

# GUIDELINES AND POLICIES FOR CONTRIBUTORS

## St Andrews Law Journal

Please find below the relevant details pertaining to the submission of both abstracts and papers to the St Andrews Law Journal. If any of the details below are unclear, please contact us via email at [lawjournal@st-andrews.ac.uk](mailto:lawjournal@st-andrews.ac.uk).

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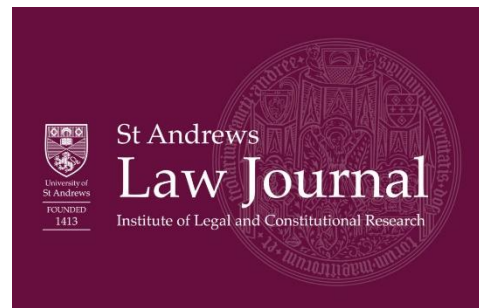
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# ST ANDREWS LAW JOURNAL

## Submission Policy

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**Please note:** We cannot accept, for further consideration or review, works that have already been published before in their current or substantially similar form. Authors must state if they have submitted their works for consideration elsewhere. Authors have until the end of the relevant submission period to notify the editors that their work is to be published foremost, in an original state, by the St Andrews Law Journal (hereafter referred to as 'the Journal').

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### (1) Notice of Compilation

**1.1** The editorial staff (the 'editors' or 'Editorial Board') are committed to ensuring everyone interested in contributing to the Journal are offered time to consider submitting works. Notices of compilation will be provided via the publication's outreach platforms, or the editors can provide (at request) links to via our email address [lawjournal@st-andrews.ac.uk](mailto:lawjournal@st-andrews.ac.uk).

**1.2** There are two typical 'notices of compilation' marketed by the Journal: a '**Call for Abstracts**' and a '**Call for Papers**'. In the former, the development of a final paper is contingent upon the successful submission of a paper abstract (outlining the final paper's contents). In the latter, the prerequisite process of the successful submission of a paper abstract is not applied. **Both Abstracts and Final Papers are subject to the 'Editorial Double-Blind Peer Review' process**, which ensures publication integrity and academic standards are maintained in an unbiased framework of feedback between editors and contributors. Our peer reviewing process allows us to ensure that your submission meets the Journal's expectations regarding submissions, namely that the submission's focus is wholly, or in substantial part, on the law or legal issues. Please contact us via email at [lawjournal@st-andrews.ac.uk](mailto:lawjournal@st-andrews.ac.uk) if you are unclear about this and would like further guidance.

### (2) Guidelines and preconditions for submission

**2.1** The Journal is committed to ensuring that prospective contributors are aware of their rights and obligations, as authors, when making submissions to us. We ask authors to be aware of the following terms and conditions of submission before sending a piece of work to us for further consideration and review:

- **We cannot accept, for further consideration or review, works that have already been published in another journal or publication in their current or substantially similar form.** This is classed as 'prohibited material' that risks undermining the academic standards of the Journal and our publisher.
- **You may submit ideas based on coursework assignments**, if these assignments have been provided with a **final grade that is not subject to change**.
- While the Journal does not 'publish' paper Abstracts – as they communicate the outline idea for a paper exclusively to the editors – we apply the same preconditions to both abstracts and final papers because abstracts are also subject to the same editorial review processes, and held to the same academic standards, as final papers. Please see **section (4)**.
- The Journal permits authors to submit their work for consideration by another publication/publishing organisation, however, **authors must state if they have submitted their works for consideration elsewhere** when submitting the same work to the Journal. **Failure to make the editors aware of additional submissions elsewhere will result in the work being immediately rejected for further consideration and review by the Journal.**
- It is ultimately at the discretion of the author where they wish their work to be published – **the author may at any time request their work to be withdrawn from further consideration or review by the Journal.**

- **Authors have until the end of the relevant submission period** (i.e., ‘Call for Abstracts’; ‘Call for Papers’) **to notify the editors that their work is to be published foremost, in an original state, by the Journal.**
- Authors, as contributors, shall not receive a copy of the Licence to Publish Agreement until they have notified the editors that their work is no longer being considered for original publication by another publishing organisation. Please see **section (7.3).**

In addition to the above, prospective contributors should be aware of the following:

- The work must be an original work by the author(s).
- The work must not contain any unlawful or defamatory statements.
- The work must not infringe any existing copyright or other intellectual property rights.

