

PSR SPECIAL ISSUE INFORMATION FOR GUEST EDITORS

We have gathered important information on the production of PSR Special Issues as well as key facts to be aware of before and during the compilation of the issue.

YOUR ROLE AS GUEST EDITOR

- As a guest editor, you will be a part of a whole editorial process, a major aim of which is to provide an audience with a high-quality research publication. We expect you will have read and reviewed all papers at least once before they are submitted to our editorial system, **ScholarOne**.
- You should use your best judgment regarding the quality and coherence of each paper and ensure that each contribution adds to the theme of the Special Issue in a clear and meaningful way.
- If a paper does not meet these standards, please do not submit the paper to our editorial system.
- We expect you to remind authors early and often of editorial deadlines and follow up if necessary.
- PSR Lead Editors reserve the right to reject any paper submitted to the Special Issue should it not meet PSR quality standards or if it does not constructively contribute to the Special Issue as a whole.

THE STRUCTURE OF AN ISSUE

- A Special Issue needs to have a minimum of four papers and an introduction to the Issue written by the Guest Editors that pass external peer review and are approved by the Lead Editors.
- Should the Special Issue fall below the minimum of four papers, we may publish some of the papers in a regular issue of the journal.
- The maximum number of contributions allowed in a Special Issue is **7**, including the introduction.

GUEST EDITOR INTRODUCTION TO THE SPECIAL ISSUE

- The introduction to the Special Issue should be a presentation of the overarching theme of the Special Issue.
- It should be limited to **3000** words and should outline the theme, and make a case about the perspective adopted in the Issue to address that theme.
- The overarching aim of the introduction should be to explain how the collected papers work together to address the theme in a specific way.
- The introduction will be reviewed by the editors.
- **The introduction should be submitted to the Scholar One system, once all other articles of the issue have been accepted.**

PUBLICATION PROCESS MILESTONES

Due dates can vary depending on the publisher's capacity and authors' and reviewers' availability. The average duration of a publication process may be significantly shorter, but basing on our experience and considering tense timetables of all stakeholders involved, below we present relatively distant deadlines.

STEP 1 – Guest Editors submit a detailed outline of the Special Issue

You can contact members of our editorial team or send it at psr@brunel.ac.uk

STEP 2 – Abstracts for all papers are delivered

Due date: max. **4 weeks** after submitting the outline

STEP 3 – Editor comments on abstracts returned

Due date: max. **8 weeks** after delivering abstracts

STEP 4 – Guest Editors submit 3 suggestions for external reviewers per paper

Due date: max. **12 weeks** after receiving editor comments on abstracts

STEP 5 – All papers submitted to Scholar One editorial review system

Due date: max. **12 weeks** after receiving editor comments on abstracts

STEP 6 – A review process and author revisions

Due dates can vary depending on reviewers' and authors' availability. It can take up to **12 months**, or longer if agreed on with authors and a guest editor.

STEP 7 – A production process, including final corrections, proofs, and deciding on the final deadline of a publication.

Due dates can vary depending on the publisher's capacity and authors' availability.

STEP 8 – Online publication

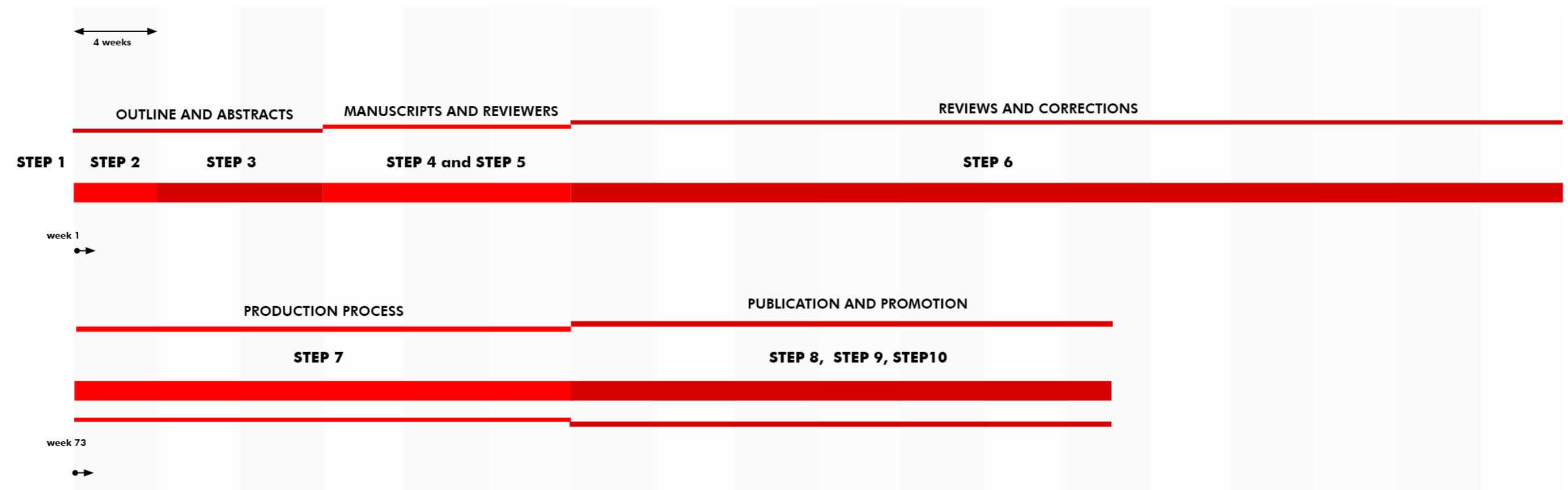
An online release of the section's articles usually takes place **a few months** before a printed issue's publication.

STEP 9 – Printed publication

*** The whole publication process can take up to **24 months**, or longer if agreed on with authors and a guest editor ***

STEP 10 – Issue's promotion

We promote the issue and separate articles throughout the whole quarter until the new issue is published.
More: Impact and Promotion.



REVIEWER SELECTION PROCESS

- As Guest Editors, we ask that you make recommendations for at least three potential reviewers for each paper.
- These recommendations should be sent to the PSR editor or at psr@brunel.ac.uk when the paper is submitted to our editorial system.
- Editors will select one of the three suggested reviewers as well as a second reviewer chosen by the editorial team.
- This system will ensure the independent review of each paper in the issue. Please keep in mind that suggested reviewers should have no conflicts of interest with the author(s) or with you as Guest Editors.

SCHOLAR ONE EDITORIAL REVIEW SYSTEM

- Each paper will be submitted to our online editorial system (**Scholar One**).
- Further details about the submission process can be found [here](#).

IMPACT AND PROMOTION

- The PSR editorial team is committed to a mission of research dissemination (more: link to impact and promotion).
- Each article will be promoted for 3 months after the issue's publication until the next issue will be published.
- If authors want to highlight some aspects of their papers, they can also provide up to two tweet suggestions per paper.
- If you have tweets about the Special Issue as a whole or have pictures or special media corresponding to the issue, please let us know.
- These tweets will be used to promote the issue on the PSR Twitter feed [@PolStudiesRev](#).
- Please also indicate if any papers would be suited to a blog format.
- We will then invite the author(s) of that paper to write for the PSA or PSR blogs. This will also help promote the issue to a wider audience.

IMPORTANT REMINDERS

- Each paper has a maximum word count of **8000 (including references)**. Papers over this limit will be asked to revise.
 - We expect proofread versions of each paper before they are submitted to our editorial system for external review.
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