JOURNAL GUIDEBOOK
2017-2018
Every effort is made to ensure that the applicable policies and other materials contained in this SLS Journal Guidebook and the Student Organization Handbook are accurate and current. However, the Law School reserves the right to make changes at any time without prior notice. The SLS Journal Guidebook and Student Handbook in the form that it exists online on the Law School’s website at www.law.stanford.edu/students, is the governing document and contains the currently applicable policies and information.
# TABLE OF CONTENTS

INTRODUCTION .................................................................................................................. 1

I. GENERAL JOURNAL INFORMATION ........................................................................... 2

II. AUTHOR AGREEMENT .................................................................................................. 3

III. PERMISSION REQUEST ................................................................................................ 4

IV. DESKTOP PUBLISHING PROCEDURES ...................................................................... 4
   1. The Printer ................................................................................................................... 5
   2. The Journal Manager .................................................................................................. 5
   3. On-Time Publishing .................................................................................................... 5
   4. The Editing Process .................................................................................................... 5

V. SUBSCRIPTION INFORMATION .................................................................................... 6
   The Stanford Law Review ............................................................................................... 7
   The Stanford Journal of International Law ...................................................................... 7
   The Stanford Environmental Law Journal ...................................................................... 7
   The Stanford Law and Policy Review ........................................................................... 7
   The Stanford Journal of Law, Business and Finance ..................................................... 7
   The Stanford Journal of Civil Rights and Civil Liberties .............................................. 7

VI. SOURCES OF FUNDING .............................................................................................. 8
   1. Income Budget ........................................................................................................... 8
   2. Funding from the Symposium/Conference Committee .............................................. 8
   3. Funding from Non-Stanford Sources ......................................................................... 9
   4. Student Journals Fundraising Policy .......................................................................... 9

VII. SPENDING GUIDELINES ............................................................................................ 11
   1. Authorized Expenses .................................................................................................. 11
      a. Food and Drink for Events .................................................................................... 11
      b. Orientation /Recruiting Meeting ........................................................................... 11
      c. Galley Nights .......................................................................................................... 12
      d. Transition and Training ....................................................................................... 11
      e. Library Training ..................................................................................................... 12
      f. Guest Speaker Events ......................................................................................... 12
      g. Guest Speakers’ Travel Expenses ....................................................................... 12
      h. Tokens of Appreciation ....................................................................................... 12

   2. Unauthorized Expenses .............................................................................................. 13
      a. Alcohol ................................................................................................................... 13
      b. Personal Items ....................................................................................................... 13
      c. Gifts to Individuals ............................................................................................... 13
      d. Additional Insurance Coverage for Guest Speakers ........................................... 13
      e. T-shirts or Other Clothing .................................................................................... 13
      f. Contributions to Charitable Organizations ......................................................... 13
      g. Library Fines and Lost Books .............................................................................. 13

STUDENT ORGANIZATION HANDBOOK TABLE OF CONTENTS ................................... 14
INTRODUCTION

Stanford Law School (SLS) students produce seven journals under the supervision of the Office of Student Affairs (OSA). One journal is published in an online format and does not require a subscription.

Stanford Technology Law Review

Six publish a printed version and require annual subscriptions. They are, in order of their founding:

Stanford Law Review
Stanford Journal of International Law
Stanford Environmental Law Journal
Stanford Law and Policy Review
Stanford Journal of Law, Business and Finance
Stanford Journal of Civil Rights and Civil Liberties

All seven entities are subject to the rules and procedures set forth in this Journal Guidebook and the Student Organization Handbook. It is essential for each member of the journal’s editorial board to know and follow the rules and policies. Journals that violate any of these rules or policies could lose allocated funds and privileges, or in severe cases, the journal may be discontinued.

A signed acknowledgement of receipt and understanding of this handbook is required to be submitted to the journal manager by October 11, 2017.
Questions regarding these rules and policies should be raised with the OSA staff, which consists of:

Meg Harrington, Journal Manager
mharrington@law.stanford.edu, 650-723-2747, Fax 650-724-5714, Room 112

Jory Steele, Associate Dean for Student Affairs
jsteele@law.stanford.edu, 650-723-6203, Room 108

Holly Parrish, Associate Director of Student Affairs
hparrish@law.stanford.edu, 650-725-0764, Room 104A

Megan Brown, Student Services Administrator 650-736-8766, Room 100
mybrown@law.stanford.edu

Hard copies of this Journal Handbook can be obtained from Meg Harrington, and a PDF version is available for download on the Student Affairs website.

