COMPARATIVE CONSTITUTIONAL LAW AND ADMINISTRATIVE LAW JOURNAL EDITORIAL POLICY

CENTRE FOR COMPARATIVE CONSTITUTIONAL LAW AND ADMINISTRATIVE LAW

ABOUT THE CENTRE

The Centre for Comparative Constitutional Law and Administrative Law ("**Centre**") is established under the patronage of the Vice-Chancellor of National Law University Jodhpur, Prof. (Dr.) Poonam Saxena. We attempt to create a niche in the field of comparative constitutional law and administrative law discourse by discussing existing precedents and the constant changes that are taking place in the field. Our endeavour is to promote a wide-scale engagement limited to not only students pursuing law but also academicians and other legal luminaries alike.

The Centre presently undertakes a variety of activities, such as publication of the Comparative Constitutional Law and Administrative Law Journal, the Pith & Substance Blog, hosting guest lectures and conducting essay competitions. The Centre is also involved in preparing research reports on privacy principles *(March 2023– tentatively)* and looks forward to taking up several research projects in the upcoming year.

ABOUT THE JOURNAL AND BLOG

The Comparative Constitutional Law and Administrative Law Journal (ISSN: 2582-9807) ("**CALJ**") is the flagship journal of the Centre published under the guidance of Prof. (Dr.) I.P Massey, Dean, Faculty of Law, National Law University Jodhpur. It is an open-access online journal published bi-annually, aimed at fostering debate on contemporary issues in comparative constitutional law and administrative law with a comparative perspective. The first issue of CALJ was published in 2013. The issues of CALJ are indexed on SCCOnline.
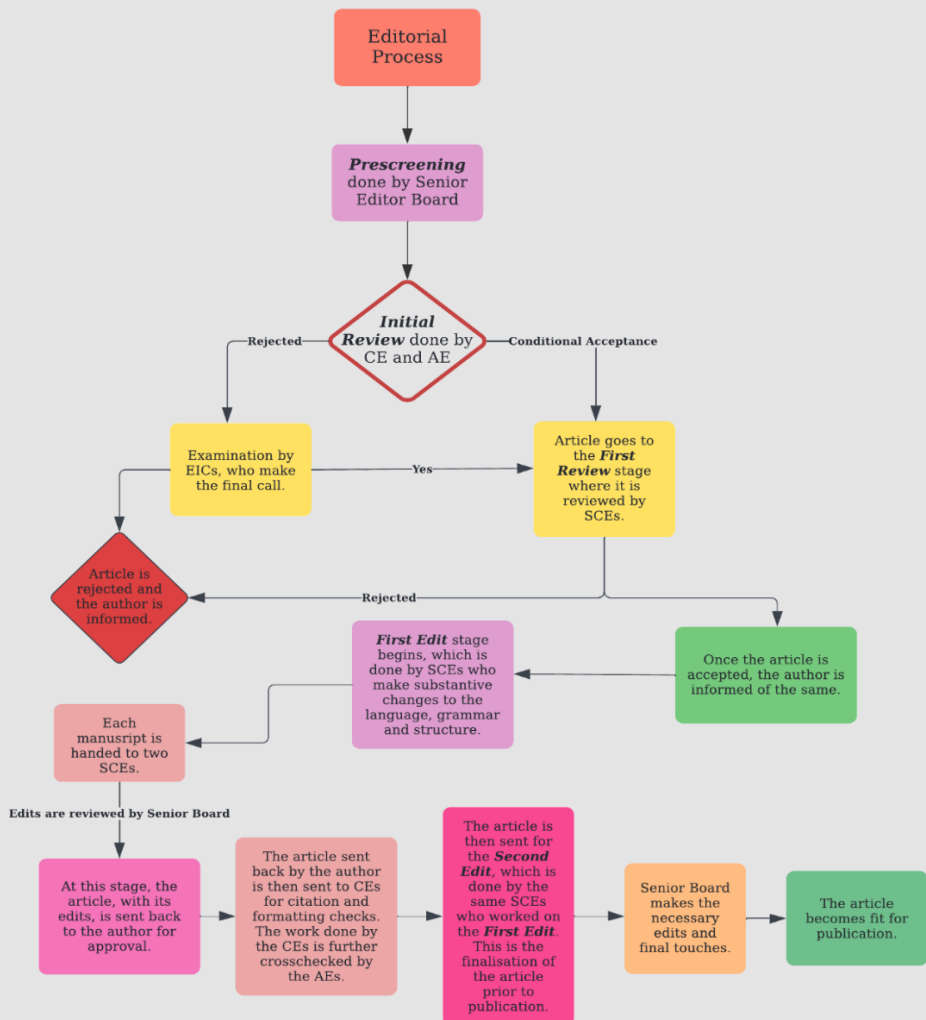
Our Board of Advisors includes some of the biggest names in constitutional law, such as Former Chief Justice of India Hon'ble Manepalli Narayan Rao Venkatachalliah, Dr. Rajeev Dhavan, Dr. Menaka Guruswamy, Mr. Georg Nolte, Prof. (Dr.) Susan Rose Ackerman and Prof. Timothy Endicott.

