

LAW REVIEW HANDBOOK

A guide on how to establish a successful legal publication

2016/2017



elsa

The European Law Students' Association



The European Law Students' Association

Law Review Handbook

A guide on how to establish a successful legal publication

April 2017

Drafted by:

Carlota Fernández de la Cancela,

Vice President for Academic Activities, ELSA Spain 2014/2015

Translated from Spanish by:

Alexander Huitzi,

Vice President for Academic Activities, ELSA Spain 2015/2016

Revised and updated by:

Jakub Čája,

Vice President for Academic Activities, ELSA International 2016/2017

Constantina Markou,

Assistant for the ELSA Law Review, ELSA International 2016/2017

Alexander Adamou,

Assistant for Academic Activities, ELSA International 2016/2017

ELSA International

239, Boulevard Général Jacques

B – 1050 Brussels Belgium

Tel. +32-2-646 2626 Fax +32-2-646 2923

<http://www.elsa.org>

elsa@elsa.org



The European Law Students' Association

Table of Contents

FOREWORD	3
INTRODUCTION	4
What is a Law Review?.....	4
Law Reviews within ELSA	4
MOTIVATION	5
The Benefits of Establishing a Law Review	5
HOW TO ESTABLISH A LAW REVIEW	7
Steps to follow	7
STRUCTURE OF A LAW REVIEW	15
Editorial Board	15
EDITORIAL POLICY.....	17
Contributions.....	17
Editorial Process	18



FOREWORD

Dear AA-ers,

We can state with confidence that Legal Publications generally - and Law Reviews in particular - have a long tradition within ELSA. A Law Review is a rewarding project in which to get involved; it offers opportunities both to ELSA Groups and Members. Our goal with this Handbook, therefore, is to bring these types of projects closer to ELSA's National Groups, particularly in light of our belief that these Law Review projects have great potential on both the national and local levels.

Regardless of whether a Law Review is organised at the local, national, regional or international level, some common rules and guidelines apply in respect of how the project is run. This Handbook provides detailed descriptions of the various tasks which are to be carried out during the establishment phase of a Law Review. For this reason, the Handbook has been written in a "project manager friendly" style and is accompanied by a number of annexes which serve as practical tools that can be used directly in establishing a Law Review.

This Handbook has been crafted for the convenience of AA-ers all over Europe and for the benefit of future efforts to improve legal education by means of bridging theory and practice of law. This effort is dedicated to those AA-ers who commit themselves to establishing a Law Review in their Local or National Group, with or without partner groups.

The Handbook has been written by people who have practical experience of running a national or an international Law Review. We are proud to highlight that this document is not intended to serve as a theoretical text, but as a practical tool that will help spread and support Legal Publications across the entire ELSA Network.

AA-fully yours,



Jakub Čája

Vice President for Academic Activities

ELSA International 16/17



The European Law Students' Association

INTRODUCTION

What is a Law Review?

1. A Law Review is a legal publication consisting of written academic contributions from students, practitioners, and/or academics. A Law Review should aim to publish contributions of the highest academic standard. Students should be responsible for the editing of the content, style, and referencing. A Law Review should serve as a means through which ELSA members can strengthen their legal writing skills and publish their written contributions. It should also serve as an effective legal research tool for ELSA members.

Law Reviews within ELSA

2. The first issue of the ELSA Law Review (ELR) was published in 1989 in the style of the renowned Harvard Law Review and between 1989 - 1993 a new issue of the ELR was published every 3 months. From 1993 onwards, the ELR was published twice a year and compiled contributions on the subject of international law.

The admired ELR project received a makeover in the October 1996 ICM in Istanbul, where it changed its name to “ELSA Selected Papers on European Law – ELSA SPEL”, complete with a new layout and new marketing materials. This period also marks the first partnership between the Review and a professional publisher who took over the distribution and administration of the publication. Following the 2008 ICM Lisbon, SPEL was published as a web journal and at the 2010 ICM in Poznan it was decided that SPEL will no longer be published.

At the 2013 ICM in Cologne the idea of producing an ELSA Law Review was revisited and accepted by the AA Officers. The call for the first edition was published in spring 2014 and the first edition of the new ELSA Law Review was out in November 2015. Católica Global School of Law became the exclusive academic partner of the ELR. The call for the second edition of the ELR, published in July 2016, received a record 85 submissions.

