



ARBITRATION & CORPORATE LAW REVIEW

# ARBITRATION & CORPORATE LAW REVIEW

“POLICY”

ARBITRATION & CORPORATE LAW REVIEW  
**2020**

# ACLR POLICY, 2020

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## ACLR POLICY, 2020

### 1. PREAMBLE

*This Policy lays down the basic rules and procedures governing the Arbitration & Corporate Law Review, in a just and fair manner while facilitating the publication of legal scholarship in the best possible way.*

- 1.1. The Arbitration & Corporate Law Review (“**ACLR**”) consists of comprise of a group of dedicated members who work towards exploring the nuances of Arbitration and Corporate law, and working towards publication of quality content for the blog.
- 1.2. The Members of ACLR consist of the Board of Advisors (“**BOA**”), Board of Editors (“**BOE**”) and the Peer Review Panel (“**PRP**”).
- 1.3. The ACLR blog shall be known, addressed and referred to as the ACLR Blog (“**Blog**”).
- 1.4. The ACLR Journal shall be known, addressed and referred to as the ACLR Journal (“**Journal**”).
- 1.5. The Board of Editors, Peer Review Panel is referred as “**ACLR Team**” jointly.
- 1.6. The members of the ACLR Team are expected to work in the spirit of unity and syndicate, towards fulfilling the common interests of the blog.
- 1.7. The members of the ACLR Team should represent the blog in a professional manner and must conduct themselves with proper decorum and cultivate appropriate manners and etiquette.

### 2. BOARD OF ADVISORS

- 2.1. The Board of Advisors (“**BOA**”) 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 Co-Founders and the Managing Editors only.
- 2.3. The Board shall be constituted by a Committee headed by Co-Founders and the Managing Editors. However, in case of an absence of consensus therein, the Co-Founders’ opinion shall prevail.
- 2.4. The Board shall guide the blog in the following ways:
  - Advising the team on the subject matter of the blog.

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- Co-authoring with the editors on contemporary and relevant topics. 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 ACLR by BOA-** The Board Members have complete freedom to cross-publish their firm/company’s articles on ACLR given the subject matter of the article deals with the theme of ACLR.

- Such a cross publication would not be subject to review by the editorial board.
- ACLR 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.** The Board Members may relieve their duties through a formal communication to the official email of the blog.

### 3. PEER REVIEW PANEL

- 3.1.** The Peer Review Panel (“**PRP**” or “**Panel**”) shall consist of practicing advocates and/or Post-Graduate Students who have decent experience/knowledge on the theme of the journal.
- 3.2.** The Panel shall be constituted for each Volume of the Journal and the tenure of the panel shall be limited to the specific issue only.
- 3.3.** The Panel shall be constituted by invitation, sent only by the Co-Founders or the Managing Editors through the official email address.
- 3.4.** The Panel shall be responsible for reviewing the finalised manuscripts only (Maximum of two per member). It shall strive to improve the quality of the manuscripts by providing their inputs in form of comments and minor editorial changes.
- 3.5.** The Panel Members may relieve their duties through a formal communication to the official email of the blog. In the usual course of events, the panel shall be relieved of its duties once the issue of the volume is published.

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### 4. BOARD OF EDITORS

- 4.1.** The Board of Editors (“**BOE**”) shall comprise of Co-Founders (“**CF**”), Managing Editors (“**ME**”), Newsletter Editors (“**NE**”), Sr. Associate Editors (“**SAE**”), and Associate Editors (“**AE**”).
- The position of the CFs shall remain fixed at all times.
  - The position of MEs shall remain fixed until resignation or removal.
  - The positions of SAEs and AEs shall be eligible for promotion after each academic cycle, subject to their performance.
  - The promotion of SAEs and AEs shall be on the discretion of the CFs and MEs.
- 4.2.** The positions are in the following order of hierarchy:
1. Co-Founders - Fixed.
  2. Managing Editors – fixed until resignation/removal. (x)
  3. Sr. Associate Editors (Maximum 2x positions)
  4. Associate Editors (Maximum 4x positions)
  5. Newsletter Editors (Maximum 2 positions)
  6. Publishing Editors / Social Media Consultant (Maximum 2 Positions)
- 4.3.** The Board members may relieve their duties through a formal communication to the official email of the blog. In the usual course of events, the panel shall be relieved of its duties once the issue of the volume is published.

### 5. ROLES & RESPONSIBILITIES OF THE BOARD OF EDITORS

- 5.1. Co-Founders (CF)** – The responsibilities include, but are not limited to, coordinating between all the editors and ensuring the proper functioning of the blog, receiving submissions and allotting them to SAE/AE, and interacting with the Board members and arranging professional connections. The CFs reserve the sole right to represent the blog to third parties.
- 5.2. Managing Editors (ME)** – The responsibilities include assessing suitability of a submission for publication, coordinating with SAEs and AEs, and reviewing the final comments on a submission. They are required to check whether the publication would be beneficial to the blog and take the final call for publication.

