



CENTRE FOR ACADEMIC LEGAL RESEARCH

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“POLICY 2020”

CALR POLICY, 2020

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1. Preamble

*This Policy lays down the basic rules and procedures governing the **CENTRE FOR ACADEMIC LEGAL RESEARCH**, in a just and fair manner while facilitating the publication of legal scholarship in the best possible way*

- 1.1 This blog shall be known, addressed and referred to as the Centre for Academic Legal Research (“**CALR**”).
- 1.2 The Team shall comprise of a group of dedicated members who work towards exploring the nuances of various subject matter of law, and working towards publication of quality content for the Blog.
- 1.3 The members of the team are expected to work in the spirit of unity and syndicate, towards fulfilling the common interests of the blog.
- 1.4 The members of the team should represent the blog in a professional manner and must conduct themselves with proper decorum and cultivate appropriate manners and etiquette.

2. Hon’ble Advisory Board

- 2.1 The Hon’ble Advisory Board (“**Board**”) shall consist of industry leaders who have thorough knowledge on the subject and post-qualification experience (“**PQE**”) in the relevant field.
- 2.2 The Board shall be contacted by the Project Heads of established centers only.
- 2.3 The Board shall be constituted by a Committee headed by
 - a. Director-In-Charge Mr. Shaurya Ritwik;
 - b. Co-Director Mr. Sameer Shah;

- c. Editor-In-Chief;
- d. Project Heads of the different centers established.

2.4 The Board shall guide the blog in the following ways:

- a. Advising the team on the subject matter of the blog.
- b. Co-authoring with the project heads of established centers on various topics of law. The opinion of the Advisory board shall be included on the blog under the head of “**Expert Opinion**”. The opinion shall be published *verbatim* with no review by any member.

The Board’s decision shall be final on any objections raised by any board member on any post or selection of candidates

2.5 **Cross publication on CALR by Hon’ble Advisory Board Members-** The Board Members have complete freedom to cross-publish their firm/company’s articles on CALR.

- a. Such a cross publication would not be subject to review by the editorial board or any member.
- b. CALR shall not own any copyright over such content, and shall not be responsible for any liabilities accruing from the content of the article published.

2.6 Board Members may relieve their duties through a formal communication to the official email of the Blog.

3. Structure of the Team

3.1 CALR will have five established center whose aim will be to advance the study in the respective field:

- a. *Centre for the Study of Contemporary Legal Issues (CSCLI)*
- b. *Centre for Cyber Law (CCL)*

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- c. *Centre for Commercial and Financial Law (CCFL)*
- d. *Centre for Study of Dispute Resolution (CSDR)*
- e. *Centre for Environment Awareness (CEA)*

Provided that these centers will be run by the Project Heads. (“Project Head {PH} of Established Centers) who will be appointed by Editor-In-Chief/Founder Mr. Parth Rishik.

Provided that the project Heads holds the power of Managing editor and Managing content Writers.

- 3.2 The CALR team shall comprise of Project Heads of established Centers **(PH)**.
- 3.2.(1) The rest of the body for each established center shall be decided by the PH through passing of a Public Notification which shall be enforced under **Section 3.2.(1)**.
- 3.3 The positions available under established centers will be as follow:
 - a. Editors;
 - i. Managing Editors (ME)
 - ii. Sr. Associate Editors (Sr.AE)
 - iii. Associate Editors (AE)
 - iv. Junior Editors (JE)
 - b. Content Writer
 - i. Managing Content Writers (MC)
 - ii. Sr. Associate Content Writers (Sr.AC)
 - iii. Associate Content Writers (AC)
 - iv. Junior Content Writers (JC)
 - c. Media Platform Handlers

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- d. Human Resource Managers
- e. Event Organizers
- f. Interns

Provided that the Project Head of the Established Center needs more dedicated people to run its daily activities.

Provided the nature of employment will be pro bono and no monetary compensation shall be awarded. Certification shall be issued for the duration and work a person partakes during the employment.

- 3.3.(1) Employment of any person under Section 3.3 shall be done by the Project Head of the particular Established Center; the enforceability of the same lies in the section 3.3.(1).

{Exception – the admission of interns mentioned under 3.3 is not regulated under this section}.

Provided that the same has been already discussed with Director-in-charge of the Project. Followed by signing of a contractual agreement that underlines nature and during of work with other terms and conditions underlined in Section 3.3.(3).

- 3.3.(2) Termination of employed person under 3.3.(1) shall be done by the Project Head of the Established center.

Provided that the ground for the same is incompetence and non-corporation of the employed person. Followed by serving a Letter of termination.

Provided the same has been discussed and allowed by the Director-in-charge.