However, following the launch of the 3rd edition of the ELR ELSA decided to stop issuing the ELSA Law Review on the international level once again and to focus on the development of Law Reviews at the national and local levels through providing this guideline.



MOTIVATION

The Benefits of Establishing a Law Review

3. A Law Review is a project which develops the professional legal skills of those who participate in it. Therefore, it is a valuable project and such projects are regarded very highly by academics and future employers.
4. The advantages of producing Legal Publications within your ELSA Group can be divided into two: benefits afforded to the participants and benefits afforded to ELSA Offices. Below, you will find those benefits afforded to participants, essentially the development of their personal and academic skills. For ELSA officers (also listed below), the benefits relate to the progress of the ELSA Group itself. Of course, the advantages listed below are only a few examples of the numerous benefits which Law Reviews can offer.

For Participants

5. What then are the benefits of participating in a Law Review? The answer to this question is written below in point format; these points can be used to attract students to submit an article, case note, etc. to a Law Review, as well as in the general promotion of the project.
6. All the benefit from contributing to a Law Review should be published before its establishment. It is highly important to underline the role of ELSA in contributing to legal education. Below you can find some of the main goals which shall be achieved during the ongoing process of setting up a Law Review:
 - a. Active acquisition of legal knowledge and application of (English) legal terminology
 - b. Contribution to law students' future careers with the application of practical skills.
 - c. Cooperation with experts within certain fields of law.
 - d. Development of research skills, legal writing skills, etc.
 - e. Valid publication, recognition in professional environment and official certification.
 - f. Your work will serve as another legal source.
 - g. Opportunity to be cited by other students and professionals.

For the ELSA Group

7. Since the popularity of Law Reviews has been growing within the network and officers are aware of its potential, we are very glad to see that many Local/National Groups started running their own Law Reviews in recent years (including ELSA Spain, ELSA Azerbaijan, ELSA Austria etc.). ELSA Officers bare overall responsibility for coordination of the project (including promotion, external relations etc.). The main reasons for National officers to run their own LRG are the following:
 - a. Increased chances of promotion of ELSA in academic and student networks.
 - b. Ideal tool for new institutional cooperation/ partners
 - c. Possibility of linking with other projects (for instance essay competitions).
 - d. Possibility of establishing internationality in your group (Bilateral Law Reviews).



- e. Minimal financial requirements and little sponsorship needed.
- f. A possible fundraising tool.
- g. A project with a concrete outcome which can be used anytime by the ELSA Group.



HOW TO ESTABLISH A LAW REVIEW

Steps to follow

Consult useful materials

8. Before you start setting up a Law Review within your ELSA Group, it is very important that you do your research so that you can then create a strategic plan, based on the experience of others, in order to maximise your success. This would include reading this Handbook in its entirety, and taking notes as you go through each point. Additionally, you should continually refer to this Handbook throughout the implementation of your Law Review project, in order to ensure that you remain on track and complete all necessary steps.
9. You should also consult the Officers' Portal for other tools which may be of use to you. The Officers' Portal can be accessed via this link: <http://officers.elsa.org/aa/>
10. You may find the general Academic Activities Handbook particularly useful. This will provide you information concerning organising AA projects more generally. It also provides additional, more generic, information pertaining to the establishment of a Law Review.
11. You should also conduct some online research of your own. It can be a good idea to search for project coordination tips; project management blogs and sites can be extremely useful in assisting you in how to maximise your time. Some useful sites include:
 - a. http://ec.europa.eu/chafea/documents/management/fact_sheet/Factsheet_4_Planning_of_project_coordinationCHECKLIST_FOR_PROJECT_COORDINATION_PLAN.pdf
 - b. http://www.ehow.com/about_5434435_project-coordination.html
 - c. <http://uk.pcmag.com/productivity-products/17929/feature/get-organized-tips-and-tools-for-managing-a-project>

Ask for Support

12. Once you have consulted the materials available to you, it is important to seek out support in order to ensure that the project can start moving in the right direction. It is advisable to make contact with the International Board of ELSA to discuss the organisation and management of your project.
13. Before the meeting, write down any questions you may wish to ask as well as any points you might want to mention, in order to make the most of the time you have. Keep in contact with your International Board / Team contact throughout the process of setting up your Law Review via email, Skype, and in person so that you can continuously ask for advice and guidance as you may need it.
14. It is also a great idea to reach out to other National Groups which have already established successful Law Reviews in order to learn from their experiences.
15. In the case of Local Groups establishing a Law Review, it is advisable to seek out the support and guidance of the relevant National Group.



