

**General Policy and Scheduling of the *Yearbook of Polar Law* production
And responsibilities of the Special Guest Editors of each volume**

Co-Editors-in-Chief
30 August 2025
ypl.chief.editors@gmail.com

The Co-Editors-in-Chief designate the Special Guest Editors of a particular volume, normally from the members of the Host Local Organizer of the Polar Law Symposium. The Co-Editors-in-Chief make such announcement at the Polar Law Symposium and/or through webpage/emailing list.

The following is the general editorial policy set by the Co-Editors-in-Chief for all volumes, and the Special Guest Editors of a particular volume will determine other details within this general policy.

1. *Prepare a Word document of no more than 8,000 words (including footnotes).*
2. *Authors should write in English only.*
3. *Use the Chicago Footnotes style. Do not use Endnotes.*
4. *The deadline for submission for papers is normally set around mid to end of February following the Polar Law Symposium which is usually held in October to November.*
5. *Call for Papers should be announced soon after the completion of the Symposium, from the Special Editors using the registrants list of the Symposium AND from the Co-Editors-in-Chiefs using the Polar Law Symposium Google Group email list. This Call should indicate, in addition to 1. to 4. above:*
 - (1) Overall scheduling of the editing process including the expected timeframe of the peer-reviews and of the final production of that Volume;
 - (2) General information on the Yearbook's open access policy*; and
 - (3) Name and contact point of the Book Review Editor.

* The Open Access Information on the Yearbook of Polar Law:

(1) If the author (the corresponding author in case of multiple authors) of the paper is affiliated with one of the Brill's Participating Institutions, that paper will be open access automatically.

see: <https://brill.com/page/institutional/brill-transformative-agreements>

(2) If the author and/or her/his affiliated institution can pay the Open Access Charges, her/his paper can be made individually open access. This request should be notified to the Special Guest Editors and the Brill editorial staff when the Licence to Publish Agreement is produced by the author.

see the price list: <https://brill.com/page/oacharges>

5. *All inquiries regarding a particular volume of the Yearbook and the submission should be addressed to the Special Guest Editors of that particular volume.*
6. *When a manuscript is submitted to the Special Editors, the Special Guest Editors will acknowledge the reception immediately and screen the manuscript's format, its length and theme's suitability. The Special Guest Editors may at this stage contact the author to revise the manuscript and resubmit it according to their suggestions. Once the manuscript goes through this formal screening, the Special Guest Editors request one external reviewer with expertise in the field to evaluate the manuscript based on double anonymized review, meaning both the reviewer and the author are anonymous. Upon the evaluation and recommendation of the reviewer, the Special Guest Editors make the final decision to accept*

(with minor revision), reject, or request major revisions to the manuscript and notify the author accordingly. Normally, such notification should be expected within 45 days after the manuscript being acknowledged of reception by the Special Guest Editors. In certain cases, the Special Guest Editors may request a second and different reviewer for the evaluation of the revised manuscript. In this case, another 45 days or so would be required for its final decision. The author will be notified of these extended procedures accordingly.

