**Governing Structure of the Unilag Law review**

**Preamble**

**Unilag Law Review**

The Unilag Law Review is the flagship legal publication of the Law Students Society, University of Lagos. The Law Review seeks to be the foremost platform for legal discussion and publication for all stakeholders in the legal profession in Nigeria. Thus, entries will be accepted from Lawyers, Judges, Lecturers and Professors of Law, and Law Students alike. The Unilag Law Review shall be published online and in print, in two issues every year. Entries are also accepted from authors outside Nigeria, may be from any area of the law and are edited and eventually published by an Editorial Board comprising of students from the Faculty of Law, University of Lagos.

**Arrangement of Sections**

* Establishment
* Aims and Objectives of Unilag Law Review
* Policy Statement Unilag Law Review
* The Board of Administrative Staff
* Code of Conduct
* Website and Customization
* Method of Selection
* Amendment
* Interpretation
* Subscription Plan

**Establishment**

**Section 1**

1. A body known as the Unilag Law Review Committee (hereinafter referred to as ‘Unilag Law Review’) is hereby established.
2. The body shall exist in and have members only from the Faculty of Law, University of Lagos.

**Aims and Objectives of the Unilag Law Review**

**Section 2**

1. To be the best Student Law Journal in Nigeria and Africa at large.
2. To contribute to the wealth of knowledge on legal issues.
3. To be an effective research document for practising Lawyers, Judges, Professors of Law and other stakeholders in the legal profession.
4. To be the foundation of knowledge for many legal issues to be considered by researchers.

**Policy Statement of the Unilag Law Review**

**Section 3**

1. In line with the objectives of the Unilag Law Review, the Administrative Committee of the team shall see to the publication of a Volume of the Law Review per session containing two issues (one every semester) which will be solely edited by the Editorial Committee.
2. The law review size shall be {25cm (L) x 16.5cm (B)} and in inches it shall be, {10inches (L) x 6.5 inches (B)}.
3. The Unilag Law Review shall operate both an online publication model and a print publication model.
4. In order to ascertain what article would be published on the Online Forum, the Committee would observe the priority of submission rule.
5. The Official Font for the Unilag Law Review is ‘Gill Sans MT’ and Font Size 12.
6. Any member of the Editorial Committee shall not edit any article written by him or her for the sake of transparency.
7. The Editorial Committee shall consist of between 11-50 members.

**The Board of Administrative Staffs**

**Section 4**

1. The University of Lagos Law Review shall have an Editorial Committee comprising;
2. The Editor-in-Chief
3. Deputy Editor-in-Chief
4. Executive Editors
5. Online Managing Editor
6. Online Editors
7. Senior Associate Editors
8. Associate Editors
9. Financial Director
10. The administration of the Unilag Law Review shall be vested in the following persons referred to as the Administrative Committee.
11. The Editor-in-Chief
12. Deputy Editor-in Chief
13. Executive Editors
14. Online Managing Editor
15. Financial Director

**The Editor-in-Chief**

**Section 5**

**Qualification**

1. The Editor-in-Chief shall be a 500 Level Student of the Faculty of Law, who must possess excellent research skills and must have been a member of the Editorial team for at least one year.

**Appointment**

1. Persons who are interested in becoming the Editor in Chief of the Unilag Law Review must make his or her intentions known at the close of the Law Review year, to qualify for selection into the position of the Editor-in-Chief, such persons will be subject to nomination by the members of the Editorial Committee.
2. The top three persons with the highest nominations will have to go through an interview process headed by the outgoing Editor-in-Chief, Deputy Editor-in-Chief, and other members of the Panel selected by the outgoing Editor-in-Chief. The panel shall select the new Editor-in-Chief.

**Powers of the Editor-in-Chief**

1. The Editor-in-Chief shall be the Head of the Law Review Committee without any input from the Law Student Society President at any time.
2. The Editor-in-Chief shall possess the power to make any variations in the rules stated in here which will be ratified by at least two-thirds majority of the Administrative Committee. Where for any reason a two-third majority decision cannot be reached, he or she may exercise veto powers over such decisions.
3. The Editor-in-Chief shall preside over all meetings.
4. Where the Editor-in-Chief may not be available for a meeting, he or she may appoint the Deputy Editor-in-Chief to oversee such meeting; where both the Editor-in-Chief and the Deputy Editor-in-Chief may not be available; they can appoint any member of the Editorial Committee, preferably an Executive Editor to oversee such meeting.
5. The Editor-in-Chief shall have the power to direct other Editors to perform functions which are necessary to the furtherance of the aims of the Committee.
6. The Editor-in-Chief shall exercise Veto Powers over decisions made by the Administrative Committee, where in the estimation of the Editor-in-Chief; there is justifiable reason to do so.
7. Where the Editor-in-Chief believes that there is reason to revise or update the Unilag LCM, he or she may convene a sub-committee of Editors to do so.