- 3.3.(3) Terms and Conditions of the contractual agreement for Employment under 3.3.(1):

- a. The person employed should have the knowledge that there won't be any monetary compensation;
- b. The contractual agreement obligates to recognize the person for his/her work associated with CALR:

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{Provided that the termination of the employed person shall not be under 3.3.(2)}

- i. Through certification;
- ii. Recognition on the Social Media Platforms of CARL;

(Provided the work done is exceptional and the same has been appointed by the PH, Co-Director/Head of the Board, Director-In-Charge or any member on the Hon'ble Advisory Board).

- iii. Letter of Appreciation.

(Provided the work done is exceptional and the same has been appointed by the PH, Co-Director/Head of the Board, or Director-In-Charge).

- c. It should clearly outline the nature and duration of the work.
- d. It should clearly outline the position the person will be employed at.
- e. The name associated on the contractual agreement from the side of CALR will be of the PHs of the established center under which the person is employed.

- 3.4 The admission of interns for internship shall be enforced under section 3.4, and shall be done by PH of Established Centers. For the purpose of termination (for incompetency and non-corporation) shall be done by PH of Established Center only.

Provided the terms and conditions for internship shall be as provided under section 3.3.(3).

- 3.4.(1) Every intern shall be awarded certificate for the duration of work associated with CALR.

Provided the duration of internship is not terminated under section 3.3.(2).

4. Research Drive

- 4.1 Initiation of a Research drive shall be done by PH of Established Center.

Provided the same has been discussed by the Co-Director/Head of the Board.

4.2 PH of Established Center holds the power to appoint a team for the same purpose;

Provided the appointment shall be made from section 3.3 under section 3.3.(3).

4.3 The topic, method of research, list of experts' opinions, and other details shall be outlined in a proposal which should be drafted by the PH.

Provided the proposal shall be discussed with the Co-Director/Head of the Board.

5. Roles and Responsibilities

5.1 The roles and responsibility shall be outlined by the PH of Established Center. The same can be adhered to the contractual agreement under section 3.3.(3) and for interns under section 3.4.

5.2 The roles and responsibilities can also be outlined in a different draft prepared by the PH of the Established Center, which shall be upheld by the virtue of this very section.

6. Eligibility/Selection process – Articles/Blogs/Posts

6.1 The MEs, along with the PHs will make decisions regarding the selection process. The process shall be objective and transparent.

Provided if the center does not have ME and AE, then the responsibility falls on to the PH.

6.2 The selection shall be based on a subjective system with the following criteria of marking. The applicants shall be judged **solely** on their writing or editorial experience. In case of a tie, the candidate having writing/editorial experience in an blog/magazine/journals will be given preference.

6.3 Further, the following criteria must be adhered to:

- a. The applicant must have strong research and analytical skills.

- b. The applicant must possess strong command over the English language.
- c. The applicant must have basic knowledge about the subject matter he is writing upon and must be up-to-date with the latest developments in that field.
- d. The applicant is suggested to have at least **one** paper publication with a peer-reviewed journal or at least **one** paper presentation at a national conference or **three different** blog publications. However, this shall not be a mandatory criterion.

6.4 Legal Disclaimer – Articles/blogs/posts selected by the project for publications, and the same communicated to the authors of the articles/blogs/posts, the rights over such material transfers to the Centre for Academic Legal Research, and Index Center for Research Journals for republication, distribution. In other words, the name of the author shall be associated with the article/blog/post but the copyright transfers to CALR and ICRJ.

7. Selection Process – Articles/Blogs/Posts

For selecting articles to be published on the blog, the following process shall be adhered to. The review process (First stage) should take a maximum of **Ten days**, starting on the date of submission. The review report shall adhere a specified format.

7.1 Submission for the same shall be made through either google form or the official email of the project. The access to the google form or the official email of the project shall remain with PHs and Managing Editors.

7.2 On receipt of a submission, the Managing Editors shall **anonymize** the document and allot the same to an Associate Editors.

Provided if the center does not have ME and AE, then the responsibility falls on to the PH.

7.3 The AE shall complete the review process within **maximum of five days**. The review report shall be sent by the AE to a Sr.AE/ME. (The MEs and PHs shall be marked on the email). If the AE feels the deadline needs to be extended, he/she shall duly inform the Sr.AE/ME by mail and keep CALR in CC.

Provided if the center does not have ME and AE, then the responsibility falls on to the

PH.

Note - AEs are requested *NOT* to make any sort of alteration in the article itself. Grammatical mistakes, if any, could be highlighted and the same should be informed to the respective SAE in the review report. Any other error or changes are to be dealt with similarly

7.4 The SAE/ME shall review the draft and send the same to the Social Media Consultant within **four to five days** for publication.

7.5 If the Sr.AE/ME feels that the Article needs improvement, he/she can send the article back for revision to the author. The resubmitted article would be subject to further review and would be published only if it meets the standards of the blog.

*Note: This time period shall not be considered within the 10-day timeframe of selection process. Still, the maximum time allowed for revision shall be **four days**. Failure to revert back shall result in rejection of the article.*

7.6 The Social media Consultant shall publish the article within **one day**.

8. Rejection Process – Article/Blogs/Posts

8.1 In case, at any stage, any AE feels that the document is unworthy of publication, he/she shall convey the same at the earliest to the MEs/PHs.

