



**SYIN & SERN LAW REVIEW**

**“CONSTITUTION”**

**“PRIVACY POLICY AND INFORMATION”**

**2020-2021**

## TABLE OF CONTENTS

1.	<i>Conduct and Preamble</i> .....	3
2.	<i>Editorial Members and Structure of the Team</i> .....	3
3.	<i>Removal Process- Team Members</i> .....	8
4.	<i>Selection Process- Team Members</i> .....	10
5.	<i>Submission and Processing method</i> .....	11
6.	<i>Submission Guidelines- JOURNAL</i> .....	12
7.	<i>Submission Guidelines- BLOG</i> .....	13
8.	<i>Rejection Guidelines- Journal / Blog</i> .....	15
9.	<i>Perks</i> .....	15
10.	<i>Miscellaneous and Contact</i> .....	16

---

## **1. CONDUCT AND PREAMBLE**

---

*The Conduct and Preamble lays down the working of the SYIN & SERN Law Review. This further lays down the basic rules and procedures that will govern the working of the Law Review.*

- 1.1 The Syin & Sern Law Review is a student-run organisation, with a primary purpose of exploring the nuances of legal scholarship. The organisation is independent of any of the law universities.
- 1.2 Syin & Sern, is a quarterly publication journal. The student editors make all editorial and organisational decision, together with the chief-editor, president and peer-review panel of the organisation.
- 1.3 The Syin and Sern Law Review publishing journal/blog should be explicitly known, addressed and referred to as the ‘Syin & Sern Law Review’ or ‘SS Law Review’ or ‘Syin & Sern’ or ‘Journal’.
- 1.4 The members of the team are expected to work in the spirit and in promotion of the SS Law Review.
- 1.5 Proper decorum should be followed for the publicity of the review or in the representation of the Law Review. Any misconduct and defame to the SS Law Review would directly lead to a suspension or removal of that particular intern.

---

## **2. EDITORIAL MEMBERS AND STRUCTURE OF THE TEAM**

---

- 2.1 The Syin & Sern Law Review editorial team comprises of Founder, Chief-Editor (‘VP’), Deputy Chief Editors(‘DEC’), Managing Editors (‘ME’), Senior Editors (‘SE’), Junior Editors (‘JE’) and Copy Editors (‘AE’).
- 2.2 The SS Law Review team shall comprise of Founder (the Law Review is currently run by one Founder). The Founder would have the right of The SYIN & SERN Law Review. The Founder is also referred to as the President of the organisation.
  - No one other than the Founder would have the right of the SS Law Review.

SYIN & SERN Law Review  
Policy 2020-2021

- The position of the Founder shall remain fixed at all times, and only under prodigious circumstances the same may be disputed.
- The work of the Founder would be to facilitate proper communication, unity and spirit of work within the SS Law Review.
- The Founder reserve the right to represent the Law Review and Blog at all times.
- The Founder shall be a part of the Executive Board Member.

2.3 The SS Law Review team shall comprise of an **Editor-in-Chief**, whom may also be referred to as the **Vice President**.

- The position of the Vice President will remain fixed until the removal or resignation from the Vice President is duly contacted to the Founder.
- Any formal communication made by the Vice-President on behalf of the SS Law Review should be done in consultation with the Founder.
- The work of the VP includes elucidating and deliberating whether the publication would be beneficial to the SS Law Review and take the *final call for publication*.
- The name and signature of the Editor-in-Chief shall be published on the certificate (SYIN & SERN) which will be issued at any point of time, till the removal or resignation of the particular Vice President.
- The Vice-President would have the discretion of recruiting new interns/editors, if the Vice President deems it necessary. The same may be done with due permission of the Founder.
- The Vice-President shall at every point be a part of the Executive Board Member.

2.4 The SS Law Review team shall comprise of **Deputy Chief Editors**.

- The position of the Deputy Chief Editors is kept at a maximum of two, which may be increased with the consultation of the Vice President at any point of time.
- The position of the Deputy Chief Editors will remain fixed until the removal (as stated in Article 3- Section 3.2) or resignation from the DEC is duly contacted to the Founder and the Vice President.
- Any formal communication made by the Deputy Chief Editors on behalf of the SS Law Review should be done in consultation with the Founder.

