

IALS Student Law Review

A proposal for SAS Open Journals

**Report prepared by the Editorial Board of the *IALS Student Law Review*
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1. Aims and Scope

The *IALS Student Law Review* will be an open-access journal publishing scholarly articles or developing work format and will focus on legal studies within the main expertise of the Institute of Advanced Legal Studies (IALS), School of Advanced Study (SAS) University of London. The *IALS Student Law Review* will provide a unique forum for all those who are interested in legal studies to present their scholarly contributions.

Papers that investigate legal issues from single or multiple vantage points whether topically or jurisdictionally are equally welcomed, as are papers examining law-related interdisciplinary work. Submissions from legal practitioners are also welcomed. Scholars working on related topics are encouraged to put together several papers for consideration as special themed issues or dossiers.

2. Audience

The unique offering of the *IALS Student Law Review* is that it allows for publication on multi-dimensional legal studies. In addition, it proactively encourages analytical and comparative studies.

This broad remit creates the opportunity of introducing readers to unfamiliar areas.

The journal is intended as a showcase for legal scholars from postgraduate students and early career scholars to well-established academics; and, intends to target both members of the legal academia and practitioners in addition to students.

We anticipate that the journal will be well-placed to build on the Institute's national role in facilitating legal research – developing its own role in publishing articles from research students across the UK and beyond. The IALS student body, IALS Library membership, the road show visits to UK university law departments and national training days for PhD law students will give us access to potential new authors and provide invaluable sources for on going contribution and recognition.

3. Peer review process

After an initial reading by the Editorial Board to establish the suitability of a received paper, we will operate a two stage peer review process. It will be a blind peer review process in which the reviewers and the authors remain anonymous through the review process. The Editorial Board will assign reviewer(s), from either the Editorial Board itself and/or the wider group of Associate Editors, who have impartial expertise on the submitted topic. Firstly, the reviewer will be invited to comment on the manuscript, using the First Stage Refereeing Form for guidance (Appendix I). Depending on their recommendations, we accept, advise minor revisions, request major revision and resubmission, or reject.

When amendments are advised, we will agree a deadline with the author for returning the revised manuscript to us. In the case of major revision, we will approach one of the previous peer reviewers to consider the piece again, using the Second Stage Refereeing Form for guidance (Appendix II). Once their comments have been returned then we will make a final decision: accept further minor revisions or reject with regret. All stages will be supervised by an academic member of staff at IALS.

4. Staffing and oversight

The IALS Student Law Review will be managed by an Editorial Board comprising an Editorial Team, an Executive Editor and an Academic Editor from the Institute (see Appendix III for details about who is serving in the first instance).

The Editorial Board is responsible for the day-to-day running of the IALS Student Law Review. The Editorial Board is comprised of the Editor-in-Chief, two deputy Editors, the Executive Editor and the IALS Academic Editor. The Editor-in-Chief and Deputy Editors are elected by IALS PhD students. After election they will appoint an Executive Editor from IALS staff, fellows, students and alumni. The criteria of appointment are experience and knowledge of the candidates' abilities. The Editorial Board manages the submission, peer review and editing stages of the process, including advice and guidance from the Academic Editor, who will oversee the operation. The Executive Editor will act as the manager of the journal.

Dr Constantin Stefanou, a member of IALS academic staff will serve as the Academic Editor and Nima Tabari will serve as the Executive Editor. In future, particularly as the IALS Student Law Review grows in size, these roles may be separated and independent appointments might be made.

The Editorial Board meets three times a year and provides strategic guidance about the overall direction and development of the IALS Student Law Review. For example, at present we do not have a policy about special issues (frequency, balance vis-à-vis standard issues etc).

In addition, individual members of the Editorial Board also agree to:

- a) Make suggestions about potential peer reviewers.
- b) Undertake copy-editing of articles assigned to them. The Editorial Board will act constructively and reasonably to ensure that the weight of the review process and copy-editing is shared equally between all the members during the year.
- c) Promote and publicise the IALS Student Law Review as much as possible.

5. Marketing and publicity

In terms of ongoing marketing and publicity once the IALS Student Law Review is up-and-running, there are a number of approaches:

- Publicity at relevant events such as inserts in delegate packs at conferences.
- Flyers and other promotional materials such as posters for people to take away at related events.
- IALS website news and regular mailings to members
- Social media: Facebook and Twitter.

6. Current position

Our main considerations at present are focused on establishing the journal and encouraging article submissions. In terms of establishing the journal, we are asking IALS and SAS to support this project through the SAS Open Journals initiative. We understand, as an Institute journal, that the IALS Student Law Review will be eligible for development and hosting in the SAS Open Journals system without charge. In terms of article submissions, we shall call for papers once an approval for this proposal has been granted.

IALS STUDENT LAW REVIEW CONSTITUTION*

* Prepared by Nima Mersadi Tabari

ARTICLE I – Name and Object

The name of this non-profit Association is the IALS Student Law Review. Its primary object is to contribute to legal scholarship within the sphere of expertise of the Institute of Advanced Legal Studies (IALS) through publishing on the SAS open access platform by:

- a) IALS student body, staff and fellows;
- b) law students and academics at the University of London and its colleges; and,
- c) other academics and practitioners upon the decision of the Editorial Board.

ARTICLE II – Membership

SECTION 1. Membership.

The membership of the IALS Student Law Review consists only of the Editorial Board and Associate Editors (Individually an Editor). All members are current or former staff, fellows and students in good standing at the IALS.