Appoint a Project Coordinator

16. It is very important to appoint a Project Coordinator who will be responsible for driving the project forward and guiding the work of the Editorial Board (once appointed). It is advisable to appoint this Project Coordinator through an open application process. The minimum should be a CV and accompanying motivation letter.
17. You may also wish to include an interview round, depending on the number of applications you receive and on the relative strength of the applicants. It is important to have someone organised, enthusiastic, experienced (if possible), and reliable in charge of your Law Review.
18. It is up to your Group to decide on the specific roles that the Project Coordinator is to play and whether or not his/her title is Director or Editor-in-Chief, etc. You may even wish to appoint a team of two coordinators to jointly run the project.

Select a Focus for your Law Review

19. There are two options available to you as regards choosing the focus for your Law Review. You may wish to establish a general Law Review, which means that you would accept submissions for publication on any area of law. Alternatively, you may wish to establish a more focussed Law Review, which contains articles that deal with a particular type of Law or a particular legal theme. In this regard, it is worth carrying out some market research in order to determine:
 - a. Who you target audience it.
 - b. What that target audience may be interested in reading.
 - c. If there are any particular areas of law which are more 'popular' within your target market.
 - d. The expertise of the Editorial Board.
 - e. If your Academic / Financial Partner is more interested in any particular area of law.

Create a Structure and Timeline

20. The importance of setting out a clear and realistic structure and timeline at the outset cannot be emphasised enough. Both are going to guide your work for the remainder of the project. You should set a timeline with clear deadlines and widespread promotion that includes the following:
 - a. Call for Director / Editor-in-Chief; Review of applications received (and interviews if necessary).
 - b. Appointment of Director.
 - c. Call for Editorial Board; Review of applications received (and interviews if necessary).
 - d. Promotional / marketing period.
 - e. Submission deadline.
 - f. Allocation of articles received to members of the Editorial Board for editing.

Local Involvement

21. Law Reviews can be established both at the national and local level. If establishing a Law Review at the national level, it is important to include your relevant Local Groups in the project. For example, Local Groups can assist you in recruiting competent editors and in promoting the



call for articles to their members. We recommend, therefore, that you involve your local network at this part of the establishment process. Additionally, such collaborative work can help foster a stronger sense of team within your network and help cultivate stronger ties between National and Local Groups.

22. If establishing a Law Review on the local level, we also recommend getting in touch with other Local Groups within your network. Similarly, your fellow Local Groups can assist you in editorial recruitment and in promoting the call for submissions.
23. Communicating with other Local Groups within your network can also provide other benefits. You may find that other Local Groups have experience in setting up similar projects or that they can identify some of their Officers or Members who would have particular skills or experience that would help you in the process of establishing your Law Review. It is much easier to tap into this talent by communicating with your fellow Local Officers. Furthermore, as we have mentioned, taking a collaborative and inclusive approach to Legal Publication projects can open channels for future project collaboration.

Appoint an Editorial Board

24. The main function of the Law Review is carried out by an Editorial Board. It is imperative, therefore, to recruit a reliable and hardworking group of individuals to your Editorial Board. Once the Editorial Board has been appointed, it is important to have an initial team meeting, either via Skype or in person if possible, in order to foster a strong team dynamic and to set out realistic work and timeline expectations.
25. It is very important that a good line of communication is maintained between the Director / Editor-in-Chief and each individual Editor, in order to ensure that tasks are being carried out effectively and efficiently and any concerns or queries are addressed as they arise.
26. It is advisable (but not mandatory) to discuss with your Editors whether they have any individual preferences as regards the topics of the articles which they wish to edit. If you can divide the articles to be edited according to the stated preferences of your Editors, this can assist in creating a sense of good will between your Editors, helping them to feel like they are being listened to and appreciated, and thereby ensuring, at least to a certain extent, that they carry out their editorial work with interest and enthusiasm.

Secure an Academic Partner

27. It is imperative that you secure an Academic Partner. The role of the Academic Partner in the editorial process is to provide quality assurance in terms of the articles selected. An Academic partner may also have the expertise to support the editorial board in any of the different stages of producing the Law Review. The Editorial Board should strive to secure any academic partners that may assist in any of those stages to improve quality, impact, and reach for the review and for its contributors.
28. The Editorial Board should look into potential Academic Partners and be responsible for reaching out and proposing such partnership. The Board should be able to do the research and the work behind securing an Academic Partner, and preferably such a Board would have previous experiences related to editing as well as marketing and managing.

