



## UNIVERSITY OF NAMIBIA LAW REVIEW

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### EDITORIAL POLICY (Adopted 30 October 2013)

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Pursuant to Article 6(4) of the University of Namibia Law Review Draft Constitution, the Editorial Board hereby drafts an Editorial Policy for approval and adoption.

#### SECTION 1: DEFINITION OF TERMS

**Advisory Board** means the Advisory Board of the Review appointed in terms of the Constitution.

**Author** means the person who submits a manuscript for publication.

**Blind peer reviewer** means the anonymous person appointed from the Editorial Board to review a manuscript before being sent to an External Blind Peer Reviewer.

**Copy-editing** means the final editorial check before design and layout. This includes checks for structure and logical sequence of argument, repetition, ambiguity, heading levels, consistency, spelling, marking up illustrations, checking references and bibliographical citations, etc.

**Copyright** means the intellectual property right to the contents of a manuscript.

**Disseminate** means to distribute widely.

**Editor** means a member of the Editorial Board of the Review.

**Editorial Board** means the Editorial Board of the Review.

**Executive Board** means the Executive Board of the Review.

**External blind Peer reviewer** means the anonymous person appointed from outside of the Review by the Editorial Board to review a manuscript before publication.

**Manuscript** means a text submitted for publication in the Review.

**Publication** means article, case notes, legislative summary, comments, speeches, research report and lecture papers which has been published by the Review.

**Publishing** means management of the whole process of developing a publication from concept or manuscript to online publication, including editorial development of the manuscript, copy-editing, design, illustrations, cover, printing, launch, marketing and distribution.

**The Review** means the University of Namibia Law Review.

*UNAM* means the University of Namibia

*Web designer* means the person appointed by the Review to design the website of the Review.

*Website* means the Review website <http://www.unamlawreview.com>

## **SECTION 2: PURPOSE OF THE POLICY**

1. This policy will regulate and govern the Reviews publishing strategy and procedures. The Editorial Board hereby adopts this Editorial Policy which includes the following purposes:
  - a) To ensure that the Review renders a forum for legal discourse and assist authors to develop their manuscripts for publication.
  - b) To engage with students and society in the creation and dissemination of knowledge through research and publications.
  - c) To recognise that publishing is a vital means for the dissemination of knowledge and an important part of the knowledge production process. Publications of the Review support the core functions of the University of Namibia and extend its influence within Namibia and beyond its borders.
  - d) To develop best practices in scholarly publishing and improve academic authorship at UNAM.
  - e) To increase the number and range of publications and thereby create publishing opportunities for UNAM Students, UNAM Staff and society at large.
  - f) To establish publishing guidelines and procedures.
  - g) To improve the peer review process thereby implementing the double-peer review system for UNAM Law Review publications, by adopting the internal and external blind peer review style.
  - h) To establish and follow a consistent copy-editing style and guidelines and develop improved layout and design templates.
  - i) To develop and use effective marketing materials, networks, and systems.
  - j) To maintain an interactive, effective and efficient internet website.

## **SECTION 3 PUBLISHING STRATEGIES**

1. The Editorial Board will engage critically with content and language, design and technology, to ensure that its publications are of high academic, editorial and production quality.
2. The Editorial Board will endeavour to cause and publish electronically a range of publications that reflect the strengths of UNAM and the best scholarship in and on Namibia, in order to build a list, make public the UNAM's scholarly research and attract authors.

3. The Editorial Board will make creative and innovative use of new technologies and different publishing and dissemination options – traditional, by uploading and posting all the publications as a single PDF document - modern, by uploading and posting published pieces individually in separate PDF documents. This is in order to maximise easy access to desired document and thereby reach a wider audiences.
4. The Editorial Board will encourage UNAM students, staff and professionals from the legal fraternity in Namibia and beyond to publish the results of their research and it will aim to be the publisher of choice for authors analysing or critiquing legal issues.
5. The Editorial Board will distribute its publications online ensuring that access thereto is free and in so doing build reputation of the Review.
6. The Review not a printing press.

#### **SECTION 4 PUBLISHING GUIDELINES**

1. The Editorial Board welcomes submissions for potential publication by students, academics and other legal scholars to engage in academic writing on any relevant legal matters. The Review is open for Articles, Case Notes, Comments, Legislative Summaries, Speeches, Professional lecture papers and book reviews.
2. All submissions must be written in British English and should be gender neutral.
3. Upon submission to the Review, it is *ipso facto* presumed that the submission is original and has never been previously published elsewhere. Unpublished thesis and dissertations are welcomed for consideration.
4. Only in exceptional circumstances will the Editorial Board accept previously published material.
5. The Editorial Board shall forward submitted manuscripts in confidence to an expert blind peer reviewer(s) for evaluation in a blind peer reviewing process.
6. Upon submission and subsequent approval, the author transfers copyright over the manuscript to the Review.
7. All submissions must be sent via e-mail to [unamlawreview@gmail.com](mailto:unamlawreview@gmail.com) and must be in both Ms Word and PDF format. No hard copy submission will be considered.
8. All Articles must be between 5,000 - 12,000 words; including footnotes. An abstract of not exceeding 250 words should be included.
9. Legislative summaries and cases notes should not exceed 5,000 words, including footnotes.
10. Book or Journal reviews should not exceed 10,000 words, including footnotes.