SYIN & SERN Law Review  
Policy 2020-2021

- The work of the Deputy Chief Editors includes elucidating and deliberating whether the publication would be beneficial to the SS Law Review and take the *final call for publication*. Furthermore, it is the work of the DEC to make final editing changes and adding comments to the manuscript.
- The Deputy Chief Editors would have the discretion of recruiting new interns/editors, if the Deputy Chief Editors deems it necessary. The same may be done with due permission of the Founder and the Vice-President.

2.5 The SS Law Review team shall comprise of **Managing Editors**.

- The position of the Managing Editors is kept at a maximum of three, which may be increased with the consultation of the Exclusive Board Members at any point of time.
- The responsibilities are limited to checking the *relevance* of the topic, the *quality of research, original thought applied* to the submission.
- The Managing Editor may also work towards commenting on the work of the authors and editing the manuscripts.
- Managing Editor shall define the quality of the work and create a brief report about the work, so that the author may be provided with the ‘quality of work feedback letter’.
- The Managing Editor shall be a part of the Exclusive Board Members.

2.6 The SS Law Review team shall comprise of **Senior Editors**.

- The position of the Senior Editors is kept at maximum of seven, which may be increased with the consultation of the Vice President at any point of time.
- The responsibilities are but not limited to checking plagiarism, grammar, sources, citation scheme, language, and basic content standards required for publication.
- The Senior Editor may also work towards commenting the work of the authors.
- Senior Editor shall define the quality of the work and create a brief report about the work, so that the author may be provided with the ‘quality of work feedback letter’.
- Only few Senior Editor may be a part of the Exclusive Board Members, but this is subject to high scrutiny of the work, sincereness, dedication, number of

SYIN & SERN Law Review  
Policy 2020-2021

manuscripts edited and different other factors. These factors are undertaken by the Exclusive Board Members and a decision is taken by the Exclusive Board Members towards having a Senior Editor as an Exclusive Board Member or not. Such a decision is taken only when an editor shows exemplary work and aims towards the growth of the SS Law Review.

- If a Senior Editor is not a part of the Exclusive Board Member, then they may be a part of the Associate Members.

2.7 The SS Law Review team shall comprise of **Junior Editors**.

- The position of the Junior Editors is kept at maximum of eight, which may be increased with the consultation of the Vice President at any point of time.
- The work of the Junior Editor is but not limited to reviewing the articles and checking out citations, with grammatical and general errors.
- Junior Editor needs to work on editing the manuscript in detail and adding comments towards the subject matter of the manuscript and comment on the basic research of the same.
- The Junior Editor shall report to the Managing Editor.
- The Junior Editor may be a part of the Exclusive Board Members, but this is subject to high scrutiny of the work, sincereness, dedication, number of manuscripts edited and different other factors. These factors are undertaken by the Exclusive Board Members and a decision is taken by the Exclusive Board Members towards having a Junior Editor as an Exclusive Board Member or not. Such a decision is taken only when an editor shows exemplary work and aims towards the growth of the SS Law Review.
- If a Junior Editor is not a part of the Exclusive Board Member, then they may be a part of the Associate Members.

2.8 The SS Law Review team shall comprise of **Copy Editors**.

- The position of the Copy Editors is kept at maximum of ten, which may be increased with the consultation of the Vice President at any point of time.
- The work of the Copy Editor is but not limited to reviewing the articles and checking out citations, with grammatical and general errors.
- The Junior Editor shall report to the Managing Editor.

SYIN & SERN Law Review  
Policy 2020-2021

- The Copy Editors may not be a part of the Exclusive Board Members.
- The Copy Editors may be a part of the Associate Members.

2.9 The SS Law Review team shall comprise of **Social Media Advisor(s)**. The present position may also be referred as Graphic Designer.

- The position of the Social Media Advisor is kept at maximum of 5, which may be increased with the consultation of the Vice President at any point of time.
- The work of the Social Media Advisor will be to maintain and post latest news about the SS Law Review at different social media platforms.
- The Social Media Advisor works directly under the Vice President.
- The Social Media Advisor shall create different graphics to make the SS Law Review best of its kind.
- He/She/They will also be required to post the blogs, articles, journals on the official website.
- The Social Media Advisor(s) may not be a part of Exclusive Board Members.
- The Social Media Advisor(s) may be a part of Associates Members.

