



Debre Markos University Journal of Law (DMUJL)

Editorial Policy and Authors' Guideline

Developing Committee Members

- 1. Dr. Haile Andargie (Chair person)**
- 2. Mr. Anteneh Geremew (secretary)**
- 3. Mr. Esubalew Amare (Member)**
- 4. Mr. Mekonnen Nigussie (Member)**

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Debre Markos, Ethiopia

Introduction

Debre Markos University Journal of Law (DMUJL) is established in 2022 under the stewardship of its Law School. It is a peer-reviewed journal published annually (on October). The purpose of the journal is to publish the results of original scientific researches on a wide range of issues of law, the history of legislation and state institutions, philosophy and sociology of law. It supports the university wide and national level effort of ensuring academic excellence through the publication of quality and original articles/works. The journal will be available both online and in print.

Vision

DMUJL aspires to become one of best Journal in the field of Law in Ethiopia within 10 years.

Mission

The DMUJL is established to serve scholars in law and other related fields as important forum for the dissemination of knowledge, elevate reach skill and serve the community.

Part I- General

1. Nomenclature

The Journal shall be called '**Debre Markos University Journal of Law**' (DMUJL).

2. Operational Definition

For the purpose of this editorial Policy and author's guideline:

- ❖ **Author** shall mean a person who principally develops a manuscript for publication in the journal.
- ❖ **Co-author** shall mean any person who has made a significant contribution to a manuscript and who shares responsibility and accountability for the results.
- ❖ **Law School** shall mean the Law School of Debre Markos University.
- ❖ **Academic commission shall** mean Academic commission of Law School of Debre Markos University.
- ❖ **Conflict of interest** shall mean financial or professional interests in a manuscript between or among an author, editor, or reviewer.
- ❖ **Editorial board** shall mean the editorial Board of the Journal that comprises the editors.
- ❖ **Corresponding Author** shall mean an author or a coauthor of a manuscript authorized by an author and coauthors co-authors to act as an agent on their behalf in all matters pertaining to

publication of the manuscript;

- ❖ **Editor** shall mean a member of Editorial Board of the Journal of law.
- ❖ **Errata Notes** shall mean notes published by the journal to amend significant errors in a published manuscript;
- ❖ **Manuscript** shall mean author's(s') original research article, review paper, book review, and other piece of written work as it is submitted for publication;
- ❖ **Peer Review** shall mean a collaborative process that allows manuscripts submitted to a journal to be evaluated and commented upon by independent experts within the same field of research.
- ❖ **Preliminary evaluation** shall mean review of a manuscript by editors.
- ❖ **Retraction Notes** shall mean notes published by the journal to retract an already published manuscript that is based on unsubstantiated or irreproducible data, that is clearly defamatory, or that infringes on professional codes of conduct and others' legal rights.
- ❖ **Reviewer** shall mean an expert in a field with a minimum of a PhD degree or an Assistant Professor nominated and approved by the editorial board to review a manuscript for the Journal;
- ❖ **The Journal** shall mean the Debre Markos University Journal of Law(DMUJL);
- ❖ **Feature articles** shall mean a thorough, original and high quality academic analysis. The word limit for articles is between 5,000 to 12,000 words excluding footnotes and references
- ❖ **Book reviews** shall mean manuscripts that provide a summary and critic of a book on laws or other topics and themes related to law. The word limit for book reviews is between 2000 to 5,000 words.

❖ **Note** shall mean a manuscript in which authors put forward their personal thoughts and insights on a pressing issue of law with a view to stimulating a discussion and/or debate. The word limit for notes is between 1,000 and 3,000 words.

- ❖ **Legislative Reviews** shall mean manuscripts presenting the salient features of a new or revised legislation in Ethiopia or comparative analysis of related laws. The word limit for legislative reviews is 1,000 to 4,000 words.

❖ **Case commentaries** shall mean manuscripts in which authors critically comment on relevant cases decided by domestic and international courts as well as international tribunals and other international quasi-judicial body's .The word limit for case commentaries is between 3,000 to 8,000 words.

- ❖ **Legislative Reviews** shall mean manuscripts presenting the salient features of a new or revised legislation in Ethiopia or comparative analysis of related laws. The word limit for legislative reviews is 1,000 to 4,000 words.

3. Objectives

DMUJL aims at achieving the following objectives:

- a) To make research outputs in field of law accessible.
- b) To promote scholarly enquiry on law issues
- c) To encourage discussions, and debates on local, national, regional, and global issues related to law.
- d) To foster an interdisciplinary analysis and comparative perspectives of laws

4. Language of Publication

The Journal accepts and publishes contributions written in English or Amharic.

5. Frequency of Publication

- 1. The Journal is published annually (on October)).
- 2. The editorial board may decide to publish special issue whenever necessary.

Part II - Review and Publication Policy

Section I: Quality, Organization and Submission of Manuscripts

6. Quality of Manuscripts

- 1. The Journal considers all manuscripts for review and publication on strict condition in that:
 - a) The manuscript is original work of the author(s);
 - b) The manuscript does not duplicate any other previously published work elsewhere, materials or literature available online;
 - c) The manuscript is not currently under peer review or accepted for publication elsewhere.
 - d) The manuscripts contains nothing abusive, defamatory, libelous, obscene, fraudulent, sexist or illegal;
 - e) A substantial improvement has been made on a previously submitted and rejected manuscript.

7. Organization of a Manuscript

1. A Manuscript should be organized in the following order: title page; abstract; key words; main text; acknowledgements if applicable; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figure caption(s) (as a list).
2. Manuscript shall be written in Times new Roman style(Power Geez Unicode 1 for Amharic texts), 1.5 space, 12 font size, 1 each margin on both right and left side and with 0.5 inch header and footer, and foot note in single space, and 10 font size.
3. The title shall be precise and adequately reflects the subject and scope of the manuscript. The title of the manuscript shall not include abbreviations.
4. All author of manuscript should include his or her full name, academic qualification, affiliated institution, email address and telephone number of corresponding author.

