



Government Law College, Mumbai

Students for the Promotion of International Law (SPIL), Mumbai

'A' Rd. Churchgate, Mumbai – 400020

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GLC-SPIL INTERNATIONAL LAW JOURNAL (ILJ)

ETHICAL GUIDELINES

The GLC-SPIL International Law Journal (ILJ) is an esteemed annual publication from SPIL Mumbai, dedicated to fostering critical thought and dialogue in the field of international law. It is a double-blind, peer-reviewed open-access journal crafted to present cutting-edge research, insightful articles, and detailed analyses by prominent scholars, legal professionals, and students alike. To further these principles and to foster an academic environment of integrity, the Journal follows the guidelines established by the Committee on Publication Ethics (COPE). Additionally, the Editors, peer reviewers, and authors are expected to adhere to the guidelines on ethical conduct outlined herein.

I. DUTIES AND RESPONSIBILITIES OF THE EDITORS

The Editors shall include the Editorial Board, the Advisory Board, and the Student Editors.

These guidelines laid down below are adopted from COPE's [Responsible Research Publication: International Standards For Editors](#) and serve as a foundation for maintaining the highest standards of ethics and integrity in the editorial process.

1. ACCOUNTABILITY

The Editors bear the responsibility of upholding the highest standards in all published works. They must implement procedures and policies that guarantee the quality of the material they publish and preserve the integrity of the published record.

2. DECISION MAKING

The Editors are responsible for selecting submitted articles to be published, guided by the Journal's policies, the work's relevance for its readership, and applicable legal requirements,



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including those on libel, copyright, and plagiarism. In making these decisions, the board may consult with reviewers.

Only the Editorial Board is responsible for selecting the author (s) of published manuscripts to present their research at events and conferences organised by SPIL, Mumbai.

3. EDITORIAL INDEPENDENCE AND INTEGRITY

Editors are required to make fair and unbiased decisions that emphasise academic merit. Manuscripts must be evaluated based on their intellectual merit, without regard to the authors' race, gender, sexual orientation, religion, ethnicity, nationality, or political beliefs. It is essential to uphold editorial independence and Editors must fully assume responsibility for their choices, ensuring they are not influenced by external factors.

4. CONFIDENTIALITY AND DATA PROTECTION

Editors are required to uphold strict confidentiality concerning the status of manuscripts under review. The information must be disclosed solely to the corresponding author (s), reviewers, other editorial advisors, and the publisher as needed. The identity of the author will remain anonymous to the peer reviewer.

In cases where reviewer misconduct is suspected or reported, it may be necessary to reveal the reviewer's identity to a third party.

5. FAIR AND OBJECTIVE PEER REVIEW PROCESS

Editors have the authority to reject a paper without peer review if it is considered unsuitable for the Journal's audience or lacks sufficient quality. This decision should be transparent and based solely on academic merit, free from influence by the author's identity or affiliation. The criteria for acceptance or rejection must be clearly defined and effectively communicated. Editors should ensure that the review process is carried out efficiently and in a timely manner.



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Given their significant role in publication decisions, Editors must adhere to a fair and impartial process that aligns with the Journal's academic vision. They must be thoroughly familiar with the Journal's policies, objectives, and scope.

6. DISCLOSURE OF CONFLICTS OF INTEREST

Unpublished materials in a submitted manuscript must not be used in an Editors' research without written consent from the author (s). Privileged information or ideas obtained through peer review must remain confidential and not be used for personal gain. Editors should recuse themselves from handling manuscripts where they have conflicts of interest due to relationships or affiliations with the authors, companies, or institutions involved. If a manuscript from a colleague of an Editor is under review, the board should adhere strictly to the reviewer's recommendation.

Ultimately, final decisions should be made by the Editor-in-Chief to preserve impartiality.

7. GRIEVANCE REDRESSAL, INVESTIGATION, AND CORRECTIVE ACTIONS

The Editors will address ethical complaints about submitted or published work by promptly investigating the issue. This may involve contacting the author (s) and, if necessary, notifying relevant institutions. If a complaint is upheld, corrective actions, such as publishing a correction, retraction, or expression of concern, will be taken as appropriate. All instances of unethical conduct will be investigated, regardless of when they are discovered.

8. MISCELLANEOUS

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II. DUTIES AND RESPONSIBILITIES OF THE PEER REVIEWERS

These guidelines laid down below are adopted from COPE's [Guidelines: Ethical Guidelines for Peer Reviewers](#) and serve as a foundation for maintaining the highest standards of ethics and integrity in the editorial process.

1. PRELIMINARY RESEARCH

Reviewers should conduct comprehensive preliminary research by carefully examining the manuscript, supplementary data files and any relevant documents, including reviewer guidelines and ethics policy statements. If any uncertainties arise, it is crucial to seek clarification from the Journal and request any missing materials prior to starting the review. Reviewers must not contact the authors directly, in any case, without the Journal's authorisation and should have a clear understanding of the review's scope, including whether the evaluation of raw data is required.

2. TIMELINESS

Reviewers should commit to completing their reviews within the specified timeframe. If their circumstances change, reviewers must notify the Journal as soon as possible and, if appropriate, recommend alternative reviewers with suitable expertise. Any such recommendations should be made impartially, without any personal bias or intent to influence the outcome of the manuscript. Acceptance of any such recommendations shall be authorised by the GLC-SPIL ILJ.

