We welcome proposals for special issues of *Landscape Research*. Special issues should provide a coherent approach to a specific theme of interest to our international, multidisciplinary readership. We accept a range of papers for special issues and these should comply with our standard guidelines. Special issues are proposed and produced by a guest editor or editors, who should submit a proposal form [the ‘Special Issue Proposal Form’] to the Managing Editor.

**No undertaking to publish papers can be made without prior agreement with the Managing Editor.**

1. **Frequency of Publication**

Landscape Research is published eight times per year. Of these eight issues, it is usual for three or four to be special (i.e. themed) issues. These Special Issues will fill an entire issue of the journal (6-7 papers) and will be produced using the Journal’s ScholarOne Manuscript system.

2. **Origin of Special Issues**

Special Issues originate in a variety of ways, the most common being:

(a) **Output from a themed conference or seminar:** In this scenario, one of the organisers of the event usually proposes the issue and acts as a Guest Editor. Conference papers often do not meet the standards required by the Journal and must be ‘worked up’ into a full academic paper before submission. The Guest Editor(s) are responsible for supporting authors with working up their papers and developing a coherent theme for the issue. The Managing Editor has the right to reject papers or to require further amendment.

(b) **Invited papers:** In this scenario, a theme is suggested by a member of the Editorial team or a reputable Guest Editor known to the Editorial team. The Guest Editor is then responsible for inviting the papers and shepherding them through the peer-review process. The Managing Editor retains the right to reject papers and/or require further amendment.

(c) **Call for Papers:** This is less common and only to be done with the full agreement of the Managing Editor*. This approach is appropriate if a putative Guest Editor identifies an urgent theme which he or she believes the Journal ought to address, or if there is a need to supplement existing manuscripts that have, for example, been invited, or generated through a conference. An announcement can then be made via the LRG and Taylor & Francis Landscape Research journal websites and other appropriate channels.

(d) **Editorial Selections/Themed Issues:** From time to time, it may be appropriate for a selection of papers already submitted within the system to be brought together as a themed issue. This is at the discretion of the Managing Editor and may be useful to mark handovers, special anniversaries or in response to common themes amongst papers submitted. Suggestions for such issues should be discussed with the Managing Editor. All papers will go through the usual peer review and approval process.
• The Editors are concerned that there should be no ‘unlicensed’ calls for papers, as no guarantee can be offered that they will be published, and there is a risk that the reputation of the Journal will be damaged.

3. Making a Proposal

A Special Issue Proposal Form (see template) should be submitted to the Managing Editor. The proposal will be discussed within the Editorial Team and may also be sent to external reviewers for additional advice. The proposal is also checked against existing special issue proposals and past special issues to avoid duplication. The Managing Editor is responsible for final approval for all Special Issues and for final acceptance of all journal papers.

Because of the vagaries of producing special issues, the Managing Editor cannot give a firm commitment to publish (or a publication date) until all papers have been accepted for publication and the Associate Editor (the Job Editor) responsible for overseeing the Special Issue has provided a recommendation on whether or not to publish. At any stage prior to this, the Managing Editor can only give provisional agreement to a Special Issue, and publication will be dependent on the availability of a ‘slot’ and the final quality of the papers received.

4. The Role of the Guest Editor

It can be rather daunting to become a Guest Editor, but a member of the Editorial team will be assigned to give support and oversee production. This could be the Managing Editor or one of the Associate Editors, and to avoid confusion of titles this person is known as the ‘Job Editor’. In addition, day-to-day queries e.g. concerning ScholarOne can be discussed with the Editorial Assistant.