5. Abstracts of less than 300 words, organized in 1.5 space, font 12, times new Romans, block indented are required for each submission. Foote not reference is not allowed in the abstract.
6. Each Manuscript should have 3-5 keywords/terms
7. Internal organization: Headings and sub-headings (including the Introduction and Conclusion) should be clearly indicated and should be numbered. The initial letters of all Headings must be in capital letters (upper case). All Headings must be written in the same style and bolded. This shall appear in the following way

Heading 1 (bold, font size 16)

Heading 2 (bold, font size 14)

Heading 3(bold, font size 13)

Heading 4 (Bold, font size 12)

Article 9 Authorship

1. If a manuscript is written by more than one author, one author shall be identified as a corresponding author,
2. All persons who have reasonable claim to authorship shall be named in the manuscript as co-authors;
3. The person named as a corresponding author shall;
 - a) handle all correspondence about the article;
 - b) Sign the publishing agreement on behalf of all the authors.
 - c) Ensure all the authors' contact details are correct.
4. The persons named as co-authors shall mean that;
 - a) They have made a significant contribution to the work reported, whether that's in the research conception or design, acquisition of data, analysis and interpretation, or in all these areas;
 - b) They have drafted, written, or revised the article;
 - c) They have reviewed and agreed the final version of the article before submission;
 - d) They have agreed on the journal to which your article will be submitted;

- e) They have all agreed on the order in which your names are published in the article, and ensure that your affiliations are correct
 - f) They are aware that the corresponding author will be acting on your behalf in any communication about the article, through submission, peer review, production, and after publication;
 - g) They share responsibility if your article is found to be unsafe, in error, in some way fraudulent, or in breach of the publishing agreement;
5. All authors shall inform editor-in-chief if they need to change corresponding author before or after the manuscript is accepted.
 6. No changes to the co-authors or corresponding authors can be made after publication of the article, online either as a “latest article” or in the issue.
 7. The Journal considers authors claim to Change to co-author or corresponding after publication as a corrigendum by the journal editorial board.
 8. Biographical notes on the contributors are not required for this journal.
 9. The details required by any funding and grant awarding bodies shall be supplied as an acknowledgement on the title page of the manuscript in a separate before list of references
 10. Authors shall incorporate a disclosure statement in the manuscript that acknowledges any financial benefit they have arising from the direct applications of their research.
 11. Authors shall inform editor-in-chief if they need to changes to affiliation.
 12. Changes to affiliation may not be made after the manuscript is accepted for publication.

8. Journal's Style Guideline

1. Oxford Standard for Citation of Legal Authority (OSCOLA) referencing style be shall applied for all citation. (see Appendix I)
2. Any consistent spelling and punctuation styles may be used. Double quotation marks must be used except when a quotation is within a quotation. Long quotation of 40 words or more should be indented.

3. In case of doubt on how to cite resources, the author shall provide enough information to allow editors to easily locate the resources.

9. Manuscript Submission

1. There shall be two kinds of submissions of contributions in this journal:
 - a) Solicited, where an individual has been invited to submit work either through direct contact or through a general submissions call, and
 - b) Unsolicited, where an individual submits a work for potential publication without directly being asked to do so.
2. Electronic submissions should be sent as email attachment to Editor-in-Chief or via DMUJL online Submission form using a standard Microsoft word program. Authors should attach a separate cover letter in Microsoft Word document manuscripts, in the same email in which they submit their manuscripts, containing the following information:
 - a) name of the author(s);
 - b) educational qualification;
 - c) institutional affiliation;
 - d) current occupation; and
 - e) Contact address (e-mail and phone number)
3. Call for papers shall be published in November.
4. Authors shall submit within 60 days after announcement of call for paper
5. The deadline for submitting manuscripts might be extended in extraordinary circumstances to be decided by the Board.
6. Notwithstanding the above statement, author's may submit their contribution any time and will be contacted relating to the date of publication.
7. The author upon a reasonably prior notice to the Editor can withdraw submitted manuscripts

Section II: Review Policy and Procedures

10. Review Policy Statement

1. Manuscripts submitted to the DMUJL shall be subject to preliminary evaluation by Board members.
2. Two reviewers who have relevant qualification and experience shall review a Manuscript that pass preliminary evaluation.
3. The Journal shall employ double blind type of review where names of reviewers and

authors are not revealed to each other.

4. The Board shall make the final decision with regard to publication.
5. The board shall assign native speaker as language editor. In case native speaker is not available, the board can assign appropriate language experts.

11. Preliminary Review Procedures

1. Upon the receipt of submissions, the Editor-In-Chief shall send acknowledgement of receipt to author(s) as soon as possible.
2. The Editor-In-Chief shall forward the received manuscripts to the Board members for their consideration and comments on the technical requirements within five working days after the closure of submission deadline.
3. The editorial Board shall use the following major standards for preliminary evaluation:
 - a) Journal's Scope;
 - b) Journals' article style;
 - c) Journal's citation and reference style;
 - d) Originality and plagiarism check;
 - e) Non-discriminatory language;
 - f) Relevance and Scientific importance and interest to the audience of law, politics and globalization;
 - g) Completeness or conclusiveness of a manuscript
4. The time length to be taken by the Board for the preliminary review of submitted contributions shall be determined by the Editor-In-Chief based on type, size and number of contributions.
5. Upon preliminary evaluation, the editorial Board shall meet and determine whether to reject the manuscript outright, or request for revision by author/s, or send for peer review process if the manuscript meets editorial criteria for minimum quality standard.
6. The editor in chief shall send corresponding authors of the rejection of their manuscript, or suggestions for improvement, or acceptance after preliminary evaluation by the editorial Board.

12. Selection of Reviewers and Peer Review Procedures

1. The editorial Board shall select two reviewers for each manuscript that pass the preliminary

evaluation.

