

AUCKLAND UNIVERSITY  
LAW REVIEW



# About Us

The Auckland University Law Review has been in existence since 1967. In 2017, the Review celebrated its 50th anniversary. To celebrate this important milestone, Kayleigh Ansell and Jayden Houghton wrote “A Brief History of the Review”. Anyone interested to join or publish in the Review are encouraged to [read this article](#), which is available on our website.

Since 1967, the AULR has become well-known in New Zealand as a platform for the best research papers written by Auckland Law students each year. Its Alumni have gone on to become distinguished members of the judiciary, academic and legal profession. And its articles have been cited by the judiciary at all levels of the courts. The Review is read broadly, with subscribers ranging from law firms and practitioners to international academic institutions.

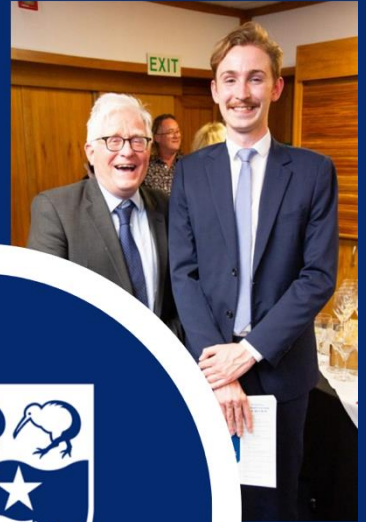
The AULR is distinctive amongst other legal journals. All the authors and editors of the Review are Auckland Law students, making it the only legal publication of this nature in New Zealand. Its business staff are also students at the University of Auckland.

The AULR accepts submissions and recruits new Editorial Board and Business Team staff every year. It runs the Honours Symposium where Law Honours students are invited to present their Honours seminar to current and prospective LLB(Hons) students.

To conclude the year, the AULR holds an annual symposium where notable alumni are invited to speak. Following the symposium, authors and editors are invited to a formal dinner with AULR alumni, including judges, prominent members of the Bar, partners at leading law firms and academics. To celebrate the publication of an issue, there is a Journal Launch at the end of each year.

To be notified of application deadlines, follow our Facebook page: [www.facebook.com/uoalawreview](http://www.facebook.com/uoalawreview). If you have any questions, email the Editors-in-Chief (Althea and Sophie) at [editors@aulr.org](mailto:editors@aulr.org).







# Recruitment Timeline 2022

For more information visit [www.aulr.org](http://www.aulr.org)  
For any questions, email the Editors-in-Chief (Althea and Sophie) at [editors@aulr.org](mailto:editors@aulr.org)



**Business Team  
Applications OPEN**

FRIDAY 11 FEBRUARY, 8 AM

**Article Submissions and  
Editor Applications OPEN**

MONDAY 21 FEBRUARY, 8 AM



**Business Team  
Applications CLOSE**

THURSDAY 24 FEBRUARY, 5 PM

**Article  
Submissions CLOSE**

SUNDAY 6 MARCH, 12 PM



**Editor  
Applications CLOSE**

FRIDAY 11 MARCH, 5 PM

# Join AULR.



Propel your career  
Establish connections  
Gain transferable skills  
Nurture knowledge  
Make lifelong friendships

## Open opportunities

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Business Team ●

Editors ●

Authors

Be involved with New Zealand's most prestigious student law journal! Apply now. Visit [www.aulr.org](http://www.aulr.org) for more information.

Email: [editors@aulr.org](mailto:editors@aulr.org)

# Business Team

In 2022, we are looking for two **Business Managers** and two **Events and Media Managers** to join our Business Team. You do not have to be a law student to apply for a role within the Business Team. In fact, we would love those who are studying accounting, finance, business management, marketing or design to join us! The skills you bring will be an asset to our team. Business team positions would suit any reliable and hardworking student pursuing a Commerce degree (BCom or MCom) or other relevant studies.

Being involved with the AULR can provide great practical first-hand experience on how to run a business, which is quite rare in extra-curricular activities at university. Apart from the extensive skills you will gain, the main perks of being involved in AULR's Business Team include:

- an office at the Auckland Law School;
- your name on the published edition of the Review; and
- an improved CV. Having the AULR on your CV looks great for any accounting or commercial firms and top universities (if you are intending to pursue further studies overseas).

Note that being involved with the AULR is a year-long commitment. Business staff are expected to be available and committed for the whole year until the issue has been published.

## Business Managers

### Role Overview

The Business Managers oversee AULR's financial accounts, subscribers and supporters. Apart from the day-to-day tasks required for running AULR's business, there are two main projects for 2022. First, to improve AULR's bookkeeping; and second, to expand the Review's subscription base and potential revenue streams.

Being AULR's Business Manager is a great opportunity to be involved with New Zealand's most prestigious student law journal. Some distinguished alumni who were previous Business Managers include: Rt Hon Sir Anand Satyanand (former Governor-General); Rt Hon Paul East (former Attorney-General); Dave Wetherell (partner at Mayne Wetherell); and Chris Haynes (partner at London law firm Gibson Dunn).



