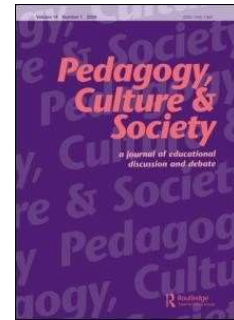


Pedagogy, Culture & Society
a journal of educational discussion and debate



Procedures for Special Issues

The Editorial Executive of *Pedagogy, Culture & Society* invites colleagues in the field to submit proposals for Special Issues on themes of interest to scholars and researchers in the area covered by the journal.

Usually Special Issues consist of around 10 papers on a particular theme. Contributions should come from more than one country and be accessible to an international audience.

Proposals will be reviewed at meetings of the Editorial Executive in March and October each year. Please submit the proposals to the journal's special issue editors: *Vina Adriano*, vina@upi.edu & *Sally Campbell Galman*, sallyann@umass.edu.

We welcome proposals for Special Issues involving a collection of articles that focus on a theme or issue relevant to the journal's aims and scope. Each Special Issue is produced by one or more Guest Editor(s), who is responsible for liaising with contributing authors and overseeing the peer-review process. The Special Issue process involves three stages:

Initial Proposal

The proposed Guest Editor(s) provide an outline proposal (maximum of two A4 pages) which describe the focus and rationale for the Special Issue and the proposed contributors. This will be reviewed by members of the Editorial Executive, who will decide whether the proposal meets the journal's aims and scope. If it is so decided, the Special Issue Guest Editor(s) will be requested to submit a full proposal.

Full Proposal

The Guest Editor(s) submit a full proposal which will include:

- an overview (one page A4 maximum) from the Guest Editor(s) of the aims, content, and expected audience for the proposed issue, with an explanation of the distinctive contribution it is expected to make to educational research and why the selected contributors are the appropriate people to provide this
- a table of contents
- an abstract for each of the proposed contributions (about 200 words)
- a biographical statement for the Guest Editor(s), linking them to the field of study
- brief details about the other contributors, including their institutional affiliation
- an estimate of when the complete first draft will be available

This proposal will be evaluated by the journal Editorial Executive, along with other suitable referees as is seen fit. The criteria by which the proposal will be judged are:

Is the proposed topic of interest and relevance to an identifiable and substantial audience interested in *Pedagogy, Culture & Society*?

Does the proposed issue address gaps in the literature?

Has the proposed topic been covered recently by *Pedagogy, Culture & Society*?

Does treatment of the topic demonstrate an awareness of developments in the relevant field?

Is the proposed topic/theme well conceived and significant?

Is the proposal clearly and logically constructed?

Do the contributors include researchers who are well regarded in their field?

Does the Guest Editor(s) inspire confidence to complete the task?

Selection also favours collections that involve authors from several countries and which include synthesizing introductions and/or commentaries, either by the Guest Editor(s) or by independent discussants appointed or proposed by the Guest Editor(s).

If a proposal is evaluated positively, a formal time line is agreed for development of the full draft and Special Issue Guest Editor(s) will liaise with a nominated member of the journal's Editorial Executive.

Peer Review & Final Submission

All articles will be subject to the journal's standard process of anonymous review by two referees. Where the Special Issue involves an introductory and/or concluding article, these should also be subject to peer-review. The review process will be organised by the Guest Editor(s).

On receipt of referee reports, the Guest Editor(s) will liaise with their contributors and, when the reviewers feedback has been responded to, they will submit the final Special Issue manuscripts.