

Guidelines for editing a 'Special Issue' of *Anthropology & Medicine*

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Background

Special Issues are often in demand and usually on timely debates about a specific theme/topic. If well timed and provocative, they are popular with readers and course tutors; and long remembered by colleagues in the field. The guidelines below have been drawn up in response to several requests from scholars pursuing a specialised field and/or following a conference restricted to original unpublished papers. Please note the guidelines are not to be read as rigid rules but as a framework for potential editors on operational matters. Please feel free to contact the *Editors* to discuss further details.

The potential Special Issue *Guest Editor(s)* will need to produce a full, signed and dated proposal, in the first instance, to the *Editor, Anthropology & Medicine*, detailing their plan for:

1. The relevance of the topic to the Journal's readership together with a) a short summary on the academic background of the *Guest Editor(s)*. This will also help in producing publicity flyers at a later stage. b) They must specify the issue (number and year) that they wish to edit. c) The Special Issue *Guest Editor(s)* will also agree to write an **editorial introduction** to the original papers to be published in their issue.
2. The number of original submissions that are tentatively planned, together with tentative titles, and a brief abstract or summary of each paper that clearly states how the paper will add to the existing literature and what is 'new' for the reader. Vague descriptions such as findings that will be presented or discussed are not acceptable.
3. The month and year for which the *Guest Editor(s)* aim for publication. The timetable for each issue is detailed on page 3. However, if the full issue is submitted to *Anthropology & Medicine* before this time, it may be possible to publish the issue online at an earlier date, through *iFirst*.

The proposal should be electronically mailed to: anthmed@ucl.ac.uk with cc to s.jadhav@ucl.ac.uk

Following receipt, the proposal will undergo a review by journal *editors* and peers. Please note that there may be several proposals submitted, and acceptance is based on the merit of the proposal, peer review comments, and availability of time slots. If more than one proposal is accepted, the Journal editors will inform the *Guest Editor(s)* about this and agree on the timing of publication. *Guest Editor(s)* are requested not to proceed until they receive confirmation from the editorial office. Each Special Issue will be assigned an editor from the Journal's core editorial board for liaison and clarification on the submission process. **The lead *Guest Editor* is to accept full responsibility for the quality and timely submission of all revised manuscripts that have been accepted for publication.**

The following guidelines are for *Guest Editors* submitting a proposal for Special Issues.

All individual manuscripts for the Special Issue must be peer reviewed by at least two independent referees.¹ **This will be the responsibility of the Special Issue *Guest Editor(s)*.** This particularly applies for papers published at a conference, as the standard varies. In some situations, the referee list and their comments should be made available if requested, to the *Journal Editor*, in advance of accepting manuscripts for final publication.

Any conflicts over the acceptance of manuscripts and the content of text will be dealt with by the *Guest Editor(s)* of the Special Issue in the first instance. If this matter remains unresolved, the *Journal Editors* will arbitrate and take a final decision. In some cases, such as dispute over authorship, plagiarism, using previously published material, etc, the *Journal Editors* will seek advice from COPE (Committee On Publication of Ethics, <http://publicationethics.org/>).

The *Guest Editor(s)* of the Special Issue will also ensure that all contributors including the *Guest Editor(s)* undertake a **signed written acceptance stating their manuscript is an original submission, and not published or submitted for publication elsewhere.**² Acknowledgement of funding source(s), conflict of interest, and ethical consent issues (AAA guidelines) for research conducted is mandatory according to Journal policy.

- The total word length of all manuscripts, **including** editorial introduction, references and tables/ figures, must not exceed **70,000 words**. Tables, figures and maps translate into half page per item (250 words per item). Under no circumstances should the total word length be exceeded as penalties will be levied by publishers.
- **In the event of the Special Issue exceeding the maximum word length, the *Guest Editor(s)* will be responsible for paying the page penalty charges. It will therefore be helpful to keep a margin of approx. 2000 words. This translates into approx. 6-8 manuscripts including an editorial introduction.**
- **Style:** all manuscript submissions must conform to the Journal's in house guidelines. Further details on this and a **style sheet detailing full submission guidelines** are available at the Journal web site: <http://www.tandf.co.uk/journals/authors/canmauth.asp>
- The Journal publishers, *Taylor and Francis*, will hold full copyright upon publication.