## Responsibilities

To be successful in this role, you need to demonstrate the following skills: great financial and planning skills, attention to detail, organisation and time management skills, and written and verbal communication skills. A successful applicant will be motivated, can work independently, and shows initiative. You should be able to manage your workload and meet deadlines. Knowledge in using Microsoft Word and Excel is preferred.

As part of this role, you may have to identify ineffective processes and suggest potential solutions to improve them. Therefore, creativity, critical thinking and problem-solving skills are highly valuable. You will be working in a Business Team of about three to four people led by the Editors-in-Chief. Continuous learning is important and sufficient support will be given by the Editors-in-Chief.

### *Administrative and Financial Tasks*

- Monitor the Business Manager inbox and answer business related queries.
- Develop common invitation lists that can be easily updated and sorted when sending communications.
- Create timelines and meet deadlines, ensuring these are communicated with the Editors-in-Chief.
- Create and maintain “how to” checklists to ease handover to future Business Team members.
- Send out invoices to our subscribers and event attendees, and complete tax returns.
- Distribute the published journal to our domestic and international subscribers.
- Be able to identify, accurately record and track income and expenses by keeping an up-to-date record of bookkeeping.
- Create a budget and investigate the best pricing strategies (for journal printing and events) or suggest new sources of revenue.
- Create a report of AULR’s financial status at the end of the year.

### *Advertising and Subscription Tasks*

- Secure and coordinate the advertisements appearing in the Review.
- Research for potential subscribers at both New Zealand and overseas. Support initiatives to increase the reach of the Review.
- Develop a marketing strategy to encourage new subscribers.
- Set and measure key performance indicators to continuously improve processes.
- Effectively communicate with our current and potential new subscribers via email or phone.
- Ensure the subscription list is up to date and accurate.

# Events and Media Managers

## Role Overview

The Events and Media Managers oversee AULR's customer relations and engagement. Apart from the day-to-day tasks in upholding AULR's brand and engagement with the public, this year we would like to enhance AULR's social media presence. This is because marketing and advertising practices continuously change with time. Therefore, the Events and Media Manager will dedicate their time organising events and improve AULR's digital marketing.

## Responsibilities

To be successful in this role, you would have to demonstrate the following skills: great planning, attention to detail, organisation and time management skills, and written and verbal communication skills. A successful applicant will be motivated, can work independently, and shows initiative. You should be able to manage your workload and meet deadlines. Experience and knowledge in creative design and the ability to navigate relevant design tools such as Adobe or Canva are preferred but not required.

Given the uncertain circumstances brought by the pandemic, you will need to be flexible and may have to think of solutions on how we can adapt our events or think of other alternatives to maintain our supporters' engagement with the Review. Therefore, creativity, critical thinking and problem-solving skills are highly valuable. You will be working in a Business Team of about three to four people led by the Editors-in-Chief. Continuous learning is important and sufficient support will be given by the Editors-in-Chief.

### *Events Tasks*

- Support the Editors-in-Chief in organising the Honours Symposium, AULR Symposium, Alumni Dinner and Journal Launch.
- Suggest and organise other events (such as seminars or workshops related to the law, legal research and writing or publishing) that the AULR may run.
- Organise a series of internal social events for AULR editors.
- Create timelines and meet deadlines, ensuring these are communicated with the Editors-in-Chief.
- Liaise with the Business Managers for any financial related matters.

### *Media Tasks*

- Create consistent, professional and engaging posts for AULR's Facebook and LinkedIn page. Some of these contents may include Alumni highlights, revisiting previously published articles to highlight them to the public, AULR events, current legal issues and other social media content.



- Can organise creative boards using Trello (or other preferred methods) to effectively assign tasks and collaborate on projects. You do not necessarily have to create and research legal content as we can delegate these to experienced and knowledgeable members. Although you would have to collaborate to transform those ideas into social media content.
- Social media savvy and can transform information to visually pleasing and eye-catching content using design software.
- Research other methods on how to engage with current law students or AULR Alumni.
- Set and measure (social media) key performance indicators to continuously improve processes.
- Manage the AULR website and suggest improvements. Some potential website changes may include uploading article abstracts per volume, event photos, brief comments on notable alumni such as Rt Hon Dame Sian Elias QC and Rt Hon Helen Winkelmann.
- Ensure the Alumni Database is up to date and accurate.

## How to apply to be part of the Business Team?

1. Fill in the Application Form. The link will be available on our [website](#) once applications open. We will be asking short answer questions and some information about yourself.
2. The following files should be attached in the form:
  - a. two-page CV; and
  - b. academic transcript (unofficial is fine).
3. Note that if you are successful, we can only offer you one position.
4. There will be an automatic receipt sent to your email once you have submitted the form. After applications have closed, the Editors-in-Chief will send another confirmation email to all applicants with more details on when you should expect to hear from us about the result of your application.
5. If you have been shortlisted, we will get in touch regarding the interview details. It will be an online interview with the Editors-in-Chief.

