

# LEVIATHAN

Constitution (2019)

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## 1. NAME

- a. The journal's full name shall be *Leviathan: The University of Edinburgh Journal of Politics and International Relations*.
- b. The journal's working name shall be *Leviathan*.

## 2. AIMS, OBJECTIVES AND AFFILIATED ORGANISATIONS

### a. AIMS

- i. To promote the highest standards of writing and writing education, always seeking to better our own writing as individuals and the training we are able to offer as a journal.
- ii. To educate and promote conversation through well-informed political discourse.
- iii. To maintain and utilize the best practices of academic research.
- iv. To furnish the university and the university community with opportunities for education and growth.
- v. To write, edit, design and publish with integrity
- vi. To promote diversity by welcoming and encouraging all members of the University community to submit proposals and by publishing a wide array of voices.
- vii. To build a community around these shared aims and a passion for education.

### b. OBJECTIVES

- i. To serve as a resource for every member of the University community by providing timely feedback for every proposal submitted
- ii. To transparently conduct the administration of the journal by regularly publishing minutes and financial reports
- iii. To inform our readers through the triannual publication of well-informed political articles.

### c. AFFILIATED ORGANISATIONS AND ASSOCIATED REGULATIONS

- i. *Leviathan Journal* (henceforth known as *Leviathan*) is integrated as a part of the EPU under Section X of the EPU Constitution. *Leviathan* shall strive to publish high quality writing by students, staff, and members of

the EPU community at large for the benefit of the University of Edinburgh. To that end, the Journal shall maintain a relationship with the PIR Department and should remain active in its external relations

- ii. *Leviathan* shall be published through the Open Journal System, provided by the University of Edinburgh Library Services.

### 3. TRANSPARENCY AND FEEDBACK POLICIES

- a. Executive Committee, as specified in Section 5. a., shall produce an executive report on a monthly basis. Such report shall include:
  - i. Summary of journal's staff overview;
  - ii. Summary of the recruitment practices;
  - iii. Summary of the events hosted or co-hosted by the journal;
  - iv. Summary of the journal's production activities;
  - v. Summary of the journal's revenues and costs.
- b. Financial Team, as specified in Section 5.c., shall produce a financial report of the journal's revenues and costs on a biannual basis, to be shared in December and April.
- c. The Editorial Board, as specified in Section 6, shall release the minutes of its regular monthly meetings up to a week after every meeting.
- d. The Editorial Board, as specified in Section 6, shall make one monthly meeting a semester open to the public.
- e. Executive Committee shall provide the journal's writers and staff with a clear and anonymous feedback form, which must be made available online at least twice per term. Findings of such form shall be presented during the Editorial Board meeting.

### 4. WRITERS' RIGHTS

- a. Once their proposal has been accepted, writers are welcomed as part of the *Leviathan* community and entitled to the rights enumerated here.
- b. Each writer shall have the right to a fair, objective and standardised feedback from their Regional Editor; the feedback forms shall be supervised by the Chief

Regional Editor, as specified by Section 5.d.i., and the Executive Committee in order to provide the most professional feedback possible.

- c. Each writer shall have the right to meet and discuss their writing with their Regional Editor. Both a Writer and Regional Editor shall seek to productively discuss a draft essay during such meeting.
- d. Each writer shall have the right to freely edit their articles during the Regional Edits. The Regional Editors shall strive to ensure that every piece of feedback is as clear, professional and understandable as possible.
- e. Each writer shall have the right to know the Regional Editor's rationale for accepting or rejecting the writer's article.
- f. Each writer shall have the right to an anonymous and objective feedback from their Peer Reviewer. The Peer Reviewers shall make sure that every piece of feedback is as clear and professional as possible.
- g. Each writer shall have the right to know about the Executive Committee's rationale for accepting or rejecting the writer's article.

## 5. LEVIATHAN STAFF

### a. EXECUTIVE COMMITTEE

#### i. Executive Committee as General

1. The Executive Committee (EC) shall lead and administer the journal, employ and dismiss its staff, and oversee the production process at all stages.
2. EC shall compose of the Editor-in-Chief, Deputy Editor-in-Chief and Treasurer/ Secretary.
3. EC shall be annually elected during the Edinburgh Political Union's Annual General Meeting.
4. EC shall be answer to the members of the Edinburgh Political Union, and be advised by the Editorial Board, as specified by Section 6.
5. EC shall produce monthly reports on the state of *Leviathan's* general business, editorial activities and finances to be presented to the Editorial Board, as specified by Section 6.