2. The members of Board shall nominate potential reviewers.
3. The Reviewers shall be experts in the fields related to corresponding manuscripts, with minimum requirement of a Doctoral Level Degree or a Master level degree with the rank of Assistant Professor.
4. The Editor-in-Chief shall send invitation emails along with agreement form to potential reviewers setting five working days response deadline.
5. Reviewers shall consider the following points before agreeing to review a manuscript:
 - a) They are aware of the double blind form of peer review that the journal operates;
 - b) They shall have 20 days to complete the review
 - c) They need to submit their review by completing the journal's structured review form;
 - d) They shall inform the Editor-in-Chief immediately if they have any conflicts of interest;
 - e) They shall complete the review and submit their report according to the deadline.
 - f) They shall inform the Editor-in-Chief if a reviewer later finds itself struggling to meet the review deadline so that authors will be informed of any delays.
6. The Editor-In-Chief shall send the manuscripts along with the journal's review form to agreed reviewers
7. The Editor-In-Chief shall inform authors as to the review progress after reviewers express their agreements to review the assigned manuscripts.
8. The reviewers shall make an objective, impartial evaluation of the manuscripts in line with:
 - a) Novelty and originality of the work;
 - b) Relevance and significance of theories and methodology used;
 - c) Clarity of design and data used to support claims and conclusions;
 - d) Coherence and consistency of arguments;
 - e) Methodological, theoretical and practical contribution of the manuscript to field of law;
 - f) Detailed guidelines can be found in the article review form.
9. The reviewers shall give their review of the manuscripts and decide on whether it deserves publication or not within 20 working days.

10. Editor-in-chief shall send reminders to reviewers a week before the due date
11. If the review is 12 days overdue, the reviewer shall be uninvited. The board shall decide on further review of the manuscript within five working days.

13. Reviewer Reports and First decisions

1. A reviewer shall give one of the following decisions on a reviewed manuscript:
 - a) **Accept without any changes and minor revisions (acceptance):** the Journal will publish the reviewed manuscript in its original form or requests the corresponding author to make minor corrections;
 - b) **Accept after major revisions (conditional acceptance):** the Journal will publish the paper provided the authors make the changes suggested by the reviewers and/or editors;
 - c) **Reject the paper (outright rejection):** the Journal will not publish the paper.
2. The Board shall consider a manuscript for publications that are:
 - a) Accepted by the two reviewers;

- b) Accepted or conditionally accepted by one of the two reviewers;
 - c) Conditionally accepted by the two reviewers
3. The Board shall not consider a manuscript for publication:
 - a) If both reviewers recommend outright rejection;
 - b) If one of reviewers recommends conditional acceptance while the other recommends outright rejection.
 4. The Board shall re-send a manuscript to a third reviewer if one of the reviewers recommends acceptance whereas the other recommends outright rejection of the manuscript.
 5. The Board shall consider a manuscript reviewed by a third reviewer for publication if the third reviewer recommends acceptance or conditional acceptance of the manuscript.
 6. The Editor-In-Chief shall inform the author(s) of the status of the manuscript within seven working days from the decision by the reviewers.

14. Author Revision procedures

1. The Editor-in- Chief returns a reviewed manuscript to authors if revision is required.
2. The authors shall resubmit the revised manuscripts within 20 days after receiving their reviewed manuscript.
3. Corresponding authors may accept or decline to perform revision within 3 days after receiving their reviewed manuscript.
4. A Corresponding author may decline to perform revision due to time frame restriction or other reasons.
5. The Board shall withdraw a manuscript from further review process upon receipt to decline to revise notification email from a corresponding author.
6. If a corresponding author who accepts to perform revision fails to resubmit his/her revised manuscript within the 20 revision days, the Board shall withdraw the manuscript from further review and publication process.
7. The Board shall consider a withdrawn manuscript from current review process for another round of review process.

8. The Editor in chief shall return a revised manuscript for further review to the reviewer who requested revision.
9. Reviewers shall send their review reports on the revised manuscript within five days.

15. Final Decision and Publication

1. The Board shall consider second revised manuscripts for publication if reviewer(s) recommend acceptance without change or with minor revisions.
2. The Board shall not consider second reviewed revised manuscripts for publication if reviewer(s) recommend acceptance with major revisions.
3. The Journal shall publish a maximum of seven accepted manuscripts.
4. The Board shall use lottery method if numbers of accepted manuscripts exceed the maximum limit.
5. The Journal shall publish the manuscripts excluded from publication by lot in the upcoming publication
6. Corresponding author may express their complaints on the review processes to the Editor-in-Chief within five days of receiving review results.
7. The editorial Board shall examine complaints and give final decision on the complaint based on the journal's editorial policy.

16. Conflicts of Interest

1. In order to encourage transparency without impeding publication, all authors, referees and editors must declare any association that poses a conflict of interest in connection with the manuscript.
2. A competing (conflict of) interest for a scholarly journal is anything that interferes with, or could reasonably be perceived as interfering with, the full and objective presentation, review, or publication of research findings, or of articles that comment on or review research findings.
3. Potential conflicts of interest exist when an author, editor or reviewer has financial, or professional interests in a publication that might influence their scientific judgment. Examples of such conflicts include, but are not limited to:

