



Special Issue Policy

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(1) Special Issues

The UBC Law Review Society publishes the *UBC Law Review*, one of Canada's leading peer-reviewed legal journals. We typically publish three issues per volume of the Law Review annually. In some years, we publish a fourth special issue in collaboration with a Guest Editor on a specific topic or area of law.

The UBC Law Review Society welcomes special issue proposals on all topics that stimulate debate and encourage discussion on the current state of the law. We are particularly interested in topics relating to the law in Canada, and especially British Columbia.

Past special issues have often centered on particular cases, legislation, or areas of law. In 2015, the UBC Law Review Society published a collection of papers discussing *Tsilhqot'in Nation v British Columbia*, 2014 SCC 44. In 2016, we partnered with UBC's 2015 Interdisciplinary Legal Studies Graduate Student Conference to publish articles authored by graduate students. In 2017, we partnered with Professors Douglas Harris and Graham Reynolds of the Allard School of Law to publish papers from their workshop, "Property in the City", which took place in March 2017. Our most recent special issue, set to be published later in 2020, focuses on British Columbia's new *Declaration on the Rights of Indigenous Peoples Act* and is being published in partnership with Professor Joshua Nichols of the University of Alberta.

The purpose of this document is to provide prospective Guest Editors with more information on publishing a special issue with the *UBC Law Review*.

(2) Role of Guest Editor

The Guest Editor's role in collaborating on a special issue is primarily to solicit submissions with a common theme from authors and act in an advisory role on matters pertaining to that particular special issue.

(2.1) Suggesting Referees

To maintain the integrity of our identity as a double-blind peer-reviewed journal, we will solicit reviews from referees of any articles that pass the preliminary assessment stage of submission. We ask that the Guest Editor not solicit reviews for any of the submissions to the special issue to reduce any risk of bias. However, we welcome and may request a list of suggested referees for each article from the Guest Editor given that most of the articles will be on the same topic and may require nuanced expertise.

(2.2) Publication Decisions

We reserve the right to reject an article at any stage in the submissions process, even those being solicited for a special issue. Articles will not be accepted for publication solely on the basis that they were solicited by a Guest Editor specifically for publication in a special issue. They will be subject to the same decision process as unsolicited articles submitted to a regular issue. We ask that Guest Editors be clear in their communication with authors on this matter. More information on the publication decision process can be found in section 4.



(3) Expectations

(3.1) Minimum and Maximum Number of Submissions

A typical issue of the UBC Law Review has 6 articles. There is more flexibility for the number of articles to be published in a special issue; however, our preference is to publish no less than 4 articles and no more than 6 articles.

Given the possibility that not all submissions to a special issue will be accepted for publication, we require a minimum of 6 articles to be submitted for consideration to ensure we meet the aforementioned minimum publication of 4 articles. We will consider a maximum of 7 articles in the submissions process.

(3.2) Preliminary Vote on Proposals

Once a proposal is received, the Board will review it and decide whether we will accept the proposal. We expect to be able to provide the prospective Guest Editor with a decision within about a month after the deadline for submitting proposals has passed.

(3.3) Final Confirmation

Once the minimum of 6 draft articles have been confirmed, the Board will vote to confirm the proposal and that we will move forward with the review process.

(4) Structure

Special issues are similar in structure and layout to our regular issues, with the exception that the Guest Editor may elect to include an introduction and/or foreword to come before the articles. This can be written by the Guest Editor, or by another author. It is also our preference that the Guest Editor provide a title for the special issue. The articles are published alphabetically by the last name of the primary author.

(5) Process

This section applies once a prospective Guest Editor has submitted a proposal to publish a special issue of the UBC Law Review, and that proposal has been accepted. For more information on submitting a proposal, please see the last section of this document.

Special issue articles go through a very similar process as articles submitted to our regular issues.

(5.1) Submissions

We request that completed articles be submitted by authors directly to our email (lawrevubc@gmail.com). Authors may copy the Guest Editor in their submission, but if they do not, we will ensure the Guest Editor is provided with a copy. Authors should be sure to specify in their submission email that they are submitting the article for consideration in the special issue in collaboration with the Guest Editor.



There will be a deadline to submit completed articles that the Guest Editor will need to communicate with solicited authors. It is our preference to receive these submissions prior to this deadline to allow us to start the review process as soon as possible.

(5.2) Preliminary Assessment

Once all articles have been submitted, they will undergo a preliminary assessment by our Board to determine whether they will be sent out for external peer review. We welcome any comments from the Guest Editor on the articles as part of the preliminary assessment, and we will provide you with a form to complete this assessment if you wish to do so.

The Board will make its decision on the preliminary assessment for the articles all at one time and provide both the Guest Editor and the author with the result of that decision. If the Guest Editor prefers to communicate the decision with the author, they may do so.

(5.3) Peer Review

Once an article passes the preliminary assessment, we will send it out for peer review. As mentioned above, we will solicit the referees, but we appreciate suggestions for each article from the Guest Editor.

We will share anonymized reviews of the articles with the Guest Editor.

(5.4) Publication Decision

Once the articles have all come back from peer review, the Board will make a decision on whether to publish the article as is (which is very rare), publish the article with revisions, or reject the article. We do not provide the option for authors to revise and resubmit their articles for special issues given the timelines that must be met; however, they are welcome to submit the same article to a later regular issue if they wish. We welcome the Guest Editor's opinion on whether to publish the article, and the feasibility of completing the revisions suggested in the review process within the required timeline. Any comments from the Guest Editor will be given significant weight during our decision-making process. However, as mentioned above, we reserve the right to accept or reject any article.

We will provide both the Guest Editor and the authors with the results of the decision. Again, if the Guest Editor prefers to communicate the decision directly with the author, they are welcome to do so.

(5.5) Editorial Process

Once those articles that have been accepted for publication are returned with the required revisions, our editorial team will edit them and get them ready for publication in the journal.

(5.6) Publication

We reserve the right to publish any special edition as a digital edition or as a special section in a regular issue of the journal.



(6) Submitting a Proposal

(6.1) Special Issue Proposal Form

For ease of process in considering proposals for special issues, all Guest Editors will be required to make a formal submission using our Special Issue Proposal form, which can be found on our website.

The form includes basic information such as the name(s) of the Guest Editor(s), the topic, and whether the special issue proposal is associated with a conference. It also requires a brief description of the topic, why it would be a good fit for a special issue of the *UBC Law Review*, and a list of proposed and/or confirmed authors. If there are any confirmed authors and those authors have written an abstract, the abstracts should be included as well.

(6.2) How to Submit a Proposal

Please submit your proposal to lawrevubc@gmail.com with the subject line “Special Issue Proposal”.

(7) Timelines

Please note that the following timelines are estimates. Exact deadlines can be found on our website.

Date	Event
End of October	Deadline for Guest Editors to submit proposals
End of November	UBC Law Review Society provides decision on whether proposal has been accepted
End of February	Guest Editor must confirm a minimum of six draft articles, at which time the UBC Law Review Society will vote to confirm the proposal and move forward with the review process.
End of March	Deadline for authors to submit final drafts of their submissions <i>Note: Earlier submission of final drafts is greatly appreciated.</i>
Mid-April	UBC Law Review Society provides Guest Editor and authors with result of preliminary assessment.
Mid-May – Mid-June	All articles that have passed preliminary assessment go through peer review.
Mid-June	UBC Law Review Society provides Guest Editor and authors with publication decision on submissions.
Beginning of July	Deadline for authors to submit revisions on accepted papers.
October	Special issue is published.