SECTION 2. IALS Academic Editor.

A. Selection. The IALS appoints an Academic Editor from the staff of IALS or IALS Library to the Editorial Board.

B. Duties. The Academic Editor works closely with the Editorial Board on the content and development of the journal.

ARTICLE III – Editorial Board

SECTION 1. Composition of the Board.

The Editorial Board (the Board) consists of the IALS Academic Editor, the Editor-in-Chief, two Deputy Editors and the Executive Editor.

SECTION 2. Terms of Office.

The Board takes office no later than the second week of the Hilary Term subsequent to their selection and serves no later than the last week of the Hilary Term in the following year.

SECTION 3. Quorum and Voting Power.

The members of the Board have equal votes of equal weight on all matters. In the case of an impasse the Editor-in-Chief has the final decision. A quorum of the Board consists of at least three Editors.

SECTION 4. Editorial Selections.

A. Founding Board. The first Editorial Board (the Founding Board) of the IALS Student Law Review consists of Dr Constantin Stefanou (Academic Editor), Khaled Benjalayel (Editor-in-Chief), Paulo Rosenblatt (Deputy Editor), Nikoletta Keleftouri (Deputy Editor) and Nima Mersadi Tabari (Executive Editor).

B. Election and Appointment. The selection of a new Board is conducted at a meeting of the Editors called by the incumbent Editor-in-Chief. The Selection Meeting is called no later than the penultimate week of the Michaelmas Term and is held no later than the second week of the subsequent Hilary Term. There is no bar on re-election or re-appointment.

C. Eligibility. Election and appointment to the Board is limited to current or former staff, fellows and students of IALS, in good standing at the IALS.

D. Method of Selection. Each candidate presents his/her programme for the furtherance of the goals of the IALS Student Law Review in a speech no longer than 8 minutes. The Editor-in-Chief and both Deputy Editors are elected by a simple majority of votes of the Editors present at the selection meeting. The candidate with the most votes is the Editor-in-Chief. The Editor-in-Chief elect after consultation with the new Deputy Editors appoints the Executive Editor.

E. Vacancies. Vacancies on the Board are filled for the remainder of the unexpired term of the vacating Editor by a majority vote of the incumbent Board.

SECTION 5. Duties.

The Editorial Board serves as the officers and governing body of the IALS Student Law Review. The Editorial Board must :

- a) accept submissions at their absolute discretion and assign to the appropriate editor for review;
- b) ensure the integrity of the peer review policy of the IALS Student Law Review;
- c) obtain appropriate copyright agreements;
- d) promote the IALS Student Law Review in the legal academia;
- e) maintain relations with IALS and SAS;
- f) supervise the work of the Associate Editors, and;
- g) arrange at least 3 Editors meetings in each academic year.

ARTICLE IV – Associate Editors

SECTION 1. Selection.

Any current or former research student of good standing at IALS is eligible to become an Associate Editor. (See Appendix III for details about who is serving in the first instance)

SECTION 2. Duties.

Associate Editors are submission editors of the IALS Student Law Review and are assigned by the Board, following each Editors' Meeting, to edit submissions made to the IALS Student Law Review on specific subjects within their expertise. Associate Editors must:

- a) be present in at least one of the Editors' Meetings held in each year,
- b) review the assigned submissions within the timeframe set by the Board, and;
- c) maintain the standards of the IALS Student Law Review's blind review policy in the conduct of their duties.

SECTION 3. Term.

There is no limit on the term of office of an Associate Editor.

SECTION 4. Voting.

The Associate Editors do not have voting privileges except in the Selection Meeting.

SECTION 5. Removal.

Following a request from at least two Editors, an Associate Editor may be removed by a unanimous decision of the Board for failure to perform the duties of the Associate Editor.

ARTICLE V – Submissions for Publication

SECTION 1. Scope.

The Scope of the IALS Student Law Review is limited to the expertise on offer at IALS. The IALS Student Law Review accepts articles, book reviews, case notes and comments within these areas. The details of the IALS Student Law Review's Submissions Policy are addressed in the Submissions Guidelines.

SECTION 2. Copyright.

The Board must request a non-exclusive license agreement from each author. No submission to the IALS Student Law Review is published unless such an agreement has been received.

ARTICLE VI – Amendments to the Constitution

Any Editor may propose, in writing, amendments to the Constitution. Proposed amendments are submitted to the Board and become effective if approved unanimously by the Board and affirmed by IALS.

ARTICLE VII – Ratification

Ratified this day,

Appendix I
Peer-review guidance form for *IALS Student Law Review*

Article Title:

- 1. Please comment on the originality of the work:**
- 2. Please comment of the quality of the research (the questions asked/the methodology/the scholarship):**
- 3. Please comment on the use of secondary and primary literature:**
- 4. Is this article worthy of inclusion in *IALS Student Law Review*?**
- 5. If you feel that this article should be rewritten and resubmitted, what changes would you suggest?**
- 6. Any additional comments or observations:**

Appendix II
Second stage referee's report for *IALS Student Law Review*

Article Title:

- 1. Has the article been sufficiently amended to merit inclusion in the *IALS Student Law Review*? (See original reports/author's statement of amendments).**
- 2. If you feel that this article should be further rewritten and resubmitted, what changes would you suggest?**
- 3. Any additional comments or observations:**

Appendix III
Staff

Editorial Board

Academic Editor:

Dr Constantin Stefanou (Member of the IALS Academic Staff)

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Executive Editor:

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Associate Editors

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