- a) Financial conflicts: paid employment or consultancy; board membership; research grants or funding; travel grants and honoraria for speaking or participation at meetings; gifts
 - b) Professional conflicts: public associations with institutions or corporations whose products or services are related to the subject matter of the contribution; membership of a government advisory council/ Board; relationship with organizations and funding bodies.
4. Authors should declare whether they have any conflicts of interests that could have influence on the reporting of the data or conclusions in their paper. Such a statement should list all potential interests or, if appropriate, should clearly state that there are none.
 5. Members of the editorial board are permitted to submit their own papers to the journal. In cases where an author is associated with the journal, he/she will be removed from all editorial tasks for that paper; and another member of the team will be assigned responsibility for overseeing peer review.
 6. The editors may decide not to publish papers when they believe the competing interests are such that they may have compromised the work or the analyses or interpretations presented.
 7. When a member of the editorial Board submits contribution, he/she must disclose it to the Editor-in-Chief and be excluded from the evaluation process or any form of participation pertaining to his/her manuscript.
 8. If the editor in chief intends to submit a manuscript to the Journal, he has to inform the Board before “call for papers” and leaves his position until the publication process of the volume where he submitted a manuscript is over.
 9. The editor in chief or a Board member who has access to journals institutional email shall not serve as reviewer due to double blind type of peer review the Journal runs.
 10. If there is no disclosure, The Journal will publish the following statement: “No potential conflict of interest was reported by the authors.”
 11. The Board shall cancel a published article if a proven conflict of interest is reported to the it.

PART III- Structure and Management of the Journal

17. Structure of the Journal

1. The structure and contents of the printed version of the Journal from the front cover page to the back cover page shall be organized in the following manner:
 - a) Name of the journal, volume and Number and Date of Publication, titles of contributions along with their respective authors, and home institution or publisher in the first page of the front cover page in their order
 - b) Names of Editorial Board members, reviewer and advisory boards in first page of the journal and Disclaimer and Copy Right in the back
 - c) Message from the editorial
 - d) Table of contents;
 - e) Main body (the content of the contributions);
 - f) Guide to authors(authors);
 - g) Introduction about the School and staff profile
 - h) Donation and funding, and website acknowledgment in the inner page of back cover
 - i) address of Editor-in-Chief and associate Editor, Publisher and ISSN in the outer page of the back cove

18. Advisory Board

1. There shall be an Advisory Board, which comprises distinguished local and international researchers.
2. The member of advisory board shall be elected by Academic Commission upon recommendation by editorial board members,
3. Selection shall be made based on the experience, knowledge, and other merits that can help the betterment of the journal.
4. The number of advisory board shall be a maximum of five.
5. The advisory board shall
 - a) advise the editorial board, upon its request, on any issue relating to the journal;
 - b) evaluates the quality of the journal and assess whether it meets acceptable standards;
 - c) gives feedback to the editorial board on ways of improving the standard of the journal;

- d) Shall popularize the journal

19. The Editorial Board

1. There shall be an Editorial Board with five members comprising the Editor- In-Chief, a Associate Editor, and three other members.
2. Law School Academic Commission shall select the Editor-In-Chief and other editorial board members from among Law School staffs. The school shall set criteria that include academic rank, experience in teaching, experience in editor and publications.
3. The board shall elect the Associate editor from its members.
4. The Board is directly accountable to the Academic Commission.
5. The Board members has the following powers and responsibilities:
 - a) Monitoring and ensuring the implementation of the editorial policy;
 - b) Recommending scholars to be members of the international advisory board to the Academic Commission;
 - c) Soliciting contributions and ensuring the continuity of regular publication of the Journal;
 - d) Making preliminary assessment on the technical requirements of a received contribution and decide on it;
 - e) Selecting and approving reviewers;
 - f) Prepare working manuals, forms, and guidelines as it deems necessary; and
 - g) Propose amendment of the editorial policy to the Academic Commission.
 - h) Examining complaints on review process and making final decision;
 - i) Elect the associate Editor from its members.
6. Members shall have a renewable term of office for three years.
7. Not all members shall leave office at the same time. At least two members shall stay based on their performance during the first term of membership.
8. When a Board member leaves office before the lapse of the term, the Academic Commission elects another upon the consultation of the Board.
9. All decisions of the Board shall be passed by majority vote of members present.
10. Quorum shall be fulfilled upon the presence of three members in a meeting.
11. Board members shall receive adequate incentives in accordance with University

legislation and Ministry of Finance Directives

20. *The Editor-In-Chief*

The Editor-In-Chief shall:

- a) Serve as a contact person of the Board ;
- b) Manage the necessary correspondence with contributors, reviewers, and other external affiliates;
- c) Manage the review process of manuscripts;
- d) Present journal policy amendment to the Academic Commission;
- e) Oversee Journal website and functions together with associate editor;
- f) Presents progress report to the AC annually under normal circumstances;
- g) Assign tasks and coordinate the activities of the Editorial Board ;
- h) The Editor-In-Chief shall delegate to one of the editorial Board members in his/her absence.

21. *The Associate Editor*

The Associate Editor shall:

- a) Keep official correspondences and other relevant documents relating to the Journal;
- b) Monitor and follow the smooth running of the printing and distribution of the Journal together with other members;
- c) Promote the Journal and solicit for possible funds and contributions;
- d) Oversees the Journal website and institutional email

22. *Other Members*

Other Board members shall:

- a) Support the Associate editor in the printing and distribution of Journal;
- b) Carry out the tasks of Associate editor in his/her absence.

PART IV: Publishing Ethics

24. Editors' Duties

1. Publication Decision: In making publication decisions, the Editors may be guided by the policy of the journal and constrained by such legal requirements as shall then be in force regarding libel, copyright infringement and plagiarism.

2. Fair Play: The editors should evaluate manuscripts for their intellectual content without regard to race, gender, religious belief, ethnic origin, citizenship, or political philosophy of the authors.
3. Confidentiality: The editors must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.
4. Disclosure and Conflicts of interest: Unpublished materials disclosed in a submitted manuscript must not be used in an editor's own research without the express written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage. Editors should recuse themselves from considering manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or (possibly) institutions connected to the papers.
5. Vigilance over published record: An editor presented with convincing evidence that the substance or conclusions of a published paper are erroneous should strive to promote the prompt publication of a correction, retraction, expression of concern, or other note, as may be relevant.
6. Involvement and cooperation in investigations:
7. The editor-in chief should take reasonably responsive measures when ethical complaints have been presented concerning a submitted manuscript or published paper. Such measures will generally include contacting the author of the manuscript or paper and giving due consideration of the respective complaint or claims made, but may also include further communications to the relevant institutions and research bodies.