CALJ aims to promote scholarly excellence in the area of comparative constitutional and administrative law with the help of a diligent editorial board, an eminent advisory board and an institution known for its academic excellence. Each issue contains articles, notes, case comments and book reviews. You can find our latest publication here.

Pith & Substance: The CCAL Blog is an initiative of the Centre to enhance and contribute to discussions on contemporary issues in the fields of constitutional law and administrative law. We seek to provide a space where scholars, students as well as legal practitioners can share opinions on constitutional and administrative law themes.

EDITORIAL PROCESS

A. FLOW CHART DETAILING THE PROCESS

Editorial Process

Prescreening done by Senior Editor Board

Initial Review done by CE and AE

Rejected — Examination by EICs, who make the final call.

Conditional Acceptance — Article goes to the **First Review** stage where it is reviewed by SCEs.

Yes

Article is rejected and the author is informed.

Rejected

Once the article is accepted, the author is informed of the same.

First Edit stage begins, which is done by SCEs who make substantive changes to the language, grammar and structure.

Each manusript is handed to two SCEs.

Edits are reviewed by Senior Board

At this stage, the article, with its edits, is sent back to the author for approval.

The article sent back by the author is then sent to CEs for citation and formatting checks. The work done by the CEs is further crosschecked by the AEs.

The article is then sent for the **Second Edit**, which is done by the same SCEs who worked on the **First Edit**. This is the finalisation of the article prior to publication.

Senior Board makes the necessary edits and final touches.

The article becomes fit for publication.

B. PRE-SCREENING

Upon receiving the articles, a minimum of two Senior Content Editors review each one to ensure compliance with the following;

1. Plagiarism: The article is checked for plagiarism using 'Turnitin', which generates a report after comparing the text of the article to an archive of internet documents, internet data, a repository of previously submitted papers, and a subscription database of periodicals, journals, and publications. If the software detects more than 25% plagiarism, the article is rejected. It should be noted that filters are configured to exclude verbatim quotations as well as bibliographies.

2. Subject-Matter: Herein, the editors examine the overlap between the topic of the article and the subject matter of the Journal. An article is rejected if it is discovered to be remotely related to such subject matter. The Journal accepts articles that fall under the ambit of constitutional law and administrative law, as well as articles that conduct comparative analysis under the same subjects.

3. Submission Guidelines: The adherence to the submission guidelines' specificities, such as word count, citation style, formatting, language, and so on, is examined. If the article does not satisfactorily comply with such criterion, it is rejected.

When an article adequately meets the requirements abovementioned, it is sent for Initial Review, and the rest of the editorial process ensues. If not, it is rejected, and the author is notified of the same.

C. INITIAL REVIEW

1. The editors are provided sample Initial Reviews ("IR") for a reference of format., which includes seven headings: **content, coherence, relevance, language, structure, originality** and the editors' final **decision**. The aforementioned heads are explained in detail below:

*   **Content** focuses on providing a brief summary of the manuscript and the editors' opinions on the same. No changes/suggestions are required in the original manuscript at this stage.;

*   **Relevance** focuses on the subject matter of the manuscript. We only accept manuscripts operating in the sphere of Constitutional Law, Comparative Constitutional Law and Administrative Law. Two parameters to measure relevance shall be recent developments and revisiting existing literature with novel insights.