6. EC shall be responsible for recruitment of *Leviathan's* staff.

ii. Editor-In-Chief

1. The Editor-In-Chief (EIC) shall be responsible to the membership of the EPU assembled at an AGM or EGM for arranging, leading, and managing the Journal's Committee, setting the editorial agenda and direction of the Journal, promoting the Journal, and overseeing the Journal's overall production.
2. EIC shall be responsible for administration and organisational management of the journal.
3. EIC shall seek to delegate editorial, financial, marketing, production, reviewing tasks to the members of the *Leviathan* Staff, as Specified by Sections 5.b. - g..
4. EIC shall work actively with the EC to effectively run and popularise *Leviathan* Journal within the Edinburgh University's community.
5. EIC shall be responsible for supervising Regional Editing Team and Peer Reviewing Team, as specified by Section 5.
6. EIC shall be a member and exercise full rights as a member of the EPU Committee. EIC shall seek to be as active, open and helpful in their activity as the EPU Committee's member.
7. EIC shall maintain the *Leviathan* Archives, including at least one copy of every issue. Should EIC not be able to maintain the *Leviathan* Articles, they should seek to delegate this task to Deputy Editor-in-Chief or Treasurer/ Secretary.
8. EIC shall head the Editorial Board, supervise all stages of the production process and represent *Leviathan* Journal in its external relations.
9. EIC shall be responsible for the administration of the journal, cooperation with the EPU and the recruitment process.

iii. Deputy Editor-In-Chief

1. Deputy Editor-in-Chief (DEIC) shall be responsible for managing the editorial team and other aspects of the Journal as needed. DEIC shall be a member of the EPU Committee.

2. DEIC shall be responsible for supervising Copy Editing Team and Production Team, as specified by Section 5.
3. DEIC shall seek to delegate editorial, financial, marketing, production, reviewing tasks to the members of the *Leviathan* Team, as Specified by Sections 5.b. - g..
4. DEIC shall work actively with the EC to effectively run and popularise *Leviathan* Journal within the Edinburgh University's community.
5. DEIC shall be a member and exercise full rights as a member of the EPU Committee. DEIC shall seek to be as active, open and helpful in their activity as the EPU Committee's member.
6. DEIC shall co-head the Editorial Board, supervise all stages of the production process and represent *Leviathan* Journal in its external relations, in a fair division of responsibilities with the Editor-in-Chief.
7. DEIC shall attend to the responsibilities of the EIC if and when they are indisposed.

iv. Treasurer and Secretary

1. Treasurer and Secretary (TAS) shall be responsible for managing the finances of the Journal and for providing administrative and clerical support in the organization.
2. TAS's secretarial duties include, but are not limited to, coordinating meetings and conferences, writing and distributing correspondence, and maintaining updated contact information.
3. TAS's duties as treasurer include, but are not limited to, developing and managing strategies, operations, policies and budgets relating to treasury activities. TAS is required to approve any of *Leviathan's* expenditures and disclose any and all information pertaining to it's financial standing to the EPU treasurer upon his or her request.

**b. ADMINISTRATIVE TEAM**

i. Treasurer and Secretary

1. TAS shall head the Administrative Team of the Journal.



2. TAS shall coordinate the activities of the team and shall ensure its productivity and effectiveness.
3. TAS shall convene meeting with team members on a regular basis in order to encourage collaboration and communication within the team.
4. TAS shall report any and all activities related to the activities of the Administrative Team to the Executive Committee.

ii. Chief of Marketing (CoM)

1. CoM is primarily responsible for designing and implementing marketing campaigns and for organising events for the Journal.
2. CoM shall actively work with the Executive Committee and the Production Team to popularise the Journal and improve its outreach efforts.
3. CoM is responsible for soliciting feedback from attendees of events organised by *Leviathan* and shall report the results to TAS and the Editorial Board.
4. CoM shall supervise the events feedback sent to the committee by the attendees.
5. CoM shall act together with the Editor-in-Chief, as specified by Section 5.a.i., and/or Deputy Editor-in-Chief, as specified by Section 5.a.ii., in order to fully resolve any conflicts between the Events and Marketing Team members.
6. CoM's term shall last one academic year. Executive Committee can extend a CRE's term to two years.

iii. Other officers

1. TAS, the head of the Administrative Team, is permitted to create additional positions for the team in order to increase manpower as TAS deems necessary.
2. There shall be three dormant positions: Deputy Treasurer, Events Coordinator, and Social Media Coordinator. Vacancies of these positions shall be filled at the discretion of TAS.
3. Deputy Treasurer shall assist TAS with a variety of technical and administrative duties related to the Journal's finances.

4. Events Coordinator shall assist CoM with every aspect of event planning.
5. Social Media Coordinator shall assist CoM and TAS with planning, implementing, and monitoring the Journal's social media strategy in order to increase brand awareness and improve marketing efforts.