25. Duties of Reviewers

1. Contribution to Editorial Decisions: Peer review assists the editor in making editorial decisions and through the editorial communications with the author may assist the author in improving the paper. Peer review is an essential component of formal scholarly communication, and lies at the heart of the scientific method. Publisher shares the view of

many that all scholars who wish to contribute to publications have an obligation to do a fair share of reviewing.

2. Promptness: Any selected reviewer who feels unqualified to review the research reported in a manuscript or knows that its prompt review will be impossible should notify the editor-in-chief of the journal and excuse himself from the review process.
3. Confidentiality: Any manuscripts received for review must be treated as confidential documents. They must not be shown to or discussed with others except as authorized by the editor-in chief.
4. Standard and objectivity: Reviews should be conducted objectively. Personal criticism of the author is inappropriate. Referees should express their views clearly with supporting arguments.
5. Acknowledgement of Sources: Reviewers should identify relevant published work that has not been cited by the authors. Any statement that an observation, derivation, or argument had been previously reported should be accompanied by the relevant citation. A reviewer should also call to the chief editor's attention any substantial similarity or overlap between the manuscript under consideration and any other published paper of which they have personal knowledge.
6. Disclosure and Conflict of Interest:
 - 6.1. Unpublished materials disclosed in a submitted manuscript must not be used in a reviewer's own research without the express written consent of the author. Privileged information or ideas obtained through peer review must be kept confidential and not used for personal advantage.
 - 6.2. Reviewers should not consider manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers.

26. Duties of Authors

1. Reporting standards
 - 1.1. Authors of reports of original research should present an accurate account of the work performed as well as an objective discussion of its significance. Underlying data should be represented accurately in the paper. A paper should contain sufficient detail and

references to permit others to replicate the work. Fraudulent or knowingly inaccurate statements constitute unethical behaviour and are unacceptable.

- 1.2. Review and professional publication articles should also be accurate and objective.
2. Data Access and Retention: Authors may be asked to provide the raw data in connection with a paper for editorial review, and should be prepared to provide public access to such data if practicable, and should in any event be prepared to retain such data for a reasonable time after publication.
3. Originality and Plagiarism
 - 3.1. The authors should ensure that they have written entirely original works, and if the authors have used the work and/or words of others, this has been appropriately cited or quoted.
 - 3.2. Plagiarism takes many forms, from ‘passing off’ another’s paper as the author’s own paper, to copying or paraphrasing substantial parts of another’s paper (without attribution), to claiming results from research conducted by others. Plagiarism in all its forms constitutes unethical publishing behaviour and is unacceptable.
4. Multiple, Redundant or Concurrent Publication
 - 4.1. An author should not in general publish manuscripts describing essentially the same research in more than one journal of primary publication. Submitting the same manuscript to more than one journal concurrently constitutes unethical publishing behaviour and is unacceptable.
 - 4.2. In general, an author should not submit for consideration in another journal a previously published paper.
5. Acknowledgement of Sources: Proper acknowledgment of the work of others must always be given. Authors should cite publications that have been influential in determining the nature of the reported work. Information obtained privately, as in conversation, correspondence, or discussion with third parties, must not be used or reported without explicit, written permission from the source. Information obtained in the course of confidential services, such as reviewing manuscripts or grant applications, must not be used without the explicit written permission of the author of the work involved in these services.

c)

PART-V: MISCELLANEOUS

27. Publication and Dimension

1. DMUJL will be available in print and online. The online version will be accessible to all based on an open access policy. A few copies will be provided free for all Law Schools in Ethiopia to be used as reference by academic community. Authors will be provided with two free complimentary copies of the volume on which their work has been published. DMUJL does not charge any article processing fees
2. The editorial board shall make an effort to get the journal indexed by various indexing database and submitting processing platform.

28. Errata and Retraction Policy

1. No changes can be made to contributions after their publication.
2. The journal shall publish an amendment of a small part of the article or retraction of the whole article if a published manuscript contains a minor or significant error at the earliest possible date
3. Correction notes or errata shall be published;
 - a) If only a small part of an article reports flawed data as a result of genuine error,
 - b) If only a small section of an article (e.g. a few sentences in the discussion) is plagiarized.
 - c) The addition of new data is not permitted.
 - d) Appropriateness of corrections will be judged by the Editors.
 - e) Authors will be consulted to agree to publication of errata.
4. Retraction Notes are reserved for major/serious errors in a published material and infringements of professional ethical codes will result in an article being retracted.
5. Journal editors should consider retracting a publication if:
 - a) they have clear evidence that the findings are unreliable, either as a result of misconduct (e.g. data fabrication) or honest error (e.g. miscalculation or experimental error)

- b) the findings have previously been published elsewhere without proper cross referencing, permission or justification (i.e. cases of redundant publication)
 - c) it constitutes plagiarism
 - d) it reports unethical research
6. In any of those cases, the corresponding author/s will be informed about a retraction.

29. Scientific misconduct and other fraud

1. Scientific misconduct is defined, for the purpose of this journal, as "fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the academic community for proposing, conducting, or reporting research" (anonymous).
2. In cases where there is a suspicion or allegation of scientific misconduct or fraudulent research in manuscripts submitted or published, the Editors reserve the right to impose sanctions on the authors including:
 - a) An immediate rejection of the manuscript;
 - b) Banning author(s) from submitting manuscripts to the journal for a certain period of time; bringing the concerns to the authors' sponsoring or funding institution or other appropriate authority for investigation

30. Copyright

The Publisher (School of Law) retains copyright over the articles published in the Journal. However, authors may be granted the right to republish their articles if the Board is notified of such use and that it carries the appropriate copyright notice.