3. CONFIDENTIALITY

Manuscripts received for review must be treated as confidential documents. They should not be used or referenced for personal gain and must not be shared or discussed with anyone other than the Editorial Board and Chief Managing Editor.



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4. ACKNOWLEDGEMENT OF SOURCES

Reviewers are expected to identify any relevant published work that the authors have not cited. Any observation, derivation, or argument that has been previously reported must be properly referenced. Additionally, reviewers should inform the Chief Managing Editor of any substantial similarity or overlap between the manuscript under review and any other published work they are aware of.

5. DECLARATION OF COMPETING INTERESTS

Reviewers are required to disclose any conflicts of interest that might affect their impartiality. These conflicts may be personal, financial, intellectual, professional, political, or religious in nature. If reviewers are uncertain about whether a conflict exists, they should seek guidance from the Chief Managing Editor.

6. MAINTAINING OBJECTIVITY AND AVOIDING BIAS

Upholding objectivity and eliminating bias is crucial for an ethical review process. Reviewers should ensure that their judgment is not influenced by the authors' nationality, beliefs, gender, or any personal characteristics. If a possible conflict of interest arises, reviewers must promptly inform the Chief Managing Editor and seek further instructions. In double-anonymous review settings, if a reviewer suspects they know the author's identity and believes it may result in a conflict of interest, they should notify the Chief Managing Editor without delay.

7. ADDRESSING ETHICAL CONCERNS

If ethical concerns, such as suspected plagiarism or potential misconduct, arise during the review process, reviewers should promptly report them to the Chief Managing Editor and avoid initiating their own investigation. All cooperation should remain confidential and reviewers should only offer further information if explicitly requested by the Chief Managing Editor.



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8. PREPARING THE REVIEW REPORT

Review reports should be prepared independently unless explicit permission is granted to involve another individual by the GLC-SPIL ILJ. Feedback should be constructive, respectful and free from unwarranted criticism or negative remarks. Reviewers should avoid modifying the manuscript to match their preferred style if the original is already clear and effective. The focus should remain on evaluating the quality and rigour of the manuscript without broadening its intended scope. Reviewers should indicate which recommendations are essential for substantiating the claims and which suggestions could further improve the work.

9. MISCELLANEOUS

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III. *DUTIES AND RESPONSIBILITIES OF THE AUTHORS*

These guidelines laid down below are adopted from COPE's [Responsible Research Publication: International Standards for Authors](#) and serve as a foundation for maintaining the highest standards of ethics and integrity in the editorial process.

1. RESEARCH INTEGRITY AND SOUND METHODOLOGY

Authors are responsible for ensuring that their research is conducted ethically, responsibly, and in accordance with all applicable laws and regulations. The research reported must be executed rigorously, employing suitable methods for data analysis and representation.

All authors must collectively assume responsibility for the accuracy of their work, including the correctness of calculations, data presentations, typescripts, submissions and proofs. Reporting should be transparent and honest, avoiding any fabrication, falsification, or inappropriate manipulation of data.

2. ORIGINALITY AND COPYRIGHT COMPLIANCE

Submissions must consist of original, unpublished work that has not been previously released in any language or submitted concurrently to other publications. Authors are required to adhere to relevant copyright laws and appropriately acknowledge any copyrighted material they reproduce, such as tables, figures, or extensive quotations. It is essential to cite previous relevant work accurately, including both the contributions of others and the authors' own prior publications, with a preference for primary sources whenever feasible.

Additionally, authors must ensure that the plagiarism in their submission is within reasonable and acceptable limits. Subject to the Editors' discretion, the acceptable threshold for plagiarism is 10%.



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3. AUTHOR ACCOUNTABILITY

Authors are expected to carefully review and comprehend the content of their submissions to ensure compliance with these ethical standards. Generally, all authors share collective responsibility for the integrity of the research and its accurate representation. If certain authors are responsible for only specific sections of the work, this should be clearly stated. Authors must collaborate with the Chief Managing Editor or Publisher to address and rectify any errors or omissions identified post-publication.

4. ACKNOWLEDGEMENT OF SOURCES

Authors are required to appropriately acknowledge the contributions of others by citing works that have significantly influenced their own research. Any information acquired through private means, such as conversations, correspondence, or discussions with third parties, must not be used or disclosed without obtaining explicit written consent from the original source. Additionally, information obtained through confidential services, including manuscript or grant application reviews, should not be used without the written permission of the author involved in these confidential processes.

5. COMMITMENT TO THE PEER REVIEW PROCESS

Authors should respect the peer review process and avoid submitting their work to multiple publications simultaneously. If an author decides to withdraw their manuscript from consideration or chooses not to respond to reviewer feedback after receiving a conditional acceptance, they must promptly notify the Chief Managing Editor. Authors are encouraged to engage with reviewers' comments in a timely and professional manner, making necessary revisions to improve the quality of their submissions.



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6. ERRORS IN PUBLISHED WORKS

If an author discovers a significant error or inaccuracy in their published work, they are obligated to promptly inform the Editors and cooperate in rectifying or retracting the paper. Similarly, if the Editors are made aware of such an error by a third party, the author must take immediate steps to either retract or correct the paper or provide sufficient evidence to the Editors supporting the accuracy of the original work.

7. MISCELLANEOUS

For any cases not covered by these guidelines, the decision of GLC-SPIL ILJ will be final and binding.