11. All manuscripts submitted must conform to the referencing style of the UNAM Faculty of Law, therefore authors are encouraged to familiarise themselves with this referencing style. The Referencing Style is available on the Review website.

## **SECTION 5 ANONYMITY AND CONFIDENTIALITY RULE**

1. The Editorial Board shall ensure that all articles, case notes, legislative summary, comments, speeches, research report and Lecture papers submitted to the Review for potential publication are treated with a high degree of confidentiality.

2. All letters, inquires, documents, communications and correspondences submitted, sent, or communicated to the Review be it by electronic mail or hard copy or soft copy documents shall be treated with a high degree of confidentiality.

3. No member of the Editorial Board shall disclose and or discuss and or communicate any such letters, inquiries, documents, communications, and correspondences to any person who is not a member of the Editorial Board without the prior written authority from the Editorial Board.

4. Anonymity principle shall adhere to the following terms:

a) When the submission is received from the author and immediately after coding or assigning an inquiry number to such submission, the Editor-in-Chief or his/her delegate shall black-out or erase or delete the name of the author and any other information from the submission which may afford to reveal the identity of the author to the internal and external blind peer reviewer.

b) The black-out or erasing or deletion of the author's name shall be done in the manner that such black-out or erasing or deletion does not temper with any content or part thereof of such submission.

c) No Editorial Board member shall neither disclose the identity of any author to the internal or external blind peer reviewer who is reviewing the author's submission nor disclose the identity of any internal or external blind peer reviewer who is reviewing any submission to the author of such submission.

5. Any member of the Editorial Board who contravenes the provisions of this section shall be guilty of misconduct and liable to sanctions in terms of the Review Constitution.

## **SECTION 6 PUBLISHING PROCEDURES**

1. Authors must submit article, case notes, legislative summary, comments, speeches, research report and Lecture papers to the Review for potential publication by means of electronic mail to: [unamlawreview@gmail.com](mailto:unamlawreview@gmail.com).
2. Upon receiving the electronic submission from the author, the Editor-in-Chief shall direct the Managing Editor or any Editor to code or give a number to the submission for purposes of references and inquiry. For example: Masake Harris, P/01/UNAMLR/Vol1Issue1/2013. (If the submission was intended for potential publication in UNAMLR Volume 1 Issue 1 of 2013).
3. The Editor-in-Chief or his/her delegate shall acknowledge receipt of such submission within as soon as is reasonably possible from the time the submission was received by the Review by sending acknowledgment e-mail to the author quoting the enquiry code or number designated to such author.
4. The Editor-in-Chief shall cause the received submission to be internally reviewed by him/herself or by directing any one or more than one Editor to review the received submission within a reasonable period of time.
5. The submission when given or assigned to the internal reviewing editor for content, structure, footnote and language review shall be accompanied with the standardised Peer Review Agreement (PRA) annexed hereto. The reviewer (Editor) is, apart from completing the PRA, encouraged to use the Track Changes facility which is readily available on computer windows.
6. Upon completion of internal review, the internal reviewer (Editor) shall complete the PRA and forward such submission and completed PRA to the Editor-in-Chief or his/her delegate with the Editor's comments or remarks for further processing. The Editor-in-Chief or his/her delegate shall:
  - a) if the internal editor recommends in the PRA that the submission is publishable, cause such submission to be forwarded to the external peer reviewer within reasonable time.
  - b) if the internal editor recommends in the PRA that the submission is un-publishable or requires substantial changes or minor changes, cause such submission with the completed PRA containing such comments or recommendations to be forwarded to the author and encourage such author to attend tentatively to the comments or any such recommendations contained in the PRA as well as the comments or recommendations effected by means of track changes facility.
7. The author upon tentatively complying with the comments and recommendations, shall forward such submission the ULRJ for consideration and if the Editorial Board is satisfied with the author's compliance, the provisions of section 6 (6) (a) apply *mutatis mutandis* to the

submission. However, if the Editorial Board is not satisfied, the provisions of Section 6 (6) (b) apply *mutatis mutandis* to the submission.

8. Upon completion of external blind peer review, the external peer reviewer shall forward the reviewed submission and the PRA containing the comments or recommendations to the Review. The Editor-in-Chief or his/her delegate shall:

- a) if the external Blind Peer Reviewer recommends in the PRA that the submission is publishable, cause such submission to be forwarded to the language editor for language editing. The submission when forwarded to the language editor.
- b) if the external Blind Peer Reviewer recommends that the submission is un-publishable or substantial changes or minor changes required, cause such submission with the completed PRA containing such comments or recommendations to be forwarded to the author and encourage such author to attend to the comments or any such recommendations contained in the PRA as well as the comments or recommendations effected by means of track changes facility. The author upon complying with the comments and recommendations, shall forward such submission to the Review for consideration.