29. To secure an Academic Partner, skills like the ability to talk and write clearly, persuasiveness, and leadership capability are necessary. The Editorial Board must be able to convince the academic institution as to the quality of the review and the potential for added value to the institution's academic status.
30. The Editorial Board should be proactive, researching whether their law faculties would be open to the idea, as well as researching and understanding the character of the institution through online information before making a formal "pitch". Any communication established with a potential academic partner should be kept formal and serious. This includes giving enough information and answering further questions the institution has during any stage of the process.
31. The Academic partner may provide experienced writers/editors to ensure that the best pieces of academic writing get selected. Furthermore, an Academic Partner may support the Editorial Board in the promotion and marketing work required throughout the project.
32. If the Editorial Board thinks that a potential partner can support the Law Review in any way, it should pursue such partnership by preparing a proposal and submitting it to the institution for consideration. Such a proposal should include the proposed format of the partnership (or this could also be kept open for discussion), the track record of the review, previous collaborations, and the potential benefit for the institution through the partnership.
33. It is recommended to approach institutions that have an academic character or a brand name of recognizable quality in their field of work, whose activities potentially match with a collaboration with a law review. This is a good guideline to follow in starting to look for potential partners, although the Editorial Board is free to explore potential partnerships not only with academic institutions but with any entity that could be interested and fitting as a partner.
34. Examples of potential partners may include universities but also research centers, other prominent publications, law firms, business organizations whose work may be related to the current thematic area of the ELR.
35. The Editorial Board should be creative and prepare a good concept for the review and a good pitch to potential partners.

Requirements and Guidelines

36. Decide on the citation style which is going to be used for your Law Review. Preferable and straightforward options which Law students are usually acquainted with include the OSCOLA referencing system and the Harvard citation system. Whichever system you choose, be consistent in accepting only contributions which use that system. This will ensure uniformity in the Law Review and lesser workload for both the authors and the Editorial Board.
37. Decide on word limits, font style and size, language etc. Decide whether you require biographies, abstracts, keywords etc. Ensure that all of these requirements are clearly set out on your website and are made very clear to any potential authors. This will minimise the work for your Editorial Board during the editorial process. You should also ensure that you make it clear that submissions should be sent as Word document files so that your Editorial Board can edit them. This may seem like an obvious point but it is best to emphasise this to make things run more smoothly.

Marketing → Target groups

38. To find the relevant target groups is crucial for successful marketing, which is the essential for well established journals. If the organising group is not able to market the publication in the beginning so as to receive a sufficient number of submissions, the progression of the project is not possible. Therefore, the preparation of a good marketing strategy is one of the most important steps we want to emphasize.
39. The first step is to find out, who benefits the most from being published. This is most likely going to be LL.B., LL.M. and PhD. students. For these groups it is crucial to have a publication on their CV and therefore these are the people to target. Moreover, it is prestigious for students to have their work publicly accessible to the wider legal community.
40. From the other perspective, it is also important to market your law review not only towards the potential authors, but also towards other stakeholders. These can be for instance new potential partners, sponsors and the legal community.
41. Thus, your main target groups are:
 - a. LL.B. students
 - b. LL.M. and PhD students
 - c. Legal trainees and young lawyers
 - d. Potential partners
 - e. Legal Community
42. When you know who you want to attract, it is time to elaborate on the specific measures that need to be taken in order to raise awareness of your Law Review:

General Facebook Promotion

- a. The first point may seem a little bit obvious, however your ELSA Facebook page is the first tool that you need to use in order to promote your call or the Law Review itself. Therefore this is a good starting point. Of course use your personal facebook profiles for sharing and raising the awareness as well.

Facebook Groups

- a. What definitely shall not be underestimated is the visibility and the reach of Facebook Groups. Facebook is full of groups that are gathering information about legal internships, research projects, research centres, and in general, the groups that connect a larger amount of people. In addition to this, groups of students from your university, year, law societies etc... can gather hundreds, sometimes even thousands of people. This gives you a huge reach and much needed visibility. Share the information about your publication on these channels, and people will get back to you.

Other Social Media

- a. Do not underestimate the power of other social media, for example LinkedIn and Twitter. Share your Law Review there as well to increase visibility.