**Deputy Editor-in-Chief**

**Section 6**

**Qualification**

1. The Deputy Editor-in-Chief shall be any 500 or 400 Level Student of the Faculty of who possesses excellent research skills and must have been a member of the Editorial Team for at least one year.

**Appointment**

1. Persons who are interested in becoming the Deputy Editor-in-Chief of the Unilag Law Review must make his or her intentions known at the close of the Editorial Committee Team for the year. Afterwards, to qualify for selection into the position of the Deputy Editor-in-Chief, such persons will be subject to nomination by the members of the Editorial committee.
2. The top three nominees for the position shall face an interview panel constituted by the outgoing Editor-in-Chief. The panel shall select the Deputy Editor-in-Chief.

**Functions of the Deputy Editor-in-Chief**

1. The Deputy Editor-in-Chief shall assist the Editor-in-Chief in the discharge of his or her duties where the Editor-in-Chief may not be available to carry out his duties as result of other engagements or health issues.
2. Where the Editor-in-Chief may not be available to anchor a meeting, the Deputy Editor-in-Chief shall oversee such meetings and ensure a smooth process.
3. The Deputy Editor-in-Chief shall be in charge of handling the correspondence of the Unilag Law review alongside the Editor-in-Chief or anybody selected by the Editor-in-Chief to assist.

**Executive Editors**

**Section 7**

**Qualification**

1. The Executive Editors shall be 400 or 500 Level Students of the Faculty of Law who possesses excellent research skills and have been members of the Editorial Committee for at least one year.
2. In the event that there are not enough 400 and 500 Level Students of the Faculty of Law to fill this position, 300 Level Students may be considered.

**Functions of the Executive editors**

1. The Executive editors shall perform the duties of ensuring that articles from the Senior Associate Editors are properly edited and conform to the adopted model of citation, the Unilag LCM.
2. The Executive Editors shall not only perform executive duties but shall also perform administrative duties when the need arises and as a result administrative competence is required to be exhibited by the Executive Editors.
3. Every other function that would be performed by the Executive Editors may be delegated by the Editor-in-Chief and the Deputy Editor-in-Chief.

**Online Managing Editor**

**Section 8**

**Qualification**

1. The Online Managing Editor shall be a 400 or 500 Level Student of the Faculty of Law, who possesses excellent research skills and technical skills on management of websites and other related skills that will facilitate the smooth running of the Unilag Law Review website and other social media platforms.

**Appointment**

1. At the close of the Law Review year, anyone interested in filling this position shall make his/her intentions known to the Law Review Committee.
2. The top three nominees shall be made to appear before a panel headed by the Editor-in-Chief that will interview such interested persons.

**Powers and Functions of the Online** **Managing** **Editor**

1. The Online Managing Editor shall be in charge of managing the website of the Unilag Law Review.
2. The Online Managing Editor shall have the powers to choose whoever he or she wishes to be an online editor subject to the ratification of the Editor-in-Chief, provided that such persons are already members of the Law Review Committee.
3. The Online Managing Editor shall handle all social media accounts of the Unilag Law Review.
4. The Online Managing Editor shall have the powers to exercise his or her discretion on areas not covered by this law in relation to the management of the website and other social media platforms.

**Online Editors**

**Section 9**

**Qualification**

1. The Online Editors are members of the Editorial Committee, who possess excellent research skills, technical skills on management of websites and other related skills that will facilitate the smooth running of the Unilag Law Review website.

**Appointment**

1. The Online Managing Editor shall choose whoever he or she wishes to be an Online Editor subject to the ratification of the Editor-in-Chief.
2. Where the Online Managing Editor fails to exercise his power pursuant to paragraph (2) of this section, application will be opened to members of the Committee to fill this position.
3. Where there are not enough Editors on the Committee to fill this position, applications shall be open to members of the public to fill this position.

**Powers and Functions of the Online Editor**

1. The Online Editor shall manage the website of the Unilag Law Review.
2. The Online Editor shall handle all social media accounts of the Unilag Law Review.
3. The Online Editor shall be responsible for the online publicity of the Unilag Law Review and all its online contents.

