

JOURNAL OF EUROPEAN PUBLIC POLICY

Procedure for submitting a special issue proposal to the Editor

JEPP now receives a large number of special issue proposals and experience suggests that a good special issue can take up to eighteen months from acceptance of the initial proposal to submission of the final manuscript to the copy editor. Whilst some proposals are submitted in embryonic form, others are more fully developed and sometimes accompanied by draft papers. These differences give rise to problems of fairness in judging proposals.

In the interests of fairness, the Editor assesses formal proposals within a 'gathered field' for each available special issue 'slot', some 12-18 months ahead of the planned publication date* for a given special issue volume. For each vacant slot there is a date by which a formal proposal must reach the Editor (see below). However, the Editor is happy to give informal advice in advance of a formal submission. If a proposal is deemed by the Editor to stand little chance of acceptance, the proposers will be advised of this immediately, in order to enable them to approach other journals (or book publishers) without undue delay.

- 'Publication date' here means the date a Special Issue will appear in a hard copy volume, in the normal way. However, JEPP is now part of the iFirst publishing programme, the essence of which is that accepted articles will be published on the JEPP iFirst website (once they have been copy edited, typeset and proof read) some considerable time before they appear in a hard copy volume. Special Issues can also be published on the iFirst website some time before they appear in a hard copy volume. All articles published on the iFirst website can be immediately cited using their allocated DOI number.

We do not yet have the production schedules for hard copy volumes for 2013

Once all proposals have been received by the due date, the Editor will normally reach a decision within two weeks. At the Editor's discretion, some proposals which are not selected at that time may be considered along with other proposals for the next vacant slot.

A formal proposal should contain the following information.

1. The names, addresses, and positions of the proposed Guest Editor(s) together with brief biographical details.
2. The title of the proposed special issue
3. A brief description of the *rationale* behind the proposal, its planned scope, its innovative nature in relation to existing published work in the particular field, and an indication of its likely appeal to readers *not* specialising in the particular field (for example the broader theoretical focus of the proposed special issue).

4. Names and position of each proposed contributor and a 300 word abstract of their planned paper, together with an indication of their commitment to contribute to the special issue. (It is appreciated that the draft abstracts are indicative but it is important that contributors are 'signed up' and not just on your wish list!) Details of the project management 'milestones' such as any workshops that are planned, date by which first and subsequent drafts are to be submitted, time allowed for the refereeing process etc. (The Editor is happy to advise on these matters)_but it is best to assume that some authors and referees will not adhere to your timetable!)
5. The planned word count of each paper and confirmation that the total word count will not exceed 65,000 words including refs, notes, diagrams and tables

Guest Editor(s) will be required to sign a (standard) formal publishing agreement with the publishers once a proposal has been accepted by the Editor.

Special issues are managed, on a day to day basis, by the Guest Editor(s), via the Scholar One online submission and review system used by JEPP , subject to the general guidance (and no doubt help !) of the Editor of JEPP. Normal JEPP refereeing procedures (at least two referees per paper) apply.

All special issues are eligible for consideration for publication in book form, in the JEPP series published by Routledge.

SUBMISSION DATES FOR REMAINING 2014 (Vol. 21) SPECIAL ISSUE PROPOSALS

Volume 21.3 Formal proposals to be submitted to JEPP Editor by July 12th 2012

Volume 21.5 Formal proposals to be submitted to JEPP Editor by Nov 1st 2012

Volume 21.7 Formal proposals to be submitted to JEPP Editor by Feb 1st 2013

A list of recent and forthcoming Special Issues can be found elsewhere on this site