E-mails

- a. One of the basic tools that you need to use are your internal ELSA Mailing Lists. When you are issuing the call for submissions, send it out through the mailing lists. The same rule also applies to the Publication of the Law Review.

Webpages

- a. Publish the basic information about your Law Review, such as the requirements for Articles, deadlines etc. on your official webpage, especially if it receives a lot of traffic. When it comes to the structure of the page, all the information needs to be stated very clearly in order to save you the additional work which could occur if the page confuses people.

Members' Magazines/Newsletters

- a. If your group already have other publications, such as Members magazines or if you are issuing a Newsletter, make your Law Review visible there as well. These provide a good platform to share the success you achieve. For Instance you can share that the first edition of the Law Review has been published recently, how prestigious it is etc.

Universities

- a. Additionally what needs to be emphasized is the importance of University involvement. Tell your local groups to approach their respective Universities for involvement. Moreover, it is crucial for Professors and other people in the Universities to be aware of the establishment and existence of the new publication. This is because these people can spread the project amongst their students as well as their own personal contacts.

Partners

- a. In addition to the above, try to engage your partners with the Marketing process. If a prestigious law firm or a publisher supports you, it gives you a lot of credibility. The chance that you will receive a Submission from someone who was reached through your partners is high. The involvement of your partners is even more important in regards to the Outcome. Active involvement of your partners can help you to reach more externals and the legal community itself, therefore we highly encourage you to use your partners in this way.

Fundraising plan

43. When running a new project, fundraising is one of the essential aspects of its organisation.
44. Especially when it comes to the Law Reviews and Legal Publications in general, you need to fundraise the money in order to cover the costs of layout, compilation, printing and shipping costs etc. Sometimes it is even possible to fundraise the other projects that you have and your general ELSA budget from the Law Review money (after the deduction of costs).



45. There are many possible ways of generating money for and from your Law Review:

New project partner

- a. Sometimes it is more difficult to find a new general partner without its involvement in a specific project. This is your opportunity to get a new partner on board. You can ask them for instance to cover the costs the graphic design/layout of the publication or the printing costs. We recommend the main coordinator of the project (VP AA) to prepare a short document about your publication and send it to all potential partners with a request for a personal meeting. If you have already managed to secure an academic partner, including this information will increase your credibility from the beginning.

Involvement of your general partner

- a. Partners you have been cooperating with before will appreciate your new initiative and they may be willing to help you with your current project. Therefore do not limit yourself to only contacting new partners, but contact the existing ones as well.

Advertisements

- a. With legal publications comes the possibility to sell advertising space in your Law Review to law firms, auditing firms etc. Because your publication is mainly academic, we recommend to keep this opportunity exclusive and limit the amount of offered spaces(spots) to 3-4 ads per edition.

Sale

- a. If the Law Review is published in a printed form, it is possible to fundraise through selling the hard copies. For more information, see the section 'Individual Profit Document' below.

ISSN registration numbers

46. Having an International Standard Serial Number ("ISSN") is proof of the academic quality of your publication and of its' prestige. Therefore we highly recommend to request an ISSN number for your publication.
47. Contact details for the registration office in your respective country as well as the detailed guidelines on how to request an ISSN number are available here: <http://www.issn.org/services/requesting-an-issn/your-issn-guidelines/>

Spreading the outcome/distribution

48. One of the crucial aspects of your Law Review/Journal is its distribution. If you want to expand your publication as well as raise the awareness and reputation of your ELSA Group, you need to find the way to bring the publication to as many people as possible (mostly professionals, universities, libraries, firms, institutions etc.).



Individual non-profit document - 'Free Legal Source'

49. Publication of a non-profit document is the basic step to make. The final product of the Law Review should be made visible and available for externals. In order to ensure this, an electronic version of the Law Review should be uploaded to your website.

External law reviews and magazines

50. Cooperation with other publications is another very professional way of using your publication. It makes the result of your Law Review/Journal spread. One of the options is to establish a cooperation with a publishing house in your country and use them for the distribution. There is a possibility to negotiate support in the way that the hard copies of your publication would be shipped with one of their publications as an attachment.

Individual profit document

51. This is the dream situation of every organizer. The Law Review/Journal can be published in hard copies, since there are lawyers and students who are willing to obtain (buy) a copy of such a publication. The profit will strengthen the group and it can also contribute to future follow up events.