### C. REGIONAL EDITORS

#### i. Chief Regional Editor (CRE)

1. CRE shall work with the Editor-In-Chief to organise editorial meetings following every submission deadline. These must include workspaces which will provide an opportunity for Regional Editors to work alongside one another, fostering a sense of community.
2. CRE shall be responsible for overseeing and supervising the work of the Regional Editors, as specified in section 5.d.ii.-ix..
3. CRE shall be a permanent member of the Editorial Board.
4. CRE shall regularly brief the editorial board on progress, methods used, problems experienced and new ideas coming from the Regional Editors, as specified in section 5.d.ii.-ix..
5. CRE shall assist and act to encourage the Regional Editors, as specified in section 5.d.ii.-ix., to actively work with the writers, i.e. by personal meeting, using various types of feedback or organising writing sessions.
6. CRE shall assist and act to motivate the Regional Editors, as specified in section 5.d.ii.-ix., to attend academic events across the university, use social media or perform lecture 'shout-outs' in order to popularise *Leviathan* and attract writers.
7. CRE shall supervise the articles feedback sent to writers by the Regional Editors, as specified in section 5.d.ii.-ix., in order to ensure the highest journalistic and academic standards of the writing experience at *Leviathan*.
8. CRE shall act together with the Editor-in-Chief, as specified by Section 5.a.i., and/or Deputy Editor-in-Chief, as specified by

Section 5.a.ii., in order to fully resolve any conflicts between writers and regional editors.

9. CRE shall act to promote cultural, national, religious, sexual and ideological diversity in the articles submitted to *Leviathan*.
10. CRE shall work with the Executive Committee and act energetically to build community among the writers and regional editors, through organisation of editors meetings.
11. CRE's term shall last one academic year. Executive Committee can extend a CRE's term to two years.

ii. Each Regional Editor

1. Each Regional Editor shall be responsible for all articles covering their region.
2. Each Regional Editor shall guide their writers in the research, writing and editing process.
3. Each Regional Editor shall provide constructive and clear feedback to all of the drafts submitted by a writer.
4. Each Regional Editor shall edit a submitted article, if necessary.
5. Each Regional Editor shall aim not to change the underlying message, thesis or message of an article through their edits. Instead, they should recommend a writer to do so through clear and comprehensive feedback
6. Each Regional Editor shall recommend or refuse to recommend sending an article's final draft to the Peer Reviewers.
7. Each Regional Editor shall ensure that published articles do not violate Edinburgh University Code of Student Conduct and University Safe Space Policy. The articles recommended for further edition, and publication shall not promote hate speech, call for any form of discrimination, deny genocides and crimes against humanity, dehumanise any social group or do anything that would threaten the life and well-being of any peoples.
8. Each Regional Editor shall be a rotational member of the Editorial Board in Semester 1, and shall exercise all the powers of the rotational member of the Editorial Board, as specified by Section 6.

9. Each Regional Editor shall act to popularise the journal and attract writers to write about Africa for the journal.

10. Each Regional Editor's term shall last one academic year.

iii. General Editor

1. General Editor shall be responsible for all articles covering various regional issues - depending on the demand and supply of articles' drafts.

2. General Editor shall guide their writers in the research, writing and editing process.

3. General Editor shall provide constructive and clear feedback to all of the drafts submitted by a writer.

4. General Editor shall edit a submitted article, if necessary.

5. General Editor shall not change the underlying message, thesis or message of an article through their edits. Instead, they should recommend a writer to do so through clear and comprehensive feedback.

6. General Editor shall recommend or refuse to recommend sending an article's final draft to the Copy Editors.

7. General Editor shall ensure that published articles do not violate Edinburgh University Code of Student Conduct and University Safe Space Policy. The articles recommended for further edition, and publication shall not promote hate speech, call for any form of discrimination, deny genocides and crimes against humanity, dehumanise any social group or do anything that would threaten the life and well-being of any peoples.

8. General Editor shall be a rotational member of the Editorial Board in Semester 2, and shall exercise all the powers of the rotational member of the Editorial Board, as specified by Section 6.

9. General Editor shall act to popularise the journal and attract writers.

10. General Editor's term shall last one academic year.

#### d. COPY EDITORS

##### i. Chief Copy Editor

1. The Chief Copy Editor (CCE) shall assign each article to be read by three Copy Editors each.
2. The CCE shall report to the Editor in Chief and Deputy Editor.
3. The CCE shall be a permanent member of the Editorial Board.
4. The CCE will be responsible for training the copyeditors to the standards of the journal
5. The CCE will be responsible for overseeing the copy editing process to ensure that Copy Editors are editing the journal to the standards provided.
6. The CCE will work with the Executive Editors to ensure that copy editing guidelines remain up-to-date and effective.
7. The CCE shall remain abreast of any changes in the Chicago Manual of style and ensure that *Leviathan's* Staff is properly trained in its current usage.
8. The CCE will be responsible for hiring additional Copy Editors should they be needed after the initial hiring process.
9. The CCE shall consult the executive team to determine appropriate deadlines and dates for the copyediting of the journal to ensure it is consistent with the production schedule.
10. The CCE shall plan copy editing sessions, ensuring that appropriate rooms are booked.
11. The CCE shall communicate the details of each copy editing session with their Copy Editors to ensure their attendance.
12. The CCE shall hold each Copy Editor accountable for completing assigned articles to the standard of the journal by their assigned deadline.
13. The CCE shall ensure the integrity of each article as changes are made with the objective of retaining the meaning intended by its author. When this meaning is unclear, the CCE shall communicate with the designated regional editor or writer as needed.