2.10 *The hierarchy of the team in the SYIN & SERN Law Review will be defined as:*

1. Founder
2. Editor-in-Chief (Vice President)
3. Deputy Editor-in-Chief(s)
4. Managing Editor(s)
5. Senior Editor(s)
6. Junior Editor(s)
7. Copy Editor(s)
8. Social Media Advisor(s)

2.11 Promotion of any of the editor is subject to strict and high scrutiny of the work, sincereness, dedication, number of manuscripts edited and different other factors. These factors are undertaken by the Exclusive Board Members and a decision is taken by the Exclusive Board Members towards having an Editor promoted to a higher position. Promotion shall be done after a period of 12 months, however an exception is provided in the case of exceptional work and dedication, where the intern may be promoted after

a period of 6 months. The promotion decision is taken only when an editor shows exemplary work and aims towards the growth of the SS Law Review.

*Note- A review report should be created by all the board members (excluding Social Media Advisor in the board), this will facilitate in providing the author with the “Quality of work feedback letter”. This letter will mainly include the comments of Senior Editor(s), Managing Editor(s), Deputy Chief Editor(s) and Chief Editor.*

---

### **3. REMOVAL PROCESS- TEAM MEMBERS**

---

3.1 The removal of the President can be done in only extreme cases. The following shall remain the procedure of president’s removal-

- (i) *The president should be given an advance notice (1 weeks prior) that a resolution may be passed against them.*
- (ii) *All necessary action may be taken to mitigate the disputes within these 1 weeks. The same shall be mutual and be taken from the president’s side and both from the person presenting resolution.*
- (iii) *In case the dispute is not resolved, the concerned person is allowed to take the action and a resolution may be present Infront of the team members through email and the same should be acknowledged by everyone.*
- (iv) *The president shall be given a proper chance to posit the concerned arguments.*
- (v) *The resolution shall contain all necessary information, such as, the complaint, evidence, team members information.*
- (vi) *The resolution posited should be now followed with proper voting within the team members (including editors, researchers, campus ambassadors, managers, social media advisors). The voting shall be conducted by the highest authority in the law review.*
- (vii) *Each team member shall have a voting power. The president and the person presenting the resolution may not have the power to vote.*
- (viii) *The concerned voting shall be done anonymously with collection of email ids.*

SYIN & SERN Law Review  
Policy 2020-2021

- (ix) *Once, the voting is conducted, results shall be available to the team members and the president.*
- (x) *For the removal of the president, there should be a vote count of 75% and above, in favour of the removal of the president.*
- (xi) *The removal of the president shall be then followed with appointment of new president, and the nominees may fill their candidature of the same. The candidature shall be given to Chief Editor, or Deputy Chief Editor(s), Managing Editor(s), whosoever, is not submitting the candidature for the position. The candidate with the highest vote count shall be appointed as the new president of the organisation.*

3.2 For the removal any of the Exclusive Board Member following procedure shall be followed-

- (i) *The Exclusive Board Member shall be provided with advance notice (2 days prior) before taking any strict action against them.*
- (ii) *The Exclusive Board Member shall be provided with three warnings before taking any action against them. A dispute resolution time shall be provided to the Exclusive Board Member.*
- (iii) *In case the dispute is not resolved, the founder is allowed to take the action and a resolution may be present in front of the team members through WhatsApp group.*
- (iv) *The Exclusive Board Member shall be given a proper chance to posit the concerned arguments.*
- (v) *The resolution posited should be now followed with proper voting within the editorial team members. The voting shall be conducted by the highest authority in the law review(founder).*
- (vi) *Each team member shall have a voting power. The Exclusive Board Member may not have the power to vote.*
- (vii) *The concerned voting shall be done anonymously with collection of email ids under the review of the founder.*
- (viii) *Once, the voting is conducted, results shall be available to the team members and the Exclusive Board Member.*
- (ix) *For the removal of the Exclusive Board Member, there should be a vote count of 65% and above, in favour of the removal of the Exclusive Board Member.*