Legal Databases

52. There are also various legal databases where articles and other contributions are made available and accessible. Try to get in touch with companies which provide these databases in your country and attempt to establish a cooperation with them.

STRUCTURE OF A LAW REVIEW

Editorial Board

53. The Editorial Board of the Law Review (LR) is in charge of the publication of the Review. It is composed of:
- Director/Editor-in-Chief (and his/her Assistant, if applicable)
 - Members of the Editorial Board
 - Advisory Board

Director

54. The Director is in charge of the general coordination of the Project in all aspects. The Director maintains active communication with partners, the Editorial Board, and with authors when required. He/she is also actively involved in the entire editing and selection processes.

Administration of the Contributions

55. The Director is the primary person in charge of the email account to which contributions are submitted. As such, the Director's responsibilities include:
- Administration of the email account and communication with the authors.
 - Answering questions with regards to the Editorial Policy.
 - Ensuring anonymity in the editorial process and that there are no mistakes in the assignment of the names of authors in the final publication.
 - Distinguishing the thematic areas of contributions received and allocating them to members of the Editorial Board for a preliminary check and later on for editing.
 - The Director may also work as part of the Editorial Board as an editor

Marketing and Publication

56. The Director along with the members of the Editorial Board are primarily responsible for the marketing and publication of the Law Review. Their tasks in this domain include:
- Collaboration with the VP Marketing in the different stages of the promotion process.
 - Investigation of the possibilities of expanding the LR after the publication (e.g. through ISSN, SSRN).
 - Researching the possibility of publishing the LR in hard copy.
 - Other actions that may support a wider reach for the LR before and after publication.

Members of the Editorial Board

57. The Editorial Board is composed by editors. Their work includes:

- Contacting experts of different legal fields (academics, professors, lawyers, judges etc.) and keeping in touch with them. This will be the only reason the Editorial Board will administer the Review's email account.
- Filtering the received contributions to make sure only high quality submissions go through the editing process. The Editorial Board will do a preliminary check of all contributions and later on will edit only the best submissions according to the Editorial Policy and the OSCOLA referencing System of sources.
- After the Editorial Board selects and edits the best contributions, it must send them back to their authors for corrections. When this is completed, the contributions are sent to the experts who comment on the contributions and ascertain their quality.

Advisory Board

58. The Advisory Board's main role is to provide academic supervision with the goal of assuring the quality of the final product of the Law Review. It should be comprised of legal experts who can provide feedback as to the quality of contributions and who take active part in the final selection of the best contributions together with the Director and the Editorial Board. The Advisory Board may also support the Director and the Editorial Board in its marketing and outreach efforts.

EDITORIAL POLICY

Contributions

59. Contributions to the Law Review can be: articles, essays, commentaries on current legal affairs or case notes/studies (hereafter referred to as contributions).
60. The contributions must be sent to the following email address (THE ACCOUNT OF THE RESPECTIVE LAW REVIEW) fulfilling the following requirements:
 - a. The subject heading must be “CONTRIBUTION – Name Surname”.
 - b. The content of the email must contain the following:
 - i. Type of contribution
 - ii. Title of contribution
 - iii. Name & Surname of author
 - iv. Institution where the author works/studies
 - v. Contact details of author
61. To ensure impartiality in evaluating the contributions, personal and contact details of the author must not appear in the document.
62. The contributions must comply with the following formal requirements:
 - a. The document must be submitted in Word (.doc) format to allow for editing.
 - b. The contributions must be written in British English.
 - c. The contributions shall contain an abstract (a short summary of approximately 200 words).
 - d. The contributions must not exceed the following Word limits:
 - i. 4.500 – 8.000 words for the articles
 - ii. 3.500 – 6.000 words for the essays and commentaries
 - iii. 2.000 – 3.000 words for the case notes and case studies.
(These limits do not include footnotes and bibliography)
63. The contributions must have original content created by the author. All the sources must be cited in footnotes, in accordance with the Oxford University Standard for Citation of Legal Authorities (“OSCOLA”).
64. Contributions should not only summarise the law or the existing literature but should also add original information or provide valuable conclusions or proposals by the author.
65. All the members of the Editorial Board have the possibility to submit a contribution for publication in the Law Review. For these contributions the Director decides on whether they pass the phases of selection (preliminary check and editing).