31. Disclaimer

Opinions expressed in the articles published in the Journal do not reflect that of the Editorial Board, advisory board, Reviewers, the School and /or the University. The responsibility for the views expressed in the articles published in the JLPG is thus solely that of their authors.

32. Other Documents Attached

The rules of citation, call for papers, manuals, review form/ guideline for reviewers, ethical standards of authors, reviewers and editors and other working manuals form part of the editorial Policy.

33. Amendment

The Board upon the approval of the Academic Commission may amend the Editorial Policy.

34. Effective Date

This policy and author's guide shall come into effect upon approval by the Research Council of Debre Markos University.

Appendices

Appendix I: DMUJL Citation Style Guide

DMUL has adopted the Oxford Standard for Citation of Legal Authorities (OSCOLA) 4th Edition, 2012 with some modifications.

https://www.law.ox.ac.uk/sites/files/oxlaw/oscola_4th_edn_hart_2012.pdf

1. All English manuscripts submitted to DMUJL should be in Microsoft Word Document, typed in font Times New Roman with font size 12, line spacing 1.5'; justified. Footnotes cited in the manuscripts should be typed in font Times New Roman with font size 10, line spacing 1'; justified. Footnotes must be numbered consecutively. Footnote numbers must be in superscript.
2. The editors reserve the right to change manuscripts to make them conform with the house style, to improve accuracy, and to eliminate mistakes and ambiguity.

Basic guidelines

1.1. Italicization

When the manuscript is written in English, non-English words must be *italicized*.

1.2. Emphasis

Use *italics* for emphasis.

1.3. Quotations

Quotations of more than three lines should be double indented paragraph without quotation marks. Quotations of less than three lines should be in a single quotation mark and not indented from the text. Use square bracket [] to note any change in the quoted material, Ellipsis ... to indicate omitted material, and [sic] to indicate mistake in the original quote. Begin with an Ellipsis ... when a quotation starts mid-sentence. Any comments on the quotation should be in the text or in a footnote. The superscript footnote marker comes last, after both the punctuation and the closing quotation mark. Indicate any use of emphasis in a parenthetical clause after superscript footnote marker by use of (emphasis added). If you omit citations or footnotes from a quotation, put (citation(s) omitted) or (footnote(s) omitted) after the superscript footnote marker.

1.4. Footnotes

References in footnotes should generally contain sufficient information about the source material. Footnotes should in accordance with the original language of the source document referred to. The footnote marker should appear after the relevant punctuation in the text (if any) and normally at the end of a sentence. It may sometimes be necessary, for the sake of clarity, to put the footnote after the word or phrase to which it relates. Footnotes should be consecutively numbered and be set out at the foot of each page .Close footnotes with a full stop (or question or exclamation mark..

2. Specific Citation Rules

2.1. Primary Sources

2.1.1. Legal Instruments

Cite a domestic laws including *italicized* title followed by type and number of legislation, the specific provision using Art., Sec. or Parag.

Federal Courts Proclamation, Proclamation No. 25/1996, Art 3.

Constitution of the Federal Democratic Republic of Ethiopia, Proclamation No. 1/1995, Art. 29.

Criminal Procedure Code of Ethiopia, Proclamation No. 185/1961, Art. 31.

Amharic National Regional State The Urban landholding Registration and Information Offices Establishment and Determination of Their Powers and Duties, Council of Regional Government Regulation No. 137/2015, Art. 2.

➤ Cite legal instruments from other jurisdictions as they are cited in their own jurisdiction.

Accident Compensation Act 1972 (NZ)

2.1.2. Cases

➤ For cases, the general citation rule is:

The parties name [year of the decision] The Court and file number), [Year of publication in the law report] volume/issue and the Law Report and first page of the relevant case.

AzebTamiru v DejeneZewde[2009] Ethiopian Federal Supreme Court Cassation Bench 104621, [2010] 21 Decisions of Ethiopian Federal Supreme Court Cassation Bench 47.

- The above example indicates a case between AzebTamiru and DejeneZewde decided by Ethiopian Federal Supreme Court Cassation Bench on 2009 EC with a file number 104621, and that the report can be found on volume 21 of Decisions of Ethiopian Federal Supreme Court Cassation Bench starting from page 47.
- When pinpointing, give the exact paragraph/page number in square brackets at the end of the citation.

E.g. AzebTamiru v DejeneZewde [2009] Ethiopian Federal Supreme Court Cassation Bench 104621, [2010] 21 Decisions of Ethiopian Federal Supreme Court Cassation Bench 47 [49].

- If the case is not reported in the Law Reports, provide all neutral citations as follows.

E.g. AlemuFisseha v Bahiru Belay [2007] Federal High Court Lideta Bench 12890.

- Where a case name is given in the text, it is not necessary to repeat it in the footnote, instead provide other details.
- Cite overseas cases as they are cited in their own jurisdiction with similar information like domestic cases are included. *E.g. Roe v Wade* 410 US 113, 163-64 (1973).
- If the name of the case cited does not itself indicate the jurisdiction and the court of decision, and the jurisdiction and court are not obvious from the context of your work, you should indicate these in parentheses at the end of the reference.

2.1.3. International Treaties

- When citing the instrument for the first time, the *italicized* name of the treaty shall be followed by the date of adoption and entry into force in bracket. Then the specific provision/section/paragraph shall be provided as seen below.
- *International Covenant on Civil and Political Rights*, (adopted 16 December 1966, entered into force 23 March 1976), ICCPR, Art. 10.

2.2. Secondary Sources

2.2.1. Books

2.2.1.1. Sole authored books

- Use italics for the title, and put the publication information in roman within parentheses. Author, *Title in Italics* (series title, edition publisher, place date) page.

E.g. John Baker, *An Introduction to English Legal History* (4th edn Butterworths, London 2002)419–421.

- Where a book has a title and subtitle not separated with punctuation, insert a colon.

