**POLICY FOR THE CONSTITUTION OF THE EDITORIAL BOARD FOR QUEST**

# EDITORIAL BOARD

Quest operates under the guidance of an Editorial Board, providing expert advice on content, attracting new Authors and encouraging submissions.

The Editors and Editorial Faculty Advisors, consist a team of experts in the journal's field. Editorial Board members:

* Review submitted manuscripts.
* Advise on journal’s policy and scope in consultation with the appropriate authority.
* Attract new authors and submissions.
* Promote the journal among the students.
* Assist the author(s) in decision making over issues such as adhering to submission guidelines and plagiarism claims.

**EDITORIAL BOARD COMPOSITION**

The Editorial Board shall comprise the following:

1. Six Editorial Faculty Advisors including one Convenor, one Co-Convenor and four other Editorial Faculty Advisors.
2. One Editor-In-Chief to be promoted from the existing Student Editors of the current academic year.
3. Seven Student Editors including ‘Senior Editor’, ‘Associate Editor’, and ‘Assistant Editor’.

NOTE:

* While reframing the Editorial Board members it is mandatory to include at least one Editor representing LL. M & LL. B 3years course respectively.
* While reframing the Editorial Board members it is mandatory to include at least one Editor from 5years LL. B third year/fifth semester.
* Under no circumstances shall the Editorial Board consist of more than three members from a particular year/semester.
* Editors having maximum work experience relating to the administrative work of the Quest Editorial Board and capability of the individual to take overall responsibility shall be given preference to be elected as Editor-In-Chief over others.
* The title, or the number of members in each position may vary from time to time according to the availability of the potential candidates and requirements of the Editorial Board.

**SELECTING EDITORIAL BOARD MEMBERS**

Editorial Board members are selected after the interested students qualifies the screening test which is prepared in consultation with the Convenors, Editorial Faculty Advisors and Editor-In-Chief, with input from the appropriate authorities. Editorial Board generally undergoes a complete revision at the beginning of every academic year (i.e., August-July), with members joining, stepping down or continuing for another term.

Changes also occur in the interim, for instance, if a member resigns or in case of termination of the editor due to non-compliance with any of the duties or policies.

Admission in the Editorial Board shall be considered only after the interested student appears & qualifies the 3-Tier Screening Test.

**FORMAT OF THE SCREENING TEST**

The Screening test shall be conducted in 3-tier structure and the format of this test shall be as per the following guidelines:

1. **Grammatical Expertise;**
2. **Formatting Knowledge; and**
3. **Creative Writing acumen.**

**Plagiarism shall be limited to 5% for screening test.**

Each section of the test shall carry equal weightage. It is compulsory for the assesses to attempt all the three sections of the screening test. Failure to do so would lead to automatic disqualification.

Students shall be considered for selection in the Editorial Board only if he/she/they score in the range of 75-80%. Average shall be prepared combining all the three sections.

The selection shall be made by the Editorial Faculty Advisors in consultation with the Editor-In-Chief, and the decision shall be final and binding upon the assesses.

NOTE:

* The modalities of the Screening test laid above are standard and not exhaustive, and therefore, subject to modifications.
* The screening test format as laid above is standard and modification can only be allowed to make it more advanced or tough but under no circumstances, can the Board conduct screening test below the above set standard.

**RESPONSIBILITIES OF THE EDITOR-IN-CHIEF**

The Editor-In-Chief shall be professional in his/her/their conduct and perform all the duties, as has been assigned to him/her/them, from time to time, with sincerity & due diligence. Also, he/she/they need to ensure that the Board complies with all the policies.

