

ADA Law Society
Committee of the Law Blog
ADA Law Blog Submission and Editing Policy

Introduction

A well-defined blog policy is essential for maintaining the integrity, professionalism, and ethical standards of the Ada Law Society's online presence. This policy outlines guidelines for content creation, publication, and management, ensuring that our blog serves as a valuable resource for the legal community while upholding the Society's reputation.

Purpose of the Blog

The primary purpose of the Ada Law Society's blog is to:

- *Disseminate Legal Knowledge: Share insights, analysis, and commentary on current legal issues.*
- *Promote Legal Education: Provide informative articles and resources for legal professionals and students.*
- *Foster Discussion and Debate: Encourage thoughtful engagement with legal topics.*
- *Enhance the Society's Reputation: Showcase the expertise and contributions of our members.*

Content Guidelines

1. **Quality and Accuracy:**
 - *All content must be accurate, well-researched, and free from errors.*
 - *Cite sources appropriately to support claims and arguments.*
 - *Ensure that information is up-to-date and relevant.*
2. **Objectivity and Neutrality:**
 - *Maintain a neutral and objective tone, avoiding personal opinions or biases.*
 - *Present multiple perspectives on complex issues.*
 - *Refrain from making inflammatory or offensive statements.*
3. **Professionalism and Ethics:**
 - *Adhere to the highest standards of legal and ethical conduct.*
 - *Respect copyright laws and avoid plagiarism.*

- *Comply with all applicable rules of professional conduct.*
- 4. Relevance to the Legal Community:
 - *Focus on topics that are of interest to legal professionals and students.*
 - *Avoid overly technical or jargon-filled language.*
 - *Tailor content to a diverse audience.*
- 5. Editorial Control:
 - *All blog posts must be reviewed and approved by the editorial board.*
 - *The editorial board has the right to edit or reject submissions.*

Submission Guidelines:

To ensure the highest quality of content, we kindly request that all submissions adhere to the following guidelines:

1. Originality:
 - *All submissions must be original and not previously published elsewhere.*
 - *Plagiarism will not be tolerated and may result in immediate rejection. **

*** To understand what plagiarism is, please see:**

Georgetown University's "What is Plagiarism," at <https://honorcouncil.georgetown.edu/whatisplagiarism>

Indiana University's "Plagiarism: What It Is and How To Recognize and Avoid It" at <https://wts.indiana.edu/writing-guides/plagiarism.html>

2. Topic Relevance:
 - *Submissions should align with the Ada Law Society's mission and focus on legal topics of interest to our members and the broader legal community.*
 - *Please avoid submissions that are overly promotional or self-serving.*
3. Word Count:
 - *While we encourage concise writing, we understand that some topics may require more in-depth analysis.*
 - *Aim for a word count to maximum 1500 words.*
 - *However, we are open to exceptions for exceptional submissions.*
4. Writing Style:

- *Maintain a clear, concise, and engaging writing style.*
 - *Avoid jargon and technical terms that may be unfamiliar to a general audience.*
 - *Use headings and subheadings to structure your content effectively.*
5. Citations:
- *Cite all sources using a consistent citation style (e.g., OSCOLA (highly preferred), Bluebook, Chicago).*
 - *Ensure accurate and proper attribution of information.*
6. Formatting:
- *Submit your article in a standard document format (e.g., Word, PDF).*
 - *Use a clear and readable font (e.g., Times New Roman, Arial).*
 - *Double-space your text and use a 12-point font size.*
7. Submission Process:
- *Submit your completed article, along with a brief author bio, to ADA Law Society's professional mailing address(lawsociety@ada.edu.az)*
 - *Please include your name, affiliation, and contact information.*

Publication Process

1. Submission:
- *Authors should submit blog post proposals to the editorial board.*
 - *Proposals should include the author's summary, and a headshot.*
2. Review and Approval:
- *The editorial board will review submissions based on the criteria outlined in this policy.*
 - *Approved submissions will be scheduled for publication.*
3. Editing and Formatting:
- *The editorial team may edit submissions for clarity, style, and consistency.*
 - *Posts will be formatted according to the Society's style guidelines.*
4. Publication:

- *Published posts will be accessible on the Society's website and social media channels.*
- *The author's name and affiliation will be included.*

Post-Submission Withdrawal:

- *Author's Right to Withdraw: An author may request to withdraw a submitted blog post prior to its publication. Such requests must be made via email to the ADA Law Society's professional mailing address(lawsociety@ada.edu.az).*
- *Timeframe for Withdrawal Requests: To ensure timely processing of withdrawal requests, authors should submit their requests **within 10 days** after submitting the blog post.*
- *Editorial Board's Discretion: The editorial board will consider the reason for the withdrawal request and may grant or deny the request at its sole discretion.*
- *Irrevocability of Publication: Once a blog post has been published, it cannot be withdrawn.*

Late Withdrawal Requests

If an author submits a withdrawal request after the 10-day period, the editorial board will consider the following factors:

- ***Stage of the Review Process:*** *If the article is still under review, the editorial board may grant the withdrawal request.*
- ***Impact on the Publication Schedule:*** *If the article has been scheduled for publication and its withdrawal would significantly disrupt the publication schedule, the editorial board may deny the request.*
- ***Reason for Withdrawal:*** *The editorial board may consider the author's reason for the late withdrawal request. If there are legitimate reasons, such as a change in circumstances or a significant error in the article, the editorial board may be more lenient.*

Ultimately, the decision to grant or deny a late withdrawal request rests with the editorial board.

Review and Update

This blog policy will be reviewed and updated periodically to ensure its continued relevance and effectiveness. The Blog Committee will consider feedback from ADA Law Society members and the legal community in making any necessary changes.