### **(3) Unsuccessful submissions**

**3.1** If a piece of work submitted to the Journal is unsuccessful, editorial staff are obliged to contact the author of the unsuccessful work once it has been reviewed. The principal contacts for communication between prospective contributors and editorial staff is the Managing Editors – the Editor-in-Chief, and the ‘Journal Manager’ – who do not participate in the Editorial Peer-Review Process (see ‘Review Policy’).

**3.2** The Editorial Board reserves the right to deem ‘unsuccessful’ or otherwise disqualify-for-publication a piece of work should it fail to:

- Meet the prerequisites of sections (5) and (6)
- Be sufficiently amended within a timely or otherwise advised deadline period, following receipt of feedback on their piece of work. The editors will make every effort to aid contributors through this process via the anonymous feedback provided to the contributor after their work has been subject to the publication’s editorial review process.

### **(4) Submitting Abstracts**

**4.1** During a ‘Call for Abstracts’ submission period, the Journal shall ask prospective contributors to submit an abstract that outlines the contents and focus of a written paper. **Abstracts are not published by the Journal** – they communicate the outline idea for the paper from the prospective contributor to the editors exclusively.

**4.2** Abstracts are, however, subject to the same editorial review process – the Double-Blind Peer Review – as Final Papers, due to the handling of abstracts by editors directly influencing whether a contributor develops their abstract into a final paper.

**4.3** Once the ‘Call for Abstracts’ period has concluded, the editors shall process and send appropriate feedback to the authors of all submitted abstracts. Further information on the review process of the Journal and its editorial staff may be found on our website in the blog post ‘Review Policy’.

**4.4** Following the editorial review process, authors may be asked to resubmit their paper abstract during the next ‘Call for Abstracts’ submission period. However, this does not guarantee that your paper abstract will be successful during the subsequent submission period.

### **(5) Submitting Papers**

**5.1** Written papers may be submitted to the Journal either through the successful review and acceptance of a prospective contributors’ paper abstract (see section **(3) Submitting Abstracts**) or during a ‘Call for Papers’ submission period.

**5.2** A 'Call for Papers' period may be advertised at the discretion of the Editorial Board of the Journal. If a 'Call for Papers' is advertised, all submitted pieces of work shall be subject to the same editorial review process as would normally be expected following the advertisement of a 'Call for Abstracts'.

## **(6) Prerequisites for Abstracts**

**6.1** In order for an **Abstract** to be accepted for further consideration, all authors must meet the following requirements:

- Abstracts should be **no longer than 350 words**.
- The abstract should focus wholly, or in substantial part, on the law or a legal issue(s).
- If you wish to add extended references, please format them as footnotes to the standard of 'Chicago: Notes and Bibliography', for a full breakdown of how to reference in this style, please see the university's referencing styles guidelines.

## **(7) Prerequisites for Final Papers**

**7.1** In order for a **Final Paper** to be accepted for further consideration, or following the completion of the editorial review process and issue of feedback, all authors must meet the following requirements:

- Use font '**Georgia**' with a **font size 11** (in-body); **9** (footnotes).
- Spacing of 1.5 (in-body); and 1 (footnotes) with Text Alignment as 'Justify'.
- The paper should focus wholly, or in substantial part, on the law or a legal issue(s).
- Use the '**Chicago: Notes and Bibliography**' style guide. You may find the Chicago Manual of Style's Citation Quick Guide through accessing the following link: [https://www.chicagomanualofstyle.org/tools\\_citationguide/](https://www.chicagomanualofstyle.org/tools_citationguide/).
- For legal documents, including case citations, please refer to the '**OSCOLA Quick Referencing Guide**', which you may find through accessing the following link: [https://www.law.ox.ac.uk/sites/files/oxlaw/oscola\\_4th\\_edn\\_hart\\_2012quickreferenceguide.pdf](https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012quickreferenceguide.pdf).