*   **Coherence** focuses on examining the logical flow of the argument in the manuscript. Every successive part of the manuscript should flow from the preceding part. Parameters can be– ease of understanding; quality and relevance of references in footnotes; balance argument and counter-arguments.

*   **Structure** relates to the overall flow of the manuscript and how it presents itself when read in totality. Division of manuscript into sections, sub-sections and ensuring average length for paragraphs is an important factor in determining the overall structure. This may be clubbed with **coherence** if need be;

*   **Language** pertains to the analysis of the standard of grammar, volume of typographical errors and the overall consistency of language used in the manuscript. The overall language of the article should be formal. Things to be kept in mind are- active voice over passive voice; average sentence length around 20-25 words; multiple negatives; unnecessary jargon and parallelism, among others.

- ***Originality,*** as the name suggests, relates to the manuscript being original and free of plagiarism. While we endorse a zero-tolerance policy for plagiarised manuscripts, a manuscript that is not heavily plagiarised, i.e., only entails a few instances of plagiarism, may, however, be subject to leniency owing to the scope for author error and rectification of said errors in subsequent edits. Basic online websites are used to check for plagiarism at this stage. Research a bit on The topic of the manuscript is a researcher in order to ensure there is no idea plagiarism.

- ***Decision*** relates to simple reasoning for your acceptance/rejection/uncertainty. This would entail an 'Accept', 'Reject' or 'Undecided' backed by reasons as to why the editor has arrived at the said decision. The editors provide well-rounded reasoning to the decision arrived at since the same shall be weighed against distinct views of other editors in the event that we are faced with contradictory decisions.

  '*Undecided' must be backed by both elaborate reasons for acceptance as well as rejection* and is used only in an event where there is a genuine confusion as to whether or not a manuscript should be accepted.

  In such cases, the Editors-in-Chief ("**EIC**"), in consultation with the Managing Editor and the Executive Editor ("**Senior Board**"), take a decision, which shall be informed to the respective Associate Editor ("**AE**") or Copy Editor ("**CE**").

2. This stage of review shall entail a large amount of leniency while keeping in mind that the manuscript, if accepted through this stage, shall be subject to different rounds of editing and shall have immense scope for improvement. *Our primary aim here is to narrow down on manuscripts that are worthy of publication.*

3. The usage of polite language is ensured since IRs are *forwarded to authors* of rejected manuscripts.

D. FIRST REVIEW

a) **_General_**

1. Upon being allotted a manuscript for a First Review ("**FR**"), the editors are first required to acknowledge the receipt of the said manuscript via email.

2. Change the default language for the manuscript on Microsoft Word to English (U.K.).

b) **_Senior Content Editors ("SCE")[1]_**

1. SCEs cross-check the facts stated in the manuscript and rectify the factual errors. Every fact stated in the manuscript must carry a footnote as a reference. Universal facts don't need a footnote *per se*.

2. If there are too few footnotes in the manuscript, it shows a lack of research. A comment is left where the editor is of the opinion that footnotes can be included.

3. General formatting – The SCEs are responsible for ensuring that the manuscript is in line with submission guidelines. The manuscript is formatted, and the quality of the blue booking is commented upon. Please note that the citations of the manuscript are not edited as per Bluebook at this stage.

4. Upon receiving a manuscript, the SCEs go through the topic at hand. Preliminary research is conducted to get a rough idea of the arguments which are already made and to suggest additional arguments. In addition to this, the idea plagiarism is also looked out for in the manuscript.

5. It is ensured that the authorities cited/relied upon are relevant to the argument at hand. Furthermore, if the same authority is cited frequently, it is pointed out. It is ensured that authorities are pinpointed via the insertion of comments.