I.

GENERAL JOURNAL INFORMATION

All Stanford journals are edited and published by students of the Stanford Law School, Crown Quadrangle, 559 Nathan Abbott Way, Stanford, California 94305-8610.

Each journal has its own editorial board elected by its staff members for each volume/academic year. The board may be comprised of Editors-in-Chief, Senior Managing Editors, Submissions Editors, Managing Editors for Development, Managing Editors for Publishing, Managing Editor for Finance, Managing Editors for Symposium, Member of Editors, and Online Editors.

Each board holds office for a full-year term. The existing board has the full responsibility of producing a complete volume of its journal publications. All issues must be completed and published no later than June 30.

The editorial board is also responsible for updating its journal’s online information on the Law School’s website. Thus, each new editorial board should do the following:

1. Send a list of new editorial board members or changes to Meg as soon as the new election is completed. The email should include: the new editor’s name, position/title, and email address.

2. Contact webteam@law.stanford.edu to obtain access authority for those who will be responsible for updating the website and posting articles. If there is a need for a training
3. Session on how to work on the website, please email the web team to arrange a training session. The webteam also has weekly office hours on Tuesdays from 1-3 pm, in Room 134 of the Crown Building. If you would like to meet with them during these office hours, please email them in advance.

4. The editorial board should upload all current volume/issues to the SLS website as soon as they are published.

II. AUTHOR AGREEMENT

The Board of Trustees of Stanford J. Leland University holds the ownership rights to all the journals. As a condition of publication, SLS requires that each author assign the copyright of his/her article to the journal. Assignment of copyright is not negotiable. Maintaining the copyright enables SLS to comply with its contractual obligations with Lexis/Nexis, Westlaw, and Hein-Online to make the published materials available in their information databases and other electronic formats.

Author agreements must be signed by both the author and the journal, and an electronic copy of each agreement must be sent to the Journal Manager before publication. Since we cannot publish any article without a signed agreement on file, submission editors should work diligently to get these signed agreements in advance to avoid delaying the publication.

The author(s) may receive 25 complimentary offprints of an article published in an SLS journal. Co-authors may divide the free 25 copies as they wish, but any division must be indicated on the offprints form prior to publication.

Additional offprints in increments of 25 and/or full issue(s) orders can be requested by an author prior to publication. The estimated costs for offprints are usually determined by the length of the article, the quantity ordered, and the postage fee. The total cost of additional offprints and/or the entire issue(s) will be billed to the author after the publication. For additional printing costs and billing information, contact Meg directly.
III.

COPYRIGHT PERMISSION REQUESTS

In order to ensure the widest possible dissemination of articles, journals may grant the right of publication of all or any part of the article for public use, provided that such republication clearly acknowledges the original publication and is properly cited. Reasonable copyright fees may be charged when the article is used. These permission requests should be sent to the Copyright Clearance Center (CCC) at www.copyright.com or by phone to Customer Service at (978) 646-2600.

IV.

DESKTOP PUBLISHING PROCEDURES

Desktop publishing procedures apply to all journals published in printed version only.

1. **The Printer.** SLS has contracted with Joe Christensen, Inc., (JCI) to provide publishing services to the journals -- from camera-ready electronic service to completion of mailing. Our customer service representative is Michele Cumpston. She can be reached by phone at: (402) 476-7535 or (800) 228-5030 and by e-mail at cumpstom@christensen.com.

   a). All computers in the journal offices have the JCI desktop publishing software (Macro PC) templates installed on them. JCI offers Word point-and-click templates to assist all users with easily and consistently formatting their pieces to match their journal’s pages.

   b). Using the JCI job options settings allows for fonts to be embedded, further insuring that the pages will remain as produced. The Adobe Acrobat .PDF (portable document format) files capture each page just as it appears on the computer, holding pagination, word placement, etc. PDF files can be viewed on any computer, regardless of the operating system, with the same results. The styles are journal-specific, giving the articles the “look” of the final journal pages. Journals can send these pages to authors for their final approval and use them in their in-house editing. This is a convenient feature for e-mailing author’s proofs of their articles.