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- 5.3. **Sr. Associate Editors (SAE)** – The responsibilities are limited to checking the *relevance* of the topic, the *quality of research*, *original thought applied* to the submission.
- 5.4. **Associate Editors (AE)** – The responsibilities are limited to checking plagiarism, grammar, sources, citation scheme, language, and basic content standards required for publication.
- 5.5. **Newsletter Editor(s)** – The responsibilities are limited to writing summaries of judgements of the domestic and international courts on the subjects of contemporary relevance.
- 5.6. **Social Media Consultant** – He/she will be required to manage the LinkedIn/Facebook/Wordpress/Wix handle of the blog.

## 6. CANDIDATE SELECTION PROCESS – BOARD OF EDITORS

- 6.1. The MEs, along with the CFs will make decisions regarding the selection process. The process shall be objective and transparent.
- 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 *arbitration law or corporate law* journal/blog will be given preference.
- 6.3. Further, the following criteria must be adhered to:
  - The applicant must have strong research and analytical skills.
  - The applicant must possess strong command over the English language.
  - The applicant must have basic knowledge about **Arbitration Law and Corporate laws** and must be up-to-date with the latest developments in the field.
  - 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.

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### 7. MANUSCRIPT SELECTION PROCESS - BLOG

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 **Seven days**, starting on the date of submission. The review report shall adhere a specified format.

- 7.1. Submissions shall be made through Google Form, whose access shall remain with MEs and CFs only.
- 7.2. On receipt of a submission, the MEs shall **anonymize** the document and allot the same to an AE.
- 7.3. The AE shall complete the review process within **maximum of two days**. The review report shall be sent by the AE to a SAE/ME. (The MEs and CFs shall be marked on the email). If the AE feels the deadline needs to be extended, he shall duly inform the Sr AE/ME by mail and keep ACLR in CC.

*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 SAE/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 7-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. MANUSCRIPT REJECTION PROCESS - BLOG

- 5.1 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/CFs.
- 5.2 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.

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- 5.3** 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.
- 5.4** At any stage, if any document has the content similar to an article previously published on ACLR, with no novel arguments, it shall be rejected/returned for redrafting summarily, subject to the opinion of the MEs.

### 9. CONTENT GUIDELINES - BLOG

- 9.1.** Submissions will be accepted on the latest and/or relevant issues on Arbitration, Corporate and Commercial laws. These shall **include, but not be limited** to Company law, Insolvency law, Securities law, Competition law, Arbitration Law, Law of Taxation, IPR, Trade Law and Employment law.
- 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.*
- 9.4.** Submissions must ideally be limited to a length of **1500 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 3000 words. (This clause shall not 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. Where sources are not available as open-source



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documents, endnotes may be added adhering to the uniform **Bluebook 20<sup>th</sup> 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. MANUSCRIPT SELECTION PROCESS - JOURNAL

For selecting articles to be published on the Journal, the following process shall be adhered to.

- 10.1.** Submissions shall be made through Google Form, whose access shall remain with MEs and CFs only.
- 10.2.** On completion of the deadline of the submission ("**Deadline**")s, the Co-Ordinator shall **anonymize** the documents and allot the same to the respective ME, SAE, AE in **multiple phases** subject to number of submissions. Each phase shall have a maximum of **four manuscripts**.
- 10.3.** The AE shall complete the review process within **maximum of Fifteen Days (15)**. The review report shall be sent by the AE to a SAE. (The ME shall be marked on the email). If the AE feels the deadline needs to be extended, he shall duly inform the ME by mail and keep ACLR in CC.
- 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.*
- 10.4.** The SAE shall review the draft and send the same to the respective ME within **fifteen days** for further review.
- 10.5.** The ME shall make the final review within **fifteen days** and make the decision regarding publication of the manuscript. On selection of the manuscript, the ME shall send the document to the Co-ordinator.
- 10.6.** The Co-ordinator will send the final manuscript to a member of the Peer Review Panel for final comments.
- 10.7.** On Receipt of the comments from the PRP Member, the Co-Ordinator will send the manuscript to the Author/Respective ME for adding the improvements, after which it shall be sent to the Publishing Editor for publication.

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- 10.8.** If the SAE/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: The maximum time allowed for revision shall be **five days**. Failure to revert back shall result in rejection of the article.*

- 10.9.** The Publishing Editors on receipt of the final draft shall format the document and save the same in the official G-Drive for publication.

