



ASIAN LAW STUDENTS' ASSOCIATION  
INTERNATIONAL BOARD

**Book of Guidelines**  
**ALSA Legal Newsletter - First Submission**  
**ALSA International Board 2021/2022**

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ALSA Legal Newsletter is a compendium of write ups with regard to current legal issues and news within the respective National Chapter's countries. As local and legal news are usually written in local languages, it is difficult for it to be accessed internationally. ALSA Legal Newsletter will serve as a medium for ALSA Members to be aware of legal issues and news of other National Chapter's respective countries.

**A. General Information**

1. The ALSA Legal Newsletter (ALN) first article submissions are open for ALSA Members and non ALSA members.
2. The ALN articles can only be submitted **individually**.
3. Selected contributors of ALN will receive an *e-certificate* as a token of appreciation and recognition for submitting an article.
4. Selected contributors of ALN will have their name and country published.
5. The theme of this ALN article submission is “**e-Commerce Businesses in Asia**”. Under this theme, the author may choose and write subtopics that include but are not limited to:
  - a. **Importance of Incorporation**
  - b. **Risks of Trademark Infringement**



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- c. Copyright Protection Liabilities**
  - d. Protection of Consumer Rights and Privacy**
  - e. Transparency in Transaction Processes**
  - f. Cryptocurrencies**
6. The first article submission of the ALSA Legal Newsletter can be submitted via [bit.ly/ALN1Submission](https://bit.ly/ALN1Submission) no later than **27th February 2022, 11:59 GMT +8**.
  7. The first open submission of the ALSA Legal Newsletter will be published tentatively around March - April 2022.
  8. The submission of ALSA Legal Newsletter will consist of :
    - a. Article Submission;**
    - b. Selection Announcement;**
    - c. Editing Process.**
  9. The editing process of ALSA Legal Newsletter will be done by the Junior Executive Editors of ALSA International 2021/2022, under the supervision of the Department of Academic Activities of ALSA International Board 2021/2022.
  10. The editing process of the article may include revisions which would require active communication between the editors and authors of the articles.

### **B. Requirement of ALSA Legal Newsletter Submission**

1. The requirement of ALSA Legal Newsletter articles should be aligned with the ALSA Academic Publication Guidebook 2021/2022 as follows :
  - a. The articles must **not include any element of plagiarism** and **have not been previously published in any form**.



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- b. The formatting requirements include the use of:
  - i. Font type : **Times New Roman (TNR);**
  - ii. Font size : **Size 12;**
  - iii. Line spacing : **1.5;**
  - iv. The paragraph alignment : **Justify.**
- c. The margins to be used should be as follows:
  - i. Right : 3 cm
  - ii. Left : 3 cm
  - iii. Top : 3 cm
  - iv. Bottom : 3 cm
- d. The paper size is **A4 (21 cm x 29.7 cm).**
- e. The articles should be written in English.
- f. Words or other terms pertaining to another language should be written in *italic*.
- g. The author's name should be written in regular form. Meanwhile, the title of the article should be written in **bold** and consist of no more than a **maximum of 10 words**.

### **Material Requirements**

- h. The content of ALSA Legal Newsletter material content should at least consist of the following:
  - i. Recent events or news from the author's respective National Chapters' countries;
  - ii. Factual, relevant, accurate and up to date information;
  - iii. Legal aspect/s of the newsletter.



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**Formal Requirements**

- i. The article of ALSA Legal Newsletter should:
  - i. **Not exceed one page or 400 words**, whichever comes first;
  - ii. Contain a **maximum of two images** which shall be submitted in **.png or .jpeg format**.
2. The article must be submitted in **two formats** which are **.docx** and **PDF**.
3. Plagiarism is **strictly prohibited**.
4. The work submitted **must not** be work which has been published before at any platform.
5. The work submitted **must not take any political stance** and must be written from an **objective perspective**.

**C. Timeline**

<b>Article Submission</b>	: February 2022
<b>Selection Announcement</b>	: February - March 2022
<b>Editing Process</b>	: February - March 2022
<b>Publication</b>	: March 2022



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**D. Contact Persons**

The agenda and details above may change accordingly, depending on the circumstances needed. Should there be any inquiries, do not hesitate to reach out to our team!

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