James Cook University Law Review
Editorial Process Guidelines

Preliminary

Article received via email to Law.Review@jcu.edu.au

Administration Officer checks:
1. Abstract provided
2. Word count complies
3. Complies with AGLC
4. CIT completed
5. Declaration signed

If non compliance to submission guidelines refer to Editorial Board for decision on whether to refer paper back to author to address matters or proceed with the process

If so, refer back to author to address matters and resubmit

IF YES
AO acknowledges receipt to author

Review

AO circulates article to Board Members

Board Members read abstract to determine
1. area of law
2. if appropriate to be further reviewed
3. should it be submitted to referees

IF NOT
AO emails author with rejection letter

IF YES
Board to identify two referees with expertise in the field

At least one external referee will be selected

Board may also appoint a Designated Board Member (DBM) who will be responsible for following the progress of the article (if the article falls within the DBM's area of expertise they may also act as a referee)

AO to send article (with personal identification removed) to referees along with the referees' report form.

A period of one (1) month is generally allowed

When received the AO distributes the Referee's reports to Board Members for consideration

Refer to DBM

REJECT
AO to advise author

Refer to author for revision and resubmission

ACCEPT
without or with minor changes

DBM to closely assess the article, paying attention to grammar, spelling, punctuation and citation style

AO to send author the referees' reports (with personal identification removed) and the Board's comments and decision.

If changes, author advised of changes and given time frame to complete and return

Revised article is circulated to Board. The DBM closely checks amendments

Copy editing

If no changes or when changes have been completed to the satisfaction of the Board the AO advises the author and forwards the article to the copy editor

Amendments made by the copy editor will be considered by the DBM. Final Proof to be sent to author for final approval.