E.g. Joseph Raz, *Ethics in the Public Domain: Essays in the Morality of Law and Politics* (Oxford University Press, Oxford 1995) 297.

- Where there are up to three authors, cite the name of all authors.

E.g. Gwyne Davis, Nick Wikeley and Richard Young, *Child Support in Action* (Hart Publishing,Oxford 1998) 48.

- Where there are more than three authors, cite the first author followed by ‘and others’.

E..g. Roy Goode and others, *Transnational Commercial Law: International Instruments andCommentary* (Oxford University Press, Oxford 2004)6.

- Names of Ethiopian authors should appear as follows:Author’s given (first) name and his/her father’s name without changing the order. Subsequent, references should be limited to given names. E.g. Assefa Fiseha, *Federalism and the Accommodation of Diversity in Ethiopia: A ComparativeStudy*, (2nd edn Wolf Legal Publishers, Nijmegen 2007) 235.

2.2.1.2. Edited and Translated Books

- The rules are the same as sole authored books, except for the insertion of ‘(ed)’ or ‘(tr)’.

Where there are two editorsinsert ‘(eds)’ or ‘(trs)’. E.g.1. Peter Birks and Grant McLeod (trs), *The Institutes of Justinian* (Duckworth, London 1987) 14-15.

E.g.2. Gareth Jones (ed), *Goff and Jones: The Law of Restitution* (6th edn Sweet & Maxwell, London2004) 152.

E.g.3. KonradZweigertandHein Kötz, *An Introduction to Comparative Law* (Tony Weir tr3rd ednOxford University Press, Oxford 1998) 286–94.

2.2.1.3. Contributions to books

- Cite essays and chapters in edited books as:

The contributing author/s Name, ‘Title of the Chapter’ in Author, *Title of the book in Italics* (series title, edition publisher, place date) page. E.g.1. Ian Brownlie, ‘The Relation of Law and Power’ in Bin Cheng and ED Brown (eds), *Contemporary Problems in International Law: Essays in Honour of Georg Schwarzenberger on his EightiethBirthday* (Stevens and Sons, London 1988)233.

2.2.2. Articles

2.2.2.1. Hard Copy Published Articles

- The style for articles generally follows the style for books except peculiarities provided as follows.

Name of the author, 'Title of the Article' [year of publication] volume number or issue abbreviation/name of the journal the first page of the article, pinpoint page cited.

E.g. 1 Andrew Ashworth, 'Social Control and "Anti-Social Behavior": The Subversion of Human Rights' [2004] 120 LQR 263, 276.

E.g. 1. Minasse Haile, 'The New Ethiopian Constitution: Its Impact upon Unity, Human Rights and Development' [1996] 20 Suffolk Transnat'l L. Rev 1, 6.

2.2.2.2. Electronic Journals

- For journals that are only published electronically, give publication details as for hard copy published journals, but also provide the website address and most recent date of access within angled brackets as <web address> | date accessed with no full stop at the end.
- Include page number if there is any. E.g. Carolyn Penfold, 'Nazis, Porn and Politics: Asserting Control over Internet Content' [2001] 2 JILT<http://www2.warwick.ac.uk/fac/soc/law/elj/jilt/2001_2/penfold> accessed 27 April 2005
- Where the author is not identified, cite the body that produced the document; if no such body can be identified, insert two joined dashes (like this: —).

2.2.3. Other Secondary Sources

2.2.3.1. Theses

- When citing unpublished theses, give the author, the title and then in brackets the type of thesis, university and year of completion with no full stop. E.g. Javan Herberg, 'Injunctive Relief for Wrongful Termination of Employment' (LL.M thesis, University of Oxford 1989) 34

2.2.3.2. Interviews

- When citing an interview you conducted yourself, give the name, position and institution (as relevant) of the interviewee, and the location and full date of the interview.

E.g. Interview with Irene Kull, Assistant Dean, Faculty of Law, Tartu University (Tartu, Estonia, 4 August 2003)

- If someone else conducted the interview, the interviewer's name should appear at the beginning of the citation.

2.2.3.3. Websites and blogs

- When citing websites and blogs, use the following citation style. Name of the writer, 'Title of the text' (Name of the Website, Date) <the link> date of access. E.g.1. Sarah Cole, 'Virtual Friend Fires Employee' (Naked Law, 1 May 2009) <www nakedlaw com/2009/05/index.html> accessed 19 November 2009

2.2.3.4. Newspaper/Magazine Articles

- When citing newspaper articles:

Name of the author, 'The Title' The Newspaper (Place of publication, Date) page

E.g 1. Jane Crof, 'Supreme Court Warns on Quality' Financial Times (London, 1 July 2010) 3

Ian Loader, 'The Great Victim of this Get Tough Hyperactivity is Labour' The Guardian (London, 19 June 2008) <www guardian co uk/commentisfree/2008/jun/19/justice ukcrime> accessed 19 November 2009

2.2.3.5. Speeches

- If the speech is unpublished: E.g. Vladimir Putin, Address on Security Council meeting (Moscow, 13 March 2022)
- If the speech is taken from published document:
- Vladimir Putin, Address on Security Council meeting (Moscow, 13 March 2022) in Russia Today (Moscow, 13 March 2022) 3

2.3. Bibliography

- Items in bibliographies take the same form as all other citations but with no specific page/section/provision.

3. Short Forms for subsequent citations

- If you want to cite the same exact source in the footnote immediately following the full citation, you can generally use 'ibid'.