3.3 For the removal any of the Associate Member following procedure shall be followed-

- (i) *The Associate Member shall be not be provided with advance notice before taking any strict action against them.*
- (ii) *The Associate Member shall be provided with three warnings before taking any action against them. A dispute resolution time shall be provided to the Associate Member.*
- (iii) *In case the dispute is not resolved, the founder is allowed to take the action and a resolution may be present in front of the team members through WhatsApp group.*
- (iv) *The Associate Member shall be given a proper chance to posit the concerned arguments.*
- (v) *The resolution posited should be now followed with proper voting within the editorial team members. The voting shall be conducted by the highest authority in the law review(founder).*
- (vi) *Each team member shall have a voting power. The Associate Member may not have the power to vote.*
- (vii) *The concerned voting shall be done anonymously with collection of email ids under the review of the founder.*
- (viii) *Once, the voting is conducted, results shall be available to the team members and the Associate Member.*
- (ix) *For the removal of the Associate Member, there should be a vote count of 65% and above, in favour of the removal of the Associate Member.*

---

## **4. SELECTION PROCESS- TEAM MEMBERS**

---

4.1 The Founder in consultation with the Vice-President would have the discretion of making the decision regarding the selection process of the Team Members.

4.2 Those who will not be able to secure an internship opportunity would be given information and review for the same within 2-3 weeks of submission of their CV.

4.3 The selection process may be done with 1-2 weeks of the deadline date. Where preference may be given to candidates with prior experience in the field of editing.

4.4 The Selection may include a basic interview round. This depends upon the number of applications for the board members.

---

## 5. SUBMISSION AND PROCESSING METHOD

---

*Any article/blog published in SYIN & SERN, shall be reviewed within 30 working days. Author shall receive an acknowledgment of the same, in due course. The Vice President, Deputy Chief Editor and Managing Editors would have the right to reject any article. Managing and Deputy Chief Editor shall convey the same to the Vice-President.*

- 5.1 Submissions should be mailed at [syinandsern@gmail.com](mailto:syinandsern@gmail.com) only.
- 5.2 The submission received will be first given to Copy Editor for editing. The CE shall complete the reviewing within three days of allotment of an article/blog. The same shall be then forwarded to the Junior Editor.
- 5.3 The Junior Editor shall complete the reviewing within three days of allotment of an article/blog. The same shall be forwarded to the Senior Editor.
- 5.4 The Senior Editor shall complete the reviewing process within three days of the article/blog transferred by the Junior Editor. The Senior Editor may transfer the same, to the Managing Editors.
- 5.5 The Managing Editors may then review the articles/blogs. The Managing Editor may edit all the necessary stuff. This shall be then transferred to the Deputy Chief Editor.
- 5.6 The Deputy Chief Editors may then review the articles/blogs. The Deputy Chief Editor may edit all the necessary stuff. This shall be then transferred to the Chief Editor.
- 5.7 The Chief Editor/Vice President shall be the final decision-making authority (after the Founder).
- 5.8 After the Vice President approves the Article/Blog, the same shall be informed to the author.
- 5.9 The Social Media Advisor shall then (publish the same on the SYIN & SERN official website. Link- <https://syinandsern.com/syin>).
- 5.10 For uncomplicated way of forwarding the articles, the Editorial Members would be provided with an access to the Google Drive of SYIN & SERN Law Review.
- 5.11 If an article/blog is sent back to the author, the author must reply within 7-10 days of receiving the article/blog.
- 5.12 Any article published without undergoing the review process shall be taken down immediately with severe consequences to the person responsible.

Note- *The editor should change the grammatical errors and if the board members find that the article needs improvement the same should be conveyed to the author. The Board Members may identify the areas where improvement is needed. At any stage, if any document has a plagiarism/similarity of more than 15%, it shall be rejected/returned for redrafting.*

---

## 6. SUBMISSION GUIDELINES- JOURNAL

---

*The submissions are divided in three categories:*

1. **Research Articles** – It should be a comprehensive article discussing and analysing key development's or issues related to the theme. **Word limit** for the same is 3500 to 10000 words (exclusive of footnotes).
2. **Short Posts /Short Notes** – It should discuss new concepts, recent development's, or any old issue related to the theme. **Word limit** for the same is 1000 to 3000 words (exclusive of footnotes).
3. **Case Comments/Reviews/ Legislative Comments** – It should contain a brief summary of facts, analyse the key issues and capture the relevant findings case. Case review should be related to the theme. **Word limit** for the same is 800 to 3000 words (exclusive of footnotes).
4. **Books Review/Article Review/Opinions** – It should contain a brief review of the book; the author shall write the review from his point of view. **Word limit** for the same is 800 to 3000 words (exclusive of footnotes).