7. *The manuscripts published in the Yearbook are as follows:*

- (1) All research articles published in the Yearbook are through submission by the authors (not being invited) with rigorous peer-review according to this General Guidelines.
- (2) The Keynote lectures at the Polar Law Symposium are to be included in the Yearbook as full-fledged research articles, with the same rigorous peer-review. Please see Vol.14 (Gudmundur's article) for an example.
- (3) All book reviews published in the Yearbook are being invited by the Book Review Editor without peer-review.
- (4) From Vol.17, we may have a new category of book reviews submitted without the invitation by the Editor. We do not yet have any rules how to check their quality. Federica will set the precedent from vol.17, with the agreement of the Co-Editors-in-Chief.
- (5) As an exception, the Yearbook may include the keynote speeches at Polar Law Symposium as non-peer-reviewed articles, usually invited to submit by the host of the Symposium. In the published Yearbook, those articles are located at the beginning, and should be clearly separated from the main part (where peer-reviewed articles appear). Please see Vol.12 (Marie Jacobson's piece) for an example.
- (6) As an exception, the Yearbook may contain some remarks and statements that were delivered at the Polar Law Symposium, and any other manuscripts such as obituaries. These manuscripts are invited by the host of the Symposium, the Co-Editors-in-Chief, and/or Special Guest Editors. They do not go through the peer-review but their quality check is being made by the Special Guest Editors. In the published Yearbook, normally those manuscripts are located at the beginning, separated from the main part (where peer-reviewed articles appear). For examples, please see Vol.12 a four page manuscript by Sir Guy Green; and Vol.11 a two page Memory of Agust and five page Opening Address by Keskitalo.
- (7) As an exception, the Yearbook may have few articles usually invited by the Co-Editors-in-Chief and/or Special Guest Editors, and those invited articles are usually non-peer-reviewed. However, those manuscripts still need to go through a quality check by the Special Guest Editors. For examples, please see Vol.14 an article by Svensson, et al. In the published Yearbook, those articles that are not peer-reviewed must be clearly indicated as such and are usually located towards the end.

When the exceptions (from (4) below) are to be applied, the Special Guest Editors should consult with the Co-Editors-in-Chief, before deciding on the matter.

8. *Under the overall authority of the Co-Editors-in-Chief, the Special Guest Editors are responsible for:*

- (1) announcing the deadline (and any extension) of the manuscript submission;
- (2) setting the format and other conditions for the manuscripts to be submitted;
- (3) establishing communication with the Book Review Editor(s), setting the deadline for the Review manuscripts to be received from the Review Editor(s) (Special Editors do not communicate directly with the reviewers), and receiving and checking the completed manuscripts;
- (4) receiving the manuscripts from and communicating with the authors for any inquiries;
- (5) setting and overseeing the peer-review process;

- (6) informing the results of the peer-review and the final reject/accept notifications to the authors; keep the record of peer-review process and report to the Co-editors-in-chief (see attached excel sheet on “YPL Stats”)
- (7) organizing the accepted articles, book reviews and other papers for the volume, including ordering of articles and sectioning of the Yearbook;
- (8) preparing the entire manuscripts in formatted form including the List of Editorial Board Members, Preface, Contents, List of Contributors, List of Maps and Table, etc. The images used in the articles should be in JPEG, PNG, or TIFF files, should have a resolution of 300 dpi, at a minimum width of 11 cm (dimensions: 1200 x 1800 pixels);

*****Up to here is normally 9 to 10 months, and Special Editors should aim to prepare the entire manuscripts ready to be submitted to Brill by early September*****

- (9) establishing a communication with publisher Brill (the most updated information should come from the Special Editors of the previous volume);
As of August 2025, the contacts at Brill: Akiko Hakuno <Akiko.Hakuno@degruyterbrill.com > [Previous contacts: Bea Timmer <Bea.Timmer@degruyterbrill.com >]
- (10) obtaining a signed License to Publish form from all authors, in consultation with the publisher Brill (online and electronically based via DocuSign is available)
- (11) in consultation with publisher Brill, overseeing the first proof production process;
- (12) receiving the entire first proofs from publisher Brill, checking the overall quality of the proofs, and sending of the proofs to authors for their check with a clear deadline;
- (13) when all proofs are returned, checking them in their entirety; and return the entire package of proofs to the publisher Brill (please note the author’s proof check is only once);

***** Up to here is normally additional 2 to 3 months*****

- (14) in response to the publisher Brill, checking the second and final proofs and agreeing to publish the volume;
- (15) when the volume is finally published (online first and then in prints), communicating the publication to the Co-Editors-in-Chief and all authors, reminding the authors that they will receive a complimentary hardcopy of the volume.
- (16) Open access (OA): The Yearbook as a whole is not open access, unless someone pays for it. But individual articles can/will be made open access according to Brill’s rules. If the corresponding author is affiliated in a participating university, the article will be automatically made OA without any additional fees. The criteria, full list of participating institutions, and procedure can be found here:
<https://brill.com/page/institutional-oa/brill-transformative-agreements>

*****Up to here is normally additional 2 months*****

END OF DOCUMENT