Editorial Process

66. Upon receiving the contribution the Editorial Board uses a trusted plagiarism checker tool to check its originality. In submitting the contribution, the author automatically accepts this plagiarism check upon their work. The contribution fulfills the originality requirement is if the plagiarism percentage does not exceed 30%. The Editorial Board has the discretion to accept a contribution that slightly exceeds this percentage in special circumstances (e.g. it repeatedly uses necessary technical terms relating to the subject matter, etc.). If the contribution does not fulfill the originality requirement, the Director sends a rejection slip to the author with a brief explanation of the issue, urging them to try again for the next review.
67. Contributions that fulfill the originality requirement are bundled together in thematic groups and sent to the Editorial Board for a preliminary check. In this stage the Editorial Board does not make any changes to any contribution. The purpose of the preliminary check is to check:
 - a. If the requirements listed in paragraphs 56, 57, 58 above are fulfilled.
 - b. If the argument/description the author is making is clear, precise, and supported by good bibliography.
 - c. If the style of the article is seen as fitting the Law Review's current edition.
68. The Editorial Board gives one rating for each one of the above criteria and one combined overall rating for each article (a rating of 1-5 for each of the requirements is advised).
69. Based on the outcomes of the rating process described above, the Editorial Board decides upon the best articles which are then distributed again to individual Board members. The Board can then make editing and formatting changes to enhance the clarity of the argument and the structure of the text, without changing the content.
70. After the editing process described above, the Editorial Board forwards the best contributions to the Advisory Board which has the task of:
 - a. Selecting the final best contributions, that are going to be published and b) giving feedback and suggestions on the content for those authors whose contributions were selected.
 - b. Once the Advisory Board has made its final selection and its comments, the Director sends a congratulatory email to the authors which includes the content suggestions by the Advisory Board and the timeline during which they may make related changes to their contribution before sending it back to the Editorial Board.
71. Once the authors send their contributions back to the Editorial Board with any content changes they have made, the final step for the Editorial Board is to review those changes and give its final approval to move to publication. It is possible at this point (if the Editorial Board thinks it necessary) to refer a contribution to an expert on the topic who can make further content suggestions, which the author would have to take into consideration before re-submitting their contribution to the Editorial Board. The Director will have the final say on the suitability of the contribution for publication.

Rejections

72. The Director sends a rejection slip to the author in the event that the contribution does not fulfill the Editorial Policy outlined above either: during the plagiarism check (stage 1), during the preliminary check (stage 2) or during the final selection by the Advisory Board (stage 3), or if the Director finds it incompatible with the Law Review following its review by an expert.

Intellectual Property Rights

73. All works submitted to, and by extension published in, the Law Review are produced under the commission of the ELSA Group. Therefore any and all intellectual property rights in those literary works are vested with the ELSA Group.
- a. As such, the ELSA group is free to alter, copy or distribute those works as it sees fit.

Complaints and Errata

74. The Advisory Board must inform the Director immediately (or as soon as is practicable) of any and all complaints and mistakes found in the contributions that are not related to the editorial process, or changes and suggestions proposed by the editors and experts that have been accepted by the authors.
75. The Director must personally deal with complaints received, unless there is a justified impossibility. It is under the responsibility of the Director to draft and communicate “Apology Letters and Clarifications” to the author in question should one be necessary.
76. The next edition of the Law Review will include a supplementary “Errata” that will correct all typos and clarifications related to previous published edition.

Forbidden Material

77. If the contributions containing any of the following materials they will be automatically rejected:
- a. Material protected by copyright, trademark, trade secrets or any other kind of Intellectual Property rights, (unless the author is the owner of those rights or has permission of the owner).
- b. Any material that is either false (be that deliberately or recklessly) or that distorts or misrepresents the law.
- c. Any material that may be seen to damage the reputation or standing of ELSA, the Law Review or any third party. This extends to material that is likely to diminish the trust and confidence which the public places in ELSA, the Law Review or the members of the network as a whole.
- d. Material considered illegal, obscene, defamatory, slanderous, threatening or offensive in any way.

- e. Material that may encourage or incite criminal activity or attract civil liability.

Other Conditions

- 78. All the affirmations and statements made in the ELR exclusively reflect the opinion of the authors that may not be the same as the opinion of ELSA, the VP AA or the Board of the ELSA Group, unless stated otherwise.
- 79. Property rights of all the contributions published in the Law Review must be governed by the Attribution License (CC BY-NC-ND 4.0)

