

Australian Feminist Studies

SPECIAL ISSUE PROPOSAL GUIDELINES AND PROFORMA

Australian Feminist Studies aims to publish one guest-edited special issue per year. A call for proposals will be close annually on **30 June**. Proposals for shorter, themed sections within regular issues can be considered at any time.

Those interested in submitting a proposal for a guest-edited special issue are asked to consider the following guidelines.

- Successful proposals for special issues will offer collections of articles that together advance a novel debate or idea of relevance to *Australian Feminist Studies*. They will be exciting!
- They will showcase research of the highest scholarly standard.
- Special issues will normally contain 5-6 articles of up to 8,000 wds each plus an introduction of up to 4,000 wds.
- When selecting a topic for a special issue, it is important to consider:
 - a) is the suggested topic appropriate given the journal's aims and scope?
 - b) is the topic likely to be of significant interest to the journal's primary reader base?
 - c) how new and relevant will the topic be by the time the issue is published?
- Successful proposals will be able to articulate clearly:
 - a) what is timely and noteworthy about the proposed topic and justifies a special issue at this point in time;
 - b) how the specific articles work together as a collection;
 - c) how the insights and perspectives offered across the proposed articles contribute to defining or redefining feminist debate in the nominated area.

Each proposal should contain the following information. You can follow this checklist to ensure that you have provided all relevant material:

1. Title of the proposed Special Issue
2. Aims of the proposed Special Issue
3. Background of guest editors (one paragraph for each proposed editor, including any editorial experience)
4. Brief background to the proposal (how has it come about e.g. does it emerge from a research project/area of editor's expertise, colloquium, special call etc)
5. Relevance to current feminist research in the area
6. Title, 200-word abstract for each paper, and bio note for each author (it is worthwhile including more than 6 papers on the assumption that some may not be delivered)
7. Anticipated earliest date for submission of papers for peer-review
8. Guest editor contact details

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PRODUCTION DETAILS

A. List of responsibilities for key tasks associated with producing the special issue:

- commissioning articles and liaising with contributors (guest editors)
- communicating deadlines and format to the contributing authors (guest editors)
- liaising with section editors for book reviews (guest editors via editors-in-chief)
- contacting and liaising with referees (editors-in-chief)
- liaising with authors on revisions (guest editors)
- liaison with T&F production editor through copyediting, layout, proofreading and distribution stages (editors-in-chief)

B. A note on peer reviewing and acceptance of articles

- All articles go through individual double blind peer review. The acceptance of the special issue as a whole does not guarantee that all its articles make it through peer review. At any stage, if a manuscript is judged to be unacceptable in terms of content and/or style, it may be rejected from further consideration.
- Reviewers' reports will be shared with guest editors, and editorial decisions made in collaboration between the editors-in-chief and the guest editors.
- If a critical number of articles have been accepted after peer review, guest editors will then submit their introduction.
- The final decision on the publication of the special issue, the timing of its publication and on the inclusion of any article or book review in a special issue rests with the editors-in-chief.

C. Indicative schedule of main production milestones, counting backwards to publication date:

- **up to 12 months prior:** commission authors to submit articles by deadline
- **at least 5 months prior:** submission deadline for refereed articles
- **at least 4 and half months prior:** referees contacted (allow 2 weeks for their reports)
- **at least 4 months prior:** referee reports conveyed to authors for revision
- **at least 3 months prior:** revised articles & all other content for issue submitted to editors-in-chief
- **at least 2 months prior:** copyediting of all content complete
- **at least 6 weeks prior:** design, layout and proofreading complete, deliver issue to printers / place issue online
- **Distribute print issue**