**Senior Associate Editor**

**Section 10**

**Qualification**

1. The Senior Associate Editor shall be 300 to 500 Level Students of the Faculty of Law, who possess excellent research skills.

**Appointment**

1. At the close of the Law Review year, anybody interested in filling this position shall make his/her intentions known to the entire committee member of the law Review and such person shall be made to face a committee headed by the Editor-in-Chief that will interview such interested persons.
2. In furtherance of this, application will be opened to members of the public to fill this position at the start of every Law Review year.

**Functions of the Senior Associate Editor**

1. The Senior Associate Editors shall perform the duties of ensuring that articles from the Associate Editors are properly edited and conform to the adopted model of citation, the Unilag LCM.
2. Every other function that would be performed by the executive editors may be delegated by the Editor-in-Chief and the Deputy Editor-in-Chief.

**Associate Editor**

**Section 11**

**Qualification**

1. The Associate Editor shall be 200 and 300 Level Students of the Faculty of Law, who possess excellent research skills.

**Appointment**

1. At the close of the Law Review year, anybody interested in filling this position shall make his/her intentions known to the Law Review Committee and such person shall be made to face a committee headed by the outgoing Editor-in-Chief that will interview such interested persons.
2. In furtherance of this, application will be opened to members of the Public to fill this position at the start of the Law Review year.

**Functions of the Associate Editor**

1. The Associate editors shall perform the duties of ensuring that articles are thoroughly edited and conform to the adopted model of citation, the Unilag LCM.
2. The Associate Editors shall perform other functions that may be assigned to them by the Editor-in-Chief and Deputy Editor-in-Chief.

**Financial Director**

**Section 12**

1. The Financial Director shall be a member of the Editorial Committee who shall perform Editorial as well as Administrative functions.
2. He or She shall work in conjunction with the Law Student Society for the securing of funds for the management of the Unilag Law Review.
3. The Financial Director shall see to the contribution of dues by members of the Law Review Committee at the beginning of every semester, which is a compulsory levy on all members.
4. The amount stated in (3) may be increased by the Editor-in-Chief subject to the approval of the Administrative Team.

**Code of Conduct**

**Section 14**

1. Any member who may not be available for any meeting scheduled should ensure that he or she communicates to the Editor-in-Chief in time. Where the Editor-in-Chief is absent, such communications shall be made to the Deputy Editor-in-Chief; where the Deputy Editor-in-Chief may not be available, communications shall be made to the whole house via the fastest means of communication stating why he or she will not be around.
2. Members of the Editorial Committee who miss two meetings without due permission from the Editor-in-Chief shall be queried and where such query is not thoroughly replied within 72 hours, before such person shall be accepted back by the Editorial Committee, he or she must present a Letter of Apology to the Administrative Team and will be placed on probation for two weeks to show that he or she is committed and prepared to carry on the responsibilities of the office. Failure to meet the requirement stated in this subsection means expulsion from the committee.
3. The Editors must ensure that every article which passes through their table conforms to the Unilag LCM.
4. All entries shall go through an intensive review process by members of the Editorial Committee. Every entry shall go through four stages of review before accepted for publication.
5. Entries submitted to the Unilag Law Review will be reviewed between three to four weeks and authors whose entries have been accepted for publication shall be notified via email.

**Removal of Members**

**Section 15**

**Removal of the Editor-in-Chief**

1. Where the Editor-in-Chief may not be able to perform his/her duties effectively and efficiently, or where the Editor-in-Chief is guilty of gross misconduct as regards performing his or her duty, he or she may be queried based on a motion moved by two-third majority of the Editorial Committee. Where such query is not replied or defended within 72 hours of serving such query, he or she will be suspended for two weeks and the Deputy Editor-in-Chief shall assume the duties of the Acting Editor-in-Chief for the period of the two weeks ratified by a two-thirds majority of the house.
2. Before the Editor-in-Chief shall be accepted back by the Editorial Committee, he or she must present a letter of apology to the Law Review Committee and will be placed on probation for two weeks to show that he or she is committed and prepared to carry out the responsibilities of the office of the Editor-in-Chief. Failure to do so means expulsion from the committee.