8.2 The ME, upon taking the final call, will send it to the AE for re-consideration or send back the document to the author for reconstruction/rejection.

Provided if the center does not have ME and AE, then the responsibility falls on to the PH.

8.3 At any stage, if any document has a plagiarism/similarity of more than **15%**, it shall be rejected/returned for redrafting summarily, subject to the opinion of the MEs.

Provided if the center does not have ME and AE, then the responsibility falls on to the PH.

- 8.4 At any stage, if any document has the content similar to an article previously published on CALR, with no novel arguments, it shall be rejected/returned for redrafting summarily, subject to the opinion of the MEs.

Provided if the center does not have ME and AE, then the responsibility falls on to the PH.

9. Content Guidelines – Article/Blogs/Posts

- 9.1 Submissions will be accepted on the latest and/or relevant issues on various subject matters of laws.

- 9.2 Submissions can take the form of articles, short notes, opinions, case comments, book reviews, response to an existing post on the blog on the mentioned topics.

- 9.3 The submission should reflect **original, unpublished** work and **not under review** in any other platform. A maximum similarity of **15%** is allowed. Non-adherence to this rule shall result in rejection of the article *summarily* without any chance of revision.

*Note: If an author withdraws his submission after initiation of the review process (within the seven-day deadline) he can be **blacklisted** from further publications, at the discretion of the Managing Editors or Project Heads.*

- 9.4 Submissions must ideally be limited to a length of **1000 to 3000 words**. However, the author can exceed the limit in case of necessity subject to discretion of the editor concerned. This limit shall be exclusive of any explanatory endnotes that are added.

Note: Gross violation of this clause shall result in rejection of the article summarily. In no case the article shall cross 4000 words. (This clause shallnot be applicable on expert opinion pieces)

- 9.5 Submissions should be made only in **Microsoft Word (.docx) format**. The submission should adhere to the following formatting style. **Font: Times New Roman, Font size: 12, Line spacing: 1.5” (For endnotes Font size: 10, Line spacing: 1”)**

- 9.6 Relevant sources such as judgments, laws, treaties, news article and other legal texts must be added as hyperlinks in-text (if possible) but must contain proper citations adhering to the uniform **Bluebook 20th Edition citation style**.
- 9.7 The submission should have an informative title. If the author wishes the editorial board to assign a title, the author should inform the same in the body of the mail.

10.

Editorial Publications

- 10.1 The members of the editorial board are allowed to publish on the blog, subject to the review process by PH.
- 10.2 The article can be co-authored with other editors or any other third person.
- 10.3 The editors can also **cross publish** their articles.
- Provided, consent from the original publisher has been taken, and from PH as well.*
- 10.4 Every article published by the editors must have their designations as per the policy
- 10.5 Any article published without undergoing the review process shall be taken down immediately with severe consequences to the person responsible.

11.

Cross Publication

- 11.1 CALR accepts Cross-Publications of articles of contemporary relevance from the Hon'ble Board of Advisors, the Editorial Board or Any firm/company having practicing in the legal industry.
- For this section, "Cross-Publication" connotes allowing content items in one publication to also appear in publications dealing with similar subject areas with due credit given to the original publisher.*

- 11.2 A Cross-Publication would not be subject to review by the Editorial Board.
- 11.3 CALR shall not own any copyright over such content, and shall not be responsible for any liabilities accruing from the content of the article published.
- 11.4 It is the responsibility of the authors to inform CALR at the time of submission whether a paper's content has been previously disseminated in any manner and reproduce a copy of the first publisher's permission for cross publication with CALR.
- 11.5 If any author wishes to cross-publish his/her article originally published CALR, CALR's consent must be taken prior to sending the article for submission. Further, due credit should be given to CALR in the form of a correct reference to the original content.

12. Legal Disclaimer

- 12.1 The content published on the blog is for informational purposes only. The views expressed in the posts are those of the authors and do not, in any way, reflect the views of the organization, the team, or the Board. The contents on this Blog should not be deemed or construed as legal advice or legal opinion.
- 12.2 CALR reserves all right to the blogs published under its name.

13. Miscellaneous

- 13.1 a. Appointment of Project Heads for the Established Centers shall be done accordingly by Editor-in-Chief under section 3.1 in accordance with section 3.3.(1) as well as 3.3.(3).
- b. Termination of Project heads of the Established Centers shall be done accordingly by Editor-In-Chief under section 3.3.(2).
- 13.2 The policy can be amended by a public notification that should be conferred by Editor-In-Chief, by a team of PH only. The amended policy will be enforced by the confer of Director-In-Charge.

“Policy 2020”

**Drafted by Mr. Parth Rishik (Founder/Editor-In-Chief of CALR;
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