

Selection process - The Editorial Board:

The Editorial Board is comprised of 10 editors and split into, but not limited to, four teams – it is the prerogative of the Editor-in-chief to create teams at the beginning of the academic year. Listed in order of rank, these are, but not limited to, the Executive, the Managing Board, the Senior Editorial Board, and the Analysis Editorial Board. Together, all teams form the prestigious City Law Society Journal Editorial Board.

Roles: Whilst roles are fluid, merit equal respect, and can be subject to annual change by the Editor-in-chief, there is an apparatus of organisational structure in place to aid the successful completion of the Journal. Should editors wish to undertake extra roles, this should be discussed with the Editor-in-chief and encouraged.

All 10 Editors take part in the peer-review process

The Executive: An Editor-in-chief's relationship with other Editors must be *primus inter pares*, or "first among equals":

1) Editor-in-chief:

- In charge of creating editorial boards and overseeing all department editors, as well as the day-to-day operations of the Journal. This means taking on the roles of other Editors should tasks need completion.
- Maintains oversight of all the Journal's operations and projects, namely, the peer-review process, the publishing process, the process of organising articles into themes, the Journal's section of the Law Society website, the Honorary Board, the Editorial Alumni Network, and the Journal's launch event.
- Regarding the peer-review process, the Editor-in-chief is the only one with initial access to the Submissions@CityLawSociety.co.uk email address and must anonymise proposed abstracts from writers and pass all of these on to the Editorial Board, with no exception. Although the Editor-in-chief will be aware of the identities of the writers, this process is to assist them in making an informed decision about which abstracts merit entry into the Journal. Thereafter, the peer-review process will undertake single-blind review where the identities of writers are revealed to the Editorial Board but Editors' identities are not revealed to writers.
- Assists in making sure all Editors are maintaining contact with their designated writers.
- Chairs all Editorial Board meetings.
- Feeds back to the Editorial Board so that informed decisions can be made with input from all editors.

The Managing Board: The Managing Board consists of the Managing Editor who manages the peer-review process with the Editor-in-chief, the Publishing Editor who deals with the publishing process of the Journal, and an Assistant Editor who assists the Managing Editor and Publishing Editor with tasks which require completion. All members of the Managing Board are equal in rank and individuals must understand the collective importance of their roles so that tasks come to fruition:

2) Managing Editor:

- Manages the peer-review process by checking the Submissions@CityLawSociety.co.uk email address to ensure writers are submitting their work in line with deadlines. However, the email password is distributed to all editors so that they may maintain contact with their designated writers. The peer-review team is the Editorial Board.
- Looks through all draft submissions with the Editor-in-chief at each stage of the peer-review process to ensure work is completed to a high standard.
- Attends all peer-review meetings.
- Conducts annual review of the Journal's Submission Guidelines and Plagiarism policy.
- Organises the Honorary Alumni Board and instructs the Senior Team on who to contact.
- Assists in making sure all Editors are maintaining contact with their designated writers.
- Feeds back to the Editorial Board so that informed decisions can be made with input from all editors.

3) Publishing Editor:

- Manages the publishing process through initially liaising with potential publishers and printers, delegating tasks to the Assistant Editor where necessary.
- Compiles a Publishing Team to assist with tasks relating to the potential layout of the Journal. The publishing editor envisions the Journal holistically, considering page limits, the ways in which ads are displayed in the Journal (E.g. Travers Smith LLP, Student Union, City Law School, City Law Society) – essentially, the entirety of the Journal's structure.
- Assists in making sure all Editors are maintaining contact with their designated writers.
- Feeds back to the Editorial Board so that informed decisions can be made with input from all editors.

4) Assistant Editor(s): Traditionally, a position awarded to a LLB1 student.

- Assists the Managing Board and Senior Editorial Board with all projects of the Journal.
- Suggests other LLB1 students who can assist in projects of the Journal (except the peer-review process).
- Responsible for checking Submissions@citylawsociety.co.uk email regularly to alert Editorial Board of urgent matters lest there is an admin oversight.
- Assists in making sure all Editors are maintaining contact with their designated writers.
- Feeds back to the Editorial Board so that informed decisions can be made with input from all editors.

The Senior Editorial Board: The Senior Editorial Board consists of two Senior Editors who work together and lead a liaison/communications team for the Journal. It is up to the Senior Editors to together decide how to divide tasks between them. They can delegate tasks to an Assistant Editor, who can help with recruiting additional assistant editors if required.

5) Senior Editor(s):

- Lead the Journal's Liaison/Communications Team.

- Responsible for establishing relationships with prestigious legal individuals to be featured on the Journal's selected honorary board.
- Responsible for managing the Journal's extensive alumni network through establishing and maintaining regular contact with all alumni from recent graduates to executive level professionals.
- Building a database of alumni and honorary contacts for the Journal – a network.
- Suggesting possible sponsors for the Journal, establishing contact. Offering Journal ad space for sponsorship.
- Inviting speakers to the Journal launch event and assisting in event planning. Possible to liaise with Law Society events teams on this.
- Responsible for the maintenance of Journal website and social media platforms.
- Assists in making sure all editors are maintaining contact with their designated writers.
- Feeds back to the Editorial Board so that informed decisions can be made with input from all editors.

- 6) **Analysis Editor(s):** All Editors are given the option of being Analysis Editors, in effect presenting a themed section of the Journal, this may be best achieved through them penning a Letter to the Editor to help with the Journal's page limit, though other categories of submission are also acceptable. This is subject to the variety of abstracts received and diversity of themes. It is the prerogative of the Editor-in-chief to decide the approval of themes.
- Assists in making sure all Editors are maintaining contact with their designated writers.