

## Special Issue Guidelines

### **Guest editors**

Guest editors are usually from national and international research-led institutions. Their responsibilities are to:

- develop and discuss a proposal with the executive editor and editorial board following the board's acceptance of the proposal;
- agree a timeline for completion with the journal manager;
- work with and keep in regular contact with the journal manager and executive editor;
- recruit authors, papers, and referees;
- evaluate and provide feedback on abstracts if there is an open call for papers;
- read and comment on the papers submitted and the referees' comments;
- make recommendations about accepting papers for publication;
- write the discussant paper for the special issue;
- if they wish they may write or co-write up to two of the papers, as well as the discussant paper.

### **Developing the proposal**

*By invitation:* Guest editors invite prospective authors and then submit a proposal to the journal, listing the authors as well as the working title and a brief abstract of each paper.

*By call for papers:* Guest editors submit a proposal to the journal before launching an open call for papers. Abstracts received in response to the call will be evaluated and decisions on content made in discussion with the executive editor.

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In both cases the proposal will be screened by the executive editor and, if deemed appropriate, will then be evaluated by the journal's National editorial board. Guest editors should submit proposals to: [educational-review@contacts.bham.ac.uk](mailto:educational-review@contacts.bham.ac.uk)

The proposal must include the following information:

- Guest editors' names, affiliations and contact details;
- CVs of the guest editors, highlighting previous publications in/work with *Educational Review*, as well as previous editorial experience;
- A statement of the current interest and relevance nationally and internationally of the subject (300 words);
- A statement about the appropriateness of publication in *Educational Review*;
- A statement of agreement from the guest editors to work with the executive editor, editorial board and journal manager to develop the special issue and adhere to the review process.

If the issue will comprise papers from contributors invited by the guest editors, please also include the following:

- Contributors' names, affiliations and contact details;
- Working title with short abstract (250 words) for each paper;
- A statement of the intellectual coherence of the special issue across the papers.

If there will be an open call for papers, please include:

- Draft Call for Abstracts (for a recent example please see the Appendix);
- List of influential authors in the field to approach;
- Suggested channels for dissemination of the Call for Abstracts.

## Design of special issues

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Special issues usually take one of three designs working within an issue capacity of 55,000-60,000 words, though proposals for alternative formats will be considered:

- 8 papers submitted; 1 discussant paper and book reviews (papers are 6,000 words); **or**
- 7 papers submitted; 1 discussant paper and book reviews (papers are 6,000 – 8,000 words); **or**
- 6 papers submitted; 2 discussant papers and book reviews (papers are 6,000 – 8,000 words).

Book reviews will usually contribute between 2,000-4,000 words per issue. Guest editors are generally not involved in the book review process other than suggesting relevant titles as soon as possible.

**All special issues should include representation of research from diverse international contributors and we especially welcome submissions from the Global South.**

## **Discussant paper**

A regular feature of special issues is a discussant paper from the guest editors or from a colleague involved in the research being presented. Besides drawing together the papers within the issue, its primary function is to locate the work of the issue in the wider field; to draw attention to specific issues for critical reflection and more generally to orientate the novice reader in the field. Depending on the format of the special issue it may range from 5,000 to 8,000 words.

## **Refereeing process**

If there is an open Call for Papers, guest editors will be expected to evaluate and provide constructive feedback for all authors who have submitted abstracts, with the assistance of the

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journal manager. Calls for Papers in this journal regularly garner over 100 abstract submissions, so guest editors should be prepared for this substantial undertaking and may benefit from working with a co-guest-editor. Recommendations on which papers to invite based upon the abstracts should take into consideration factors such as:

- Range of topics
- Geographical spread of authors & papers, including representation from the Global South
- Representation of contributors across a range of career stages
- Relevance to journal's generalist international readership
- New contributions to knowledge in the field
- Ability to deliver the paper within the proposed timeframe

Invited papers for a special issue need to be submitted by authors on the [ScholarOne Manuscripts](#) system. All papers will undergo the peer review process with the same rigour as a general issue. Authors should not interpret the invitation to contribute to the special issue as an a priori acceptance of their paper, and it is the guest editors' responsibility to communicate this.

Guest editors will be set up as 'Handling Editors' on the ScholarOne portal. Once a paper has been submitted through ScholarOne, the editorial assistant/journal manager will check that the paper has been submitted correctly and will assign it to the appropriate guest editor. An automated email will then be sent to the guest editor informing them that there is a paper awaiting referees.

The guest editor should then log on to ScholarOne Manuscripts, locate the paper in their Handling Editor centre, read through the submitted paper and make an editorial recommendation as to whether it should go out for review or be rejected and returned to the author.

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Once the guest editor has decided that a paper should go out for review, they will need to identify, invite and secure at least two expert referees to review the paper using the search function in ScholarOne. New referees can also be added using the “Create Referee Account” window on the right of the screen when in the Select Reviewers tab. A draft email template will appear upon clicking “invite”, which can be edited prior to sending.

Please note that referees may decline invitations to review; in this case, the guest editor will need to secure the agreement of alternative referees in a timely manner. By default, referees are given four weeks from the date of their invitation acceptance. If editors wish to change this deadline, they should flag this to the referee in the invitation and notify the journal manager, who can amend the deadline on the ScholarOne system.

Where guest editors of special issues contribute to or co-write articles for their edition, the journal protects the anonymity of the referees. The discussant article is managed by the executive editor and journal manager, or by an alternative guest editor if the special issue is co-edited.

The ScholarOne Manuscripts system will alert the guest editor once two reviews have been received for an article. The guest editor will need to read through the reviews and make a recommendation (via the system) as to how to proceed with the paper. The final decision remains with the executive editor and guest editors should include a comment on the rationale for their recommendation, either as a note or in the decision recommendation box.

