

Landscape Research

Guidelines for Guest Editor(s) of Special Issues

(Revised version September 2022)

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(s), who should submit a proposal form [the '**Special Issue Proposal Form**' - see template below] to the Editor-in-Chief.

NB: No undertaking to publish papers can be made without prior agreement with the Editor-in-Chief. The acceptance of individual contributions is subject to the peer review process and acceptance of a Special Issue proposal does not guarantee publication.

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. We aim for Special Issues to fill an entire issue of the journal (8-10 papers, plus an Editorial) but this is not always possible. On those occasions where curated papers do not fill an entire Issue, they will be published as a Special Section of an Issue that also contains general papers. All Special Issues will be peer reviewed 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 Editor-in-Chief 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 Editor-in-Chief 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 Editor-in-Chief**. This approach is appropriate if a putative Guest Editor identifies an urgent theme which they believe 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 Editor-in-Chief 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 Editor-in-Chief. 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 below) should be submitted to the Editor-in-Chief. It should provide an indication of the Special Issue's proposed theme, Guest Editor/s, a list of 11-12 contributors (as well as titles and abstracts), and an indication of the proposed timeframe. Although Special Issues tend to include 8-10 published papers, we recommend inviting 11-12 contributions as some manuscripts may not make it through the peer review process.

Once submitted, each Special Issue proposal will be discussed amongst 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 Editor-in-Chief is responsible for final approval for all Special Issues and for final acceptance of all journal papers.

The Editor-in-Chief 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 Editor-in-Chief 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 the peer review process. This could be the Editor-in-Chief 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 Editor-in-Chief 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;
 - b. monitoring the review process via ScholarOne;
 - c. Making recommendations to the Job Editor based on the peer reviewer reports and their own assessment of the manuscript (the Job Editor and/or Editor-in-Chief will make the final decision on each manuscript); and

- d. resolving any contradictions that emerge from reviewer comments and/or recommendations.
- (v) Corresponding with authors to support them with the revision of papers and preparing their responses to reviewers' comments.

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

1. Short format (c. 2000 words): a short Editorial will simply introduce the theme and rationale behind the collection. It is not usually sent to peer review but will be read by the Job Editor and Editor-in-Chief, who might suggest amendments. A short Editorial can be written once all the papers have been accepted or are at least well on the way to final acceptance (short Editorial plus 8-10 papers)
2. Long format (c. 6000 words): a long Editorial is, in effect, an additional paper. It will therefore need to be peer reviewed. A long Editorial will need to comply with the normal stipulated style guidelines. It should be written and submitted for peer-review once all the papers have been accepted or are at least well on the way to final acceptance (long Editorial plus 8-9 papers).

Sometimes Guest Editors wish to submit a full paper as well as provide an 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 proceed through our rigorous peer-review process**. The Job Editor assigned to the Special Issue will oversee the review of this paper in the normal way. **In addition**, a Guest Editor cannot be the author of a full paper **and** author a long format Editorial. Any Guest Editor planning to submit a full paper should therefore plan to author a **short format Editorial**.

5. Policy on Peer-Reviewing

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 granted 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.

Each paper in a Special Issue should be **pre-reviewed** by the Guest Editor(s) prior to their submission to the journal. This will speed up the review process considerably. At this stage, it is helpful if Guest Editor(s) can ensure that papers comply with the style requirements and focus of the Journal prior to submission. We also ask that the Guest Editor(s) ensure(s) each submission adopts inclusive language. Style information can be found online under 'Instructions for Authors' at <http://www.tandfonline.com/CLAR>.

Once Guest Editor(s) are satisfied with the quality of a submission, the author(s) should submit the manuscript through the ScholarOne Manuscripts system at: <http://mc.manuscriptcentral.com/clar>. It is important that authors identify their papers as 'special issue papers' at the time of submission and select the appropriate special issue title from the dropdown list. Once papers have been submitted, the Job Editor will carry out an overview evaluation to ensure they are of the correct style, length and quality required to be sent out to peer-review.

In all cases, we require at least **two blind peer reviewers** are engaged for each paper that is to be published (apart from short Editorials – see above). If reviewers do not agree with one another (e.g. one recommends ‘reject’ and the other ‘minor revisions’) a third reviewer can be consulted if the Guest Editor(s) deem(s) this to be necessary. As this process opens the possibility that some of the papers selected by the Guest Editor(s) may be rejected, we recommend soliciting 11 to 12 papers in the first instance (to produce a Special Issue of 8 to 10 papers). Please contact the Editor-in-Chief if you need to discuss this.

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/>). The final decision as to whether to provide supplementary material online will be made by the Job Editor and Editor-in-Chief. Any queries regarding the technical aspects of providing supplementary material should be made to the Editorial Assistant.

7. Timescale

When Guest Editor(s) propose 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, from submission of articles for a Special Issue to final acceptance of those papers can easily take 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.

8. Contact

Any queries concerning Special Issue production should be addressed to: The Editor-in-Chief, Landscape Research, at ireditor@landscaperesearch.org.

CHECKLIST FOR GUEST EDITORS

1. Decide on a coherent theme	<input type="checkbox"/>
2. Select appropriate submissions/authors	<input type="checkbox"/>
3. Submit completed Special Issue Proposal Form to the Editor-in-Chief	<input type="checkbox"/>
4. Receive approval from the Editor-in-Chief	<input type="checkbox"/>
5. Liaise with authors and pre-review papers prior to submission to the journal	<input type="checkbox"/>
6. 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))	<input type="checkbox"/>
7. Receive peer-review feedback	<input type="checkbox"/>
8. Discuss papers as necessary with Job Editor	<input type="checkbox"/>
9. Make recommendations based on reviewer feedback (minor revision, major revision, reject and resubmit, reject)	<input type="checkbox"/>
10. Support authors with responses to reviews	<input type="checkbox"/>
11. Individual authors resubmit papers for additional review (where necessary)	<input type="checkbox"/>
12. Make final recommendations based on reviewer feedback (minor revision, major revision, reject and resubmit, reject)	<input type="checkbox"/>
13. Completion of short editorial	<input type="checkbox"/>
14. Liaise with Job Editor and Editorial Assistant regarding any outstanding issues, e.g. order of papers.	<input type="checkbox"/>

Landscape Research

Special Issue Proposal Form

Complete the below with as much detail as possible and **return to:** lreditor@landscaperesearch.org. Please consult the *Guidelines for Special Issues*.

Proposed Title:	
Origins of Papers: (e.g. conference, date, location, other relevant information)	
Proposed Guest Editor(s): (including affiliation, address and overview of editorial experience)	
Theme: (include an outline, rationale and overview of contribution to the field (c. 1000 words))	
Outline of Contributions: (include author name(s), affiliations, paper title, abstract (c. 150 words), plus 3 recommended reviewers)	
Projected date of first submission of completed papers:	
Previous contact been made with an Associate Editor/ Editor-in-Chief:	
Any other relevant information:	