**7.2** Following the completion of the editorial review process for final papers, author(s) are required to ensure the following are completed – failure to do so will prevent your work from being published:

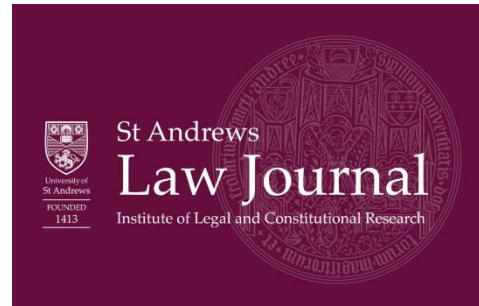
- Authors must complete the '**Licence to Publish Agreement**' – these are provided to authors following the completion of the editorial review process. The agreement provides the Journal with the permission to publish and distribute the work, **authors retain copyright of their own work**.
- All papers **must include a Bibliography** section; and **must meet the additional formatting requirements** including adhering to the formatting style for footnotes and bibliographic content, which is currently set at '**Chicago: Notes and Bibliography**'. For a full breakdown of how to reference in this style, please consult the university's referencing styles guidelines.

For any inquiries or questions on the above policy, please contact the editors via email at [lawjournal@st-andrews.ac.uk](mailto:lawjournal@st-andrews.ac.uk).

# ST ANDREWS LAW JOURNAL

## Review Policy

Last revised 07/02/2022



### (1) Submission of works (Abstracts and Papers)

- All prospective contributors (authors) should be aware of the Journal's '**preconditions to submission**' – which highlight the rights and obligations of authors of submitted works – viewable in our Submission Policy.

### (2) Editorial Peer-Review Process

- The Journal operates an **Editorial, Double-Blind, Peer Review**. The 'Double-Blind' process means that all author submissions are reviewed by an editor, who shall not know the author's identifying details (i.e., their name); additionally, the submission's author shall not know the identifying details of the editor that reviews their work.
- Your name and identifying details will, however, be known to the **Managing Editor(s)** – the Editor-in-Chief and the Journal Manager – who shall take responsibility for ensuring a fair, unbiased environment of communication and review throughout the review process.
- Following the application of our editorial review process, **feedback shall be sent to a second editor for a second reading**, before redistribution to the contributor by the Managing Editor. The second reading does not, however, require editors to produce additional commentary, it is merely to ensure that the previous reviewer's commentary is fair to the work submitted.
- The above process occurs after the submission period for abstracts **and** final papers.

### (3) Compilation of Draft(s)

- Immediately following the completion of the editorial review process for final papers – with all contributors having received their feedback and began to make the appropriate amendments – the managing editors shall compile a list of contributors to accompany a draft-structure of the publication Issue.
- Contributors will have until a designated deadline – prior to the publications expected release-date – to complete the amendments (based on editorial feedback) to their work. Contributors may request a short extension to the deadline in the event of extenuating circumstances prohibiting completion of the paper, though the approval of such requests is at the discretion of the Managing Editors.
- At this point, the Managing Editors will email all confirmed contributors and ask them to complete and submit a **Licence to Publish Agreement** form. The Editorial Board only requires that this form be completed with your electronic signature – the completed copy of the Licence to Publish Agreement should be emailed to the editorial board ([lawjournal@st-andrews.ac.uk](mailto:lawjournal@st-andrews.ac.uk)). **Contributor papers cannot be included in any pending or future Journal publication without receipt of a signed Licence to Publish Agreement by the managing editors.**

### (4) Review of Draft(s) and submission to Publisher

- Once a completed draft has been approved by the Editorial Board, the Managing editors are obliged to send the final draft to our **Publisher** – the **Institute of Legal and Constitutional Research (ILCR)** – as part of our commitment to quality control and the academic standards held by the ILCR and the School of History.