¹ All referees including guest editors are provided a 30% Taylor & Francis book discount token, as appreciation of their effort, towards costs for purchasing Taylor & Francis publications.

² This is required from every contributing author, so if a manuscript has three authors we will require three statements confirming the work is their own, and has not been submitted elsewhere.

- **Copy deadlines:** *Editor(s)* of the Special Issue must ensure that a camera ready copy of their final accepted (after peer review and revision) issue in electronic format reaches the Journal's London office by the following dates:

April issue: 1 September of the previous year

August issue: 1 February of the same year

December issue: 1 May of the same year

It is the responsibility of the *Guest Editor(s)* to ensure that authors meet this deadline.

The website for uploading the manuscripts is: <http://mc.manuscriptcentral.com/canm>.

- Aiming for an issue about 18 months in advance is perhaps a reasonable time frame. This is in order to budget a call for papers, or a conference where papers will be presented, followed by short listing (and criteria for drawing up a short list), peer reviewing (this takes up to 6 months especially for reviewers who might be away in the field), first and final revision, and then uploading the entire set to the manuscript website.
- Please include in your proposal a proposed timeline for the above. The *Guest Editors* should seek to update the *Journal Editors* regarding the Special Issue's progress approximately every three months. Please include the dates for submission of the progress reports in the timeline.
- Funding: There is no funding available for putting out a Special Issue but support such as journal stationary, marketing costs, including pre-publicity announcements, post-launch marketing, etc will be provided by the publishers. At present the Journal does not have any secretarial assistance, and this will be the responsibility of the *Guest Editor(s)*.
- Once the Special Issue is accepted and all manuscripts finalised, contributing authors will need to upload the final copies of their manuscripts to Manuscript Central, at <http://mc.manuscriptcentral.com/canm>. We expect *Guest Editors* to correspond with the contributing authors and ensure that each manuscript has the necessary requirements (e.g. full acknowledgements, funding source, conflicts of interest, ethical/consent approval) before authors upload to Manuscript Central.
- Once the manuscripts are uploaded, the assigned *Journal Editor* will check that each manuscript follows the Journal's guidelines. Manuscripts that do not follow the guidelines will be unsubmitted.
- Please ensure that the manuscripts are uploaded with sufficient time to correct any critical issues before the final deadline for submission. Please note that once the deadline has passed, and all manuscripts are uploaded, there will be no further time for editing or revising the manuscripts.

- Authors and *Guest Editors* will have access to the proofs of the manuscripts **once** before the Special Issue is published. This is to check that no errors have been introduced during the journey from manuscript to proof only. Significant edits cannot be accepted at this stage.

For further details please contact:

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<http://www.tandf.co.uk/journals/canm>, <http://mc.manuscriptcentral.com/canm>

Please see next page for statement of agreement by Guest Editor(s)

Statement of agreement by Guest Editor(s)

I/We agree to abide by the guidelines for the Special Issue. Specifically, I/we will take full responsibility for ensuring that:

- 1) All manuscripts are an original submission, and not published or submitted for publication elsewhere.
- 2) All individual submissions for the Special Issue will be peer reviewed by at least two independent referees.
- 3) All manuscript submissions must conform to the Journal's in house guidelines.
- 4) In the event of the Special Issue not meeting the stipulated word length, I/we shall be responsible for paying the page penalty charges levied by the publishers, Taylor & Francis, UK.
- 5) A one page draft flyer will be prepared by the *Guest Editor(s)* well in advance of the issue, for publishers to format and advertise the Special Issue.
- 6) Ensure all papers include an acknowledgement of funding source(s), conflict of interest, and ethical/consent issues (AAA guidelines) for research presented.
- 7) The full issue is submitted / uploaded for publication on the manuscript tracker at: <http://mc.manuscriptcentral.com/canm>
- 8) My/Our deadline for submission of the entire Special Issue is: *(insert date and year)*
- 9) I confirm that I/we will be responsible for any penalties levied by T & F, if the guest issue is not delivered in time or exceeds the stipulated word length.

Signed, name printed and dated by Guest Editor(s) Please PRINT your name(s) and current designation

Returned by email to the Editorial Office at anthmed@ucl.ac.uk