   c). Distiller settings should be periodically checked to ensure the settings remain constant. JCI provides instructions and technical support for using these templates. For further assistance, please contact JCI Technical Support at 1-800-228-5030 or e-mail questions to tech.support@christensen.com
2. The Journal Manager, Meg Harrington, acts as liaison between JCI, authors, and the editorial boards to facilitate the publication process. She also:

- Manages the budgets of all journals including symposia. Processes reimbursements and P-Card transactions.
- Acts as a central resource for all journals’ correspondence; approves access authority for website editing.
- Manages copyright permission requests for republication and/or reuse of an article.
- Assists in troubleshooting matters related to journal operations, such as: printing and author contracts.
- Works with SLS Information Technology staff and JCI technicians to equip all computers with desktop publishing software and to make sure all applications are synchronized with JCI.
- Assists with planning and budgeting of symposia.
- Manages the annual overview meeting with journal editors in the Fall.

3. On-Time Publishing. All volume-issues must be published in accordance with the publication schedules for 2017-2018. Timely publication is a reflection of your work, Stanford Law School and Stanford University. In addition, authors, subscribers and subscription services expect and rely on your timely publication of issues.

Please see the Joe Christensen, Inc., Customer Handbook, beginning on page 45, for a complete step by step guide to the Camera ready service

With the JCI Camera Ready Electronic Service, the journals have full control of the final appearance of each journal. By simply using the JCI template or other journal-designed methods, journals can do their own lay-out and paginate each journal issue.

After the content is thoroughly edited, these articles along with the front cover materials, the table of contents, the copyright information, and the law school faculty list, will be ready for a contract proof. All these content files should be sent to JCI in both Adobe Acrobat Distiller PDF and Macro PC Word DOC formats along with an “Off-prints Form”, and a completed “Order of Materials for Camera Ready Form”.

5
Please copy Meg on all correspondence with JCI so she can follow the progress of publication of each issue.

The off-prints information such as author’s name, page numbers, order quantity, shipping address, phone number, and an email address should be listed on the Offprint Order Form. Meg will be using this information on invoices sent to authors after publication.

The printing order information should be completed on the “Order of Materials for Camera Ready Form” because JCI will be unable to schedule a date for production until all forms and files have been received. The Journal Manager will be give you electronic copies of the Off-Prints and Order of Materials forms.

Meg will contact the editorial board as soon as the first round of proofs arrives from JCI via overnight mail. The hard copy proofs should be picked up immediately and reviewed by the editorial board for corrections. Then, a signed and dated contract proof along with the edited electronic files should be returned to JCI, again in both PDF and Doc formats.

If no mark-ups/corrections are required after the first round of proofs, a final contract has to be signed and dated by an editor. This signed contract should be sent to JCI as the final approval to press. Meg will provide JCI with the current subscription list, distribution and quantity order form, and the address verification form for final mailing.

The entire procedure from sending an initial proof to the finished product will take four weeks or longer depending on the frequency of mark-ups/corrections. So, for example, if the deadline of your publication schedule is the end of January, all your articles would have to be wrapped up by December 19th in order to meet the deadline. Therefore, it is recommended that articles should be submitted for proofs at least a month before the publication due date. Printing turnaround time will take about ten business days after final approval. Please consult the Outlook Calendar provided by J. Christensen, which gives you a detailed timeline for production.

Off-prints will usually take a few additional days before being shipped directly to authors from JCI. Off-prints questions can be directed to Meg.

V.

SUBSCRIPTION INFORMATION

Subscription inquiries for all journals should be directed to Meg Harrington by phone: 650-723-2747, fax: 650-724-5714, or e-mail: mharrington@law.stanford.edu.

Purchase of a single issue for all journals requires an additional shipping and handling fee of $10.00 per issue within the U.S., $20.00 per issue for an international, and $15.00 for Canada.
The Stanford Law Review – SLR (ISSN: 0038-9765) publishes six issues in each volume per academic year. Current publication for FY18 is Volume 70. Volume prices are $60.00 domestic, and $75.00 international. The price for a single issue is $22.00 plus shipping fee.

The Stanford Journal of International Law – SJIL (ISSN: 0731-5082) publishes two issues in each volume per academic year, occasionally publishing a symposium issue in lieu of or in addition to a regular issue. Current publication for FY18 is Volume 54. Volume prices are $46.00 domestic, and $56.00 international. The price for a single issue is $24.00 plus shipping fee.