14. The CCE will be responsible for reading over each article after their Copy Editors have checked it thrice and issuing a recommendation to the EC as to whether it should be published or reviewed for additional content-level editing. As the CCE does the final check, they shall note strengths and weaknesses of their Copy Editors to better instruct them in the future.
15. The CCE shall be responsible for delegating articles for additional copy editing should they be edited between initial copyediting and final publication.
16. The CCE shall further check each article after it has gone through an additional round of copyediting to ensure its stylistic and grammatical integrity before going to print.
17. The CCE shall plan, communicate the details of and run a meeting with their Copy Editors following the publication of each issue to thank them for their work, debrief them on the status of the journal and highlight areas in which they should strive to improve ahead of the next issue with the aim of helping them to develop their skills and learn throughout the academic year.
18. The CCE shall work with the Executive Committee and act energetically to build community among the Copy Editors.

ii. Copy Editor(s)

1. Each Copy Editor shall be hired by the executive team at the beginning of the term.
2. Each Copy Editor shall be responsible for ensuring that the spelling, grammar and style of the articles they are assigned to meet the standards of the journal, as described by the Editorial Board.
3. Copy Editors will attend meetings, attend copy editing sessions and copy edit articles at the direction of the CCE.
4. Copy Editors shall attempt to correct each article without altering the intended meaning of the author, deferring to the judgement of CCE should ambiguities present themselves.

5. Each Copy Editor shall serve one semester as a rotational member of the Editorial Board.

#### e. PEER REVIEWERS

##### i. Chief Peer Reviewer (CPR)

1. CPR shall be responsible for scouting and commissioning Peer Reviewers following the selection of the next issue's theme by the Editorial Board.
2. CPR shall be responsible for overseeing and supervising the work of the Peer Reviewers, as specified in section 5.f.. This shall include educating them about the journal and its procedures.
3. CPR shall be a permanent member of the Editorial Board.
4. CPR shall regularly brief the editorial board on progress, methods used, problems experienced and new ideas coming from the Peer Reviewers, as specified in section 5.f..
5. CPR shall supervise the feedback sent to writers by the Peer Reviewers, as specified in section 5.f., in order to ensure the highest journalistic and academic standards of the writing experience at *Leviathan*.
6. CPR shall act together with the Editor-in-Chief, as specified by Section 5.a.i., and/or Deputy Editor-in-Chief, as specified by Section 5.a.ii., in order to fully resolve any conflicts between peer reviewers and any members of *Leviathan's* staff.
7. CPR shall act to promote cultural, national, religious, sexual and ideological diversity in the articles submitted to *Leviathan*.
8. CPR shall work to promote and maintain the morale of Peer Reviewers.
9. CPR shall be responsible for thanking, properly crediting and updating Peer Reviewers between Peer Review and publication.
10. CPR's term shall last one academic year. Executive Committee can extend a CRE's term to two years.

##### ii. Peer Reviewer(s)

1. Peer Reviewers shall be responsible for academic assessment of each of the articles.
2. Peer Reviewers shall produce anonymous feedback based on the articles in order to ensure the highest journalistic and academic standards of the writing experience at *Leviathan*.
3. Peer Reviewers shall act to make their feedback anonymous and as comprehensive as possible.
4. Peer Reviewers shall determine whether each article meets the standards of the journal and contributes to the existing scholarship on the subject, issuing a decision on whether or not its engagement with the topic is sufficient to warrant publication.
5. Peer Reviewer's term shall last one academic year. Executive Committee can extend this to two years.

#### f. PRODUCTION TEAM

##### i. Chief of Production

1. The Chief of Production (COP) shall be responsible for creating the flatplan of the journal with the executive team and shall liaise with them should the flatplan need to be updated in the event of updates to the publication status of various articles or content.
2. The COP shall be a permanent member of the Editorial Board.
3. The COP shall be responsible for training the Production Team in the publication software.
4. The COP shall assign appropriate digital production specialists to design each page of the journal.
5. The COP shall oversee the work of the digital production specialists in designing each page of the journal.
6. The COP shall consult the executive team to determine appropriate deadlines and dates for the design of the journal to ensure it is consistent with the production schedule.



