

## **Nottingham Law Journal – Ethics Statement**

For the attention of authors submitting articles, case-notes, opinion pieces and book reviews to the Nottingham Law Journal.

Before making your submission please read this document carefully to ensure that your submission complies with our ethics and malpractice statement.

### **On submission of material for inclusion in the Nottingham Law Journal, authors guarantee the following:**

- The work submitted has not been submitted for consideration by any other Journal and is not currently under review.
- The work submitted is original and fully referenced in the NLJ house-style.
- Detailed and accurate contact details are provided for all authors and co-authors
- The work submitted is in English (UK) and uses non-derogatory language at all times.
- The work submitted includes a word count exclusive of footnotes (top right-hand corner).
- Any conflict of interest and/or source of funding for the work submitted is disclosed in the first biographical footnote of the work submitted.
- The work submitted does not contain material that is unethical, defamatory, misleading, obscene or in contempt of court.
- If any third party material is included, written permission for re-use has been obtained from the relevant copyright holders. Please contact the editorial board if there are any issues of concern regarding third party material.
- They will sign a copyright assignment form on acceptance of their work, which will constitute a declaration that the author is empowered to assign copyright to the publisher.
- On receipt of first proofs, they will check their work carefully, responding to queries in a timely manner (within two weeks).
- They will remain in good communication with the relevant members of the editorial board.
- They will co-operate fully with the editorial team in the publication of errata and/or with the retraction of work found to be unethical, defamatory, misleading or damaging.

### **Editorial obligations**

- The editorial board will determine whether to send an article for peer review, having regard to the Journal's objective of publishing articles of contemporary legal significance that are academically robust and clearly articulated.

- Where it is determined that an article should not be sent for peer review, the author will normally be contacted within two weeks of submission (reasons will be provided on request).
- Prior to peer review, Case-notes and book reviews will be reviewed by the Case note editor, the book review editor, and their deputies.
- The peer review is a double-blind review.
- The reviewer guarantees to provide an honest, impartial and thorough review of the submission in a timely manner.
- The editorial board aims to have completed the peer review within 8 weeks of submission.
- The final decision on whether to publish or to require amendments is the decision of the editorial board following completion of the review process.
- The editorial board will remain in good communication with the author(s) throughout the consideration process. In the case of delays in the review process, this will be communicated to the author(s).
- Where there is doubt concerning the authenticity of the work submitted, the editor reserves the right to use plagiarism detection software. In the unlikely event that costs arise from the detection of plagiarism the editor may pass these costs on to the author.
- The editorial board will send first proofs to all submission authors for final checking after the copy-editing process is complete. No copy-editing will be published without approval from the submitting author.

For any further information please contact the general editor, Rev'd Dr Helen Hall. By e.mail:

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