The Stanford Environmental Law Journal – SELJ (ISSN: 0892-7138) publishes two issues per academic year. Current publication for FY18 is Volume 37. Volume prices are $45.00 domestic, and $55.00 international. The price for a single issue is $24.00 plus shipping fee.

The Stanford Law and Policy Review – SLPR (ISSN: 1044-4386) publishes two issues in each volume per academic year, occasionally publishing an additional symposium issue. Current publication for FY18 is Volume 29. Volume prices are $48.00 domestic, and $58.00 international. The price for a single issue is $27.00 plus shipping fee.

The Stanford Journal of Law, Business and Finance – SJLBF (ISSN: 1078-8794) publishes two issues in each volume per academic year. Current publication for FY18 is Volume 23. Volume prices are $45.00 domestic, and $55.00 international. The price for a single issue is $28.00 plus shipping fee.

The Stanford Journal of Civil Rights and Civil Liberties – SJCRCL (ISSN: 1553-7951) publishes two issues in each volume per academic year. Current publication for FY18 is Volume 14. Volume prices are $42.00 domestic, and $52.00 international. The price for a single issue is $24.00 plus shipping fee.
VI.

SOURCES OF FUNDING

Student journals receive funding primarily through The Office of Student Affairs. A small portion of income is received from subscriptions and royalties. Occasionally, there is funding to support special conferences and/or symposia but only with approval of the Office of Student Affairs.

1. **Budget Allocation**

   Each student journal has a budget for the academic year. Journals are expected to use their budget allocations for events throughout the school year to maximize resources and attendance at events. An updated expenditure summary will be provided to the editorial board upon request. Budget expenditures include: printing, postage, food for galley nights, training and supplies, etc. *Please note that money not spent in one year will not be carried over to the following year.*

2. **Funding from the Law School Conference Fund**

   Student journals planning symposia/conferences may be eligible for funding from the Law School’s Conference Fund. Journals seeking funding must first complete a preliminary form of intent to hold a conference **no later than November 15, 2017**. A completed and approved Conference Funding Application is necessary to secure your date on the SLS calendar. A copy of the intent to hold a conference form and the Conference Funding application are available on the Student Affairs Website: [https://law.stanford.edu/office-of-student-affairs/student-organization-resources/](https://law.stanford.edu/office-of-student-affairs/student-organization-resources/). The Law School requires you to consult a faculty advisor and seek funding at least **ninety days** before the date of the conference.

   Meg can assist you with the preparation of the conference funding application. Applicants must consult with Holly Parrish on the budget and date of symposia prior to submittal. Once a funding application is approved, Meg should be informed immediately and should be kept apprised of the symposium/conference planning as it progresses. Please note that conference funds not spent in one year will not be carried over to the next year.
The Law School’s fiscal year is September 1st to August 31st. If a student journal spends more money than their allotted budget, the amount of overspending will adversely impact funding for the next year. Student journals that exceed their budgets before the end of the year run the risk that individual student members will not be reimbursed for expenses. For that reason, individual members who plan to expend personal funds should contact Meg to make sure that sufficient funds remain for reimbursement.

3. **FUND RAISING GUIDELINES**

Student journals often wish to raise money from sources external to Stanford, such as law firms and other businesses. The Law School discourages such pleas for funds in most instances because firms and businesses dislike being constantly asked for small amounts of money.

**Student Journals Fundraising Policy**

The mission of the Office of External Relations is to engage and involve various constituent groups in the life of the School in positive and meaningful ways with a focus on alumni and with the goal of inspiring substantive and financial support for the School. In this regard, approaches by student groups to external organizations are encouraged – whether promoting student programs among the School’s alumni, recruiting speakers for a conference, finding a host for a special event, or soliciting funds for a program or project.

The following guidelines have been established to govern students’ efforts to raise funds from external organizations, and have been approved by the Dean of the Law School, Associate Dean of Student Affairs, and the Assistant Director of Development & Corporate Foundation Relations. They are designed to ensure that the Office of External Relations maintains a comprehensive picture of external contacts and that interaction with prospective donors supports rather than undermine critical School-wide priorities.

**Please note:** Solicitation of individual alumni or prospective donors is the purview of the Office of External Relations. Student groups are to limit their fund-raising activities to law firms, corporations, and foundations only.

