GUIDELINES FOR PROPOSALS FOR SPECIAL ISSUES

From time to time the editors of *IJSRM* will issue calls for Special Issues of the journal, though we will consider proposals for Special Issues at any time.

Special Issues consist of a ‘state of the art’ review by the guest issue editors and c.10 articles, which includes the editorial and any research notes and book reviews. The editorial should provide a ‘state of play’ introduction to methodological issues and methods addressed. It also needs to articulate how it advances the goals of IJSRM, as well as make sure that it does not duplicate similar previous *IJSRM* publications or special editions.

The following guidelines should be carefully noted. It is our aim to provide a transparent and rigorous process for the publication of special issues to ensure they best represent the field upon which report and are of the same high standard of other papers published in *IJSRM*.

Submission for special issues is a three-stage process.

**STAGE 1: INITIAL INQUIRY**

This is an informal stage, though the editors may take advice from the *IJSRM* Board, or external advisors on whether to proceed further.

Outline proposals of no more than one A4 page should provide:

- Title/topic of proposed Special Issue
- Name/s, affiliation/s and contact details of guest editors
- Brief rationale for the timeliness, importance and international interest of the methodological topic and methods to be addressed
- Evidence that the special edition understands how it links to similar papers or special editions in *IJSRM* and that this is not a duplication of previous efforts.

Proposal topics should fit with the Journal’s remit. See the statement of aims and scope: https://www.tandfonline.com/action/journalInformation?show=aimsScope&journalCode=tsrm20

Having reviewed the Stage 1 proposal, the editors may invite the proposer(s) to submit a Stage 2 proposal or may ask for further clarifications. They may, at this stage, decide not to proceed further.

Outline proposals should be submitted via email to tsm-editor@tandf.co.uk.

**STAGE 2: FORMAL SUBMISSION AND APPROVAL**

Once the initial proposal is tentatively approved, the guest editors are required to put together a more formal summary of their project, including:
Abstracts for each of the papers.
The guest editors should provide an email from each author indicating their willingness to contribute a paper.
A delivery timeline, including key milestones for completing project and final delivery date. (We recognize that timelines change due to different circumstances, but overall, our approach is similar to a book contract insomuch as the agreed delivery date is expected to be honoured.)
A list of intended referees and their affiliations

The Editors will send the Stage Two proposal to referees, who will provide brief reports and recommendations, which will be anonymised and sent to the Guest Editors. At this stage, before proceeding, the editors may ask for revisions to what is proposed for particular papers, request additional papers, ask for further information or changes. Alternatively, they may decide not to proceed further with the proposed special issue.

STAGE THREE: SUBMISSION

The guest editors must submit the following to the journal editors for final review, via the administrator (tsrm-editor@tandf.co.uk):

- The running order for contributions and their respective word lengths.
- A completed article proforma (obtainable from the administrator) for each contribution, providing contact information, keywords and biographical notes.
- Abstracts for each paper.
- The paper itself, presented and formatted according to the standard submission guideline: https://www.tandfonline.com/action/authorSubmission?show=instructions&journalCode=tsrm20
- The names and affiliations of all referees who provided reports. These reports should be anonymised for the contributors.
- Referee reports (a minimum of two) for each paper. Referees should provide reports for a maximum of two papers in the special issue.
- Notes from contributors indicating how they responded to referee comments.

The journal editors have responsibility for final quality control of the special issue and its contributions. This means that they may request some clarifications or amendments to particular contributions to the special issue before final acceptance and submission for publication.