6. FR requires a line-by-line plagiarism check.[2] This would also include the concept of idea plagiarism. As mentioned earlier on, we endorse a zero-

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[1] Editors-in-Chief, Managing Editor, Executive Editor; Deputy Managing Editor and Deputy Executive Editor all carry the responsibility of a senior content editor in addition to their managerial responsibilities.

[2] It is highly recommended that the editors' searchevery line on Google to ensure more accurate results.

tolerance policy for plagiarism. To better understand what constitutes plagiarism, please click [here](#).[3]

7. A plagiarism check must go hand-in-hand with an authority check. As good practice, frequently used authorities are spotted and checked with regard to the structure of the manuscript has been lifted. An authority check would involve making sure that the authorities cited state whatever the author claims. This would also involve looking for paraphrased sentences. Sometimes, in the process of paraphrasing, the meaning might be inadvertently changed. For instance, a manuscript may have been plagiarised from mainly two sources, both of which are footnoted. Here, though there may be no display of direct and obvious copying, it may be discovered that the entire manuscript is simply a paraphrased version of two manuscripts. In the event there is an unverified footnote that the editors cannot identify, they are requested to leave a comment pointing out the same.

8. With respect to cases, the editors are expected to check if it's the majority holding or the dissent the author has relied on. If it's the dissent, the same needs to be mentioned. Also, it is also checked whether it was an obiter or the ratio, in case the author claims it is the ruling, for instance. The idea here is to simply ensure that the author is factually correct as far as his citations are concerned.

9. Added caution is exercised while analysing books cited. There have been instances wherein a book has been cited. However, the next paragraph has been lifted from the very same book, without any footnotes to demarcate the same. Thus, it is ensured that the page numbers are mentioned. If not, a comment is left.

10. The editors are also expected to examine the footnotes and confirm if the citation is a primary source or a secondary source. It is important that the author acknowledges the same. A primary source is one which reports the original content, whereas a secondary source refers to content first reported in the primary source.

11. An FR is a time-intensive process. Therefore, it is expected that the editors keep aside time and put in their best efforts to improve the manuscript to the

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[3] Please refer to *Forms of plagiarism* and *why does plagiarism matter?*, Plagiarism, OXFORD STUDENTS, https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism?wssl=1.

best of their abilities. It is also essential that the editors strictly adhere to the allotted deadlines to ensure the efficient functioning of the Journal.

12. Editors are expected to provide an opinion on the manuscript for the editor engaging in the first edit. Changes are suggested regarding improvements and how the manuscript can be made more contemporary. All these suggestions are being provided by way of comments.

E. FIRST EDIT

1. This First Edit ("**FE**") is primarily about making the manuscript better while also preserving the integrity of the contributions of the author. Thus, for a well-written manuscript, an editor's work at this stage shall be minimal. All changes are made on the track, and suggestions should be in the comments.

2. The extent to which an editor can take the liberty to alter the author's words depends on the author. This means that if the author rejects a change, it is not recommended to push for the said changes. The SCEs are free to suggest content and structural changes operating within the framework of the author's original vision.

3. A few pointers to note while trying to improve the manuscript are:

    -   **Contemporise:** More recent incidents/cases that have relevance to the subject are looked for and incorporated or at least mentioned in the comments;

    -   **Restructure:** If need be, the editors may undertake structural reformations to the manuscript. No actual changes are made to the actual body of the manuscript in this regard. Requisite suggestions are made via comments;

    -   **Language:** The language is improved where necessary. For instance, simplification of complicated sentences and deletion of repeated sentences are suggested. Editors may add or remove punctuation marks if need be. This would include inserting or deleting commas and hyphenation, amongst others. All footnotes have to end in a full stop;

    -   **Uniformity:** The language and formatting must be uniform. Uniformity would also extend to ensuring that abbreviations and definitions used at the beginning of the manuscript are carried out throughout the manuscript;

    -   **Formatting:** Text is justified with the font of Garamond and size 12. In the case of footnotes, justified, size ten and of Garamond font.   It is ensured that the formatting for the headings and the sub-headings are also

uniform. Kindly note that the headings should not be under the normal style, as given under the home tab in Microsoft Word;