**Eligibility to Fund-Raise from External Organizations**

Approval for student fund-raising from law firms, corporations, and/or foundations will be limited to those student programs and special projects whose overall program budget exceeds $5,000. Funding for smaller events, guest speakers, etc. must be sought from the Office of Student Affairs, the ASSU funding sources, and/or other on-campus student program funding sources.
Student Journals Fund-Raising Guidelines

Student journal representatives must submit to the Assistant Director of Development, Corporate & Foundation Relations a complete copy of the approved Application for Conference Funding (and/or relevant special event or project description with a complete budget) and a list of firms and/or organizations the group wishes to contact at least 1 Quarter (3 months) before contacting potential donors.

Student requests for support from external organizations must be approved in writing in advance, and should not exceed $2,500 annually per external organization. For budgeting purposes, please be aware that the University keeps 8% of every gift for administrative costs.

Once received, please deliver checks to Meg Harrington with the original envelope and correspondence.

Student representatives are responsible for acknowledging each gift in writing, with a copy forwarded to the Associate Director of Development, Corporate & Foundation Relations and the Journal Manager. Thanking the donor will play an important role in ensuring future funding.

Student journals are responsible for honoring any recognition promised in conjunction with a gift (e.g., listing the donor as a sponsor of the event on printed materials and web sites).

Journals that do not receive prior approval in writing for fund-raising from external organizations are subject to a two-year suspension of general funding from the Law School and eligibility for consideration by the Conference Funding Committee.

If a company approaches a student organization to offer to pay for an event or provide monetary support in any form, students are required to contact the Associate Director of Development, Corporate Foundation Relations before responding to the company/law firm.

In-kind gifts need to be discussed with the Associate Director of Development, Corporate Foundation Relations before acceptance.

There will be a limit to the number of firms each student organization can contact in a given academic year, as well as which specific organizations can be contacted.
VII.

SPENDING GUIDELINES

A student journal that spends money “out of policy” (i.e., in a manner inconsistent with the rules and regulations outlined in this Journal Handbook and the Student Organization Handbook) runs the risk that the event’s costs will not be reimbursed by the Law School.

AUTHORIZED EXPENSES

According to rules promulgated by the University’s Controller, student journals may use University funds only for events that further the school’s academic mission. The Controller’s Office enforces these rules in a very strict manner. You are encouraged to check with the journal manager prior to purchasing anything out of the ordinary. This will avoid the possibility of a student not being reimbursed for expenses that do not comply with policy.

Food and Drink for Events

The University only permits student organizations to provide food and non-alcoholic drinks at events when “necessary.” All events providing refreshments must have a business purpose. Expenses for food and non-alcoholic drinks should be no more than $11 per person exclusive of tax and tip for lunch or dinner events.

Orientation/Recruiting Meeting

A student journal is allowed to have one orientation or recruiting meeting as long as it is related to journal development. The cost of this event shall not exceed $250.00. The Law School will not reimburse organizations that spend money on more than one non-academic event (i.e., an event where there is no clear academic benefit).

Galley Nights (one per issue)/Editing and Member Development

Student journals can host a galley night meeting where group members work together to edit an issue for publication so long as the group adheres to the funding and spending guidelines and limits set forth in this Journal Handbook.

Transition and Training Meeting

Student journals can host an event after the election of a new board to train new members.
Library Training

It is permissible to provide food for any Library Training that takes place during a lunch or dinner hour.

Guest Speaker Events

Journals may invite an outside speaker to present a legal talk and/or journal-related training. Food can be provided for these events, within the policy and spending guidelines. Please check with Meg to make sure you have money for such an event.

Guest Speakers’ Travel Expenses

Guest speakers’ travel expenses are calculated at the following levels: airfare is based on economy/coach fare and hotel accommodations should not exceed $300 per night or less (taxes included). Most local hotels have a special Stanford Rate. Parking at speaker’s local airport, cab/shuttle/ride-sharing rides to and from airports (including speaker’s local airports) are reimbursable expenses as long as they are reasonable and follow government reimbursement rates.

Tokens of Appreciation

The University does not permit student journals to give “gifts” to guest speakers; however, in lieu of an honorarium, a student group may spend no more than $50 (including taxes, shipping and handling) on a “token of appreciation.”