7. The COP shall hold each of the digital production specialists accountable for their assigned pages, ensuring that they complete their work by their deadline as assigned.
8. The COP shall plan production team design sessions, ensuring the appropriate equipment is available for the use of each digital design specialist.
9. The COP shall communicate the details of each design session with their digital production specialists to ensure their attendance.
10. The COP shall delegate work for and oversee the design of each page of the journal for print publication and online distribution.
11. The COP shall do a final check of each page to ensure its quality before it goes to print, noting strengths and weaknesses of their digital design team to better instruct them in the future.
12. The COP shall plan, communicate the details of and run a meeting with their digital production specialists following the publication of each issue to thank them for their work, debrief them on the status of the journal and highlight areas in which they should strive to improve ahead of the next issue with the aim of helping them to develop their skills and learn throughout the academic year.
13. The COP shall work with the Executive Committee and act energetically to build community among the production team.

ii. Chief Arts Director

1. The Chief Arts Director (CAD) shall be responsible for the overall stylistic and artistic components of the journal, both online and in print. They shall strive to create and impose a cohesive “look and feel” to stylistically unite web content, marketing materials, the journal itself and any other content generated by the journal.
2. The CAD shall be a permanent member of the Editorial Board.
3. The CAD shall determine the best way to represent concepts visually, hiring, assigning and directing photographers or illustrators to enact their vision for the visual aspects of web pages, articles and marketing materials at their discretion.

4. The CAD shall liaise between writers, regional editors, the design team and any aforementioned photographers or illustrators to ensure that those developing the written content are satisfied with its visual representation.
5. The CAD shall meet with regional editors after the writer's workshop and follow up with them afterwards to determine the artistic needs of the coming issue and ensure that the creation of artistic content is delegated in an appropriate manner.
6. The CAD shall hold designers, photographers or illustrators accountable to their deadlines to ensure that visual content is prepared in time for integration in print or web materials.
7. The CAD shall supervise the production process to ensure the appropriate integration and utilization of artistic materials in the print publication. They shall further ensure that the broader design or the journal is consistent with the journal's "look and feel."
8. The CAD shall remain abreast of current standards in copyright use in order to prevent violations, soliciting and maintaining permissions for the utilization of any necessary visual materials to be appropriated by the journal from external sources.

iii. Digital Production Specialist(s)

1. The Digital Production Specialist(s) shall comprise the Production Team.
2. Each Digital Production Specialist shall serve one semester as a rotational member of the Editorial Board.
3. Each Digital Production Specialist shall undergo training led by the COP.
4. Digital Production Specialists shall attend meetings, attend design sessions, design pages and make corrections to those pages at the direction of the COP.
5. Digital Production Specialists shall aim to ensure the stylistic consistency of the journal, attending to the details and specifications of each of their pages closely. They shall defer to the judgement of the COP and CAD in any design judgements.

## 6. THE EDITORIAL BOARD

### a. THE EDITORIAL BOARD'S RESPONSIBILITIES

#### i. GENERAL RULES

1. The Editorial Board shall meet at least once a month, from the end of the recruitment process till the time around Edinburgh Political Union's Annual General Meeting.
2. The Editorial Board shall have permanent members, as specified in Section 6.b., and rotational members, as specified in Section 6.c..
3. The Editorial Board shall make its decisions by simple majority vote. If no decision can be reached, the Executive Committee shall unanimously act as a tie-breaker. If the Executive Committee fails to reach a decision, the Editorial Board shall seek the advice of President of the Edinburgh Political Union.
4. Executive Committee has a right to overrule a decision of the Editorial Board if either well-being or stability of the journal is at stake.
5. The Editorial Board shall publish minutes of its meetings within a week after each monthly meeting. Minutes-to-be-published shall be accepted by the Executive Committee, which retains the right to make any edits necessary.
6. The Editorial Board shall organise at least one meeting open to the public per semester.
7. The Editorial Board can dismiss any member of the journal, excluding the elected Executive Committee, with a simple majority vote.
8. The Editorial Board can reappoint anyone dismissed by the Executive Committee with a  $\frac{2}{3}$  majority vote (excluding the votes of the Executive Committee).
9. The Editorial Board shall seek to appoint one of its members, excluding the Executive Committee members, an auditor with a task of investigating the Executive Committee's actions, if the Executive Committee is suspected to have acted dishonestly or to disadvantage of the journal. Should an auditor find proof of such dishonesty or disadvantageous behaviour, the Editorial

Board must hold an advisory vote on dismissing the given Executive Committee member.

10. The Editorial Board can advise any member of the Executive Committee to step down, but only through a unanimous vote.

*ii. FINANCES*

1. The Editorial Board meetings shall accept or reject potential spendings of the journal, with exclusion of the printing and short-term marketing costs no larger than £100.t
2. The Editorial Board shall be briefed on the current finances of the journal during every meeting.
3. The Editorial Board can recommend any potential sources of income for the journal.
4. The Editorial Board shall not intervene and interfere in the Executive Committee's relations with any potential sponsors and donors.

*iii. RUNNING THE JOURNAL EVENTS*

1. The Editorial Board shall accept or reject plans of any social, academic and writing events organised by the Executive Committee and/or the Events and Marketing Team.
2. The Editorial Board shall advise the Events and Marketing Team and Executive Committee on the organisation of any academic, social or writing events.
3. The Events and Marketing Team shall provide a report to the Editorial Board, after every event organised or co-hosted by the *Leviathan* Journal.

