

## **Editorial and Peer Review Processes**

### **Editorial Board Structures**

The Editorial Board of the Manitoba Law Journal consists of:

- Two faculty editors appointed by the Dean (2011);
- Three student members (who also serve as Student Editors) appointed by the faculty members on the basis of applications;
- Two to five faculty members at the Faculty of Law who volunteer each year to serve. They represent the views of the legal community and the academic research from the Law Library.

(Details of the separate Policy Review board are provided below.) The student membership is reviewed and renewed every year. The current editors have been in place for three years. The Faculty Council has not set a term limit for the Editors in order to prioritize building the refocused journal. The rest of the board is made up of volunteer faculty members, and varies by one or two members each year. They ensure that there is representation from the law faculty as a whole. The board plays a minimal role in the editorial and publication processes. Faculty board members are chosen based on those who volunteer and membership is renewed on a case-by-case basis. The Editor's-in-Chief and the Student Editors bring practical knowledge of the daily running of the journals.

The MLJ board meets once or twice a year (in June and October) to provide general direction and advice on any particular issues that may arise. The Faculty Editors-in-Chief closely oversee and carry out all aspects of production, including inviting and reviewing submissions and supervising Student Editors. The Student Editors work under the supervision of faculty editors on all aspects of production.

The joint Policy Review section of MLJ-UTGB has an autonomous editorial board that consists of:

- Policy Review Editor – a Faculty member of the Political Studies Department at the University of Manitoba, appointed by MIPR
- Academic Director of MIPR – a Faculty member of the Political Studies Department at the University of Manitoba
- Director of Operations – MIPR
- Communications and Outreach Coordinator – MIPR
- One or two student research assistants from MIPR – usually an undergraduate student from the Department of Political Studies, University of Manitoba

The Policy Editorial Board works cooperatively with the MLJ-UTGB Faculty of Law Board to ensure continuity and professional design of the journal. The Policy board autonomously selects the articles to publish in this section. The board meets at least twice a year: once a year to review abstract submissions and once a year to discuss the direction of the joint policy section. The Policy Editor conducts focus groups every three years to determine the publishing plan for the policy section. The student research assistants are involved in the administration of the journal which includes researching peer reviewers, contacting reviewers and authors, providing copy editing support and research assistance for the articles.

## **Editorial Process**

The editorial process of the MLJ (for all issues, excluding the Policy Review Section of MLJ-UTGB requires three “green lights”

1. At least one student editor reviews a submission, and recommends favourably;
2. One or both Faculty Editors-in-Chief review a submission and recommend favourably;
3. Two external reviewers are sought whenever possible, at the very least one, to review the article and provide comments. The reviewers must also recommend favourably for the MLJ to publish the article. Reviewers are selected based on their expertise and their availability.

The Policy editorial process follows a similar process however the student research assistants are not involved in the abstract review process.

The MLJ sends out a call for papers to the Faculty at Robson Hall and members of the Manitoba Bar. Submissions are also requested through MLJ’s official Facebook and Twitter accounts. Occasionally papers are requested from specific contributors should their work be brought to our attention at a conference or panel discussion. The faculty members make regular efforts to solicit contributions from jurists, including academics, practitioners and judges. If a faculty editor’s own article is involved, s/he disengages, and the other faculty member carries out the editorial role, including obtaining external reviewers.

The joint Policy section sends out a call for abstracts in the fall to academics in relevant public policy fields in the social sciences, agriculture, business, and science community. This is done through email, MIPR’s Facebook account and posters. Successfully submissions are notified the following January.

External reviews for the MLJ are conducted on a single-blind basis. A written report is obtained, which is censored for personal information and comments are returned to the authors. The Policy Review section of the MLJ-UTGB ensures a fair and single blind peer review process. Once the Policy Editor receives the comments from the reviewers, the content of the comments are forwarded to the authors for them to make the appropriate changes.

The three stage review process is applied to all articles to ensure quality and conformity with the mandate.