**The following shall be his/her/their primary duties:**

1. Managing deadline and content;
2. He/She/They will be required to facilitate communication between the Authors and the Editors, along with ensuring timely submissions, following up with the Authors, and any other logistical tasks to ensure smooth and timely functioning of the Board;
3. Establishing and complying with the policies to curb conflict of interest for all involved in the publication process, including Editors, Authors, and advisors;
4. Protecting and ensuring the confidentiality of each Author’s work;
5. Establishing an effective mechanism for efficient and rapid peer review;
6. Making editorial decisions with reasonable speed and communicating them in a clear and constructive manner keeping authorities in confidence;
7. Being vigilant in avoiding the possibility of Editors and/or reviewers delaying a manuscript for suspect reasons;
8. Clearly communicating all other Editorial Policies and standards to each Board members;
9. Treating all the members of the Board with respect, courtesy, honesty, and transparency.
10. Shouldering overall responsibility of the day-to-day functioning of the Editorial Board.

NOTE:

* Any negligence/lacuna on your part may lead to immediate termination from the Editorial Board.
* If the Editor-In-Chief fails to protect the confidentiality of each Author’s work from the day of the submission till actual publication, necessary action shall be taken against him/her/them to compensate for such breach if any complaints are made.

**RESPONSIBILITIES OF THE SENIOR, ASSOCIATE AND ASSISTANT EDITOR(S)**

The Editors shall be professional in their conduct and perform all the duties, as has been assigned to them, from time to time, with sincerity & due diligence.

**The following shall be their primary duties:**

1. Reviewing contributions submitted and assessing their substantive quality;
2. Making recommendations to improve the readability of the piece;
3. Thoroughly checking and suggesting edits for the content, including but not limited to grammatical, structural, and stylistic comments;
4. Coordination and communication with contributors;
5. Occasionally they may also need to make “Editorial Submissions” in the form of article or any other contributions for the journal;
6. Brainstorming ideas and topics and participating in meetings;
7. Contributing to any other research/writing requirements as collectively agreed upon;
8. Verifying facts, dates, and statistics, using standard reference sources;
9. Treating all Authors with fairness, courtesy, objectivity, honesty, and transparency;
10. Providing guidelines to Authors for preparing and submitting manuscripts;
11. Developing mechanisms, in consultation with the Convenor, Editor-In-Chief and Faculty Advisors, to ensure timely and smooth submission of the manuscripts;
12. To aid the Editorial Board as and when required;
13. To work under the supervision of the Head of the Board,
14. Should you need any further information or help, you may contact the Editor-In-Chief.

NOTE:

* Any negligence/lacuna on your part may lead to immediate termination from the Editorial Board.
* If the concerned Editor fails to protect the confidentiality of their Author’s work from the day of the submission till actual publication, necessary action shall be taken against him/her/them to compensate for such breach if any complaints are made.

**TERMINATION OF MEMBERSHIP**

1. **The Editor-In-Chief, Senior Editors, Associate Editors, and Assistant Editors (if any), may be terminated from his/her/their position at any time under the following circumstances:**
2. Upon completion of tenure,
3. Disciplinary Misconduct,
4. Non-Compliance with the set policies and guidelines, and
5. Upon resignation from his/her/their respective positions.

Notwithstanding the foregoing and any other duties and responsibilities contained herein, the following policy shall remain in effect until amended.

1. **Procedure for termination:**
2. The Editor-In-Chief may be terminated under the following circumstances:

* If the Convenors in consultation with the Faculty Advisors find it appropriate, or
* If majority of the Editors including Senior, Associate, and Assistant Editors find it reasonable, or
* If several complaints are received by other members of the Board from the contributors relating to the functioning of the Editorial Board in general or in relation to the concerned person in particular.

1. The Senior Editor may be terminated under the following circumstances:

* If the Convenors in consultation with the Faculty Advisors and the Editor-In-Chief find it appropriate, or
* If majority of the Editors including Chief, Associate, and Assistant Editors find it reasonable.

1. The Associate Editor may be terminated under the following circumstances:

* If the Convenors in consultation with the Faculty Advisors and the Editor-In-Chief find it appropriate, or
* If majority of the Editors including Chief, Senior, and Assistant Editors find it reasonable.

1. The Assistant Editor may be terminated under the following circumstances:

* If the Convenors in consultation with the Faculty Advisors and the Editor-In-Chief find it appropriate, or
* If majority of the Editors including Chief, Senior, and Associate Editors find it reasonable.