- If you are citing the same, work but with different page or provision, add the page number/provision that is different from previous citation. E.g. *ibid* 345.
- If there is more than one citation in the preceding footnote, use *ibid* only if you are referring again to all the citations in that footnote. Otherwise, use the citation rule for other subsequent citations as provided below.
- In subsequent (not immediate) citations of a source, identify the source and provide a cross citation in brackets to the footnote in which the full citation can be found. Assefa (n 12) 34.
- The above example refers to page 34 of Assefa's work as initially cited under footnote number 12 of your paper.
- If you have previously cited several works by the same author, the name and the title of the work (or a short form of the title) should be given to differentiate from other works. E.g. Assefa 'Federalism and Development' (n 15) 22.
- For subsequent citations of a case, you can abbreviate the names of the parties after the first citation. E.g. *Azeb Tamiru v Dejene Zewde* (n 1).
- Subsequent citations of legislations and treaties, you may use abbreviations or other short forms. E.g. *Criminal Procedure Code of Ethiopia* (n 23) Art. 11; ICCPR (n 3) Art. 6.
- Never italicize or capitalize for *ibid* or n.
- Do not use *supra*, *infra*, *ante*, *id*, *op cit*, *loc cit*, *contra*.

Appendix II: Author Responses to Reviewers Form

Dear Reviewers,

Thank you for your thoughtful, helpful, and most kind review of manuscriptYour comments and suggestions have been incorporated as appropriate into the revised draft. Specific revisions are noted below.

Reviewer Comment	Authors' Response
Reviewer #1	
Reviewer #2	
Editorial Suggestions	To be filled by editorial Board Board

Thank you again for your kind and thoughtful comments. I/We hope that the revision addresses your concerns.

Appendix III: DMUJL Peer reviewers guide

We, once again, thank you very much for your willingness to review a contribution for us. This form is intended for the review of articles submitted to Journal of Law. Please kindly write your assessment under the items below. The Editorial Board would also appreciate your track text comments and suggestions for the improvement of the work, if possible.

Title:.....

1. Is the manuscript original?
2. Does the manuscript contain discriminatory words, abusive and sexist terms?
3. Does the paper help to expand or further research in this subject area?
4. Do you feel that the significance and potential impact of the manuscript is high or low?
5. Is the manuscript complete? Is there an abstract or summary of the work undertaken as well as a Concluding section?
6. Is the methodology presented in the manuscript and any analysis provided both accurate and properly conducted?
7. Are all relevant accompanying data, citations, or references given by the author?
8. Is the manuscript in Standard English to aid the understanding of the reader?
9. Are there plagiarism related issues?
10. What aspects of the contribution do you think need corrections or improvements?

11. If you have additional /specific/ comments, please.
12. What is your recommendation regarding publication of the paper in our Journal?
 - A. Accept without any changes and minor revisions (acceptance): the Journal will publish the reviewed manuscript in its original form or requests the corresponding author to make minor corrections;
 - B. Accept after major revisions (conditional acceptance): the Journal will publish the paper provided the authors make the changes suggested by the reviewers;
 - C. Reject the paper (outright rejection): the Journal will not publish the paper or reconsider it even if the authors make major revisions.

Name and Signature of the Reviewer

We Thank You for Your Cooperation

Appendix IV: Article Review Form after Author Revision

Thank you for your thoughtful, helpful, and most kind review of manuscript..... This form is intended for affirming whether the revisions have been carried out satisfactorily. Please kindly write your assessment under the items below.

Title

1. Do you affirm the author has carried out the revisions satisfactorily?
2. What is your recommendation regarding publication of the revised paper in our Journal?
 - a. Accept without any changes and minor revisions (acceptance): the journal shall publish the revised paper or Journal shall publish the revised manuscript after author/s makes minor corrections.
 - b. Accept after major revisions (conditional acceptance): the journal shall publish the revised manuscript provided the authors make major changes.

Name and Signature of the Reviewer

We Thank You for Your Cooperation

Appendix V: Author’s Declaration

We the undersigned hereby confirm that we are the sole/co-author of this manuscript. To the best of our knowledge this manuscript contains no material previously published by any other person except where due acknowledgement has been made. We wish also to confirm that there are no known conflicts of interest associated with this publication.

We confirm that the manuscript has been read and approved by all named authors and that are no other persons who satisfied the criteria for authorship but are not listed. We further confirm that all of us have approved the order of authors listed in the manuscript.

We confirm that we have given due consideration to the protection of intellectual property associated with this work and that there are no impediments to publication, including the timing of publication, with respect to intellectual property. In so doing we confirm that we have followed

the policy and regulations of our institutions concerning intellectual property.

Finally, we understand that the Corresponding Author is the sole contact for the Editorial process (including the editor in-chief, the managing editor and direct communications with the school of law). He/she is responsible for communicating with the other authors about progress, submissions of revisions and final approval of proofs. We confirm that we have provided a current, correct email address which is accessible by the Corresponding Author.

Signed by all authors as follows:

[LIST AUTHORS AND DATED SIGNATURES ALONGSIDE]

Date:

Name:

Signature:

Appendix VI: Call for contributions

Debere Markos university Law school publishes an annual peer-reviewed journal of law,(name of the journal). The main aim of the journal is to create a medium for scholarly analysis of both international and Ethiopian law and to promote research in the area of the legal system in general. The journal also encourages analysis of contemporary legal .

The assessment of various manuscripts submitted for volume 1 (issues No.1) is now in progress. The journal is now calling for contributions for its next issues (volume 1 issue 2). The editorial Board of the journal welcomes scholarly articles, notes, reflections, case comments and book/article reviews from legal scholars, legal practitioners, judges and prosecutors and any legal professionals who would like to contribute his/her own share to the improvement of the legal system of Ethiopia and of the world at large.

Any manuscript which meets the preliminary assessment criteria shall be referred to anonymous internal and external assessors for detailed and critical review. Authors may send us their manuscripts any time at their convenience. We accept submissions anytime convenient for the contributors.

Submissions should include:

- Full name (s) and contacts of author (s);
- Declaration of originality;
- A statement that the author consents to the publication of the work by the DMU Journal of law.

All submissions and enquires should be addressed to:

The editor-in-chief,

DMU Journal of law;

E-mail: -----Or

jol@dmu.edu.et