*iv. EDITORIAL ACTIVITIES*

1. The Editorial Board shall advise the Executive Committee in choosing the theme of the next issue of *Leviathan*. Each theme, apart from the Issue 1 of each Volume, must be approved by a majority of the Editorial Board. If no majority can be reached, the Executive Committee shall unanimously act as a tie-

breaker. If the Executive Committee fails to reach a decision, the Editorial Board shall seek the advice of President of the Edinburgh Political Union.

2. The Editorial Board shall vote on publication of an article, if the Executive Committee cannot reach a unanimous decision on whether to publish it or not.
3. The Editorial Board shall review the methods used by the Regional Editors, Copy Editors, Peer Reviewers, Production Team and Executive Committee in the articles production process, and recommend any potential improvements to the process, if necessary.

v. *EXTERNAL RELATIONS*

1. The Editorial Board shall advise on external relations of the journal.

vi. *TRANSITION*

1. The Editorial Board shall actively participate in the transition of control over the journal following the Edinburgh Political Union's Annual General Meeting.

vii. *Agenda*

1. The Editorial Board shall be headed by the Editor-in-Chief. If the Editor-in-Chief is not available, Deputy Editor-in-Chief shall replace him or her.
2. The Editorial Board's minutes shall be taken by the Deputy Editor-in-Chief. If the Deputy Editor-in-Chief is unable to take the minutes, the Treasurer/ Secretary shall do it. If no one else is available, the Executive Committee shall appoint a team member responsible for taking minutes.
3. The Editorial Board shall be briefed on:
  - a. General business of the journal by the Editor-in-Chief, or any other member of the Executive Committee.

- b. Editorial activities of the journal by the Deputy Editor-in-Chief, or any other member of the Executive Committee.
  - c. Finances of the journal by the Treasurer/ Secretary, or any other member of the Executive Committee.
- 4. Heads of each of the teams, as specified in Section 5., shall brief the Editorial Board on the business of each of the teams, answer all potential questions about it and actively seek advice from other members of the Editorial Board.
- 5. Editor-in-Chief, or any other member of the Executive Committee, shall send the Editorial Board's members a meeting's agenda up to a day before the meeting.
- 6. The Editorial Board's meeting shall include a time when its members can pitch their own ideas or provide Executive Committee with feedback on the journal's activities.
- 7. Each member of the Editorial Board shall be able to propose a motion to be voted on. These proposals must be submitted to the executive at least one day prior to the meeting in order to allocate discussion time on the agenda. If such motion is passed, it will provide guidelines for the Executive Committee on leading the journal.
- 8. The Executive Committee shall call for votes on its short-term (month) plans for the journal.
- 9. The Executive Committee shall allocate time for debate on any motion it proposes.
- 10. The Editorial Board's voting procedure shall be open and transparent. Each member of the Editorial Board present shall be able to either vote in favour, against or abstain from voting on a motion.

#### b. PERMANENT MEMBERS

- i. Editor-In-Chief shall lead the Editorial Board, call the meetings, set an agenda for them and execute votes on motions

- ii. Deputy Editor-in-Chief shall write minutes of the Editorial Board meetings, contribute to the agenda and count votes on motions. In the absence of the Deputy Editor-in-Chief or in the event that the Deputy Editor-in-Chief temporarily assumes the role of the Editor-in-Chief, the Treasurer and Secretary shall take minutes of an Editorial Board meeting.
- iii. Treasurer and Secretary
- iv. Chief of Marketing
- v. Chief Regional Editor
- vi. Chief Copy Editor
- vii. Chief Peer Reviewer
- viii. Chief of Production
- ix. Chief Arts Director

#### C. ROTATIONAL MEMBERS

- i. Regional Editors (4 per semester)
- ii. Copy Editors (2 per semester)

## 7. PRODUCTION PROCESS

### a. RECRUITMENT PERIOD

- i. *Leviathan's* Executive Committee, as specified in Section 5.a., shall open the recruitment process in the first week of the official semester, and finish before the second week of October.
- ii. *Leviathan's* Executive Committee, as specified in Section 5.a., shall conduct open, merit-based, and transparent recruitment of Regional Editors, Copy Editors, Production Team members, Financial Team members, Events and Marketing Team members and potential Chief Peer Reviewers.
- iii. *Leviathan's* Executive Committee shall brief the newly appointed Editorial Board on the recruitment process; specifying the number of people that applied for each position. Any member of the Editorial

Board has the right to request written notes from the recruitment interviews for any position.