### 11. MANUSCRIPT REJECTION PROCESS - JOURNAL

- 11.1.** 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/SAEs.
- 11.2.** The ME, upon taking the final call, will send it to the SAE/AE for re-consideration or send back the document to the author for reconstruction/rejection.
- 11.3.** 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.
- 11.4.** At any stage, if any document has the content similar to an article previously published on ACLR, with no novel arguments, it shall be rejected/returned for redrafting summarily, subject to the opinion of the MEs.

### 12. CONTENT GUIDELINES - JOURNAL

- 12.1.** Submissions will be accepted on the latest and/or relevant issues on Arbitration, Corporate and Commercial laws. These shall **include, but not be limited to** Company law, Insolvency law, Securities law, Competition law, Arbitration Law, Law of Taxation, IPR, Trade Law and Employment law.
- 12.2.** 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.
- 12.3.** 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.*

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**12.4.** Submissions must ideally be limited to following word limits. However, the author can exceed the limit in case of necessity subject to discretion of the editor concerned. This limit shall be exclusive of footnotes.

- Short Articles – 3000 to 5000 words.
- Long Articles – 5000 to 8000 words.
- Book Reviews – 2000 to 3000 words.
- Case Comments – 3000 to 5000 words.
- Legislative Comments – 2000 to 4000 Words.

*Note: Gross violation of this clause shall result in rejection of the manuscript summarily.*

**12.5.** Submissions should be made only in **Microsoft Word (.docx) format**. The submission should adhere to the following formatting style.

- **Heading:** Times New Roman, Upper Case, Font size: 14, Line spacing: 1.5”.
- **Sub Heading:** Times New Roman, Small Caps Case, Font size: 12, Line spacing: 1.5”.
- **Body:** Times New Roman, Font size: 12, Line spacing: 1.5”
- **Footnote:** Font size: 10, Line spacing: 1”

**12.6.** Relevant sources such as judgments, laws, treaties, news article and other legal texts must be added as footnotes adhering to the uniform **Bluebook 20<sup>th</sup> Edition citation style**.

**12.7.** 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 advance.

## 13. EDITORIAL PUBLICATIONS

**13.1.** The members of the editorial board are allowed to publish on the blog or the journal, subject to the review process.

**13.2.** The article can be co-authored with other editors or any other third person.

**13.3.** The editors can also **cross publish** their articles in the Blog. Provided, consent from the original publisher has been taken.

**13.4.** Every article published by the editors must have their designations as per the policy.

**13.5.** Any article published without undergoing the review process shall be taken down immediately with severe consequences to the person responsible.

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### 14. CROSS PUBLICATIONS

**14.1.** ACLR Blog accepts Cross-Publications of articles of contemporary relevance from the Board of Advisors, the Editorial Board or Any firm/company having practicing in the legal industry.

For this clause, “*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.

**14.2.** A Cross-Publication would not be subject to review by the Editorial Board.

**14.3.** ACLR shall not own any copyright over such content, and shall not be responsible for any liabilities accruing from the content of the article published.

**14.4.** It is the responsibility of the authors to inform ACLR 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 ACLR.

**14.5.** If any author wishes to cross-publish his/her article originally published ACLR, ACLR’s consent must be taken prior to sending the article for submission. Further, due credit should be given to ACLR© in the form of a correct reference to the original content.

### 15. FINANCE

**15.1.** Currently there is no requirement for any financial assistance for the functioning of the blog.

**15.2.** However, in the event that financial assistance is required, there shall be a meeting consisting of the CFs, and Managing Editors. The decision shall be taken with a majority vote.

### 16. LEGAL DISCLAIMER

**16.1.** 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.

**16.2.** ACLR reserves all right to the blogs published under its name.

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### 17. MISCELLANEOUS

- 17.1. PENALTIES-** If any of the student members fail to comply with any of the provisions of the policy, then adequate penalty (monetary or otherwise) will be levied upon conducting an enquiry.
- 17.2. AMENDMENT TO THE POLICY -**The Policy can be amended by the Co-Founders and the managing editors in its meeting. The motion of amendment must be passed by a majority of 2/3<sup>rd</sup> of the total members present in the meeting. In case of a tie, the deciding vote shall be the votes of the three co-founders.

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#### The Current Team:

- Co-Founders: [Bodhisattwa Majumder](#), [Aditya Prakash](#), and [Arnav Maru](#)
- Managing Editors: [Shebani Bhargava](#), [Deeksha Sahni](#), and [Snehal Dhote](#)
- Associate Editors: [Yagnesh Sharma](#), [Shruti Dhonde](#), [Ritika Acharya](#), [Kareena Sobti](#) and [Utsav Saxena](#).
- Social Media Advisor: [Manisha Katyal](#)

For further information, kindly visit our website [here](#). You can find us on [LinkedIn](#) and [Twitter](#).

#### For any other query, kindly contact the undersigned:

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