*Note- Abstract is mandatory. Word limit for the same is 300 words.*

- 6.1 The submissions are to be made on the subject matter of law and of legal scholarship. Submissions are to be made at the official email id of the Syin and Sern Law Review- [syinandsern@gmail.com](mailto:syinandsern@gmail.com).
- 6.2 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.
- 6.3 If an author withdraws their submission after 7 days of submission, they may be blacklisted and may not be allowed to submit with the Syin & Sern Law Review again.

6.4 Submissions must be ideally within the world limit frame.

6.5 The submission should adhere to the following formatting style: -

- a. **Margins:** 2.54 cm each side (or “Normal” Margins);
- b. **Size:** A4 Size Paper
- c. **File Format:** Docx. or Doc.
- d. **Line Spacing:** 1.5
- e. **Alignment of Text:** Justified
- f. **Font Style:** Times New Roman
- g. **Font Size-** 12

6.6 The citation style should be consistent, and only bluebook 20<sup>th</sup> citation style can be followed.

6.7 The submission should reflect original work. Plagiarism of any kind is strictly prohibited.

6.8 The author should e-mail any changes, at the same chain/thread of mail. Please avoid fresh/new email subject lines for the same post.

6.9 For Articles/short Notes/ Short Posts/ Case Comments/ Legislative Comments/Book Review/Opinion there shall be **no publication fee** charged by the author.

6.10 Free DOI shall be provided to published articles.

*Stage 1 status may be provided to the author within 1-2 weeks. However, the final publication may take a reviewing and processing time of 40 days. Stage 1 status is explained in the Section 8 of the Constitution.*

**Note:** On publication of the article, the copyright over the article shall automatically transfer to ‘*The SYIN & SERN Law Review*’. If anyone claims plagiarism the same shall be entertained by the author and not by the SS Law Review. SS Law Review shall not be responsible for any liabilities accruing from the content of the article published.

---

## **7. SUBMISSION GUIDELINES- BLOG**

---

7.1 Submissions are to be made at the official email id of the Syin and Sern Law

SYIN & SERN Law Review  
Policy 2020-2021

Review- [syinandsern@gmail.com](mailto:syinandsern@gmail.com).

7.2 Blogs shall be published on a different page at the SYIN & SERN Law Review.

7.3 Submissions will be accepted on the latest and/or relevant issues on different fields of Law. This can further include topics that have already been published elsewhere or at SS Law Review. **Word limit** for the same is 800 to 3500 words.

7.4 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.

7.5 Submissions must be ideally within the word limit frame.

7.6 The submission should adhere to the following formatting style: -

- a. **Margins:** 2.54 cm each side (or “Normal” Margins).
- b. **Size:** A4 Size Paper
- c. **File Format:** Docx. or Doc.
- d. **Line Spacing:** 1.5
- e. **Alignment of Text:** Justified
- f. **Font Style:** Times New Roman
- g. **Font Size-** 12

7.7 The citation style should be consistent, and only **hyperlinks** should be provided at relevant places. Hyperlinks should be considered as the mandatory preference. This may be changed only in exception circumstances, for instance, if a source is cited from subscription based database, then the author can follow 20<sup>th</sup> bluebook citation style.

7.8 The submission should reflect original work. Plagiarism of any kind is strictly prohibited.

7.9 The author should e-mail any changes, at the same chain/thread of mail. Please avoid fresh/new email subject lines for the same post.