The Guest Editor is responsible for the usual steps in the Editorial process. These are:

(i) Selecting appropriate submissions/authors and securing their participation;
(ii) Submitting the Special Issue Proposal Form to the Managing Editor with a list of authors, abstracts of papers and at least three possible reviewers per paper;
(iii) Once approval has been gained, working with the individual authors to ensure that each manuscript meets the Journal’s conceptual and methodological standards, and is in the correct format (see the journal’s Instructions for Authors) [N.B. the individual authors remain responsible for submitting their papers online to ScholarOne];
(iv) In most cases: handling the peer-review process (with the Job Editor retaining a consultative role), which includes:
   a. identifying/inviting appropriate reviewers for each paper via ScholarOne Manuscripts system;
   b. monitoring the review process via ScholarOne;
   c. resolving any review conflicts;
(v) Corresponding with authors in order to support them with the revision of papers and responses to reviewers’ comments;
(vi) Writing an introduction for the Special Issue.

In order to give Guest Editor(s) a substantive role in producing Special Issues, we encourage them to take charge of the peer review process themselves. To facilitate this process, they are given short-term Assistant Editor status in ScholarOne. We feel that this provides an opportunity for Guest Editors to take a far more active role in supporting authors and shaping the issue. However, not all Guest Editors have the prior experience or time resources to handle the review process themselves, so in
some cases it is more appropriate for the Job Editor to deal with this. For each Special Issue we clarify the approach that will be taken with the Guest Editor(s) in advance.

The papers should be pre-reviewed by the Guest Editor(s) prior to their submission to the journal. This will speed up the review process considerably. It is particularly helpful if Guest Editors ensure that papers comply with the style requirements and the focus of the Journal prior to submission. Style information can be found online under ‘Instructions for Authors’ at [http://www.tandfonline.com/CLAR](http://www.tandfonline.com/CLAR). Authors should ensure that their word count is no more than 7,000 words (inclusive of references, figure captions and endnotes).

Each author should submit the manuscript through the ScholarOne Manuscripts system at: [http://mc.manuscriptcentral.com/clar](http://mc.manuscriptcentral.com/clar). It is important that authors identify their papers as ‘special issue papers’ and within the covering letter state the title of the special issue and the Guest Editor(s). Once the papers have been submitted, the Job Editor will carry out an overview evaluation of the papers to ensure that they are of the correct style, length and quality required to be sent out to peer-review (see below for further information on the peer-reviewing process).

Guest Editor(s) are required to write an Editorial to introduce the Special Issue, and this may take one of two forms:

1. The Editorial may adopt a short format of 2-4 pages (800-2000 words), which simply introduces the theme and rationale behind the collection. This is not usually sent to peer-review, but it will be read by the Job Editor and Managing Editor, who might suggest amendments. A short Editorial can be written once all the papers have been accepted, or at least well on the way to final acceptance (short Editorial plus 6-7 papers);
2. The Editorial may adopt a longer format and in effect be an additional paper (c. 4000 words). This will need to be peer-reviewed. A longer Editorial should be submitted at the same time as the other papers making up the Special Issue and will need to comply with the normal stipulated style guidelines (long Editorial plus 5-6 papers).

Although we do welcome Critical Review Papers and well-crafted viewpoint papers (as Short Communications), the Journal does not usually publish comment papers or response papers and does not expect Editors to provide a closing paper at the end of the Special Issue. All comment should be provided within the Editorial.

Supplementary material may be made available on the journal website to supplement papers ([https://authorservices.taylorandfrancis.com/enhancing-your-article-with-supplemental-material/](https://authorservices.taylorandfrancis.com/enhancing-your-article-with-supplemental-material/)). The final decision as to whether to provide supplementary material online will be made by the Job Editor and Managing Editor. Any queries regarding the technical aspects of providing supplementary material should be made to the Editorial Assistant.

5. Policy on Guest Editors Including their Own Papers

Sometimes Guest Editors wish to submit a paper as well as provide a short Editorial. We recognise that this practice is not uncommon, but to safeguard standards it is essential that if the Guest Editor is submitting a full paper this should have been through a rigorous peer-review process. The Job Editor assigned to the Special Issue will oversee the reviewing process of this paper in the normal way. A Guest Editor cannot have a long, peer-reviewed Editorial and be author of a paper within the same issue.
6. Policy on Associate Editor Including their Own Papers

If the Guest Editor is a member of the Editorial team, then any paper by the Guest Editor, other than a short Editorial, should go through the peer-review process as with any other paper. In this case, the Managing Editor will deal with the peer-review of the paper written by the Guest Editor.