- **_Capitalisation:_** As a rule, general states need not be capitalised. However, in the case of a specific State, it can be capitalised. Capitalised words must be capitalised uniformly throughout the manuscript;

- **_Abbreviations:_** All abbreviations must be defined with their full name at least once. Also, note that the text within commas has to be bold, not the commas themselves. E.g. ("**Act**");

- **_Italicisation:_** Direct quotation from the source that may be present in the body of the manuscript must be italicised. It is ensured the quoted portion has been properly represented in the text. Case names should be italicised in the body of the text, but versus need not be. E.g. _John Doe_ v. _UOI_;

- **_Rephrasing:_** It is important to note that long sentences should be avoided. The editors cannot make direct syntactical changes in manuscripts; however, they may leave a comment; and

- In case of any major changes, simply leave a comment. The editors need not make the changes themselves.

4. This is the stage when the EICs send in the manuscript(s) along with the SCE's comments to the author. At this stage, the editors must not focus on finding flaws with the manuscript (since it has already been accepted in the IR stage) and instead focus on making a manuscript a better version of itself.

5. The language of the comments must be extremely polite while asking the author to consider changes as suggested by the editors. All suggestions are to be backed by sound reasoning.

Note: The edited article is sent to the author for them to go through the changes. The article sent back by the author is then sent to the CEs to carry out the blue booking process and ensure that the formatting of the article is in line with the guidelines of the Journal.

F. SECOND EDIT

1. A Second Edit ("**SE**") is also done by SCEs. This involves engaging with the author, incorporating the changes that are accepted by the author, and providing suggestions and inputs where necessary.

2. This is done on a case-to-case basis as it depends on the comments that have come back. If the author is not willing to make a change, do not push for it unless absolutely necessary. The editors can gauge this level of necessity by observing whether the said suggestions would stand to improve the manuscript or not.

3. The initial suggestions are compared alongside changes actually incorporated to weigh out whether all errors have been rectified. This is done meticulously as sometimes the author may send a copy bereft of said changes.

CALJ PUBLICATION TIMELINE (SUMMER SEMESTER)

STAGE	TIMELINE
Call for submissions	Mid-June
Initial Review	First week of July
End of Initial Review	Fourth week of August
Decision of Acceptance/Rejection intimated to communicated to authors post IR	Fourth week of August
First Review	Fourth week of August to First week of September
First Review mailed to authors with suggested changes	First to second week of September
Review of changes post First Review and decisions on final acceptance/rejection by the Senior Board. To be communicated to the authors the same day.	Second week of September
First Edit	Second to third week of September
FE mailed to authors for approval	Fourth week of September

Citation Conformity & Formatting	Fourth week of September to First week of October
Second Edit	First week of October
SE mailed to authors for approval	Second week of October
Final Review	Third week of October
Compilation; Proofreading; Arranging ancillaries and Finalising for publication	Third week of October to Fourth week of October

CALJ PUBLICATION TIMELINE (WINTER SEMESTER)

STAGE	TIMELINE
Call for submissions	Mid-November
Initial Review	First week of January
End of Initial Review	First week of February
Decision of Acceptance/Rejection intimated to communicated to authors post IR	First to second week of February
First Review	End of second week of February
First Review mailed to authors with suggested changes	Third to fourth week of February
Review of changes post First Review and decisions on final acceptance/rejection by the Senior Board. To be communicated to the authors the same day.	Fourth week of February
First Edit	First to second week of March
FE mailed to authors for approval	End of second week of March

Citation Conformity & Formatting	Third week of March
Second Edit	Fourth week of March to first week of April
SE mailed to authors for approval	End of first week of April
Final Review	Second week of April
Compilation; Proofreading; Arranging ancillaries and Finalising for publication	Third to fourth week of April

Please note- the timeline with respect to call for submissions and final publication may vary up to 14 days.

PRAKHAR RAGHUVANSHI

Editor-in-Chief

(October 2021-June 2023)

SANDHYA SWAMINATHAN

Editor-in-Chief

(February 2021-June 2022)

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