7.10 For **blogs no publication fee** may be charged by the SS Law Review.

*Stage 1 publication status may be provided to the author within 2 weeks. The publication may take a reviewing and processing time of 20-30 days. Stage 1 publication is explained in the Section 8 of the Constitution.*

**Note:** On publication of the article, the copyright over the article shall automatically

transfer to 'The SYIN & SERN Law Review'. If anyone claims plagiarism the same shall be entertained by the author and not by the SS Law Review. SS Law Review shall not be responsible for any liabilities accruing from the content of the article published.

---

---

## **8. REJECTION GUIDELINES- JOURNAL | BLOG**

---

---

- 8.1 The Syin & Sern Law Review follows a two stage editing with a 7 level editing process.
- 8.2 Selection for Stage 1 is done after a mere perusal of the abstract and the manuscript. Stage 1 selection precisely means that the manuscript stand in top fifty of the total manuscripts received.
- 8.3 Stage 1 selection mail is provided within 2 weeks of the submission of the manuscript. If a manuscript is selected for stage 1, then the manuscript is transferred to the editing team for strict and stringent editing.
- 8.4 If the manuscript is rejected at stage 1, then the respective author is informed through the email.
- 8.5 Stage 2 editing involves Copy Editor, Junior Editor, Senior Editor, Managing Editor, Deputy Chief Editor, and Chief Editor's editing.
- 8.6 Once the Stage 2 editing is completed, the author is informed about the same and is requested to make the relevant changes. This however, does not mean that the manuscript is selected for publication. Once the changes are made, the author will send back the manuscript which will be then provided to the Chief Editor and Deputy Chief Editor for final decision regarding the publication of the same.
- 8.7 If the manuscript is selected after the completion of Stage 2 and author's editing, the respective author will informed about the rejection or selection of the article.
- 8.8 A manuscript can be even rejected after stage 2 selection. Publication decision is only taken at stage 3, which will only include maximum of 10-15 submissions.
- 8.9 Syin & Sern promotes journal of legal scholarship, so publication in Syin & Sern passes strict and stringent editing.

---

---

## **9. PERKS**

---

---

*The author's content published at the SS Law Review, has the following perks:*

- 9.1 Each author shall be provided with a publishing certificate if the article/blog is published in the SS Law Review.

- 9.2 The author shall be provided with a “Quality of Work Feedback Letter”.
- 9.3 The author will also be provided with an endorsement on their LinkedIn account (with due permission of the author) from the SS Law Review. This will be done only if the author shows exemplary work.
- 9.4 Top 3 authors shall be provided with a medallist certificate for the Gold Medallist, for the Silver Medallist, and for the Bronze Medallist. This shall be completely transparent, and any author can ask for the judgement criteria.
- 7.1 Top 3 authors will be further provided with Publishing Certificate and Medallist Certificate.

---

## **10. MISCELLANEOUS AND CONTACT**

---

- 10.1 The policy can be amended at any point of time, with due consultation of the Exclusive Board Members. The motion of amendment must be passed by a majority of 2/3<sup>rd</sup> of the total members in the meeting. In case of a tie, the deciding vote shall be the vote of Founder. In case of any dispute, the Founder decision shall be binding and will have the power to amend the constitution.
- 10.2 Any payment done to Syin & Sern Law Review, shall not be returned under any circumstances.
- 10.3 The team should work in consonance with each other ideas. Every statement made should be done in spirit of the SS Law Review. The communication made inside the SS Law Review should not be discourteous at any point of time. If this is found the board/associate member shall be removed with due consultation with the other board members.
- 10.4 Please note, once you accept your internship with our organisation, you will be directly agreeing all the points laid down here in the constitution.
- 10.5 Please note, once you sent us a manuscript, you are agreeing to all the terms and conditions laid here in the constitution.
- 10.6 Please be aware that all the content in SYIN & SERN Law Review, will be the view of the authors. All the information provided is for informational purposes. Nothing here will provide any type of legal advice. No communication with the website shall constitute an attorney/client relationship.
- 10.7 For any contact the official e-mail id of the SYIN & SERN Law Review is [syinandsern@gmail.com](mailto:syinandsern@gmail.com)

SYIN & SERN Law Review  
Policy 2020-2021

10.8 The Contact Number of the SYIN & SERN Law Review shall be +91-8433128396.

10.9 You can find us on [LinkedIn](#) and [Instagram](#).