

## Guide for Authors

### SUBMISSION

Papers should be submitted as a single **Word Document**. **Submissions are normally between 4,000-7,000 words in length**. Papers exceeding this word count may also be considered. **Opinion pieces concerning policy, legislation or case law of a minimum of 1,500-2,000 words and upwards** will also be considered, but these will appear as comments and not as feature articles.

#### *Submission Checklist*

Use this list to carry out a final check of your submission before it is sent to the journal for review. Ensure that the following items are present:

- Manuscript has been 'spell-checked' and 'grammar-checked'.
- References are in the designated format for this journal.
- All references mentioned in the Reference list are cited in the text, and vice versa.
- Permission has been obtained for use of copyrighted material from other sources.
- Permission has also been obtained from co-authors, if any, for submission.

Three documents should be submitted:

- The title page.
- The author's declaration form.
- The paper.

#### *Online Submission*

Please submit your article via <https://forms.gle/acicBeJP1TzBE8Lh8>

### ARTICLE PREPARATION

*All authors are required to follow the following guidelines when preparing their papers for submission.*

No.	Matter	Details
<b>ARTICLE STRUCTURE</b>		
1.	<b>Abstract</b>	<ul style="list-style-type: none"> <li>● This should not exceed 200 words.</li> </ul>

		<ul style="list-style-type: none"> <li>• The abstract should state briefly the purpose of the research, the principal results and major conclusions.</li> <li>• An abstract is presented separately from the article, so it must be able to stand alone.</li> <li>• References should be avoided, but if essential, then kindly cite the author(s) and year(s).</li> <li>• Avoid non-standard or uncommon abbreviations, but if essential, they should be defined at their first mention in the abstract itself.</li> </ul>
2.	<b>Keywords</b>	<ul style="list-style-type: none"> <li>• Provide a maximum of 10 keywords after the abstract for indexing purposes.</li> <li>• Use English (U.K.) spelling.</li> <li>• Be sparing with abbreviations: only abbreviations firmly established in the discipline may be eligible.</li> </ul>
3.	<b>Numbered Sections</b>	<ul style="list-style-type: none"> <li>• Each section and subsection should be numbered - i.e. Section 1 should be followed by subsection 1.1 (1.1.1 and 1.1.2 accordingly).</li> <li>• Subsections can also be given headings, which should appear on a separate line.</li> </ul>
4.	<b>Abbreviations</b>	<ul style="list-style-type: none"> <li>• Define abbreviations that are not standard in this field in brackets following the first use of the term.</li> <li>• Ensure consistency of abbreviations throughout the article.</li> </ul>
5.	<b>Introduction</b>	<ul style="list-style-type: none"> <li>• State the objectives of the work and an adequate background.</li> </ul>
6.	<b>Conclusions</b>	<ul style="list-style-type: none"> <li>• The main conclusions may be presented in a Conclusion section.</li> </ul>



7.	<b>Appendices</b>	<ul style="list-style-type: none"> <li>Each appendix, if desired, should be labelled as A, B, C, and so on, and can include tables, figures, etc.</li> </ul>
<b>ESSENTIAL TITLE PAGE INFORMATION</b>		
8.	<b>Title</b>	<ul style="list-style-type: none"> <li>Title must be concise and informative.</li> <li>Avoid abbreviations and formulae, where possible.</li> </ul>
9.	<b>Author Names and Affiliations</b>	<ul style="list-style-type: none"> <li>Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurate.</li> <li>Provide full names and affiliations for all authors.</li> </ul>
10.	<b>Acknowledgements</b>	<ul style="list-style-type: none"> <li>The first footnote should state any desired acknowledgements.</li> <li>List the individuals who made significant contributions to the article (such as providing funding, linguistic, writing, editing or proof-reading assistance).</li> </ul>
<b>REFERENCES</b>		
11.	<b>Text Citations</b>	<ul style="list-style-type: none"> <li>Please ensure that every reference cited in the text is also present in the reference list (and vice versa).</li> </ul>
12.	<b>Footnotes and References</b>	<ul style="list-style-type: none"> <li>An authoritative and comprehensive guide to referencing is provided in the <a href="#">Oxford Standard for Citation of Legal Authorities</a> ('OSCOLA') published by the Faculty of Law, University of Oxford.</li> </ul>

## **PUBLICATION ETHICS**

### ***Editorial Board & Editor***

An Editorial Board has been appointed and their identities disclosed on the website. Their role is to assist the Editor in improving the quality, awareness and impact of the journal. The Editor is more actively involved in the publication process and communication between the authors and reviewers.

### ***Reviewers***

Reviewers' identities are not disclosed to authors or on the website to maintain their anonymity and objectivity. Reviewers are selected from external institutions and assigned articles based on their expertise. Reviewers' comments are intended to be constructive and clear, to assist the author in improving the quality of the article. Reviewers who feel unable to conduct the review for any reason are encouraged to inform the Editor so that another suitable reviewer can be assigned.

### ***Submission Process***

Once an article is submitted to the journal, the Editor will first review the article. This review is to consider the academic merit of the article such as the clarity, validity, originality, importance and suitability of the article. After passing this stage, the next stage of review is a double blind peer review. Neither the author nor the reviewer will be made aware of the other's identity prior to the review. In order to protect this objectivity, the Editor will inform the author of the reviewer's decision and comments. If the reviewer suggests amendments to be made, the author will be informed of this and given time to respond to these comments. The author's response will be sent to the reviewer. Authors are requested to clearly address each comment in a table form, indicating each response and each relevant amendment in the article, to expedite the review process. The reviewer would make the final decision if the article should be published. There is no fee required for submission or publication. The full text of all articles are published on this website. The authors will be given a soft copy of the published article.

### ***Authors***

All corresponding authors are required to complete the Author's Declaration Form and acknowledge the stated ethical responsibilities. These responsibilities extend to:

- (i) originality and authorship -
  - the article reflects the authors' own research and analysis, and
  - the article properly credits the meaningful contributions of co-authors and co-researchers.

- (ii) declaring conflicts of interest - actual or potential conflicts of interest including any financial, personal or other relationships with other people or organizations within three years of beginning the submitted work that could inappropriately influence, or be perceived to influence, their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding,
- (iii) concurrent or previous submission - the work has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere including electronically in the same form, in English or in any other language, without the written consent of the copyright-holder,
- (iv) avoiding libellous or other unlawful statements - the material does not and/or will not contain libellous or other unlawful statements and does and/or will not infringe the intellectual property rights of others. If excerpts from copyrighted works requiring permission are included in the material, it is understood that by agreement with the Editor of the CRELDA Law Journal that the author has obtained or will produce before publication written permission from the copyright owners to use the material and will credit the sources in the article, and
- (v) declaring funding sources, if any - to identify any financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study and design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement, then this should be stated. Please include this information in the first footnote with the heading 'Acknowledgements'.

Apart from the express declarations above, authors are also required to be responsible to accurately report their findings and sources, as well as present an objective discussion. Authors are held responsible for any fraudulent or knowingly inaccurate statements. Authors are expected to take conscientious efforts to avoid plagiarism of themselves and others. Sources should be cited accurately and completely. This responsibility extends to content, comment and findings. Authors are responsible for the accuracy of the statements made in the article. Authors who later become aware of any mistakes or inaccuracies in published information can make subsequent corrections with the Editor's assistance.