

Regional & Federal Studies

## **Special Issue Guidelines**

### **Start of the Process**

Please submit your Special Issue proposal to the journal's editorial assistant Mattia Zulianello ([mattia.zulianello@gmail.com](mailto:mattia.zulianello@gmail.com))

The proposal should be approximately 5-8 pages long and contain the following:

- Information on the Guest Editor team and their credentials. Please include biographical notes and contact information;
- The topic, main themes, and rationale for the special issue. This includes the significance of the topic, its relevance to the readership of RFS, the theoretical contribution of the special issue as well as its empirical or methodological contribution;
- A brief summary of the existing literature/state-of-the-art. This includes any edited collections/special issues that have appeared in recent years on this topic, indicating how the proposal differs from or complements existing research. In other words, the cumulative and/or innovative dimension of the proposal compared to existing work should be clear (theoretically, empirically, methodologically);
- Information on the role each article plays in the development of the overall Special Issue theme;
- Titles and abstracts for each proposed contribution;
- Short biographical notes on each of the proposed contributors;
- Details on the proposed length of each of the manuscripts and of the special issue as a whole;
- Information on whether the special issue builds on a previous workshop/panel at a conference and whether an authors' workshop is planned to consolidate the special issue before submission;
- A timeline for submission of the draft papers.

Proposals will be considered by the Editors.

The Editorial Board will assign one of its Editors for each Special Issue received. This Editor will have oversight of the Special Issue process. That person will be responsible for liaising with the Guest Editor(s), commenting on the proposal, relaying the decision on the proposal to the Prospective Guest Editor(s), and overseeing the editorial and peer-review process.

## **Guidelines on the Structure of the Special Issue**

Special Issues normally comprise between five and eight papers. Including notes and references, they should be between 40,000 and 64,000 words in length.

Smaller special issues of 3-4 papers can be submitted as a Forum or Special Section. The same procedure applies as for standard Special Issues.

Articles in a Special Issue must adhere to the RFS guidelines for regular submissions. For more information on RFS guidelines for authors, see:

<https://www.tandfonline.com/action/authorSubmission?journalCode=frfs20&page=instructions>

Guest editors are responsible for ensuring that submitted articles follow the journal's guidelines.

## **Finalising the Special Issue**

The penultimate stage of the editorial process is the Publication Information Packet submitted by the Guest Editors to the RFS Editorial Office. The Packet includes:

- (1) the agreed-upon list of manuscripts to be included in the Special Issue;
- (2) the order in which the manuscripts are to appear in the Special Issue;
- (3) short biographies for each of the contributors including the Guest Editors.

Proposers should note that in all circumstances, the Editors of RFS retain final authority on all matters of publication, including content, timing, and approval of the final manuscript(s). The Editors make no commitment to publish prior to the conclusion of the full peer review process.

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