

# GUIDELINES FOR AUTHORS

## THĒMIS-LAW REVIEW

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Our Law Review receives manuscripts from various actors: lawyers, researchers, judges, professors, undergraduate and graduate students, among many others.

### Preparation of manuscript

The **formal requirements** (since the *materials* are examined by the peers) are quite elemental and we list them on this document for your easy access:

1. For the submitted manuscripts to be accepted by the Editorial Board, they must be on Microsoft Word format. We suggest its extension goes from eleven to twenty pages (11-20 pp.). However, you may exceed this limit if the topic and method require it.
2. The research topic chosen for the article must be thorough and pertinent according to an academic publication.
3. All images and graphics needed must be inserted among the text in a such a format that allows its efficient diagramming.
4. All submissions will be accepted only using **Arial** as a font, size 11. The document margins must be in **Normal** mode, **Simple** line spacing (1,0) and it should be justified in both ends.
5. References must be listed according to the **APA-manual**.
6. If you may need to highlight any words, phrases or sentences, you must do so by putting those terms in **Bold**.
7. When using words in a foreign language from the one used in the article (e.g., a French word in an article written in English), it must be in *italics*.
8. References may be taken from any materials used for either reflection or contrasting information, which build up the informative and academic value of the text.
9. The quality of the article does not depend on the abundance of references, but the pertinence and adequacy of these according to the topic and length. An article written from the perspective of a *common lawyer* may have a considerable amount of jurisprudence references, whereas a *civil lawyer* may reference few doctrine papers according to the originality and novelty of the researched topic.
10. References should include not only the academic papers used by the author cited as "doctrine" to confront, but also the judgments or jurisprudence mentioned in those papers.

### Submission

11. By submitting the manuscript, the author declares that the work described has not been published before or it is not under consideration for publication elsewhere. The author must inform us, in order to help our judgment, of any previous submission of the manuscript to other journals, without the need of telling us the names, context or observations made in those opportunities.
12. In the case of joint authorship, the sender accepts that the publication of the manuscript in this Law Review has been approved by all coauthors.
13. If the manuscript is accepted for publication in this Law Review, the authors consent to automatic transfer of the copyright to the publisher. The authors must duly inform us their intention to republished the manuscript elsewhere and the copyright holders will provide a written permission.

## Revision

14. You will be submitting the **final** version of your paper. If a relevant correction is needed, there will be two ways to carry it out:
  - a. By contacting the Editorial Board in order to request the extension, reduction or reformulation required, if the ongoing circumstances of our Call for Papers procedure still allows such actions.
  - b. By adding the needed modification - as long as it is minimal- along with the modifications recommended by the peers. The amendment of numerical, historical, statistical data, and similar aspects are considered **minimal modifications**.
15. A **non-allowable modification** without our consent would be such that *turns the article, substantially, into another, either by quantity, or by its posture*. This prohibition does not imply academic rigidity, but seriousness of the submission, since the author is understood to have read and consent and accepted the publishing terms before taking part in the Call for Papers.
16. Your submitted manuscript will then go through a **preliminary review** made by the members of the Editorial Board to determine if it is adequate for peer-reviewing. Some of the aspects we use as criteria considers (and is not limited) the originality of its content and the quality and quantity of bibliographical references.
17. If the manuscript successfully passes this stage, it will undergo a **double-blind peer review process** with five possibilities:
  - a. The reviewer recommends its publication,
  - b. The reviewer recommends its publication after slight changes,
  - c. The reviewer recommends its publication after major changes,
  - d. The reviewer does not recommend its publication unless the manuscript undergoes substantial changes, and
  - e. The reviewer does not recommend its publication.
18. The review process is regularly completed within one month from submission date. The Editorial Board holds a casting vote only if both peers diverge over their decision, an exception that seeks to keep an effective solution of any editorial issue. Finally, the reviews will be facilitated to the authors, so they are able to make the adequate and final modifications according to the observations made by the anonymous reviews. This final version of the manuscript will be the one that the Editorial Board uses for editing and forthcoming publication.
19. If the Editorial Board, following the general guidelines of the Call for Papers, does not accept the article, it may be subject to other journal proposals; which is, the author will return to the free disposition over it.

If you have concerns about the submission terms for THĒMIS-Law Review, please do not hesitate to contact the editors.

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