7. General Policy on Peer-Reviewing

All Special Issue papers go through the Journal’s anonymous peer review process and this opens the possibility that some of the papers selected by the Guest Editor(s) may be rejected. To produce a Special Issue of 6 or 7 papers, 8 to 10 papers should be submitted in the first instance. Please contact the Managing Editor if you need to discuss this.

The policy on peer-reviewing special issues is the same as for general issues. It is our policy that an Associate Editor assigned to look after a paper (the Job Editor) will assess whether it is good enough to put through the peer review process. In the case of Special Issues, we would normally expect the Guest Editor(s) to carry out a detailed assessment prior to submission, with the Job Editor also carrying out an overview assessment as described above.

In all cases, we then require at least two blind peer reviews for every paper that is to be published (apart from short Editorials – see above). If the reviewers do not agree (e.g. one recommends reject and the other minor revisions) a third reviewer is consulted if the Guest Editor(s) deems this to be necessary. In any difficult cases three reviewers are consulted.

8. Timescale

When people suggest special issues, they are often unduly optimistic about the length of time it will take to undertake the necessary reviewing and editing. From submission to the Journal, it typically takes three to four months for the first round of peer-reviewing, another six months for authors to revise, another two to three months for a second round of peer-reviewing, followed by two more months to undertake further revisions before Guest Editors make a final decision. It is likely that another one to two months will be required following that final decision to deal with minor editing, formatting, checking references etc. So, submission of articles for a Special Issue to final acceptance of the papers can easily take up to eighteen months to two years.

There is then the Taylor and Francis production timetable to consider. This adds at least another three months to the minimum time between provisional acceptance of a proposal and the appearance of the papers to be included in the Special Issue as iFirst (online) publications. iFirst means that papers, once accepted, will be available online in the public realm prior to the issue of the complete paper edition of the Special Issue. The complete Special Issue, including the editorial and all papers, will be printed in hard-copy at a later date. To finalise this hard-copy publication date, we need to consider the number of accepted papers already in the system. It is easy to see from this that the Editorial Team must work around two years ahead when considering proposals.

9. Contact

Any queries concerning Special Issue production should be addressed to: The Managing Editor, Landscape Research, Associate Professor Emma Waterton (e.waterton@westernsydney.edu.au).
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<th>CHECKLIST FOR GUEST EDITORS</th>
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<td>1.</td>
<td>Decide on a coherent theme</td>
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<td>2.</td>
<td>Select appropriate submissions/authors</td>
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<td>3.</td>
<td>Submit completed <strong>Special Issue Proposal Form</strong> to the Managing Editor</td>
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<td>4.</td>
<td>Receive approval from the Managing Editor</td>
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<td>5.</td>
<td>Liaise with authors and pre-review papers prior to submission to the journal</td>
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<td>6.</td>
<td>Individual authors submit papers online in the correct format and to the appropriate standard (this may include a long editorial/any paper submitted by the Guest Editor(s))</td>
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<td>7.</td>
<td>Receive peer-review feedback</td>
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<td>8.</td>
<td>Discuss papers as necessary with Job Editor</td>
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<td>9.</td>
<td>Make recommendations based on reviewer feedback (minor revision, major revision, reject and resubmit, reject)</td>
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<td>10.</td>
<td>Support authors with responses to reviews</td>
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<td>11.</td>
<td>Individual authors resubmit papers for additional review (where necessary)</td>
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<td>12.</td>
<td>Make final recommendations based on reviewer feedback (minor revision, major revision, reject and resubmit, reject)</td>
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<td>13.</td>
<td>Completion of short editorial</td>
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<td>14.</td>
<td>Liaise with Job Editor and Editorial Assistant regarding any outstanding issues e.g. order of paper.</td>
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