9. If the Editorial Board is satisfied with the author's compliance, the provisions of section 6 (8) (a) apply *mutatis mutandis* to the submission. However, if the Editorial Board is not satisfied, the provisions of Section 6(8)(b) apply *mutatis mutandis* to the submission

8. Upon completion of language editing, the Language Editor shall forward the language edited submission with any comments or recommendations to the Review. The Editor-in-Chief or his/her delegate shall:

a) if the language editor recommends submission to be published it form without changes, cause such submission to be forwarded to the layout designer for layout designing and alignments.

b) if the language editor recommends that the submission is un-publishable or substantial changes or minor language changes are required, cause such submission containing such comments or recommendations to be forwarded to the author and encourage such author to attend tentatively to the comments or any such recommendations contained in the PRA as well as the comments or recommendations effected by means of track changes facility. The author upon tentatively complying with the comments and recommendations, shall forward such submission to the Review for consideration.

9. If the Editorial Board is satisfied with the author's compliance, the provisions of section 6 (8) (a) apply *mutatis mutandis* to the submission. However, if the Editorial Board is not satisfied, the provisions of Section 6(8)(b) apply *mutatis mutandis* to the submission.

10. Upon completion of layout design, the Layout Designer shall forward the layout designed submission(s) and the PRA containing the comments or recommendations to the Review and the Editorial Board shall ensure to accept or reject the layout design.

a) If the Editorial Board accepts the layout design, The Editor-in-Chief or his / delegate shall cause the submission to be forwarded to the Host-Website awaiting for the launch of the particular Issue of the Review.

b) If the Editorial Board rejects the layout design, it shall direct the Layout Designer as the Editorial Board shall deem fit.

## **SECTION 7 LAUNCH**

1. The Editorial Board shall have power to decide on the date of the launch.

2. Each Issue of the Review shall be launched electronically.

3. The Editorial Board shall have power to decide whom to invite as Guest of Honour who shall deliver a launch speech.

a) If the Editorial Board is divided on the decision as to who should be invited, the Editor-in-Chief shall cause the determination of such division by vote in manner of show of hand and each member shall have one vote opportunity.

b) If there is a tie, the Editor-in-Chief shall have a casting vote.

4. If the Editor-in-Chief for any reason, is not available or present in such meeting to perform functions in terms of section 7(3)(b), the Managing Editor shall immediately assume the roles and functions of the Editor-in-Chief for purposes of such a meeting.

5. In event that, the member who is chairing the meeting is a member other than the Editor-in-Chief or Managing Editor, such member shall immediately hand the chairmanship to the Editor-in-Chief or in his/her absence to the Managing Editor for purposes of facilitating such voting proceedings.

6. Immediately after voting proceedings have been completed and results been announced, the member who was chairing the meeting before the voting proceeding commenced shall take-over from the Editor-in-Chief or in his/her absence from the Managing Editor for purposes of proceeding with the remainder of the Agenda points.

## **SECTION 8 MISCELLANEOUS**

1. In circumstances where any provision of this policy is in conflict the provision of the ULR Constitution, the provision of the constitution shall prevail over the provision of this policy.

#### **SECTION 9 SHORT TITLE**

This Policy shall be called the Review Editorial Policy.





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## BLIND PEER REVIEW EVALUATION FORM & AGREEMENT

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1. Date of receipt of manuscript:

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2. Manuscript's title:

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3. Blind Peer Reviewers name:

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4. RECOMMENDATION

Manuscript is:

Acceptable in the present form

Minor changes required

Substantial changes required

## 5 EVALUATION

Please give your comments about ways in which the manuscript might be further developed and improved. Use the questions on the next page to help you structure your report. You are encouraged to use the track changes option of Microsoft Word in adding comments.

### **Factual content**

Is the manuscript's theme interesting?

Does it refer to and reflect on existing academic studies on the subject?

Does the manuscript in your opinion include something new?

Is the structure of the manuscript good?

Does the manuscript form a coherent whole?

Are the interpretations / conclusions of the study validated?

### **Representation**

What are the manuscript's weaknesses?

Is the text explicit and well written?

Would shortening of the manuscript bring any benefit?

Are figures and tables essential, clear and well presented?

Is the use of references consistent and correct?

### **Remarks**

What else would you like to say about the manuscript?

## 6 AGREEMENT

The University of Namibia Law Review publishing programme is guided by the University of Namibia Law Review Editorial Board as established by its Constitution, in approving or rejecting publication proposals and manuscripts. The referencing style to be followed is that of the *Namibia Law Journal*.

The review process is *strictly confidential* and evaluators are requested to refrain from the contacting the author(s) or any outside person as regards the work.

This form and the attached report as well as copy of the manuscript should be returned to the Editor-in-Chief at unamlawreview@gmail.com before or on the agreed date.

**Editor-in-Chief - University of Namibia Law Review**

**E-mail: Unamlawreview@gmail.com**

Date:

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Evaluator's Signature:

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