://scholasticahq.com/login> if you already have an account or sign up at https://scholasticahq.com/users/sign_up using your LLS email and choosing a password once you get in.

Before using Scholastica, make sure you've "claimed your sponsorship" so you will not be charged to submit your article to Law Reviews. LLS has an account with Scholastica so there should be no charge to you. Hitting "Resend Confirmation Instructions" takes care of that.

Step 2. Logged-in users can submit to law reviews at the [Law Review Submission page](#).

The first step on this page is "Select Law Reviews" where you will find a **list of law reviews** on the **left side of the screen** and an empty **cart on the right**. You can submit your article to a journal by adding it to your cart. You do this by clicking on any of the covers on the left side of the screen.

You can remove law reviews from your cart by clicking on its cover again or by clicking the 'x' next to it in the cart.

You can read the complete description of any journal by clicking on the "Learn more" link next to the ellipses at the end of the journal's description. Authors may also read the submissions guidelines for any journal by clicking on the "Submission Guidelines" link. The guidelines for that journal will appear in a closeable modal window.

Step 3. Add Manuscript Information

The "Add Manuscript Details" page is very straightforward. This is divided into 3 sections:

Section 1: Manuscript Details

- Title of the article*
- Abstract*
- Keywords describing your article*
(comma separated)
- Primary manuscript file*
- Supporting files

Note: On the **Primary Manuscript File** and **Supporting File** sections, you will need to **click the "Upload" button** to add your files. There is no limit to the number of supporting files that you can upload.

Section 2: Author Details

- Name*
- Email*
- Institution
- Department
- Optional demographic information: You can learn more about how journals use this optional information [here](#).

Step 4. Confirm and Submit

This page is intended to serve as an area where you can double-check that everything is correct with your submission before submitting it. **Common errors to check for** include **misspelled words** and attaching the **wrong files**.

Once you are sure everything is correct, click the "Submit Manuscript" button to complete your submission.