

Notice & Takedown Policy

1. This policy is enacted in relation to concerns over plagiarism, factual errors, offensive material, or breach of copyright, in the work published in the Journal "*Romance, Revolution and Reform*" ("RRR").
2. The Editorial Board of *RRR* will always try to ensure, to the best of their knowledge and ability, that material published in the journal does not breach copyright laws. This includes, but is not limited to, any images or information in the journal which are not contained in authors' articles (for example cover images, logos, images advertising SCNR events, and editorials). All articles published in *RRR* are subjected to a thorough plagiarism check prior to publication.
3. Authors have ultimate responsibility for ensuring that all material that they wish to publish in the journal conforms to copyright laws.
4. *RRR* takes any breach of copyright, privacy, or the publication of offensive material very seriously. If you believe that material found in any edition of *RRR*, or found on the *RRR* website contravenes your rights under copyright or privacy laws, or is obscene or offensive, or concerns you in any other way, we urge you to contact us by email (rrr@soton.ac.uk), providing the following information:
 - a. Your contact details (Name, position [if applicable], contact email address, telephone number and/or mailing address).
 - b. The full details of the material which concerns you.
 - c. The exact reference of the article in *RRR* or the URL of the *RRR* webpage where you found the material which concerns you.
 - d. An explanation of the nature of your concern (such as, but not limited to, copyright, privacy, data protection, offensive material, libel).

- e. Proof of your rights to the material (if your query relates to copyright), and a signed statement, under penalty of perjury that you are the holder of the rights to that material.

Please Note: We are happy for a representative to act on your behalf in making a query, but we will not engage with that representative's complaint unless they are able to provide a signed letter stating that you are willing for them to act on your behalf. We will then contact you separately in order to confirm this.

5. Once your email has been received, the Editorial Board of *RRR* will enact the following take down policy:
 - a. As soon as *RRR* receives your email, either the Editor-in-Chief, or the Deputy Editor will contact you to confirm receipt of your complaint and temporarily remove the Work from the Journal or disable access to it.
 - b. From the receipt of the complaint and until the dispute is resolved, the material which has caused concern will be removed from the *RRR* website.
 - c. If necessary, the Editor-in-Chief will make contact with the complainant to confirm that they are happy to allow the representative that they nominated in their original complaint to act on their behalf.
 - d. If relevant, the Editor-in-Chief will contact the complainant, or their representative, to confirm whether their name can be shared with the author of the article that has caused concern. No personal information about the complainant will be shared without prior consent.
 - e. If relevant, the Editor-in-Chief will contact the author of the article with the details of the complaint. In these situations, the Editor-in-Chief will encourage the complainant and the author to reach a swift, amicable and mutually acceptable resolution.
 - f. *RRR* suggest that the following resolutions may be acceptable to the complainant and contributor:



Romance, Revolution & Reform

- i. The material returns to the *RRR* website with no changes made (in the event of it being established that the complaint was unsubstantiated)
 - ii. The material returns to the *RRR* website with an acknowledgement of the relevant copyright (if applicable).
 - iii. The material returns to the *RRR* website with an amendment that resolves the concern raised.
 - iv. The material returns to the *RRR* website with the section that has caused concern removed.
 - v. In exceptional circumstances, *RRR* will permanently remove the entire piece of work containing the material that has raised concerns.
- g. If no resolution is immediately forthcoming the material will remain unavailable via the *RRR* website indefinitely until a resolution can be found.