- iv. *Leviathan* Executive Committee shall take standardised notes on performance of every interviewee and applicant.
- v. *Leviathan* Executive Committee shall conduct the recruitment process in three stages: (1) Online Application, (2) Exercises and (3) Interviews.
- vi. Online Application should be standardised for every applicant for a given position. Requested information may vary for different positions. Data from the online application shall be safely stored in compliance with GDPR, never in physical copy and never be shared with anyone outside *Leviathan* Executive Committee and/or the Editorial Board.
- vii. Exercises for applicants shall be issued following the Online Application. Exercises shall seek to check experience, skills and knowledge on the position applied for. Exercises may also seek to assess the “soft skills” of applicants, depending on the position applied for. These shall be reviewed and evaluated anonymously, with written assessments of each candidate’s performance prepared prior to the addition to and evaluation of their application as a whole.
- viii. Interviews shall be conducted with the best-performing candidates only. Executive Committee is required to take notes during the potential interviews and make them available to the Editorial Board, upon request.
- ix. Interviews shall follow the University of Edinburgh Safe Space Policy.
- x. The decision to appoint or reject a candidate should be within a week of the last interview conducted. The Executive Committee is encouraged to make all decisions as quickly as possible. An offer of appointment shall be sent to a candidate via an email.
- xi. Successful applicants shall have up to 5 working days to accept or reject an offer. After 5 days, an offer will be automatically become outdated.
- xii. Executive Committee shall meet with the successful candidates to provide an introductory training and an information session for all *Leviathan* staff.
- xiii. Successful applicants, who already accepted the offer, will have 2 weeks to purchase Edinburgh Political Union membership. Should a candidate struggle financially, temporary exemptions shall be made depending on



each case.

## b. WRITERS' RECRUITMENT

- i. Writers shall be recruited through means such as but not limited to social media, lecture 'shout-outs', EPU's mailing list, partner societies and organisations and any other suitable means.
- ii. The Executive Committee shall work together with the Regional Editors, as specified by Section 5.d., and Events and Marketing Team, as specified by Section 5.b., in order to advertise writing for *Leviathan*.
- iii. Writers' Recruitment shall be an open and transparent process.
- iv. *Leviathan* Executive Committee, as specified in Section 5.a., together with the Regional Editors headed by the Chief Regional Editor, as specified by Section 5.d., shall organise at least one Writers' Workshop per issue.
- v. Writers' Workshop shall present the potential writers examples of topics for every regional section of *Leviathan*, as well as brief them about *Leviathan* writing and referencing policies.
- vi. The Editorial Board, as specified by Section 6, shall oversee the writers' recruitment, and advise the Executive Committee, Events and Marketing Team and Regional Editors on the techniques used to recruit writers.

## c. SUBMITTING PROPOSALS

- i. All writers wishing to write for *Leviathan* shall follow the same process of submitting articles' proposals.
- ii. The proposals shall be submitted to *Leviathan* through a suitably advertised Survey Administration App.
- iii. The proposals shall be assessed against standardised criteria, uniform for all three issues of a given.
- iv. The proposals shall be assessed by the Executive Committee and reviewed by the Chief Regional Editor, Chief Peer Reviewer and Regional Editors. In the case of disagreement over the choice of articles, the Editorial Board shall advise the Executive Committee on the disputed proposals.

- v. The Executive Committee, Chief Regional Editor, Chief Peer Reviewer and Regional Editors shall decide which proposals are accepted or rejected. In the case of unsolvable disagreement, the Editorial Board shall be consulted.

#### d. REGIONAL EDITING

- i. All writers shall have between 2 and 3 weeks to submit the first draft of an article. All writers shall be given the same deadline for 'Draft 1' submission.
- ii. All articles shall follow the same Regional Editing process detailed below, with exemption of the interviews and articles written by guest writers (high-profile academic, politicians or journalists).
- iii. All the deadlines shall be set and made public by the first week of the academic year.
- iv. All writers shall follow the same deadlines and procedures for submitting all drafts of their articles.
- v. All writers can submit 3 drafts of their articles, unless an article proves to be satisfactory after the 1st or 2nd draft.
- vi. Writers should be expected to receive feedback on their drafts up to 3 working days following a deadline.
- vii. The Chief Regional Editor, assisted by the Executive Committee, shall organise at least 3 working sessions for the Regional Editors to work on checking the articles. Exceptions shall only be made under special circumstances.
- viii. All the articles shall be reviewed under supervision of the Chief Regional Editor. The feedback provided shall include a standardised feedback form sent to each writer, outlining strengths and weaknesses of their articles. The feedback shall also include an annotated version of the draft highlighting specific grammatical, stylistic, citation or content issues along with examples of broader structural problems.
- ix. Regional Editors are encouraged to meet with their writers in order to provide verbal feedback and advice. If a regional editor is not available, the Chief Regional Editor is encouraged to meet with a given writer or to instruct another Regional Editor to do it. The Chief Copy Editor, Deputy Editor in Chief and Editor in Chief may also volunteer to meet with writers should no Regional Editor have availability.

- x. Following the last deadline, the Chief Regional Editor shall send all of the drafts to the appropriate Peer Reviewers and Executive Committee.