## Some Tips: how to make a great application?

1. Research about the AULR by visiting our website and reading information on who we are and what we do.
2. Know your motivations for applying to become part of our team and what you would like to get out of the role and communicate that information to us.
3. Highlight your relevant skills and experiences. In particular, tell us what you can bring to the team if chosen for the position.
4. Write a good application and just be yourself. If you would like feedback before submitting your application to us there is a free online service offered by the Business School Careers Centre: <http://business.auckland.ac.nz/online-check>.
5. If you have any questions, email the Editors-in-Chief (Althea and Sophie) at [editors@aulr.org](mailto:editors@aulr.org).

# Article Submissions

## Overview

The AULR accepts undergraduate and postgraduate work, dissertations, honours seminar papers and research papers for publication that are of high academic calibre.

The Review usually publishes around 9 articles of which one is on Māori legal issues or themes. Each article will typically be between 8,000 and 15,000 words in length, including footnotes; however, submissions for the Ko Ngā Take Ture Māori section may be shorter.

Once accepted for publication, we will request authors to cut down their articles to 12,000 words if necessary. Authors will be expected to maintain contact throughout the year, working together with our editors and addressing any issues that arise in relation to their article.

Every year, the MinterEllisonRuddWatts Prize for Legal Writing is awarded to the student who submits the best piece of legal writing to the AULR. All authors will be sent a free copy of the published journal.

Some of our notable contributors include: Justice Anthony Randerson QC (former Court of Appeal Justice); Judge Mina Wharepouri (District Court Judge); Hon Margaret Wilson (former Speaker of the House, Attorney-General, founding Dean of the Waikato Law School); and Katherine Sanders (Auckland Law School academic).



## How to submit?

1. Fill in the Application Form. The link will be available on our [website](#) once applications open. We will be asking some information about yourself and your submission.
2. The following files should be attached in the form:
  - a. your submission in Word format; and
  - b. your supervisor or marker comments (if any).
3. If you have not received your mark or marking feedback from your supervisor and would still like to submit an article, complete the application form and explain the circumstances to us in the form.
4. If you are submitting more than one article, please complete the form more than once.
5. There will be an automatic receipt sent to your email once you have submitted the form. After applications have closed, the Editors-in-Chief will send another confirmation email to all applicants containing more details on when you should expect to hear from us about the result of your submission.

## Some Tips: how to make a great submission?

1. Submit articles that present new ideas and critical commentary, rather than being mere descriptive or summarising existing law.
2. Update any changes in the law and action on feedback given by your supervisors or markers.
3. Citations do matter. Ensure citations are complete and NZLSG compliant.
4. Proofread your article before submission. Ensure there are no typos or grammatical errors.
5. Include an abstract in your article.



# Editorial Board Members

## Overview

Being involved in the Review as an editor is well-regarded on a CV, especially if you want to apply for a judges' clerkship, a summer clerkship or a graduate position in a firm. The AULR is highly respected and you may find that people looking through your application have worked on the Review at some point (including partners at major law firms and many members of our judiciary). Further, if you plan on practicing overseas, particularly in the United States, it is a big deal to have worked on your law school's review.

Being an editor for the Review will also help improve your own legal research and writing skills. It is a great preparation for students entering or currently involved in the Honours programme or for students who are interested in legal writing and research.

The editorial team is divided into three: managing editors, style editors and citations editors. Editors will be expected to devote time for the entirety of the year, until the journal has been published. You need to be a law student at the Auckland Law School to be an editor for the Review.

The work is challenging but very rewarding. If you have a good knowledge of the [New Zealand Law Style Guide](#), spelling and grammar, a command of the elements of style, and work hard — we want to hear from you!

Some of our Editorial Board alumni include: Rt Hon Dame Helen Winkelmann (Chief Justice of New Zealand); Rt Hon Dame Sian Elias QC (former Chief Justice); Amokura Kawharu (President of the New Zealand Law Commission and former Associate Professor at the Auckland Law School); and Jayden Houghton (Lecturer at the Auckland Law School and AULR's Faculty Advisor).



## How to Apply

1. Fill in the Application Form. The link will be available on our [website](#) once applications open. We will be asking short answer questions and some information about yourself.
2. The following files should be attached in the form:
  - a. anonymised edited extract;
  - b. two-page CV;
  - c. academic transcript (unofficial is fine); and
  - d. a piece of legal writing (this is optional but highly recommended).
3. There will be an automatic receipt sent to your email once you have submitted the form. After applications have closed, the Editors-in-Chief will send another confirmation email to all applicants with more details on when you should expect to hear from us about the result of your application.

## Frequently Asked Questions

1. Does my GPA dictate whether I am offered an editor position on the Review?
  - a. No. The most important aspect of your submission is the edited extract as this gives us an opportunity to assess your editing.
2. What is the time commitment required?
  - a. Each editor participates in three editing rounds throughout the year. We give editors about a week to complete each of their editing rounds. You will be expected to dedicate time during each of those weeks to complete your edit.
  - b. It generally takes about 20 to 30 hours to edit an article, but this depends on the editor. All editors are expected to complete their edits at a high standard.
  - c. Editors are expected to attend all training and events.



