

Journal Submission Guidelines

1. Introduction

The Federation of Asian Canadian Lawyers (British Columbia) Society (“**FACL BC**”) is a diverse coalition of Asian Canadian legal professionals working to promote equity, justice, and opportunity for pan-Asian Canadian legal professionals and the wider community. The FACL BC Journal (“**Journal**”) is a journal founded by and for the interest of the Asian-Canadian legal community in British Columbia. The conditions and rules for publication are outlined in these Guidelines.

2. Target Audience and Authors

The Journal welcomes submissions from all demographic backgrounds, however, due to its equity-oriented mandate, priority will be provided for authors who identify as:

1. members of the pan-Asian Canadian legal and legal-adjacent community, with a view to including a diversity of perspectives;
2. members of the legal and legal-adjacent communities who belong to other underrepresented or marginalized groups, including but not limited to racialized individuals, 2SLGBTQ+ individuals, neurodiverse individuals, individuals who have disabilities, and newcomers to Canada; and
3. subject to final approval by the Executive Committee (the “**Executive**”), all other members of the legal and legal-adjacent communities.

Authors should be mindful that the target audience of the Journal’s content is the pan-Asian Canadian legal community. Submissions targeted outside this audience may still be considered for publication by the Journal Committee, overseen by the Advocacy Committee. Authors are encouraged to emphasize in their submission abstracts specific reasons as to why the content is appropriate for publication within the Journal, and how it aligns with FACL BC’s mandate.

3. Content

The Journal is a generalist publication focused on broad topics of pan-Asian Canadian legal interest. Submissions can come in a variety of formats; however, all content is expected to meet the following general requirements:

1. be relevant to Canadian legal issues, with priority given to legal issues in the province of British Columbia; and
2. be relevant to the pan-Asian Canadian legal community.

All submissions will be carefully considered. The Journal Committee retains the discretion to proofread, edit, or work with authors to revise their submissions prior to accepting them for publication. The Journal does not guarantee publication of any submission.

Generally, submissions are expected to fall into one of the following categories:

1. case comments;
2. op-eds;
3. legal updates;
4. interviews with legal professionals; and
5. any other form of submission relevant to FACL BC's mandate.

For certainty, the Journal is not intended to be a peer-reviewed publication. The Journal will not be responsible for undertaking such peer-reviewing processes.

Submissions should be accompanied by a brief 200-word abstract and table of contents, where appropriate. This will not be counted in the maximum word counts provided below.

The following headings outline specific requirements for each submission category:

a. Case Comments

The Journal invites case comments on any recent developments in case law or legislation. Authors are not limited to law in British Columbia and may submit comments regarding Canadian and international law that may be relevant to the pan-Asian Canadian legal community. Case comments will be limited to a maximum of 5000 words including footnotes.

b. Op-eds

The Journal encourages all article submissions that invite discussion of legal and legal-adjacent topics in Canada, with particular regard given to issues arising in the province of British Columbia. Submissions regarding international law may also be considered.

Opinion columns that invite debate and discussion around a contemporary Canadian legal issue are encouraged. Authors should be mindful not to use inflammatory or divisive rhetoric, and the Journal Committee retains discretion to modify such language if employed. Op-eds will be limited to a maximum of 2500 words including footnotes.

All opinion columns will be disclaimed as representing the author's views only, and not representing the views of the Journal or FACL BC.

c. Legal Updates

Legal updates summarizing new developments in areas of law and policy will be accepted. Updates will be limited to a maximum of 5000 words including footnotes.

d. Interviews

Interviews are an opportunity to spotlight members of the pan-Asian Canadian legal community, showcasing their work, accomplishments, experiences, and unique perspectives. Persons of interest may include lawyers, judges, paralegals, law advocates, or academics willing to share personal career insights and updates on their work.

If you are someone with an interview idea or are interested in interviewing or being interviewed for the Journal, please reach out to the Journal Subcommittee at journal@facIBC.ca for more information. Please attach a maximum 300-word summary of your interview proposal.

e. Miscellaneous

The above categories do not reflect an exhaustive list of expected submissions. The Journal will consider other content relevant to the Journal's equity and justice mandate. These submissions can include, but are not limited to:

1. book reviews;
2. student academic papers;
3. surveys and social science research; and
4. acknowledgements and recognition of accolades.