If a paper has received a negative review by both referees then standard journal practice is to reject the paper. If the paper has received one positive and one negative review then it should be reviewed by a third referee. The guest editor will need to identify and invite this third referee.

The recommendation made by the guest editor will be automatically sent to the executive editor, who will issue a decision on the paper to the author, including the referee comments. By default, authors are given four weeks for minor revisions and 3 months for major. If guest editors wish to change this deadline, they should flag this to the author in the draft decision letter and notify the journal manager, who can amend the deadline on the ScholarOne system.

This refereeing process will continue until the executive editor decides that the article is ready for publication. Once approved for publication, the editorial assistant/journal manager will send the article to Taylor & Francis. Typeset proofs will be sent to the journal manager and the author for final amendment.

If more papers are refereed as ‘ok to publish’ than is required for a special issue, the executive editor will consider publishing them in a later ‘general’ edition of *Educational Review*, if the topic is of interest. Normally, however, the guest editors will need to decide among the papers. The executive editor reserves the right to make the final decision.

## **Administrative support**

We usually allow a minimum of 18 months for preparation of a special issue once the proposal has been accepted. Prior to commencing a special issue, the journal manager will provide the guest editors with a schedule of deadlines. The guest editors are invited to negotiate any changes to the suggested schedule before agreeing to it, keeping in mind that this may delay publication to a later volume.

The journal manager will be available to offer technical support, progress monitoring and regular updates, and will copy the guest editors into all relevant correspondence. Guest editors can email the journal manager at the generic journal email address provided above for requests/assistance with the following:

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- Changing/extending deadlines for reviews or revised submissions
- Problems adding/inviting reviewers
- Error messages
- Login issues
- Queries from the Handling Editor, referees or contributing authors

ScholarOne Training videos/guides can be accessed at the following links:

<https://clarivate.com/webofsciencegroup/support/scholarone-manuscripts/>

<https://webofsciencelearning.clarivate.com/learn>

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## **Appendix: Sample Call for Papers**

World in Motion: Early Reflections on the impact of COVID-19 on Global Higher Education

A Special Issue of [Educational Review](#)

Guest Edited by Dr Jason Arday

(Durham University, Higher Education and Social Inequality)

**Keywords:** Higher Education, COVID-19, Education Systems, Social Distancing, Inequality, Global Impact

**Guest editor email:** [Jason.a.arday@durham.ac.uk](mailto:Jason.a.arday@durham.ac.uk)

**Journal manager email:** [G.M.Banks@bham.ac.uk](mailto:G.M.Banks@bham.ac.uk)

**Deadline for abstract submission:** 30<sup>th</sup> Nov 2020

**Deadline for completed manuscript submission:** 1<sup>st</sup> May 2021

This timely proposal for a special issue of *Educational Review* emanates from the unprecedented COVID-19 pandemic and its almost certainly transformative impact on higher education systems throughout the world.

### **The Impact of COVID-19 on the higher education landscape**

In many countries, the higher education landscape has already begun to change dramatically due to the spread of the coronavirus and the containment and mitigation strategies adopted by national governments and higher education providers. Travel restrictions, social distancing measures, isolation and quarantine procedures, campus closures and border closures have radically altered the nature of academic study and academic work for students and faculty around the globe, in ways that are expected to persist for some time. The financial operating

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models of many providers and the financial viability of some will be severely tested by the economic repercussions of the pandemic, which may mean a substantial contraction of public and private spending on higher education in the years ahead.

The consequences of post-pandemic changes to the nature of academic study and students' experiences of higher education are beginning to be felt by new and returning cohorts, and by higher education faculty who must adapt their professional and academic labour in line with institutional responses to the crisis—including adaptations that have or threaten to heighten pre-existing exclusionary institutional practices. Governments globally remain under intense pressure to mitigate such consequences, balancing commitment to equitable access to HE against considerations of the future of public/private funding for national HE sectors. The current HE landscape therefore reflects the immediate, complex negotiations of power and priorities for individuals, institutions, National governments and international networks in the face of an unprecedented global pandemic.

## **Scope of Special Issue**

Against this backdrop, this special issue considers the immediate short-term effects of the pandemic on higher education systems from around the globe with an intersectional focus on its impact on race, class, gender and other social inequalities among students and faculty, in addition to examining the fiscal and political impact on higher education institutions, national higher education systems, and global higher education networks.

Promoting theoretically-rich works and new empirical contributions to knowledge, this special issue seeks papers which will advance critical analysis of the structural changes and social disparities resulting from the pandemic within the context of higher education. We welcome contributions which focus on qualitative, quantitative or mixed methods research, although there may also be some scope to accommodate papers which constitute wholly theoretically-focused contributions in conjunction with existing empirical data.

**Empirical and conceptual papers with a focus on the impact of COVID-19 in higher education globally will be welcome on areas such as, but not limited to:**

- Intersectional implications of the pandemic on higher education
- Impact on teaching and learning
- Pedagogical implications; online engagement and delivery
- Negotiating the curriculum
- Impact on student populations
- Impact on transitions to University
- Impact on professional and academic labour
- Impact on University Leadership
- Economic and political implications for the HE sector
- Historical, geographical, sociological, psychological or philosophical perspectives
- Reflections on HE past, present and future in the context of the pandemic

## **Process**

Abstracts of up to 500 words should be submitted via email to the journal manager no later than 30 November 2020. Selected contributors will be notified by 31 December 2020.

Articles of 6000-8000 words will be due by 01 May 2021 and will undergo full peer review as per the journal policy.

The guest editor will be happy to receive and respond to queries relating to the special issue.