Student organizations are not permitted to purchase “tokens of appreciation” for SLS staff, faculty, or contract employees with the student group funds.
1. **Unauthorized Expenses**

   Student journals are explicitly prohibited from using their funds to pay for the following:

   a). **Alcohol**

      *Students journals cannot pay for alcohol using their Law School funds.*

      If there is a compelling reason to serve alcohol during an event, the journal must get written pre-approval from Jory Steele, Dean of Students at least two weeks in advance.

   b). **Personal Items**

      Under no circumstances may a member of a student group use student journal funds to pay for personal items.

   c). **Gifts to Individuals**

      Journals may not use their funds to purchase gifts for individuals.

   d). **Additional Insurance Coverage for Guest Speakers**

      Stanford student journals and their guests are covered under Stanford’s insurance policy during their business travel. Journals should advise their guest speakers against purchasing additional coverage when renting vehicles. Additional insurance is unnecessary and will not be reimbursed by the University.

   e). **T-shirts or Other Clothing**

      Student journals are not allowed to purchase any type of clothing with Law School funds.

   f). **Contributions to Charitable Organizations**

      University policy prohibits student journals from making charitable contributions with University Funds.

   g.) **Library Fines and Lost Books**

      *University policy prohibits reimbursement for fines and lost books.*

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**PLEASE SEE NEXT PAGE FOR ALL OTHER POLICIES AND PROCEDURES FROM THE STUDENT ORGANIZATION HANDBOOK**
# Student Organization Handbook Table of Contents for All Other Policies and Procedures

## Payment/Reimbursement Procedures

<table>
<thead>
<tr>
<th>In General</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paying Vendors</td>
<td>7</td>
</tr>
<tr>
<td>Purchasing Card (P-Card)</td>
<td>7</td>
</tr>
<tr>
<td>Student Pays Upfront</td>
<td>8</td>
</tr>
<tr>
<td>Invoicing the Law School</td>
<td>8</td>
</tr>
<tr>
<td>Paying and Reimbursing Guest Speakers</td>
<td>8</td>
</tr>
<tr>
<td>Tokens of Appreciation</td>
<td>8</td>
</tr>
<tr>
<td>Honoraria</td>
<td>8</td>
</tr>
<tr>
<td>Travel Reimbursement for Guest Speakers</td>
<td>8</td>
</tr>
<tr>
<td>Student Participation in National Conferences</td>
<td>9</td>
</tr>
</tbody>
</table>

## Planning Events—General Guidelines

<table>
<thead>
<tr>
<th>Scheduling an Event</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Reservation Procedure</td>
<td>10</td>
</tr>
<tr>
<td>Spaces Available/Not Available for Reservation</td>
<td>10</td>
</tr>
<tr>
<td>Arrangements for Cleanup</td>
<td>11</td>
</tr>
<tr>
<td>Advertising and Promoting an Event</td>
<td>11</td>
</tr>
<tr>
<td>Web Calendar</td>
<td>11</td>
</tr>
<tr>
<td>The Weekly Brief</td>
<td>11</td>
</tr>
<tr>
<td>Posting Fliers</td>
<td>11</td>
</tr>
<tr>
<td>Electronic Mail</td>
<td>12</td>
</tr>
<tr>
<td>Student Mailboxes</td>
<td>12</td>
</tr>
<tr>
<td>Event Planner Contact Information for Large Events</td>
<td>12</td>
</tr>
<tr>
<td>Facilities</td>
<td>12</td>
</tr>
<tr>
<td>Copying and Faxing</td>
<td>12</td>
</tr>
<tr>
<td>Mail – Student Organization Mailboxes</td>
<td>12</td>
</tr>
<tr>
<td>Office Equipment &amp; Event Rentals</td>
<td>12</td>
</tr>
<tr>
<td>Media Coverage</td>
<td>13</td>
</tr>
<tr>
<td>Parking, Transportation, and Maps</td>
<td>13</td>
</tr>
<tr>
<td>Maps</td>
<td>13</td>
</tr>
<tr>
<td>Parking Passes</td>
<td>13</td>
</tr>
<tr>
<td>Planning a TGIF</td>
<td>13</td>
</tr>
</tbody>
</table>

## Use of the “Stanford” Trademark

<table>
<thead>
<tr>
<th>Prohibited Behavior</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entering into Contracts</td>
<td>14</td>
</tr>
<tr>
<td>Political and For-Profit Activity</td>
<td>14</td>
</tr>
<tr>
<td>Use of Financial Transaction Applications</td>
<td>14</td>
</tr>
</tbody>
</table>