**Removal of other Editors**

1. Where an Editor exhibits tendencies of a lackadaisical attitude or gross misconduct in the discharge of his or her duty, he or she shall be served a query by a constitution of two-third majority of the Unilag Law Review Committee.
2. Where such query is not replied within 72 hours, such person will be placed on suspension for two weeks. Before such Editor shall be accepted back by the administrative team, he or she must present a letter of apology to the entire administrative team and will be placed on probation for two weeks to show that he or she is committed and prepared to carry on the responsibilities of the office of the Deputy Editor-in-Chief. Failure to do so will amount to expulsion from the Committee.

**Website and Customization**

**Section 16**

1. The official website of the Unilag Law Review shall be [www.unilaglawreview.org](http://www.unilaglawreview.org) and at the beginning of the session, every member of the Law Review Committee shall contribute a sufficient amount of money to finance the website if the Law Review is short of funds.
2. It is the job of the Online Managing Editor to ensure that the website is kept up and running always.

**Mode of Selection**

**Section 17**

1. A call for application to become members of the Unilag Law Review Committee shall be placed by the Administrative Committee at the start of a Law Review year.

Provided that the number of successful applicants shall be decided taking into consideration the provisions of Section 3(7) of this Constitution.

1. Selection process shall require essay writing on any legal topic and every applicant would be required to review an article selected by the Editor-in-Chief for review which will be required to be submitted within two weeks.
2. The articles to be submitted should be in compliance with the Unilag LCM.
3. The Editor-in-Chief shall select a panel to review the applications received.

**Amendment**

**Section 18**

1. This Law and its provisions shall be reviewed from time to time as the need arises.
2. This law and any provision thereof shall be amended upon the recommendation of any member of the administrative staff.
3. In order to effect these recommendations, the motion must be accepted by two-thirds majority of the Editorial Committee.
4. Such meeting shall have at least two-thirds majority of the Administrative Committee in attendance.

**Interpretation**

**Section 19**

1. Administrative Committee - The Administrative Committee shall consist of the Editor-in-Chief, Deputy Editor-in-Chief, Executive Editors, Online Managing Editor, and the Financial Director.
2. Law Review Year - A law review year shall run for a session in coherence with the academic session and the end of the Law Review year shall be a month before the second semester examinations.
3. Unilag LCM- The Unilag LCM is the standard citation model adopted by Faculty of Law, University of Lagos, and it shall be the citation model that the Unilag Law review will be adopting for the period it is still in use.

**Guidelines for Subscription plan**

**1st Schedule**

1. Subscription plans are available to institutions and individuals as explained below. The cost for subscriptions can be reviewed by the Administrative Committee as the need arises. All interested parties should send a mail of intent to; editor@unilaglawreview.org

**Nigeria**

1. For persons or institutions in Nigeria interested in subscribing to the Unilag Law Review, the details are as follows;
2. Per Issue:

(i) Individual: #3,000 (1 copy).

(ii) Institution: #16,000 (6 copies).

1. Per Volume:

(i) Individual: #6,000 (1 copy per issue: 2 copies altogether).

(ii) Institution: #30,000 (6 copies per issue: 12 copies altogether).

1. For delivery of copies to locations outside of Lagos, an additional #4,500 shall be charged for delivery via courier.

**Locations Outside of Nigeria:**

1. The prices in this section cover delivery cost as well and are in US Dollars. For locations not listed below, individuals or institutions interested in subscribing to the Unilag Law Review should send an email to editor@unilaglawreview.org

**US & Canada**

1. Individual: $114 (for an issue – 1 copy) and $124 (for a volume – 1 copy per issue i.e. 2 copies altogether).
2. Institution $192 (for an issue – 6 copies) and $238 (for a volume – 12 copies i.e. 6 copies per issue).

**United Kingdom**

1. Individual: $79 (for an issue – 1 copy) and $89 (for a volume – 1 copy per issue i.e. 2 copies altogether).
2. Institution $160 (for an issue – 6 copies) and $207 (for a volume – 12 copies i.e. 6 copies per issue).

**France**

1. Individual: $111 (for an issue – 1 copy) and $121 (for a volume – 1 copy per issue i.e. 2 copies altogether).
2. Institution: $185 (for an issue – 6 copies) and $232 (for a volume – 12 copies i.e. 6 copies per issue).

**Southern, Eastern and Western Africa**

1. Individual: $105 (for an issue – 1 copy) and $115 (for a volume – 1 copy per issue i.e. 2 copies altogether).
2. Institution: $180 (for an issue – 6 copies) and $226 (for a volume – 12 copies i.e. 6 copies per issue).