#### e. PEER REVIEWING

- i. All articles shall follow the same Peer Review Process, with the exception of interviews and articles written by guest writers (high profile academic, politicians or journalists).
- ii. All writers shall receive their Peer Reviewed feedback on their drafts up to 5 working days following the last draft's deadline.
- iii. The Chief Peer Reviewer shall supervise the work of the peer reviewers.
- iv. Each article shall be reviewed by only one Peer Reviewer. The feedback shall include a standardised feedback form sent to each writer, outlining strengths and weaknesses of their articles.
- v. Peer Reviewers are encouraged to use both positive feedback (strengths), in addition to standard negative feedback (weaknesses).
- vi. Peer Reviewers shall not meet with their writers; their feedback shall be anonymous and independent.
- vii. Following the last deadline, the Executive Committee, together with the Chief Peer Reviewer shall send all of the drafts to the Chief Copy Editor.

#### f. COPY EDITING

- i. The CCE shall assign each article to three Copy Editors who shall review it in turn. Each Copy Editor shall review the full article and make any appropriate changes before it is passed to the next Copy Editor. The aim is for each version of the article to contain fewer mistakes than the last, such that no mistake will elude the attention of all three Copy Editors.
- ii. The CCE shall read over every article once it has been copy edited three times, making a final assessment as to whether it is prepared for publication. During this time, they shall note any remaining mistakes to be reviewed with the Copy Editors before the next issue.
- iii. The CCE shall resolve any ambiguities in the author's intentions or content-level mistakes as early in the copy editing process as possible with the appropriate writer or Regional Editor, respectively, to ensure that copy editing is completed in a timely manner.

- iv. The CCE shall be responsible for directing additional rounds of copy editing as necessary should extensive edits take place after copy editing, either to redeem an article rejected during Peer Review or solicited during Executive Edits.
- v. The CCE shall send copy edited drafts to the EC for Executive Edits.

#### g. EXECUTIVE EDITS

- i. All articles shall follow the same Executive Edit Process, with exemption of the interviews and articles written by guest writers (high profile academic, politicians or journalists).
- ii. Executive Edits shall be performed by the Editor-in-Chief, Deputy Editor-in-Chief and Treasurer of *Leviathan* Journal.
- iii. Executive Edits shall determine whether or not an article is suitable for publication of *Leviathan*. The Executive Committee shall decide which articles will be published only online, and which articles will be published in both printed and online issues, consulting the Production Team about space limitations as required.
- iv. All writers shall be informed whether or not their article has passed the Executive Edits Process. All writers shall receive standardised feedback summarising all of the editing processes that the articles have gone through.
- v. The Executive Committee shall have up to 5 working days to perform Executive Edits.
- vi. Following the last deadline, the Executive Committee shall send all of the completed articles to the Chief of Production.

#### h. PRODUCTION AND GRAPHICAL DESIGN

- i. The Production Team, as specified in Section 5.g., shall be responsible for designing online and printed issues of *Leviathan*.
- ii. The Chief of Production shall seek to work with the Chief of Arts to draft the design for the printed issue of the journal. Together, they shall produce a plan to be approved by the Executive Committee.
- iii. The Chief of Production shall organise production meetings to ensure proper supervision of the production process.

- iv. The Production Team shall work with the Chief of Arts in order to maintain the artistic integrity and excellence of *Leviathan*.
- v. Following the production process, the Chief of Production shall send the last draft of the print issue to the Executive Committee.
- vi. Following the production process, the Chief of Production shall work with the Executive Committee to upload all the articles to the website in a standardized format.

#### i. PRINTING, ONLINE PUBLICATION, AND DISTRIBUTION

- i. The Executive Committee shall be responsible for overseeing the printing and distribution process.
- ii. The Executive Committee shall seek to optimise costs of printing of the physical issue of *Leviathan*.
- iii. The Executive Committee shall notify the writers, *Leviathan* team members, writers and the University of Edinburgh community through means such as, but not limited to social media and mailing lists once the journal is in print.

## 8. FINANCES AND SPONSORSHIP

### a. Finance

- i. The fiscal operating for the *Leviathan* Journal runs from 1 April to March 31.
- ii. No sum of money belonging to *Leviathan* Journal shall be spent or guaranteed without the approval of the Treasurer.
- iii. The organisation must operate a balanced budget. In other words, the expenditure of the organisation for any given year shall not exceed the net income for that year. If the organisation is unable to meet this condition in a given year, then the loss shall be accounted for and redressed in the succeeding year(s).
- iv. *Leviathan* shall keep the EPU informed of its financial situation in a transparent manner and in accordance with the principle of good faith.
- v. *Leviathan* is a non-profit entity. All members of the organisation may only receive payments, directly or indirectly, as reimbursements for legitimate expenses.

b. Sponsorship

- i. *Leviathan* is permitted to receive financial support from organizations both within and outside of the University of Edinburgh through sponsorships.
- ii. The Executive Committee must approve any and all sponsorship agreements reached between the journal and the sponsoring party or parties. The Editorial Board reserves the right to review any such agreements and voice any concerns it may have regarding the agreements.
- iii. *Leviathan* may not accept sponsorships from individuals or entities involved in committing or preparing acts of terrorism.