The Subcommittee is mindful that some traditional forms of academic content listed above will naturally exceed the Journal's specified word limit. In an effort to maintain inclusivity in publishing, authors are encouraged to submit relevant excerpts of their work for consideration.

4. Submissions

The Journal is currently accepting submissions for Issue 1, to be published at the end of 2024. The deadline for submissions is [NTD], 2024.

Please e-mail an electronic copy of your submission in Microsoft Word format to journal@facIBC.ca, including any relevant disclosures (see below).

Make sure to include the following in your email:

- your name,
- year of call, where applicable,
- place of employment or name of your organization,
- email address,
- phone number, and
- accommodation requests, if any.

Use the subject line: "FACL BC Journal Issue 1. Submission - [Content type]".

5. Formatting

All submissions must be in the following format:

- 1,000 to 5,000 words;
- double-spaced, in Times New Roman 12 font, and justified on the left margin only;
- page numbers in consecutive order;
- headings in full caps and in bold face;
- all tables and figures in the submission including a title e.g. "Table 1" or "Figure 1";
- quoted material longer than four lines indented block quotes, 0.5 inches from the left and without quotation marks and shorter quotations run into the text of the article, with quotation marks;
- gender neutral and gender inclusive language, including the use of honourifics, pronouns, and other terms in the writing and editing process;
- lists using the Oxford comma (also known as the serial comma);
- citations as per the latest version of the *Canadian Guide to Uniform Legal Citation*, known as the McGill Guide; and
- spelling according to the *Canadian Oxford Dictionary*, and where the dictionary recognizes alternative spellings, the first one listed is preferred.

6. Copyright, Exclusivity, and Use of AI

Submissions must be the original work of the author. The copyright remains with the author if the submission is accepted for publication.

At the time of submission, authors are asked to confirm that their submission is not already published or also under consideration for publication elsewhere. The author must also confirm that they will not submit it to other publications until the outcome of the Journal editorial process is communicated to the author.

If an author used generative artificial intelligence (e.g. ChatGPT) in producing their submission, the author must confirm its use and explain how, where, and why it was used. This disclosure should be provided at the time of submission.

By submitting for publication, authors agree to grant the Journal exclusive license to publish the submission upon acceptance for publication. The Journal will have the exclusive license to publish the submission first, to reproduce the text on different platforms (print and online), and to use extracts as part of the marketing of the Journal, including on FACL BC's social media accounts. If the submission is republished elsewhere, it must indicate that it was first published in the Journal.

7. Editorial Process

Following submission, a member of the Journal will acknowledge receipt and inform the author as soon as a decision about publication has been made.

The Journal will review any submission to confirm that it adheres to these Guidelines, the Journal's Publication Policy, and is in line with the purpose of the Journal and mandate of FACL BC.

In assessing submissions, the Journal may consider the quality of any research, the originality of the piece, writing style, organization, use of citations, and the timeliness/currency of the content.

The Journal will endeavour to communicate to authors as soon as practicable whether their submission has been accepted, accepted with suggested revisions, or rejected.

If accepted, the Journal will proofread, edit, and work with authors to revise their submissions and to finalize the submission in advance of publication. The scope of proofreading and editing will focus on ensuring the submission follows the Journal's internal style guide (grammar, spelling, etc.) and the McGill Guide. Otherwise, editors will ensure that proofreading and copyediting do not interfere with the original tone or style of the author. Authors will have the opportunity to review and approve any revisions or edited versions of their submissions prior to publication.

8. Misconduct

The Journal will not condone misconduct or dishonesty by contributors, including but not limited to plagiarism and the misuse and/or non-disclosure of artificial intelligence technology. If such conduct in submissions is suspected or alleged, the Journal reserves the right to withdraw the submission from the editorial process and pursue further investigation.

9. Contact

For questions, please contact us at journal@facbbc.ca. We will respond to any inquiries and correspondence as soon as possible.

The Journal is committed to removing barriers and providing opportunities for its authors. The Journal will endeavour to provide accommodation to authors with accessibility needs in accordance with the BC *Human Rights Code*. If you require accommodation, please include an accommodation request along with your submission. Provision of accommodation will be kept in accordance with FACL BC's [Privacy Policy](#) and shall not remove the need for evaluation and assessment at an editorial standard.